

LOCAL BY-LAWS

ARTICLE I – NAME

This Local shall be known as Local 7471, 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 7471 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) Officers
- (3) Committees
- (4) Executive Board

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 – Application

Membership in the Local shall be obtained after the payment of the 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 the membership committee.

Section 3 – Transfers

The transfers of membership from this Local to the jurisdiction of 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

Each member of the Local shall pay membership dues in the amount of 1-1/4% of their basic rate of pay. Membership dues may be changed only by a majority secret ballot 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.

ARTICLE VI – LOCAL DUES AND ASSESSMENTS (cont.)

Or by the notice mailed postage prepaid to each member at least 7 days in advance of the meeting.

Section 2 – 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 Union Constitution and of the Union in the following manner:

- (a) Through action taken in membership meetings or by referendum of the membership.
- (b) Through actions and decisions of the Executive Board between membership meetings.
- (c) The action and decisions of the Executive Board of the Local between Local meetings may be overruled by the membership in a Local meeting or by referendum.

ARTICLE VIII – LOCAL MEETINGS

Regular meetings of this Local shall be held at least twice a year. Special meetings may be called by a majority vote of the Local Officers, or by a petition signed by 10% of the members. 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 INTERNATIONAL CONVENTION

- A. The Local President shall be the delegate to the CWA and will serve as chairman to the convention.
- B. The Local Vice-President shall be the alternate delegate to the CWA convention. Should the Local President be unable to attend, the Local Vice-President then becomes the delegate to the CWA Convention. Should the President or Vice-President be unable to attend the CWA Convention, a delegate and an alternate shall be elected by the membership voting by secret ballot conducted no less than 30 days in advance of the CWA Convention.
- C. It shall be the duty of the Secretary-Treasurer of the Local to certify the delegates to the Union Convention to the Secretary-Treasurer of the Union within the time limits specified in the Article VIII of the Union Constitution.

ARTICLE X – LOCAL COMMITTEES

A. The Local shall have the following regular committees:

1. Education Committee.
2. Election Committee.
3. Organizing Committee.
4. Legislative Committee.
5. Membership Committee.
6. Community Service Committee.
7. Grievance Committee.

B. Members of all committees shall be appointed by 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 the original appointment.

D. A member of any Local committee may be removed by the Executive Board, subject to the right of the Local to overrule the action of the Executive Board. A committee member shall also be removed by action of the Local in a membership meeting.

E. Duties of the Committee:

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 the 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 educational program and, with the Local officers, be responsible for effectuating the Union’s and Local’s educational programs.

6. Community Services – The Community Services Committee shall assist in developing all Community Service programs.

7. Grievance Committee – The Grievance Committee shall initiate and pursue grievances.

ARTICLE X1 – 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 committee
 6. Unfinished business
 7. New business
 8. Adjournment

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

ARTICLE XII – LOCAL OFFICERS, STEWARDS, AND THEIR DUTIES

Section 1 – Local Officers

- A. The officers of the Local shall be:
 1. Local President
 2. Local Vice President
 3. Local Secretary Treasurer
 4. Two Executive Board Members at Large

- B. The duties of the Local officers shall be as follows:
 1. The Local President shall - -
 - (a) Be responsible for the conduct of all Local business;
 - (b) Preside at Local Membership, and Executive Board Meetings;
 - (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; and
 - (f) Perform whatever additional duties as may be assigned by the Executive Board and the Local, or required by the policies or Constitution of the Union.

 2. The Local Vice President shall - -
 - (a) Work under the direction of the Local President; and
 - (b) Perform whatever duties as may be assigned by the Local or the Local President.

 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, or Local Officers;

- (c) Furnish the District Director 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) Be custodian of all assets of the Local;
- (e) Report to each membership meeting on the financial statue of the Local;
- (f) Be bonded, as must any other person who handles Local funds or any other property, in accordance with the Union Constitution or any State or Federal law;
- (g) Cause the payment of all bills approved by the Local Presidents; and
- (h) Perform such other duties as may be assigned by the Local, or the Local President.

Section 2 – Local Stewards

- A. The Local shall have as many Stewards as may be appointed by the Executive Board, subject to the right of the Local membership to overrule such appointments.
- B. The duties of the Local Stewards shall be as follows:
 - 1. The Stewards shall - -
 - (a) Work under the direction of the Local President; and
 - (b) Perform whatever duties as may be assigned by the Local or the Local President.

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 By-Laws and rules of the Locals and in conformity with the Union Constitution do not clearly apply, Robert’s Rules of Order shall Govern.
- B. The number consisting a quorum for Local meetings shall be 10%
- C. A majority of the officers or a majority of the members of a committee shall constitute a quorum for those bodies.

ARTICLE XIV – NOMINATION AND ELECTION OF LOCAL OFFICERS

Section 1 – Nominations

Local officers shall be nominated in the months of September, October, or November each three (3) years beginning in 1972.

Section 2 – Elections

Election of the Local officers shall be secret ballot of the membership in the months of September, October, November, or December each three (3) years beginning in 1972.

Section 3 – Local Election Committee

- A. The nomination and election of the Local officers, and delegates to the CWA 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 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.
- C. A member shall not be permitted so serve on the Election Committee if he or she is a candidate for any office of the Local or delegate to the CWA Convention.
- D. All questions concerning the conduct and challenges 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. 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 beginning January 1, 1973.
- D. The officers shall take office when elected.

Section 5 – Vacancies

A vacancy in the office of Local President shall be filled by the Local Vice President. Vacancies in other offices shall be filled in the same manner as that required for regular elections and within 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 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 By-Laws, 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 provision 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 of the Union Constitution.

Section 4 – Local Trial Court

A trial court of this Local shall be composed of three persons, who are members of this Local and not parties to the proceedings, and who shall be selected by the membership of the Local.

ARTICLE XVII – RECALL OF LOCAL OFFICERS

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

ARTICLE XVIII – AMENDMENTS TO LOCAL BY-LAWS

After adoption, these By-Laws may 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 prepaid at least 7 days in advance of the meeting; or
- (b) 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 a regular or special membership meeting.

B. Questions submitted to the referendum shall be determined by a majority vote of those voting on the question.

ARTICLE XX – CONTRACT RATIFICATION

- A. The Bargaining Committee shall have the power of ratification of the new contract.

ARTICLE XXI – 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 Accountant, or 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 XXII – OATH OF OFFICE

Each elected officer of this 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 the Local (give Local No.), 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 the rules of the Local and the Constitution and policies of the Union.

“I further promise to give my successor in 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 XXIII – 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 April 3, 1960

These By-Laws adopted September 11, 1960

These By-Laws adopted February 3, 1971

These By-Laws adopted November 11, 1972

These By-Laws adopted April 12, 1977

These By-Laws adopted October 4, 1978

These By-Laws adopted February 15, 1982

These By-Laws adopted October 27, 1984

These By-Laws adopted November 1, 1993