

**COMMUNICATIONS WORKERS OF AMERICA**

**CWA LOCAL 7200**

AFL-CIO, CLC

MINNEAPOLIS

# **By-Laws**

Revised 08-05-2020



# CWA LOCAL 7200 By Laws

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## **ARTICLE I – NAME**

*This Local shall be known as Local 7200, 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 – OBJECT**

*The object of Local 7200 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 and to represent members equally without regard to race, color, sex, religion, sexual orientation, age or national origin.*

## **ARTICLE IV - LOCAL STRUCTURE**

The Structure of the Local shall consist of the following:

Membership

Executive Board

Officers:

- 1) President
- 2) Vice President
- 3) Secretary-Treasurer
- 4) Five (5) Area Vice Presidents:
  - a) One (1) for CenturyLink: Inside
  - b) One (1) for CenturyLink: Outside
  - c) One (1) for CenturyLink – Outstate
  - d) *One (1) for AT&T Legacy T*
  - e) One (1) for AT&T Mobility
- 5) Committees
- 6) Stewards
- 7) Retired Members' Club

## **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 Locals 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 payment of the Local initiation fee of \$1.00 and upon the approval of any membership committee authorized to accept or reject membership in behalf of the local, subject to the Local to over-rule the decisions of a membership committee.*

### **Section 3 - Transfers**

*The transfer of membership from this 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**

*Each member of the Local shall pay membership dues in the amount of 2 and 1/4 hours' pay per month of his or her basic wage, not to exceed the top rate. 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 25 days in advance of the meeting or by notice mailed postage prepaid to each member at least 25 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 assessment 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:*

- 1) *Through action taken in membership meetings or by referendum of the membership.*
- 2) *Through actions and decisions of the Executive Board between membership meetings.*
- 3) *Through actions and decisions of the Local Officers between meetings of the Executive Board.*
- 4) *The actions and decisions of the Executive Board and Officers of the Local between Local meetings may be over-ruled by the membership in a Local meeting, or by referendum.*

## **Section 2 - Executive Board**

*The Local Executive Board shall consist of the Officers and the Area Vice Presidents.*

## **ARTICLE VIII - LOCAL MEETINGS**

### **Section 1 - Membership/Stewards Meetings**

Combined Membership and Stewards meetings of this Local shall, be held on the first Wednesday of each month, Meetings may be changed or suspended at the discretion of the Executive Board for valid and sufficient reasons, Special meetings may be called by a majority vote of the Local Officers, or by a petition signed by 10 percent of the membership. Action of the special meeting shall be confined to the matter for which it was called.

### **Section 2 - Officers Meetings**

*Local Officers meetings may be held when necessary and must be held within five days when a majority of the aforementioned Officers request a meeting.*

### **Section 3 - Executive Board Meetings**

*The Executive Board shall meet at the request of the President. In the event the President shall refuse to call a meeting of the Executive Board when requested to do so by one-third of its members, the Vice President of the Local shall call such a meeting.*

### **Section 4 - Special Department Meetings**

*Special Departmental Meetings maybe called by Area-Vice Presidents with the approval of the President.*

## ARTICLE IX - LOCAL DELEGATES TO INTERNATIONAL CONVENTION

- 1) Delegates and alternates to the Union Conventions, except the Local President who shall act as Chairman of the delegation, shall be elected by the membership, voting by secret ballot, not more than 120 days, nor less than 30 days, in advance of the Annual Union Convention. The Vice President shall act as Chair if the President is unable to attend.
- 2) Nominations of delegates to the International Convention shall be held at the membership meeting three months prior to the convention. Nominations shall be from the floor. A nominee must be present to accept the nomination or furnish a written statement of acceptance.
- 3) Any member who runs for an elected office or a convention must have attended at least six (6) of the previous twelve (12) membership meetings or have been excused by the Executive Board.
- 4) The number of delegates to the CWA International Convention will be five (5) or the maximum amount allowed according to our membership numbers. The President will be a delegate by virtue of the office. There will be up to two (2) delegates elected from CenturyLink, based on membership numbers. There will be one (1) delegate elected from AT&T, Avaya, and all others, and one (1) from AT&T Mobility. If the maximum allowed is less than five (5), the number of delegates will be adjusted accordingly by the Executive Board to reflect the maximum delegates allowed.
  - a) We will designate two alternates. The alternates will be determined as the individual in the CenturyLink category and the individual in the other two categories with the highest number of votes who were not elected as delegates.
  - b) If an elected delegate cannot attend for any reason prior to departure, the alternate automatically becomes the delegate from that category.
  - c) The alternates will accompany the delegation to the convention when deemed necessary by the Executive Board.
- 5) Each member shall receive a ballot for nominated delegate(s) from their entity only.
- 6) Elections shall be conducted by U.S. mail ballot. (Instruction covered by Article XIV, Section 2, Paragraph C).
  - a) A run-off election shall be held in the event of a tie to determine delegates and/or alternates.
  - b) 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.
  - c) The Local shall determine the convention votes assigned to each delegate in accordance with Article VIII of the Union Constitution.

