

COMMUNICATIONS WORKERS OF AMERICA

CWA LOCAL 7200

AFL-CIO, CLC

MINNEAPOLIS

Operating Rules



Section 1 SALARIES

A. Officers - Executive Board Monthly Salaries

(effective October 1, 2022)

1. President	\$ 850.00
First Vice President	\$ 800.00
Secretary/Treasurer	\$ 600.00
Area Vice Presidents	\$ 2/member that each AVP represents To be adjusted (true up) the beginning of each fiscal year (October)
Sergeant at Arms	\$ 20.00 if not a steward \$ 10.00 if a steward

Stewards will receive a check in December for \$45 per meeting they attended from the previous 12 months, December through November. They must attend 6 or more meetings to receive the stewards pay.

- Note – Salaries are provided in an attempt to offset some of the cost that Elected Officers and Stewards incur while fulfilling their commitment to the membership, this cost includes but is not limited to assisting members outside of regular business hours, representing the membership at functions that help in advance working family values on evenings and weekends, parking (up to \$10.00 a day), mileage (under 50 miles one way), etc.

B. Lost Time Reimbursements

1. If an Executive Board Member is out ill for a period of 20 working days or more and another member in good standing (not currently an Executive Board Member) assumes their responsibilities & job duties they will be paid at the rate equivalent to 50% of the salary per day. (50% of monthly salary divided by 20(working days in a month)= Per day rate for each day filling in the executive board members position).
2. All Executive Board Members cannot miss more than (2) consecutive Executive Board and/or Stewards/Membership meetings without approval from the Executive Board to receive their salary payment.
3. Local officers, AVP's, stewards, members and/or an authorized union representative shall be reimbursed for lost time at the rate comparable to top pay of Wage Scale 1 in the Lumen Bargaining Unit. Those members whose rate of pay is greater than Lumen Wage Scale 1 shall be reimbursed for their actual lost time wages at their pay rate when they are on union approved business.
4. The Local shall pay no overtime rate for members on lost time.

5. Members shall be reimbursed for actual expenses incurred and approved while on Local Union Business.
6. No expenses will be paid or reimbursed unless they have been submitted for payment within the 90-days from incurrence window. This applies to expenses incurred directly by members, including payroll. Exceptions to this policy will be very rare and limited to reasons such as extensive illness or leave of absences that would prevent a submission within the policy requirements. In those rare instances, a written explanation must be sent to the Secretary/Treasurer's attention.
7. Lost Time must be submitted for approval to the President of the Local or their designee. A time off letter will be sent to the members perspective employer advising them of the need for time off, this should be done a week prior to the need for time off, if time and circumstances allow.
8. Lost Time Wages will be paid only upon receipt of a fully completed and authorized payroll voucher. An official employer payroll document covering the same period must be attached to said voucher.
9. Checks for Lost Time Wages shall be cut by the Secretary/Treasurer on the Wednesday following the pay day close of the members respective employer.
10. Stewards Training will be one paid day and one unpaid day on a Friday/Saturday. If someone does not attend the Saturday session, then they will not be paid for Friday. Anyone who is scheduled to work on that Saturday will be expected to either trade with a co-worker or wait for a more convenient Stewards Training.

C. Lost Time Definition

1. Lost time is defined as scheduled hours lost due to taking union time instead of working for the Company. In this definition lost time is only for scheduled hours and not counted for other time worked outside of your scheduled hours of work. Examples of this are as follows:
 - a. A person is scheduled to work 8 o'clock to 5 o'clock during the day and takes union time for two hours during the 8 o'clock to 5 o'clock period and then returns to work and works to 5 o'clock. The person would be paid 2 hours union time and 6 hours by the company.

- b. A person is scheduled to work 8 o'clock to 5 o'clock during the day and takes union time for two hours during the 8 o'clock to 5 o'clock period and then returns to work and works past 5 o'clock. The person would be paid 2 hours union time and 6 hours by the company and the company would also pay for the time worked past 5 o'clock.
 - c. A person is scheduled to work 8 o'clock to 5 o'clock during the day and takes union time for two hours during the 8 o'clock to 5 o'clock period and then returns to work and works to 5 o'clock, and then the person is called to go to work later that day/evening. The person would be paid 2 hours union time and whatever time the company paid.
 - d. If a person is being paid to carry a communications device by the company that pay would not be counted against their union paid time.
2. Wages for time lost from regularly scheduled work hours on weekends will be paid only if the weekend is part of a normal 40-hour work schedule. NO OVERTIME, including Sunday time and a half, will be paid.

