

*Communication*  
*Workers of America*



(Affiliated with AFL-CIO)

**LOCAL 9510**

**BY-LAWS**

As amended August 20, 2014

**-ARTICLE I-**

**NAME**

This Local shall be known as Local 9510, 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 objects of Local 9510 shall be to represent and serve the workers within its jurisdiction in accordance with the Bylaws 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) Stewards
- (5) 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 or full-time basis by the Union.

## Section 2 – Membership

Application for membership in the Local shall be obtained after payment of the Local initiation fee of \$2.00 and upon the approval of any membership committee authorized to accept or reject membership in behalf of the Local, subject to the right of the Local to overrule the decision of a membership committee. Initiation fees may be waived by the Local Executive Board.

## 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

Minimum Local dues will be in an amount set by a C.W.A. Convention in accordance with the Constitution of the Union. Local dues may be increased above the minimum only by the majority of those voting by secret ballot referendum.

### Section 2 - Local Special Assessments.

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

### Section 3 - Local Finances

#### A. Salaries

1. The President shall receive a full-time salary of twenty percent (20%) above prevailing top craft rate, including shift differential.
2. The Executive Vice-President shall receive a salary of One Hundred Dollars (\$100.00) per month.
3. The Secretary-Treasurer shall receive a salary of One Hundred Dollars (\$100.00) per month.
4. The Vice-Presidents shall receive a salary of Sixty Dollars (\$60.00) per month each.
5. The Stewards shall receive an amount equal to one-half (1/2) of their monthly dues, provided they attend all meetings and schools required of them, or having been excused for a valid reason by the Officers of this Local.
6. No salaries shall increase or decrease, other than set forth in these Bylaws, without a referendum vote of the membership.

B. No person shall incur any expenses in behalf of the Local unless it has been authorized by the President.

C. The Local shall participate in all International Union programs one hundred percent (100%).

D. Officers, Executive Committee persons, Stewards, Convention Delegates and members serving on committees may be reimbursed for lost time wages and actual expenses incurred and not paid by the Union or Companies while acting on Local business. The activities shall be reported to the Executive Board.

## **- 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:

- A. Through action taken in membership meetings or referendum of the membership.
- B. Through actions and decisions of the Executive Board between membership meetings.
- C. Through actions and decisions of the Local Officers when a quorum of the Executive Board is not available.

#### **Section 2 - Executive Board**

The Local Executive Board shall consist of the following:

- 1. President
- 2. Executive Vice-President
- 3. Secretary-Treasurer
- 4. Four (4) Vice-Presidents
- 5. Executive Board Members (elected by unit per capita)

## **-ARTICLE VIII-**

### **LOCAL MEETINGS**

Regular meetings of this Local shall be held bi monthly (every other month) at a time and place and on a date as may be determined by the Local. Special meetings may be called by the President with the approval of the Executive Board or by a petition signed by ten percent (10%) of the membership. Upon the receipt of a proper petition, the Local President shall call a special meeting to be held within ten (10) days.

**- ARTICLE IX-**

**LOCAL DELEGATES**

**TO NATIONAL CONVENTION**

A. The Local President, Executive Vice-President and Secretary-Treasurer shall be delegates to the Union Convention. The Local President shall be chairperson of the delegation.

B. Other delegates and alternates to the Union Convention shall be elected by the membership voting by secret ballot conducted not less than thirty (30) days in advance of the Union Convention. Notice of such election shall be given in same manner as required in these Bylaws for Local Officers elections.

C. The Local shall send all the delegates it is authorized to send unless the membership votes at a membership meeting to send less than the authorized number of delegates.

D. It shall be the duty of the Secretary-Treasurer 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 regular committees:

1. Organizing Committee
2. Education Committee
3. Legislative Committee
4. Membership Committee
5. Election Committee
6. Community Services Committee
7. Finance Committee
8. Other Committees

B. All Committee Chairpersons shall be appointed by the Local President, subject to the approval of the Local Executive Board.

C. Other members of the committee shall be appointed by the Chairperson of each committee.

D. Vacancies on committees shall be filled in the same manner as originally filled.

E. 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 Executive Board.

F. In addition to the duties listed in Article X (G) all committees shall perform such other duties as may be assigned by the Local President and/or Executive Board.

G. Duties of Committees:

1. Organizing Committee - The Organizing Committee shall assist the Local Officers and members in organizing all non-union employees within the Local's jurisdiction and shall not be restricted to the telephone industry.

