

**COMMUNICATIONS WORKERS OF AMERICA
LOCAL 4025
BY-LAWS
Adopted December 2003**

Article I Name

This Local shall be known as Local 4025 Communications Workers of America

Article II Jurisdiction

The jurisdiction of this local shall be the jurisdiction assigned by the union and appearing on the face of the local charter.

Article III Structure

The structure of the Local shall consist of the following:

1. The Membership
2. The Officers
3. The Committees

Article IV Membership

Section 1 - Eligibility

Any person eligible to membership in the Communications Workers of America, as defined in Article V, Section 1, of its Constitution, shall be eligible to membership in this local if performing work within the local's assigned jurisdiction, or if employed on a part-time or full time basis by the union.

Section 2 - Transfers

The transfer of membership from any local to the jurisdiction of this local shall be made in accordance with Article V, Section 3, of the Union Constitution.

Section 3 - Retirees

Members leaving active membership as a result of retirement shall receive a Gold Life Membership card paid for by the Local.

Article V Local Dues, Fine and Assessments

Section 1 - Local Membership Dues

Each member of the local shall pay membership dues in accordance with Article VI, Section 1, of the CWA Constitution.

Section 2 - Local and Union Special Assessments

See Article VI, Section 4 and 4, of the CWA Constitution

Article VI Governing Authority

The affairs of the local shall be governed by its membership in accordance with the Constitution and policies of the Union in the following manner:

- A. Through actions and decisions of the Executive Board, by majority vote of a quorum.
- B. All action and decisions of the Executive Board may be overruled by the membership at a local meeting or by referendum.

Article VII Local Meeting

- A. A minimum of four membership meetings shall be held per year.
- B. Special meetings may be called by a majority vote of the Executive Board, or by a petition signed by 20% of the members. Upon the receipt of a petition the Executive Board shall call a special meeting to be held within ten days.
- C. All meetings, regular and non-scheduled, shall be posted on Union bulletin boards not less than 24 hours prior to said meeting.
- D. Conduct of Meetings and Quorum
 - 1. Membership meetings of this Local shall be conducted under these by-laws and rules of the local and in conformity with the Union Constitution. On questions where the Local bylaws or the local rules of the union constitution do not clearly apply, the latest edition of Robert's Rules of Order shall govern.
 - 2. The number constituting a quorum for local meetings shall be members present, consisting of not less than one of the top four officers (President, Executive Vice-President, Treasurer, and Secretary).
 - 3. A majority of the officers or a majority of the members of a committee shall constitute a quorum for these bodies.
- E. The Executive Board shall hold a minimum of four meetings annually. A quorum for Executive Board meetings shall be a majority of Executive Board members who are authorized to vote.

- F. Telephone conference calls (teleconferences) shall be an acceptable medium for Executive Board and committee meetings (including special meetings) in accordance with the following requirements:
 - 1. A roll call shall take place at the start of the teleconference
 - 2. The teleconference shall be such that all participants may hear one another simultaneously.
- G. Special Executive Board meetings may be called by either the president or by a minimum of two Executive Board officers with notification to the secretary (if unavailable, a substitute).
- H. Upon receiving the request for a special or urgent Executive Board meeting, the secretary (or substitute) shall attempt to notify all Executive Board members using the following contact methods in the order given:
 - 1. Telephone call (work and/or home);
 - 2. Pager (if available);
 - 3. E-mail (if available);
 - 4. Fax (if available)
- I. The secretary shall maintain an updated list of all contact telephone numbers (work and home) and addresses (postal and e-mail) for all Executive Board officers.
- J. Executive board members shall provide the secretary with their contact information and notify the secretary of any changes as soon as feasibly possible.
- K. Electronic mail (e-mail) may be used by the Executive Board in place of special meetings when “in--person” assemblies or teleconferences are not possible or practical, but only as a last resort to handle urgent motions and under the following rules:
 - 1. The Local will endeavor, if necessary, to supply computers and pay for internet and/or e-mail service at reasonable cost to enable electronic mail (e-mail) communication and/or voting by the Executive Board officers.
 - 2. The secretary or substitute shall attempt to notify all Executive Board members as necessary that an e-mail vote is in progress using the following contact methods in the order given:
 - a. Telephone call (work and/or home);
 - b. Pager (if available)
 - c. E-mail (if available)
 - d. Fax (if available)