## ARTICLE X - LOCAL COMMITTEES

### **Section 1 – GENERAL PROVISIONS.**

- A. The Local shall have the following regular committees:
- a) Membership Committee
  - b) Legislative Committee
  - c) Organizing Committee
  - d) Election Committee
  - e) Education Committee
  - f) Entertainment Committee
  - g) Constitution and Bylaws Committee
  - h) Sergeant-At-Arms Committee
  - i) Audit & Finance Committee
  - j) Resolutions Committee
  - k) Community Services Committee
  - l) Women's Committee
  - m) Equity Committee
  - n) Safety Committee
  - o) Such other committees as determined by the Local
- 1) *Members of all Committees shall be appointed by the President, subject to approval by the Executive Board, except the Election Committee, which shall be appointed by the Executive Board, subject to the right of the Local membership to over-rule such appointments.*
  - 2) *Vacancies on Committees shall be filled in the same manner as the original appointments.*
  - 3) *A member of any Local Committee may be removed by majority vote of the Local Officers, subject to the right of the Local to overrule the action of the Local Officers. A Committee member may also be removed by action of the Local in a membership meeting.*
  - 4) *A roster of these Committees shall be posted in the Union Office at all times.*

### **Section 2 - DUTIES OF COMMITTEES**

- 1) *Membership Committee: The Membership Committee or Membership Committees shall accept or reject membership applications in accordance with the Bylaws 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 nonunion 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 program.*
- 6) *Entertainment Committee: It shall be the duty of this committee to make necessary arrangements for and to supervise all social functions and entertainment sponsored by the Local.*
- 7) *Constitution and Bylaws Committee: It shall be the duty of this Committee to present for membership action such changes in the local Bylaws as are considered necessary and proper for the welfare of the Local.*
- 8) *Sergeant-At-Arms Committee: It shall be the duty of the Sergeant-At-Arms Committee to work under the direction of the Local President to maintain order at Local meetings, and to maintain membership attendance roll, which should be signed by individual Local members upon arrival at meeting place.*
- 9) *Audit & Finance Committee: It shall be the duty of the Audit and Finance Committee to meet at least semi-annually and to examine all vouchers and bills paid from Local funds. It will audit the accounts and the books kept by the Local Secretary-Treasurer, or have an audit made by a certified public accountant. A report of the Committee 's findings shall be made to the members each year at the November or December meeting. It shall also make recommendations to the membership at this time based on these findings.*
- 10) *Resolutions Committee: It shall be the duty of the Resolutions Committee to prepare for Local action, resolutions and forward such resolutions to the Union for action at the Annual International Convention. It shall prepare such other resolutions as may be referred to the Committee by the membership and by the Officers of the Local.*
- 11) *Community Services Committee: The Community Services Committee shall assist in developing all Community Services programs.*
- 12) *Women's Committee: This Committee shall educate and recognize the needs of CWA women in their Union, and their community.*
- 13) *Equity Committee: This Committee shall educate and recognize the needs of minorities in their Union.*
- 14) *Safety Committee: This committee has as its primary responsibility the elimination/minimization of member exposure to hazardous working conditions and potentially related injuries, illnesses, and fatalities.*



## ARTICLE XI - ORDER OF BUSINESS

*The order of business at a Local Meeting shall be as follows:*

Local President  
Vice President  
Secretary/Treasurer  
Area Vice Presidents  
Committee's  
Unfinished Business  
New Business  
Adjournment

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

## ARTICLE XII - LOCAL OFFICERS, STEWARDS & THEIR DUTIES

### **Section 1- Local Officers:**

*The Officers of the Local shall be as follows:*

- 1) *Local President*
- 2) *Vice President*
- 3) *Secretary-Treasurer*
- 4) *Area Vice Presidents*

### **Section 2 – DUTIES OF THE LOCAL PRESIDENT**

The duties of Local Officers shall be as follows:

#### **1. The Local President Shall:**

- a) *Be responsible for the conduct of Local business.*
- b) *Preside at Local Membership, Executive Board, Officers, and other meetings as dictated by the CWA Constitution.*
- c) *Prosecute grievances and appeal them to higher levels of the Union if not satisfactorily settled.*
- d) *Supervise all Local Committees with the exception of the Election Committee.*
- e) *Approve all bills to be paid, except personal expenses incurred by him/her, which shall be approved by another Officer;*

- f) *Serve as a delegate to the International Convention and other labor conventions and shall be Chairman of the delegation.*
- g) *Perform whatever additional duties as may be assigned by the Local or required by the policies or Constitution of the Union.*
- h) *Assign responsibility and duties; and*
- i) *Be bonded in accordance with the Union Constitution or any State or Federal Law.*