2. Education Committee - The Education Committee shall assist in developing the Local's educational programs and, with the Local Officers, be responsible for effectuating the Union's and Local's educational program.

3. 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.

4. Membership Committee - The Membership Committee shall accept or reject membership applications in accordance with the Bylaws and rules of the Local and Article V of the C.W.A. Constitution and policies of the Union.

5. Election Committee - The Election Committee shall conduct all nominations and referenda of this Local, with the exception of election of Officers, which shall be conducted by the American Arbitration Association.

6. Community Services Committee – The Community Services Committee shall function according to the objectives spelled out in Resolution 11A-57-17 as adopted by the Union Convention and in keeping with its duties during strikes.

7. Finance Committee - The Finance Committee shall assist the Local Secretary Treasurer in preparing the annual budget and advise the Local Executive Board on financial matters as referred by the President, Local Executive Board and/or Local membership.

8. Other Committees - The President may establish other committees as may be necessary for the welfare of the Local.

**- ARTICLE XI-**

**ORDER OF BUSINESS**

A. The order of business at a Local meeting shall be as follows:

1. Call to order

(a) Pledge of Allegiance

(b) Introduction of visitors

2. Roll call of Officers
3. Reading and action on minutes of previous meeting.
4. Reports of Officers
5. Reports of Committees
6. Unfinished business
7. Nominations and Elections
8. New business
9. Good and Welfare
10. Adjournment

B. The order of business may be suspended by a two-thirds (2/3) majority of the members present.

**-ARTICLE XII-**

**LOCAL OFFICERS,**

**EXECUTIVE BOARD MEMBERS, STEWARDS AND THEIR DUTIES**

Section 1 – Local Officers

A. The principal Officers of the Local shall be:

1. President
2. Executive Vice-President
3. Secretary-Treasurer

B. Other Officers of the Local shall be four (4) Vice-Presidents, one (1) Vice-President from each of the following units:

1. AT&T
2. Verizon
3. Wireless, Avaya and other units.
4. Substitute Teachers

C. The duties of Local Officers shall be as follows:

1. The Local President shall:

- (a) Be responsible for the conduct of all Local business.
- (b) President at Local Membership, Local Executive Board and Steward Meetings.
- (c) Be responsible for the establishment and maintenance of an adequate Steward's Structure.
- (d) Appoint or remove the Local's Stewards subject to the approval of the Executive Board.
- (e) Be responsible to the Executive Board and the membership for the processing of grievances.
- (f) Supervise all Local Committees.
- (g) Countersign all checks
- (h) Be a delegate to the Union Convention
- (i) Perform whatever additional duties may be assigned by the Local, the Executive Board or required by the policies or Constitution of the Union.

2. The Local Executive Vice-President shall:

- (a) Assume the duties of the President in the absence of the President.
- (b) Work under the direction of the Local President.
- (c) Perform whatever duties may be assigned by the President, the Executive Board or the membership.
- (d) Be a delegate to the Union Convention.

3. The Local Secretary-Treasurer shall:

- (a) Maintain a record of the Local membership.
- (b) Record and maintain the minutes of all meetings of the Local and the Local Executive Board.
- (c) Furnish the District Vice-President of the Union with copies of any changes in these bylaws within ten (10) days after such changes are made.
- (d) Be custodian of all assets of the Local.
- (e) Report to each Membership Meeting on the financial status of the Local.
- (f) 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.



(g) Cause the payment of all bills presented on vouchers approved by the President. The payment may be overruled by the Executive Board.

(h) Cause an annual budget to be prepared.

(i) Perform such other duties as may be assigned by the President, the Executive Board or the membership.

(j) Be a delegate to the Union Convention.

4. The Local Vice-Presidents shall:

(a) Work under the direction of the Local President.

(b) Perform whatever duties may be assigned by the President, the Executive Board or the membership.

(c) Oversee activities in their respective units as directed by the president.

5. The Local Executive Board shall:

(a) Be responsible for making decisions and taking action on behalf of the Local membership between Local meetings on all matters.

(1) A majority of the Executive Board members shall constitute a quorum.

(b) Meet prior to the next Local meeting and with the Local Officers, be responsible for the preparation of the agenda for the next meeting.

(c) Be responsible for the operation of strike action procedures as outlined in the Union Constitution and strike manual.

(d) Review all vouchers.

(e) Action and decisions of the Executive Board shall be subject to approval by the membership.

(f) Perform whatever duties may be assigned by the President, the Executive Board or the membership.