3. The motion shall be presented via e-mail to all Executive Board members who have e-mail, but will not require a second and its passage shall be determined by a majority vote of the entire Executive Board body. Without a majority vote of all voting Executive Board officers, the motion will expire due to lack of support.
4. The votes of all Executive Board officers shall be broadcast via e-mail to all Executive Board officers who have e-mail addresses.
5. Executive Board officers without access to e-mail at the time of the pending motion may communicate their vote directly to either the local president or the secretary, who will broadcast that particular individual's name and vote via e-mail to the entire group of Executive Board officers.
6. The motion shall only be considered as passed with a majority vote of all Executive Board members. Without a majority vote the motion will expire due to lack of support.
7. The secretary (or substitute) shall print copies of all e-mails involving the motion(s) and votes and place these in file as attachments to the minutes of the next membership meeting and as a permanent record to be available for examination by board members. .
- L. The president shall report all motions passed at special meetings of the Executive Board to the membership for approval at the next membership meeting.
- M. With the exceptions listed above, the rules governing a regular meeting shall apply unless deemed impractical or impossible, due to the medium or other circumstances, and can be waived individually.

Article VIII Local Delegates to National, District and State Meetings

- A. The local shall send as many delegates as allowed in the CWA Constitution Article 8, Section 4.
 1. Delegates - The delegate shall be the local President, if he/she abstains the delegate shall be the Executive Vice-President.
 2. Alternates - The alternate shall be the local Executive Vice-President, if he/she abstains the alternate shall be elected by the membership, or if time does not permit, by a majority vote of the Executive Board.
- B. If an alternate (or alternates) needs to be elected to the National Convention, they shall be selected not more than 120 days, no less than 30 days in advance of the Convention at a regular or special meeting of the membership. Notice of the election shall be posted on the union Bulletin boards.
- C. There shall be two people sent to the Contract Review Meeting. It shall be the President and the Secretary of the Local. If the Secretary abstains, there shall be another proficient note taker sent.

- D. Up to two members may be approved for state and/or district meetings.
- E. There shall be a full report given to the local at the next regular scheduled meeting.

Article IX Personal Expenses for Union Business

- A. All expenses will be paid for by the local upon presentation of receipts to the Local Treasurer and approval by two officers (President, Executive Vice-President, Treasurer, or Secretary).
- B. Reimbursements for meals will be limited to a) breakfast \$10.00; lunch \$12.00; and dinner \$18.00.
- C. Mileage shall be paid the same as provided for by the IRS.
- D. No mileage will be paid to attend regular monthly union meetings unless in excess of 30 miles from permanent reporting headquarters.
- E. Lost-time wages up to 10 hours of regularly scheduled daily work time must be authorized by the Executive Board, and approved by the membership at a regular or special meeting.
- F. Lost time expenses must be submitted to the Treasurer within 60 Days of Occurrence.
- G. Executive Board members will be paid up to 8 hours of lost-time wages and travel expenses for attending regular (or special) membership meetings, if their reporting headquarters is over 100 miles from the said meeting.
- H. Members attending meetings requiring union-paid funds must submit a written or oral report at the next membership meeting.

Article X Local Committees

Section 1 – Committees

The Local shall have the following committees:

- A. Audit, Bylaws, Community Service, Education, Election, Equity, Grievance, Legislative/Political, Membership, and Organizing.
- B. All committees shall be formed at by volunteers of the local membership, or appointment by the Executive Board (Chairperson to be appointed by the President of the Local).
- C. A member of any local committee may be removed by the majority vote of the Executive Board, subject to the right of the Local to overrule the action of the Board. A committee member may also be removed by action of the local at a membership meeting.

Section 2- Duties of Committees

- A. Audit Committee
The Audit Committee shall review, evaluate and verify the financial recordings and receipts of the local as soon as reasonably possible after the fiscal year and report its conclusions and/or recommendations to the membership.
- B. Bylaws Committee
A Bylaws Committee shall be established by Executive Board or membership request with the sole purpose of reevaluating the Bylaws and proposing changes.
- C. Community Service Committee
The Community Services Committee shall assist the local in determining which ways it can better serve the community, including all donations (these suggestions to be presented to the Executive Board and then to the members.
- D. Education Committee
The Education Committee shall assist in developing the Local's Educational Program and with the Executive Board, be responsible for effectuating the Union's and Local's Educational Programs.
- E. Election Committee
The Election Committee shall conduct all nominations and election and referendums of this local. No candidate can serve on this committee.
- F. Equity Committee
The Equity Committee shall collect data on equity issues and work closely with State and National Committees on Equity.
- G. Grievance Committee
The Grievance Committee shall assist in the preparation, research and processing of all grievances and will maintain a log of the status of each grievance. The chair of the Grievance Committee shall be appointed by the President with the approval of the Executive Board.
- H. Legislative/Political Committee
The Legislative/Political Committee shall assist in developing and pursuing the program of the union and the local in the legislative/political field. It shall be responsible for the local's program to register each qualified voter.