**Section 3 – DUTIES OF THE LOCAL VICE PRESIDENT:**

1. The local Vice President Shall:

- a) *Work at the direction of the Local President.*
- b) *Perform whatever duties as may be assigned by the Local, the Local Executive Board, or the Local President.*
- c) *Serve as a delegate to the international Convention in the absence of the President; and*
- d) *Be bonded in accordance with the Union Constitution or any State or Federal Law.*

**Section 4 – DUTIES OF THE LOCAL SECRETARY/TREASURER.**

1. The Secretary-Treasurer shall:

- a) *Maintain a record of the Local membership.*
- b) *Record and maintain the minutes of all meetings of the Local, the Executive Board, and Officers.*
- c) *Furnish the District Vice President and Secretary-Treasurer of the Union with copies of any changes in the Bylaws within 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) *Cause the payment of all bills approved by the Local President.*
- g) *Have all checks countersigned by the Local President or Vice President.*
- h) *Perform such duties as may be assigned by the Local, the Local Executive Board, or the Local President; and*
- i) *Be bonded in accordance with the Union Constitution or any State or Federal Law.*

## **Section 5 – DUTIES OF THE LOCAL AREA VICE PRESIDENTS:**

### **1. The Local Area Vice Presidents shall:**

- a) *Work at the direction of the Local President.*
- b) *Appoint and supervise stewards in his or her jurisdiction.*
  - i) *When more than one member is interested in the opening for a steward or group of stewards, an election will be held,*
  - ii) *At any time a two-thirds majority of the members being represented by a steward or group of steward's requests to have an election, it will be held in 30 days.*
- c) *Perform whatever additional duties as may be assigned by the Local or required by the policies or Constitution of the Union; and*
- d) *Be bonded in accordance with the Union Constitution or any State or Federal Law.*

## **Section 2 - Records and Property:**

*Any person holding any office, elected, or appointed, shall pass on to his/her successor all Union properties or records in his/her possession.*

## **Section 3 – Stewards**

- 1) *The Local shall have as many stewards as may be deemed necessary by the Area Vice Presidents, subject to the approval of the Local President*
- 2) *The duties of Stewards shall be to work at the direction of the Area Vice Presidents.*

## **ARTICLE XIII - CONDUCT OF MEETINGS, OTHER LOCAL BUSINESS AND QUORUM**

- 1) *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;*
- 2) **Any number of members present at a Local Membership meeting shall constitute a quorum provided due notice of the meeting has been given the membership of the Local. "Due notice" shall mean a notice posted on the bulletin boards at least seven (7) days prior to the meeting or written notice furnished to each member's last known home address at least seven (7) days prior to the meeting. If due notice is not furnished, then ten (10) members presents shall constitute a quorum.**

- 3) *A majority of the Officers, a majority of the members of the Executive Board, and a majority of the members of a Committee shall constitute a quorum for those bodies; and*
- 4) *Members present at a Departmental meeting shall constitute a quorum.*

## **ARTICLE XIV - NOMINATION AND ELECTION OF LOCAL OFFICERS, AREA VICE PRESIDENTS AND MEMBERS OF THE EXECUTIVE BOARD**

### **Section 1- Nominations**

- 1) *Local Officers and Area Vice Presidents shall be nominated from the floor at the membership meeting in the month of October of each third year, beginning in 1978.*
- 2) *No person can be nominated for more than one office,*
- 3) *Nominations will be accepted only if the nominee is present to accept or has furnished a signed statement of acceptance.*
- 4) *If only one nominee, unanimous ballot shall be cast.*
- 5) *The nomination of a person for the office of Local President shall, also constitute the nomination of the same person as the delegate to the CWA Convention and District Conference held during the term of office for which the election was being conducted. The Vice President will be designated as Chair for the CWA Convention if the President is unable to attend.*
  - *Any member who runs for an elected office or a convention must have attended at least six (6) of the previous twelve (12) membership meetings or have been excused by the Executive Board.*

### **Section 2 – Elections**

- 1) *Election of Local Officers and Area Vice Presidents shall be by secret ballot of the membership in the month of October of every third year, beginning in 1978.*
- 2) *Notice must be furnished to each Local member at least fifteen (15) days in advance of the election.*
- 3) *Elections shall be conducted by U.S. mail ballot.*
  - a) *A ballot along with voting instructions shall be mailed to eligible members. Instructions shall include marking, mailing, voting deadline, counting place and date. A secret ballot envelope and a self-addressed envelope shall accompany the ballot.*
  - b) *For AVPs, each entity and section will receive a ballot specifically for the AVP(s) nominees who would represent their entity or section as specified in Article IV*

