

## **ARTICLE I**

### **Name**

This Local shall be known as Local 1118 Communications Workers of America.

## **ARTICLE II**

### **Jurisdiction**

Jurisdiction of this Local shall be the jurisdiction assigned by the Union and appearing on the face of the Local charter.

## **ARTICLE III**

### **Objects**

The object of Local 1118 shall be to represent and serve the workers within its jurisdiction in accordance with the By-laws and rules of the Local and the Constitution and policies of the Union.

## **ARTICLE IV**

### **Local Structure**

The structure of the Local shall consist of the following:

1. Membership
2. Executive Board
3. Officers
4. Committees

## **ARTICLE V**

### **Membership**

#### **Section 1 - Eligibility**

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

## Article V (cont'd.)

### **Section 2 - Application**

Membership in the Local shall be obtained after payment of the Local initiation fee of \$5.00 for any new employee or employee transferred from another department who applies for membership within the first 30 days of employment or transfer. Thereafter the initiation fee shall be \$50.00 and upon the approval of any membership committee authorized to accept or reject membership on behalf of the Local, subject to the right of the Local to overrule the decision of the membership committee.

### **Section 3 - Transfers**

The transfer of membership from this Local to the jurisdiction of another Local and from another Local to the jurisdiction of this Local shall be made in accordance with Article V of the Union Constitution.

## **ARTICLE VI**

### **Local Dues and Assessments**

#### **Section 1 - Local Dues**

All members and dues equivalent members of the Local shall pay membership dues of 2% of the member's basic salary per 40-hour week, for 52 weeks each year.

#### **Section 2 - Change of Dues**

Membership dues may be changed only by a majority of those voting on the question by secret ballot referendum, or by a majority secret ballot vote in a meeting where a quorum is present, if the question has been advertised on bulletin boards at least 7 days in advance of the meeting, or by notice, mailed postage prepaid to each member at least 7 days in advance of the meeting.

#### **Section 3 - Local Special Assessments**

The membership of this Local may levy a special assessment only in the same manner as provided for changing Local dues. However, any special assessments levied shall be in compliance with Article VI of the Union Constitution.

## **ARTICLE VII**

### **Governing Authority**

#### **Section 1 - Membership**

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

## Article 7 (cont'd)

- A. Through action taken in membership meetings or by referendum of the membership.
- B. Through the actions and decisions of the Executive Board between membership meetings.
- C. Through the actions and decisions of the Local Officers between meetings of the Executive Board.
- D. The action and decisions of the Executive Board and Officers of the Local between Local meetings may be overruled by the membership in a Local meeting or by referendum.

### Section 2 - Executive Board

The Local Executive Board shall consist of the following:

- A. Local President
- B. Local Executive Vice President
- C. Local Secretary
- D. Local Treasurer
- E. Four Local Vice President
- F. Six Local Business Agents

## **ARTICLE VIII**

### **Local Meetings**

Regular meetings of this Local shall be held quarterly. Special meetings may be called by a majority vote of the Local officers, or by a petition signed by 20% of the membership. Upon the receipt of a proper petition the Local officers shall call a special meeting to be held within 10 days.

## **ARTICLE IX**

### **Local Delegates to The CWA Convention**

- A. The Local President, Executive Vice President, Secretary and Treasurer, shall be elected as officers and delegates to the CWA Convention held during the term of their office.
- B. It shall be the duty of the Secretary of the Local to certify the Local Delegates to the Union convention to the Secretary-Treasurer of the Union within the time limits specified in Article VIII of the Union Constitution.