- I. Membership Committee
The Membership Committee shall:
 - 1. function primarily as a force for mobilization in the Local by building and maintaining a communication network for relaying news and information to the membership and;
 - 2. assist in determining and assessing membership status in accordance with Local rules, bylaws, the CWA Constitution and policies of the Union; and
 - 3. help to welcome new members to the local.
- J. Organizing Committee
The Organizing Committee shall assist the local officers and stewards in organizing all members within the local's jurisdiction

Article XI Order of Business

The order of business at a local meeting shall be as follows:

- 1. Call to Order
- 2. Roll Call (Optional)
- 3. Reading and actions on minutes of previous meetings, and financial report.
- 4. Report of Officers
- 5. Report of Committees
- 6. Unfinished Business
- 7. New Business
- 8. Adjournment

The order of business may be suspended by a two-thirds vote of members present.

Article XII Duties of the Local Officers and Stewards

- A. The officers of the Local shall be:
 - 1. Local President (elected at large)
 - 2. Local Executive Vice-President (elected at large)
 - 3. Local Secretary (elected at large)
 - 4. Local Treasurer (elected at large)
 - 5. Unit Vice-President (elected by respective unit) for each of the following units:
 - a. SBC (Marquette)
 - b. SBC (Ironwood)
 - c. SBC (Escanaba)
 - d. SBC (Iron Mountain)
 - e. SBC (Sault Ste Marie)
 - f. Johnson Control
 - g. Hiawatha (Munising) Telephone Company

6. Grievance Committee Chair (appointed)
 7. Retired Members Club (RMC) President (elected by that organization)
- B. Only officers directly elected by the membership shall have voting rights on the Executive Board. All other officers shall have a seat, but not a vote, on the Executive Board.
- C. Duties of the Local President
1. The Local President shall preside at meetings of the local and shall:
 - a. supervise all committees of the Local
 - b. act as chairperson of the Executive Board.
 2. The Local President shall have such additional duties as assigned by the Local or required by the Constitution or Policies of the Union.
- D. Duties of the Local Executive Vice-President
- The Local Executive Vice-President shall work under the direction of the Local President and shall perform such duties as assigned by the Executive Board and the local membership. Duties should include overseeing all grievances.
- E. Duties of the Local Secretary
1. Maintain a record of the Local membership and shall keep minutes of all local meetings and meetings of the Executive Board.
 2. Furnish both the District Director and Secretary-Treasurer of the union with two (2) copies of any changes in the local By-Laws within (30) days after such changes are made.
 3. Be responsible for furnishing the Secretary-Treasurer of the union with all the proper forms, signed by local officers, which are required by State and Federal Laws immediately upon their execution.
 4. Perform such other duties as the local or the local President may assign.
 5. The Local Secretary shall be authorized up to 10 hours of regularly scheduled work hours each month for union business.
- F. Duties of the Local Treasurer
1. The Local Treasurer shall be custodian of all assets of the local and shall make a report to each membership and Executive Board meeting.
 2. He/she shall cause the payment of all approved bills by the Executive Board and act as Chair of the finance Committee, and handle the yearly audit.
 3. The Local Treasurer shall be authorized up to 10 hours of regularly scheduled work hours each month for union business.