Section 2 TRAVEL EXPENSES

- A. Hotel costs - the local will make hotel arrangements for those who will be traveling on union business and will pay for it. In those instances where a local officer with the local's credit card is not there or the hotel will not accept authorization from the local to charge the hotel charges to our credit card, the individual who incurred the expense will attach a receipt to a voucher for reimbursement of the hotel costs.
- B. Airfare costs - the local will make airfare arrangements for those who will be traveling on union business and will pay for it. In those instances where a local officer with the local's credit card is not there or the airline will not accept authorization from the local to charge the airfare to our credit card, the individual who incurred the expense will attach a receipt to a voucher for reimbursement of the airfare costs. If someone chooses to drive, they will be reimbursed at the mileage rate established by the IRS, not to exceed the cost of the airfare. An alternative method of travel must be approved by the President or Secretary/Treasurer prior to departure.
- C. Per Diem will be paid at **\$50.00** per day, **\$40.00** per half day for areas outside the five states (MN, ND, SD, IA, and NE). The amount within the five states is

\$40.00 per day, **\$30.00** per half day. When attending Leadership School, per diem will be \$200.00 total.

- D. Mileage will be paid using the current IRS reimbursement guidelines.
- E. Cab fare - the local will pay the transportation costs from the airport to the hotel and from the hotel to the airport.

Section 3 MEETINGS

- A. Stewards and membership meetings will be combined and held the first Wednesday of every month at the hall, unless an announced & approved change of date was made.
- B. The annual finance report will be given at the December membership/stewards meeting.
- C. Main Motions must be submitted in writing to the Secretary/Treasurer after the motion has been made.

Section 4 DELEGATES TO THE NATIONAL CONVENTION

- A. Delegates to the National Convention will be determined with compliance to the CWA Constitution and Local By-Laws. The number of delegates sent will be reviewed based on membership numbers in compliance to CWA Constitution.
- B. The Alternates will accompany the delegation to the convention when deemed necessary by the Executive Board. If an elected delegate cannot attend for any reason prior to departure, the alternate becomes the delegate from that category.

Section 5 AFFILIATIONS

- A. The local will be affiliated with the Minnesota AFL-CIO.
- B. The local will be affiliated with the Minneapolis Central Labor Union Council

Section 6 CONTRIBUTIONS

- A. The Executive Board may authorize a \$250.00 donation request. Any amount over \$250.00 being requested by a member on the floor at the Membership Meeting must be referred to the Executive Board for their recommendation to be brought to the next Membership meeting. The Membership will make the final decision. All request for contributions will be by way of passing the hat or referred to the Executive Board.
- B. The local awards two (2) \$1,000.00 scholarships per year, one to a male and the other to a female, of our members who are graduating high school seniors with a "C" average or better. The drawing is done at the June Membership Meeting.
- C. The local will contribute \$1.00 per member, per year to the Pediatric Aids Foundation by December 31st of each year.

Section 7 FINANCES

- A. Obligations
 - 1. No obligation over \$250.00 shall be incurred without the approval of the majority of the Executive Board. (Excludes budgeted/fixed expenses)
- B. Reserve Fund
 - 1. The Secretary/Treasurer shall retain not less than five (5%) percent of the income of the Local in a reserve fund. No expenditures may be made from the reserve fund without the approval of three-fourths (3/4) of the full membership of the Executive Board.
- C. Finances and Budget
 - 1. No funds will be budgeted without a written proposed budget submitted by officers or Committee Chair to the Executive Board for an approval to be adopted on the budget.
 - 2. The Officers, (President, Vice President, and Secretary/Treasurer), will present a Budget to the Executive Board for approval. Then if approved the Budget will be presented to the membership for final approval.
 - 3. Motions to spend monies over \$250.00 not in the approved budget shall be referred to the Executive Board for their consideration and will require the approval of the majority of the Executive Board.

4. All expenditures (expenses and reductions) must have prior approval through action by the Executive Board or through the approved budget.
5. Executive Board Members must submit a payment voucher each month to receive their salary check for the month. This **must** be done by 8:00 am the morning of the last pay period of the month. Failure to have this in will forfeit your stipend for the month.