## ARTICLE X

### Local Committees

- A. The Local shall have the following committees:
1. Education Committee
  2. Election Committee
  3. Organizing Committee
  4. Legislative Committee
  5. Membership Committee
  6. Community Services Committee
  7. Social Committee as required
  8. By-laws Committee
  9. Finance Committee
  10. Work & Family Committee
- B. Members of the committees shall be appointed by a majority vote of the Executive Board, subject to the right of the Local membership to overrule such appointments.
- C. Vacancies on committees shall be filled in the same manner as original appointments.
- D. A member of any Local committee may be removed by a majority vote of the Executive Board, subject to the right of the Local to overrule the action of the Executive Board. A committee member may also be removed by action of the Local in a membership meeting.
- E. Duties of Committees:
1. Membership Committee - The Membership Committee or Membership Committees shall accept or reject membership applications in accordance with the by-laws and rules of this Local and Article V of the CWA Constitution and policies of the Union.
  2. Legislative Committee - The Legislative Committee shall assist in developing and pursuing the program of the Union and the Local in the Legislative Field. It shall be responsible for the Local's program to register each qualified voter.
  3. Organizing Committee - The Organizing Committee shall assist the Local officers and members in organizing all non-union employees within the Local's jurisdiction.
  4. Election Committee - The Election Committee shall conduct all nominations and elections and referenda of this Local.
  5. Education Committee - The Education Committee shall assist in developing the Local's education program and, with the Local's officers, be responsible for effectuating the Union's and Local's education programs.
  6. Community Services - The Community Services Committee shall assist in developing all community services programs.
  7. Social Committee - The Social Committee shall conduct all social events held by the Local.
  8. By-laws Committee - The By-laws Committee shall be responsible for reporting any proposed amendments to the membership.

## ARTICLE X (cont'd.)

9. Financial Committee - The Financial Committee shall review the financial operation of the Local and audit the Treasurers books annually, and report its findings to the membership. No member of the Executive Board shall serve on this committee.
  
10. Work & Family Committee - The Work & Family Committee shall be responsible for assisting members in balancing their careers and home lives. They shall also be responsible for addressing issues of discrimination and harassment in the work place.

## ARTICLE XI

### Order of Business

- A. The order of business at a Local meeting shall be as follows:
  1. Call to order
  2. Roll Call (optional)
  3. Reading and action on minutes of previous meeting
  4. Report of officers
  5. Report of committees
  6. Unfinished business
  7. New business
  8. Good and welfare, adjournment
  
- B. The order of business may be suspended by a two-third (2/3) vote of the members present.

## ARTICLE XII

### Local Officers, Executive Board Members, Chief Stewards and Stewards - Their Duties and Salaries

#### Section 1 - Officers

- A. The Officers of the Local shall be:
  1. Local President
  2. Local Executive Vice-President
  3. Secretary
  4. Treasurer
  
- B. The duties of Local Officers shall be as follows:
  1. The Local President shall -
    - a. Be responsible for conducting all Local business.
    - b. Preside at Local membership, Local Executive Board and Local Officers' meetings.

## ARTICLE XII (cont'd.)

- c. Prosecute grievances and appeal them to higher levels of the Union when not satisfactorily settled.
  - d. Supervise all Local Committees.
  - e. Approve all bills to be paid, and countersign all checks drawn on the Local treasury.
  - f. Be chairman of his delegation to the convention.
  - g. Perform whatever additional duties as may be assigned by the Local or required by the policies or Constitution of the Union.
  - h. Shall satisfactorily resolve all second and third step grievances for all AT&T Bargaining Units.
2. The Local Executive Vice President shall -
    - a. Work under the direction of the Local President.
    - b. Will chair all committees of the Local at the request of the President.
    - c. Will perform other duties as may be assigned by the Executive Board and or the Local President.
  3. The Local Secretary shall -
    - a. Maintain a record of the Local membership.
    - b. Record and maintain the minutes of all meetings of the Local, the Local Executive Board or Local Officers.
    - c. Furnish the District Vice President and Secretary-Treasurer of the Union with copies of any changes in these By-laws within ten (10) days after such changes are made.
    - d. Certify the Local Delegates to the Union Convention to the Secretary-Treasurer of the Union within the time limits specified in Article VIII of the Union Constitution.
  4. The Local Treasurer shall -
    - a. Be custodian of all assets of the Local.
    - b. Report to each membership meeting on financial status of the Local.
    - c. Be bonded, as must any other person who handles Local funds or other property, in accordance with the Union Constitution or any State or Federal Law.
    - d. Cause the payment of all bills approved by the Local President.
    - e. Perform such other duties as may be assigned by the Local, the Local Executive Board or the Local President.