## Section 2 - Local Stewards

The primary duties of the Local Stewards shall be as follows:

1. The Stewards shall:

(a) Sign all the non-members they come in contact with as members.

(b) See that the contract is observed by management and the members.

(c) Report all grievances immediately and assist in processing them.

(d) See that the membership is informed at all times about the Union policies, programs, bargaining, political action, legislation and other important Union activities and to work for full membership participation.

(e) Assist the Local Officers in the administration of the Local's affairs.

**- ARTICLE XIII -**

**CONDUCT OF MEETINGS, OTHER LOCAL BUSINESS AND QUORUM**

A. Membership meetings and any other business of this Local shall be conducted under these Bylaws and rules of the Local and in conformity with the Union Constitution. On questions where the Local Bylaws, the Local rules or the Union Constitution do not clearly apply, Robert's Rules of Order shall govern.

B. The number constituting a quorum for Local's meetings shall be thirty (30) members present. Due notice of the meeting shall be furnished to each member. Due notice shall mean written notice furnished to each member's last known home address at least seven (7) days prior to the meeting. Notice of the meeting published in the Local's paper, if mailed seven (7) days or more prior to the meeting shall constitute due notice. If due notice is not furnished, the five percent (5%) of the membership shall be required for a quorum.

C. A majority of the Officers or a majority of the members of a committee shall constitute a quorum for those bodies.

D. A motion for expenditures from the floor at a regular membership meeting will be limited to a \$5,000.00 maximum excluding a call for referendum.

**- ARTICLE XIV-**

**NOMINATION AND ELECTION OF LOCAL**

**OFFICERS AND EXECUTIVE BOARD MEMBERS**

Section 1 – Nominations

A. Nominations for President, Executive Vice President, Secretary-Treasurer, Vice-Presidents and Executive Board Members shall be in the month of September every third year. Notice of such nominations, including the office or offices to be filled, the time, place and proper form for the submission of nominations shall be given each member at least sixty (60) days prior to the Local meeting at which such nominations will be made.

1. The nomination of a person for the offices of President, Executive Vice-President, and Secretary-Treasurer shall also constitute the nomination of the same person as a delegate to the Union Convention held during the term of office for which the election is being conducted.

2. Nominations and election of the Vice Presidents will be from the members working in the respective units. Should there be no member in that unit desiring to be nominated, nominations for that unit will be at large.

B. Nominations and Elections for the Executive Board will be from members working for each bargaining unit the Local represents. One Executive Board member will be elected for a represented unit, if that unit has more than 50 but less than 500 members in good standing. Two Executive Board members will be elected for a represented unit, if that unit has 500 but less than 1,000 members in good standing. Three Executive Board members will be elected for a represented unit, if that unit has 1,000 but less than 1,500 members in good standing. One additional Executive Board member will be nominated for each 500 members, or major fraction thereof, above 1,500 in good standing.

C. Nominations and elections for the Executive Board will be for members working in each bargaining unit. Should there be no members in a bargaining unit desiring to be nominated, nominations for that bargaining unit will be at large.

D. The number of members in good standing in each bargaining unit shall be determined by using the official records of the CWA Convention immediately preceding the nomination of Local Officers and Executive Board Members.

## Section 2 - Elections

A. Ballots will be mailed (via U.S. Mail) to members within ten (10) days after the close of the nominations. Each member eligible to vote will receive:

1. Notice of election and instructions for voting,
2. One official, unmarked ballot,
3. One ballot envelope, and
4. One return-addressed envelope with voter identification number or space for such a number, and space for a voter's name and address. Items 1 thru 4 will be mailed to the eligible voter at their last known address at least fifteen (15) days prior to the date when they must be returned in order to be counted. These items will be mailed 1st Class to assure prompt delivery and forwarding if necessary.

B. All ballots, used and unused, must be accounted for. A certification to the exact number printed and mailed will be obtained from the printing source and/or Election Committee. Arrangements with postal authorities will be made to have all undelivered ballots returned to the Union, or the A.A.A. when applicable.

Envelopes will be imprinted with "BALLOT ENCLOSED" prominently.

C. Instructions to members will include:

1. The cut-off date for counting the returned, marked ballots.
2. Mark the squares next to the candidates of your choice. Do not mark the ballot any other way.

3. Place the marked ballot in the ballot envelope and seal. Do not mark the ballot envelope.
4. Insert the ballot envelope in the return addressed envelope, place your name, address and I.D. number in the space provided, if not imprinted.
5. Mail promptly to insure delivery before cutoff date.