Section 8 Election Rules

- A. Elections will be held in compliance with the CWA Constitution and Local By-Laws.
- B. All Campaign material to be posted on the bulletin boards must be approved by the Election Committee Chair or their designee.
 1. Each candidate shall be limited to one (1) piece of campaign material per bulletin board.
 2. Campaign material shall not exceed 8 ½" by 5 ½" in size, except in the case of two (2) or more candidates sharing campaign material. When sharing campaign material shall not exceed 8 ½" by 11" in size.
- C. The Local shall honor all reasonable requests from a candidate to distribute campaign material to members in good standing. ALL cost associated with such requests shall be the candidates' responsibility.
- D. No campaign material is to be posted on the outside of glass enclosures or on walls surrounding bulletin boards.
- E. The CWA Logo shall not appear on candidate's campaign material.
- F. If the candidate has a CWA e-mail it shall not appear on the campaign material.
- G. All candidates must campaign ON THEIR OWN TIME (i.e. entitlement time, non-work time, employer excused unpaid time off). The use of Employer paid work time, paid time off for Union Activities is a DIRECT VIOLATION OF DEPARTMENT OF LABOR LAWS that governs Union Officer Elections and is strictly forbidden.

Section 9 Miscellaneous

- A. No alcohol is allowed on the CWA Local 7200 Premises, this includes inside the building and in the parking lot

Section 10 Amendments to Operating Rules

- A. A membership motion to amend the Operating Rules must go to the By-Laws Committee for Action, and then be referred to the Membership for approval.

OPERATING RULES UPDATED – 04-12-2022

REVISIONS

YEAR	MMDD	SECTION # - PARAGRAPH # - SUBSECTION #	
2001	05-03	<i>Bylaws Article IV –</i>	<i>Section - 1, B1</i>
2018	09-05	<i>Bylaws Article IV –</i>	<i>Sections - 4, 4a, 5 & 6</i>
		<i>Bylaws Article XII -</i>	<i>Section 7 Paragraph 2</i>
		<i>Bylaws Article XIV – Section 2</i>	<i>Paragraph 7, Sub section - 4</i>
2018	12-05	<i>Section 1</i>	<i>Paragraph (b), 7</i>
		<i>Section 8</i>	<i>Adding Sec 8 mvng Misc to Sec 9</i>
2019	04-02	<i>Addendum - 1</i>	<i>Added Addendum 1</i>
2019	06-05	<i>Section 10</i>	<i>Added Section 10</i>
2019	09-04	<i>Section 1</i>	<i>Sub Section A Paragraph 3</i>
2021	07-21	<i>Section 7</i>	<i>Sub Section C, #4 removal</i>
2021	09-16	<i>Section 7</i>	<i>Sub Section C, Add #6</i>
2022	03-16	<i>Section 1</i>	<i>Sub Section A, #1</i>
2022	04-12	<i>Section 3</i>	<i>Remove B</i>
2022	04-12	<i>Section 4</i>	<i>Add A, remove 4 dated lines</i>
2022	04-12	<i>Section 6</i>	<i>Remove C</i>
2022	04-12	<i>Section 7C</i>	<i>Remove 5</i>

Addendum – 1

Steward/Membership Meeting Teleconference Call In/Access Code Guidelines

1. *The use of the Conference Calling System for attendance at the Monthly Stewards/Membership Meetings is intended for outstate members and members traveling on approved union business only.*
2. *Members must email info@cwa7200.org with their name, and a single number they will be calling in from prior to each meeting. Once the e-mail is received the Call in Number and Access code will be e-mailed back to them.*
3. *Once a member has consistently attended (4 meetings) via teleconference their name and call in number will be placed on the list maintained by Secretary/Treasurer, and the Call in number and Access Code will be automatically e-mailed to them prior to each months Steward/Membership Meeting.*
4. *If a member missed more than two (2) consecutive unexcused membership meetings, they will be removed from the list and will have to return to e-mailing in Each month until they again consistently attend four (4) meetings via teleconference.*
5. *Any number showing up on the Teleconference website that has not followed this process will be dropped from the call immediately. If a member on the list will be calling in from a difference number, it is their responsibility to notify the local by emailing info@cwa7200.org of the new number prior to the meeting so they are not dopped from the call.*
6. *Any changes or challenges to this process shall be brought to the Executive Board for review and discussion.*