### Section 2 - Other Executive Board Members

- A. The other Board Members of the Local shall be:
  1. Four Local Vice Presidents
    - a. The jurisdiction of the four Vice Presidents shall be the jurisdiction formerly chartered to CWA Local's 1116, 1118, 1127 and 1129.
  2. Six Business Agents
- B. The duties of the other Board Members shall be as follows:
  1. Local Vice Presidents shall:
    - a. Work under the direction of the Local President
    - b. Co-ordinate the activities of the Local Business Agents
    - c. Perform other duties as may be assigned by the Executive Board or the Local President

## ARTICLE XII (cont'd.)

2. Business Agents shall -
  - a. Act as a member of the Executive Board representing their Units.
  - b. Satisfactorily resolve with the Chief Stewards and stewards involved all grievances.
  - c. Be responsible for carrying out all Union programs within their district.

### **Section 3 - Chief Stewards**

- A. The Chief Stewards shall -
  1. Conduct all steward elections within their respective groups.
  2. Co-ordinate all reports with their respective Business Agent.
  3. Be responsible for carrying out all Union programs within their group.
  4. Be responsible for maintaining picket lines and performing other strike related duties as may be assigned by the Executive Board.
  5. Be responsible for all job stewards within their group.
  6. Conduct all group meetings of their Local unit.
- B. A Local Chief Steward may be removed by a majority vote majority vote of the Executive Board, subject to the right of the Local to over rule the action of the Executive Board.
- C. The Local shall have as many Chief Stewards as may be determined by the Executive Board. The members within such groups shall elect the Chief Steward for such group.

### **Section 4 - Stewards**

- A. Local Stewards shall be elected by the members of their group. The group shall be determined by the Executive Board.
- B. The duties of the Local Stewards shall be as follows -
  1. Work under the direction of the Local President and Chief Steward
  2. Perform whatever duties as may be assigned by the Local and the Local Executive Board or the Local President.

### **Section 5 - Salaries**

- A. The Local Officers, Business Agents and Chief Stewards will be afforded each week the following percentage allowance of current top craft base weekly salary.  
President 32%, Executive Vice President 22%, Secretary 22%, Treasurer 22%, Vice President 22%, Business Agents 12.5% and Chief Stewards 2%.
- B. The Local Executive Board may from time to time waive the above salaries as Local finances dictate.
- C. The above salaries can only be increased or otherwise changed (except as stated in (B) above by amendment to these By-laws as provided in Article XVIII.

## **ARTICLE XIII**

### **Conduct of Meetings Other Local Business and Quorum**

- A. Membership meetings and other business 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 By-laws, the Local rules or the Union Constitution do not clearly apply, Robert's Rules of Order shall govern.
- B. If a member is unable to attend a meeting because of serious illness, or assignment outside of his Local jurisdiction, he may present a written motion to the Secretary, to be acted upon, at the next meeting.
- C. The number constituting a quorum for Local meetings shall be five percent (5%).
- D. A majority of the Officers, Executive Board or members of a committee shall constitute a quorum for those bodies.

## **ARTICLE XIV**

### **Nomination and Election of Local Officers and Members of Governing Board**

#### **Section 1 - Nominations**

Local Officers, Convention Delegates and Executive Board members shall be nominated in the months of September, October, November, December

#### **Section 2 - Elections**

- A. Local Officers, Convention Delegates and Executive Board Members shall be elected in the months of September, October, November, December
- B. Members who are outside of the Local jurisdiction on assignment to work during the hours of election shall be granted absentee ballots by applying to the Election Committee seven (7) days prior to the election. The ballot must be returned to the Election Committee the day prior to the election.
- C. Write-in votes are not permitted.