D. Arrangements will be made with postal authorities not to release ballots except to authorized Election Committee officials in the presence of candidates or their observers, if requested by the candidates. In conducting the tally, election officials will establish the identity and eligibility of each voter, separate the ballot envelope from the return envelope (thereby preserving the secrecy of the ballot), and after all ballot envelopes are removed, begin the tally. Only election officials may handle the ballots and only in view of the candidates or their observers, if requested by the candidates. The only exceptions will be elections conducted by the American Arbitration Association.

### Section 3 - Local Election Committee

- A. The nomination and election of Local Officers, Executive Board Members and delegates to the C.W.A. Convention shall be conducted 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 Bylaws, with reasonable opportunity for each member to nominate and vote for the candidate of their choice.
- B. The Election Committee or the Secretary Treasurer must preserve the ballots and other election records for at least one (1) year.
- C. The Election Committee shall also conduct any referenda submitted to the membership.
- D. A member shall not be permitted to serve on the Election Committee if the member is a candidate for any office.
- E. All questions concerning the conduct and challenge of elections shall be determined by the Election Committee, subject to the right of appeal to the membership of the Local.

### Section 4 - General Provisions

- A. For the election of President, Executive Vice President, Secretary - Treasurer, all Vice Presidents and Executive Board units where there is only one board position, the nominee 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 the nominees on the second ballot. In Executive Board units where there are two or more positions, and Convention delegates, plurality\* vote shall apply. \*Plurality: The number of votes cast for a winning candidate if this number is less than a majority, but more than that cast for any other candidate.
- 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 and Executive Board Members shall take office in the month of December.

Section 5 - Vacancies

A. Should a vacancy occur in the office of Local President, the title and duties of Local President will be assumed by the Local Executive Vice-President.

B. Vacancies in other offices shall be filled either by appointment of the Executive Board, subject to the approval of the membership at the next regular scheduled Membership Meeting, or by the election in the same manner as that required for regular elections, except for the time of notification. The notice for the nominations shall be given each member at least fifteen (15) days prior to the meeting at which such nominations will be made.

**- ARTICLE XV-**

**STRIKES**

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

**- ARTICLE XVI-**

**CHARGES, TRIALS AND APPEALS**

Section 1 – Charges

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

Section 2 – Trials

Any accused member, including Officers, of this Local shall be tried under the provisions of Article XX 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 XX 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 to the proceedings, and who shall be selected by the Local Executive Board.

**- ARTICLE XVII-**

**RECALL OF LOCAL OFFICERS**

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

**- ARTICLE XVIII-**

**AMENDMENTS TO LOCAL BYLAWS**

These Bylaws may be amended only by referendum of the membership.

**- ARTICLE XIX –**

**REFERENDUM OF THE LOCAL**

A. The Local Election Committee shall submit any question to a referendum of the membership when directed to do so by action of the Local Executive Board or 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 Public Accountant at the end of each fiscal year. The results of such audit shall be published in the Local's newspaper.

**- 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) Local 9510, Communications Workers of America, with full knowledge of the responsibility and duties of such office. I promise to faithfully discharge my duties according to the Bylaws 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 bylaws shall be adopted upon the approval of a majority of the members voting upon their adoption.

C.W.A. LOCAL 9510

- ELECTION RULES -

- \*1. Ballots will be mailed (via U.S. mail) to members within ten (10) days after the close of nominations by the Election Committee.
- \*2. Those members who will not be at their mailing addresses during the period of the election may make arrangements with the Election Committee for special handling of their ballots.
- \*3. All ballots returned as undeliverable will be picked up by the Election Committee five to eight days prior to the tallying of votes and the Committee will re-mail the ballots of those for whom new or proper addresses have been obtained.
- \*4. The ballots will be picked up at the Post Office on the day set for tallying by the Election Committee and taken to the Local office for tallying.
- \*5. No campaign literature will be mailed with the election material or posted on bulletin boards belonging to this Local.
- \*6. The Local will provide addressed envelopes. These envelopes will not leave the Local office once they have been addressed, other than to be mailed by the Election Committee.
- \*7. The bulk rate postage permit of the Local will be made available to all candidates for one joint mailing. A candidate wishing to participate in the bulk rate mailing must notify the Election Committee chairperson thirty (30) days prior to the night at which nominations are taken. Candidates wishing to participate in the bulk rate mailing must have their literature printed on one (1) 8 1/2 x 11 sheet of paper with printing on either one or both sides.