- G. Recommended Salaries for the Local Officers
 - President \$125.00/month
 - Executive Vice President \$125.00/month
 - Secretary \$125.00/month
 - Treasurer \$125.00/month
 - Unit Vice-President \$ 25.00/month
- H. Duties of the Unit Vice-President
 - 1. The prosecution of grievances and appealing them to higher levels of the Union, if not satisfactorily settled;
 - 2. Attend local membership meetings and Executive Board Meetings.
- I. Stewards of the Local and Their Duties

This local shall have as many stewards as may be appointed by the Vice-President with the approval of the local membership. They shall be made directly responsible to the Unit Vice-President, performing such duties that are necessary.
- J. The President, Executive Vice-President, Secretary and the Treasurer shall have the power of official endorsement for the local. No blank checks shall be endorsed by the any official of this local.
- K. All elected and appointed officers of the Local shall comprise the Executive Board. All members of the executive board shall be bonded. This board shall meet before the regular membership meetings, or more as deemed necessary.
- L. The Grievance Committee Chair shall be in charge of all grievances filed by the Local. The Grievance Committee Chair shall be authorized up to 10 hours of regularly scheduled work hours each month for union business.

Article XIII Election of Officers

- A. Vacancies

A vacancy in the office of the Local President shall be filled by the Local Executive Vice-President. Vacancies in other offices of the Local shall be filled by an election within 60 days after the vacancy occurs. Such vacancy shall be filled after nominations are made from the floor, duly posted, according to governing election rules, and one of the nominees has received a majority vote.
- B. Nominations
 - 1. Notices of nomination meetings shall be mailed to the members (entire body or respective unit) and posted on union bulletin boards, where feasible, no later than two weeks prior to the meeting.
 - 2. The notices shall indicate date, time and location and allow for submission in writing of all nominee names, providing an address where written nominations shall be mailed. The deadline for receiving written nominations shall be before the meeting.

3. Written nominations shall be signed by a member in good standing. The nominee shall be a member in good standing.
4. Nominations of President, Executive Vice-President, Secretary, and Treasurer shall be by acclamation from the floor, or in writing (written nominations have to be received 24 hours prior to the meeting, be made by a member in good standing, and signed by that member) at the regular or special meeting in the month of October in the year following the new contract.
5. Nominations of Unit Vice-Presidents shall be made by a member in the respective unit and by acclamation from the floor or in writing (written nominations have to be received 24 hours prior to the meeting, be made by a member in good standing, and signed by that member at the regular meeting in the month of November or at the special meeting within two weeks before the membership meeting) in the year following the new contract.
 - a. Special unit meetings for the purpose of nominating Unit Vice-Presidents shall be scheduled and held in the respective unit's area no earlier than two weeks prior to the next regular meeting for November, unless the next regular meeting is in a unit's area, whereupon nominations for that unit's Unit Vice-President may take place at the regular meeting instead of a special unit meeting.
 - b. A top officer of the Executive Board shall not be required to be present at special unit meetings for Unit-Vice-President nominations.
 - c. The Election Committee shall appoint at least one member in the respective unit to obtain the signatures of all members present at the special meeting and to write down the names of all nominees who have accepted their nominations either in person or in writing. This information shall be provided as soon as possible after the meeting to the Election Committee.
 - d. The Election Committee shall notify the unit member(s) handling the special meeting nominations of all written nominations it has received prior to the meeting to relay to the members in attendance at the meeting.
 - e. Those nominated for office must be present at the meeting to accept the nomination or have presented a letter in writing at the meeting or prior to the meeting.
 - f. If the candidate for office is unopposed, then by a motion from the floor at the membership or special meeting the nominee would be elected unanimously, and no write-in candidates will be allowed.

- g. The names of all nominees for Unit Vice-President shall be announced and recorded at the next membership meeting following the special meetings for Unit-Vice-President nominations. Elections conducted by the Election Committee shall follow, except where person(s) have been elected by unanimous ballot.
- 6. Those nominated for office must be present at the membership meeting (or special meeting) to accept the nomination or have presented a letter in writing at the meeting, or prior to the meeting.
- C. Elections of President, Executive Vice-President, Secretary, and Treasurer shall be by secret ballot in the month of November.
 - 1. Ballot conducted by U. S. Mail
 - 2. If the candidate for office is unopposed, then by a motion from the floor the nominee would be elected unanimously, and no write-in candidates will be allowed.
- D. Elections of Unit Vice-Presidents shall be by secret ballot in the month of December.
 - 1. Ballot conducted by US Mail.
 - 2. If the candidate for office is unopposed, then by a motion from the floor the nominee would be elected unanimously and no write in candidates will be allowed.
- E. Local Elections Committee
 - 1. The nominations and election of Local Officers shall be conducted under the supervision of the Election Committee.
 - 2. All elections and referenda shall be conducted in accordance with the Constitution, Local by-laws or rules and Federal Law. All questions concerning the conduct and challenge of elections shall be determined by the election committee subject to the right of appeal to the governing body and membership of the local.
 - 3. The committee shall not dispose of any ballots until ordered to do so by the local.
- F. General Provisions
 - 1. The nominee in any election receiving the majority of the votes cast shall be declared elected. If no one nominee has a majority on the first ballot, the vote shall be taken again and the two (2) nominees having the greatest number of votes on the first ballot shall be nominees on the second ballot.
 - 2. Only members of the Local in good standing shall be eligible to vote or hold office.
 - 3. No elected officer of the local shall be qualified to take office unless he or she has executed all compliance forms necessary to permit the local and union to exercise its full rights under State and Federal Laws.