*section 4. Ballots must be returned to the Election Committee, postmarked no later than midnight three (3) days prior to the election date.*

- c) The Election Committee shall check the returned ballots for eligibility prior to the opening of the polls; these names shall then be withdrawn from the eligibility list. The secret ballot envelope shall be removed from the mailing envelope and deposited, seal unbroken, in the ballot box.*
- 4) Notice must be furnished to the membership no more than fifteen (15) days after the election, announcing the candidates for each office if a run-off election is necessary.*
- 5) An absentee ballot shall be furnished to any member in good standing upon individual written request to the Election Committee,*

  - The absentee ballots shall be counted with all other ballots by the Election Committee.*
- 6) No elected officer shall be qualified to take office until he has executed all compliance forms necessary to permit the Local and the Union to exercise its full rights under State and Federal Laws.*
- 7) The order of nominations and elections of Local Officers and Area Vice Presidents shall be as follows:*

  - 1. President*
  - 2. Vice President*
  - 3. Secretary-Treasurer*
  - 4. Five (5) Area Vice Presidents:*

    - i. One (1) for CenturyLink: Inside*
    - ii. Two (2) for CenturyLink: Outside*
    - iii. One (1) for CenturyLink – Outstate*
    - v. One (1) for AT&T Legacy T*
    - vi. One (1) for AT&T Mobility*
- 8) A vote cast for a candidate for the office of Local President, shall also constitute a vote for a candidate to serve as delegate to the CWA Convention and District Conference held during the term of office for which the election is being conducted*

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

- 1) *The nomination and election of Local Officers and Area Vice Presidents and the 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 CWA Union Constitution and with reasonable opportunity for each member to nominate and vote for the candidates of their choice.*
- 2) *The Election Committee shall also conduct any referenda submitted to the membership.*
- 3) *If a committee member becomes a nominee for any office, for Area Vice President, or as delegate or alternate for the convention, that member shall be automatically suspended from the committee for the duration of that election.*
- 4) *Ballots from each election or referendum shall be retained for one year.*
- 5) *All questions concerning the conduct and challenge of elections shall be determined by the Election Committee, subject to the right of appeal of the Executive Board and if necessary to the membership of the Local.*

### **Section 4 - 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 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) *The term of office shall be for three (3) years.*
- 4) *The Executive Board shall take office on January 1.*

### **Section 5 - Delegates and Alternates to the State, City, and Joint Labor Council Organizations**

*The President shall select delegates and alternates from the Executive Board and/or the Legislative Committee to attend these meetings.*

### **Section 6 – Vacancies**

- 1) *A vacancy in the office of President shall be filled by the Local Vice President.*
- 2) *Vacancies of more than 12 months in other Executive Board Offices shall be filled within 60 days in the same manner as required by Article XV of the Union Constitution for regular elections, Vacancies of less than 12 months may be filled by appointment by the President with the approval of the Executive Board and membership, per Article XV of the Union Constitution.*

## **ARTICLE XV - STRIKES AND FINES**

### **Section 1- Conduct of 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.*

### **Section 2 - Strike Duty**

*Each member is obligated to perform strike duty during times of an authorized strike.*

### **Section 3 - Strike Violation Fine**

*In the event a member crossed an authorized picket line of this Local, he or she will be levied a fine, equal to eight hours pay at the members wage rate, for each day of violation.*

## **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 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 (3) persons who are members of this Local and not parties to the proceedings, and who shall be selected by the Executive Board of the Local using a random selection process.*

## **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 BYLAWS**

*After adoption, these Bylaws may be amended by either of the following methods:*

- 1) Majority vote of the members 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*
- 2) Referendum of the membership.*

## **ARTICLE XIX - REFERENDUM OF THE LOCAL**

- 1) 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.*
- 2) Questions submitted to referendum shall be determined by a majority vote of those voting on the question.*

## **ARTICLE XX - FISCAL YEAR AND AUDIT**

- 1) The fiscal year of this Local shall be from October 1st of each year to and including September 30th of the succeeding year.*
- 2) 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 the audit shall be made available for the inspection of any member of the Local.*



## **ARTICLE XXI - OATH OF OFFICE**

*Each elected Office 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 7200, 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 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 in the membership meeting called for that purpose*

BY LAWS ADOPTED – MONTH DAY, YEAR

# REVISIONS

<b>YEAR</b>	<b>MMDD</b>	<b>ARTICLE # - SECTION # - PARAGRAPH #</b>	
2018	09-05	Article IV –	Sub sections - 4, 4a, 4d, 4e and 4f
		Article XII -	Paragraph 2
		Article XIV – Section 2	Paragraph 7, Sub section - 4
2020	08-05	Article IV	Sub sections - 4, 4b, 5 & 6
		Article XIV – Section 2	Paragraph 7 sub section 4