#### **Section 3 - Local Election Committee**

- A. The nomination and election of Local officers, members of the Executive Board, and delegates to the CWA Convention shall be conducted by secret ballot under the supervision of the Election Committee. This committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with the Union Constitution, and these By-laws, with reasonable opportunity for each member to nominate and vote for the candidate of their choice.
- B. The Election Committee shall also conduct any referenda submitted to the membership.

**Article XIV (cont'd.)**

- C. A member shall not be permitted to serve on the Election Committee if he is a candidate for any office of the Local or delegate to the CWA Convention.
- D. All questions concerning the conduct and challenges of election shall be determined by the Election Committee, subject to the right of appeal to the Executive Board or membership of the Local.

**Section 4 - General Provision**

- A. 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 nominees having the greatest number of votes on the first ballot shall be nominees on the second ballot.
- B. Only members of the Local in good standing shall be eligible to vote or hold office.
- C. The term of office shall be for three (3) years.
- D. The officers shall take office on January 1st following the election.

**Section 5 - Vacancies**

A vacancy in the office of the Local President shall be filled by the Local Executive Vice President. Vacancies in other offices shall be filled in the same manner as that required for regular elections and within sixty (60) days as required by Article XV of the Union Constitution.

**ARTICLE XV**

**Strikes**

The calling, conduct and termination of strikes affecting this Local shall at all times be carried on in compliance with rules prescribed by the Union and Article XVIII of its Constitution.

**ARTICLE XVI**

**Charges, Trial and Appeals**

**Section 1 - Charges**

Members of this Local may be fined, suspended or expelled in the manner provided in these By-laws, for any of the acts enumerated in Article XIX of the Union Constitution.

## Article XVI (contd.)

### **Section 2 - Trials**

Any accused member, including officers of this Local shall be tried under the provision of Article XXI of the Union Constitution.

### **Section 3 - Appeals**

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

### **Section 4 - Local Trial Court**

A trial court of this Local shall be composed of at least 3 persons, who are members of this Local and not parties to the proceedings, and who shall be selected by the governing body of the Local.

## **ARTICLE XVII Recall of Local Officers**

Any elected officer of this Local may be recalled in accordance with the provisions of Article XX and XXII of the Union Constitution.

## **ARTICLE XVIII Amendments to Local By-laws**

After adoption, these By-laws may be amended by either of the following methods:

- A. Majority vote of the members present in a Local meeting, if the proposed amendment has been introduced at a previous membership meeting or has been advertised to the membership by use of Bulletin Boards or U.S. mail postage at least 7 days in advance of the meeting; or
- B. Referendum of the membership.

## **ARTICLE XIX Referendum of the Local**

- A. A Local Election Committee shall submit any question to a referendum of the membership when directed to do so by action of a regular or special membership meeting.
- B. Questions submitted to referendum shall be determined by a majority vote of those voting on the question.

## **ARTICLE XX**

### **Fiscal Year and Audit**

- A. The fiscal year of this Local shall be from October 1st of each year to and including September 30th of the succeeding year.
- B. The financial records of this Local shall be audited by a Certified Public Account, and by a Committee selected by the Local, at the end of each fiscal year. The results of such audit shall be made available for the inspection of any member of the Local.

## **ARTICLE XXI**

### **Oath of Office**

Each elected officer of the Local, after meeting all other qualifications, shall be duly installed upon taking the following oath:

"I (give name) hereby accept the office of (name of office) of Local 1118, Communications Workers of America, with full knowledge of the responsibilities and duties of such office. I promise to faithfully discharge my duties according to the By-laws and rules of the Local and the Constitution and policies of the Union. I further promise to give my successor in office all books and records in my possession. I shall at all times endeavor to serve my Local and the Union to the best of my ability, so help me God."

## **ARTICLE XXII**

### **Adoption**

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

THESE BY-LAWS ADOPTED June 20, 2001