4. The order of nomination and election of Local Officers conducted at a local meeting shall be as follows:
 - a. President
 - b. Executive Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Unit Vice-Presidents

Article XIV Recall of officers

- A. By a two-thirds majority members may sign a petition to recall any elected officer and require a new election. Only those members represented by a Unit Vice-President shall be entitled to petition by a two-thirds majority to recall the Unit Vice-President and require a new election.
- B. The petition for recall of an officer shall be delivered to the Executive Board who in turn shall present the petition to the Election Committee to conduct a new election.
- C. Officers who have been recalled or petitioned for recall may re-seek their challenged positions in the new election, provided that they are members in good standing.
- D. Officers fined, suspended or expelled under Article XVI shall lose their positions immediately and a new election shall be conducted.

Article XV: Strikes

Section 1

The calling, conduct and termination of strikes at all times shall be in compliance with the rules prescribed by the Communications Workers of America and its Constitution.

Section 2

All members are required to work their assigned strike duty. If they do not, they will be subject to Article XVI, Section 1.

Section 3

Only members in good standing qualify for strike benefits.

Article XVI Charges, Trials and Appeals

Section 1 Charges

Members of the local may be fined, suspended or expelled for any of the acts enumerated in Article XIX of the Union Constitution.

Section 2 Trials

Any accused person shall be tried under the provisions of Article XXI of the Union Constitution.

Section 3 Appeals

A member or officer of this Local, upon being found guilty by a Local trial court, may appeal as provided in Article XXI, Section 4 of the Union Constitution.

Section 4 Local Trial Court

A trial court of this Local shall be composed of five (5) persons who are members of this Local and not parties of the proceedings. Members of the trial board shall be selected by the members in a membership meeting of the Local.

Article XVII Amendments to Local By-Laws

After adoption, By-Laws shall be amended by the following steps:

- A. Any member in good standing can propose a by-law change at a regular membership meeting. If such a proposal is not seconded it will die from lack of support.
- B. The proposed amendment shall then be introduced at a local membership meeting which has been advertised to the members by use of union bulletin boards, at least fifteen (15) days in advance of meetings. The announcement shall contain the old and proposed new language.
- C. Amendments shall be adopted upon a majority vote conducted by U. S. mail.

Article XVIII Fiscal Year and Audit

- A. The fiscal year of this Local shall be from October 1st to and including September 30th of the succeeding year.
- B. The financial records of this Local shall be audited at the end of each fiscal year by a certified public accountant, independent account association, or the financial committee of the Local..

Article XIX Oath of Office

- A. A person elected to an office of the Local after meeting all other qualifications shall be duly installed upon taking the following oath:

I (name) hereby accept the office of (name of office) of Local 4025 Communications Workers of America, with full knowledge of the responsibilities of such office I promise to faithfully discharge my duties according to the by-laws of the Local and the Constitution and policies of the Union. I further promise to give to my successor in office all books and records in my possession. I shall at all times endeavor to serve by Local and the Union to the best of my abilities so help me God.

Article XX Retirements or Death

- A. Upon the retirement of a member, \$100.00 shall be paid to such individual.
B. In the event of a death of a member, parent, daughter, son, spouse, and relative living in household at time of death a sum of \$25.00 shall be paid.

Article XXI: Affiliation

The affiliation and/or merger of this local with another CWA local shall require passage of motion at a membership meeting and then by a majority membership vote conducted by U. S. Mail no sooner than 60 days after the motion has passed.

Article XXII Adoption

- A. These by-laws shall be adopted immediately upon the approval of a majority of the members voting upon their adoption in the membership meeting called for that purpose.