

# **Communications Workers of America**

## **Local 7203**

### **Rochester, Minnesota**

#### **Bylaws (1996)**

#### **Article I: NAME**

This Local shall be known as Local 7203, Communications Worker of America.

#### **Article II: JURISDICTION**

The 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 7203 shall be to represent and serve the workers within its jurisdiction in accordance with the Bylaws and/or Working 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) The Membership
- 2) The Executive Board
- 3) Committees

## **Article V: MEMBERSHIP**

### Section 1: Eligibility

Any person eligible for membership in the Communications Workers of America, as defined in Article V, Section 1 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: 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, Section 3 of the Union Constitution.

## **Article VI: LOCAL DUES – ASSESSMENTS – LOST TIME WAGES**

### Section 1: Local Membership Dues

As amended by the Convention action June, 1990: Each member of the Local shall pay minimum dues of 2.25 hours pay per month, in accordance with the Convention action. Membership dues which exceed the amount of the minimum membership dues may be authorized by the majority of those voting on the question, in accordance with the Local Bylaws.

### Section 2: Local Special Assessments

The membership of the Local may levy a special assessment only in the same manner as provided for changing Local dues. However, and special assessments levied shall be in compliance with Article VI, Section 3 of the Union Constitution.

### Section 3: Lost Time Wages

Lost time for union business activities approved by a member of the Executive Board will be paid on the same base wages as union dues.

## **Article VII: GOVERNING AUTHORITY**

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 and by referendum of the membership.
- B) By actions and decisions of the Local Executive Board between membership meetings.
- C) The action and decisions of the Local Executive Board between membership meetings may be overruled by the membership in a Local meeting or by referendum.

## **Article VIII: LOCAL MEETINGS**

### Section 1: Regular Meeting

Regular meetings of this Local shall normally be held on the fourth Wednesday of each month. Meeting dates may be combined, changed, or canceled by membership consensus at preceding meetings.

### Section 2: Special Meeting

Special meetings may be called by a majority vote of the Local Executive Board, or by petition signed by ten percent of the members. Upon receipt of a proper petition, the Local Executive Board shall call a special meeting to be held within ten days.

### Section 3: Nomination Meeting

In the event an interim election meeting is needed, a special meeting may be called for the purpose of nominations, with proper notification and no sooner than 15 days from the date of vacancy.

## **Article IX: LOCAL DELEGATES TO NATIONAL CONVENTION**

**As amended October 25, 1967**

- A) The first delegate to the Union Convention and the chairman of the delegation, in the event there is more than one delegate, shall be the President of the Local. Other delegates and alternates shall be selected by a majority of the membership voting by secret ballot, not more than 120 days, nor less than 30 days in advance of the Union Convention, at a regular or special meeting of the membership.
- B) In the event the Local elects more than one delegate to the Union Convention, the Local shall determine the Convention votes assigned to each delegate following the provisions of the Union Constitution.
- C) 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 by the Union Constitution.
- D) Any member who runs as a Convention delegate must have attended at least 6 of the previous 12 membership meetings or have been excused by the Executive Board.

## **Article X: LOCAL COMMITTEES**

- A) The Local shall have the following regular committees and names of committee members posted on Union boards:
  - 1: Scholarship Committee
  - 2: Election Committee
  - 3: Membership Committee
  - 4: Legislative Committee
  - 5: Community Services Committee

6: Finance and Audit Committee

7: Such other committees as determined by the Local

- B) Members of all committees shall be voluntary and approved by the majority vote of the Local Executive Board, subject to the right of the Local membership to overrule such appointments.
- C) Vacancies on committees shall be filled and approved in the same manner.
- D) A member of any Local committee may be removed by a majority vote of said committee. The member has the right to appeal to the Local Executive Board, subject to the right of the Local to overrule the action of the Local Executive Board. A committee member may also be removed by the action of the Local in a membership meeting.
- E) Duties of Committees

1: Scholarship Committee –

The Scholarship Committee shall assist in developing the Local's Scholarship program and with the Local Executive Board, be responsible for effectuating the Union and Local's programs.

2: Election Committee –

The Election Committee shall conduct all nominations and elections and referenda of the Local. The Election Committee shall be responsible for the mailing of, at least, a 15 day notice of elections to each member at their last known address. The Election Committee shall be responsible for sealing the ballots and election records and turning them over to the Local Secretary-Treasurer for safe keeping.

3: Membership Committee –

The Membership Committee shall accept membership applications with the bylaws and rules of the Local and the Constitution and policies of the Union. The Committee shall assist the Local Executive Board and stewards in organizing all members within the Local's jurisdiction.

4: Legislative Committee –

The Legislative Committee shall assist in the developing and pursuing the program of the Union and the Local in the legislative field. It shall be responsible to register each qualified voter.

5: Community Services Committee –

The Community Services Committee shall assist in developing all community services programs in accordance with the bylaws and rules of this Local and the Constitution and policies of the Union.

6: Finance and Audit Committee – The Finance and Audit Committee shall oversee the financial records of the Local and shall be responsible for auditing the financial records of the Local at the end of each fiscal year.

## **Article XI: ORDER OF BUSINESS**

The order of Business at a Local meeting shall be as follows:

- 1: Call to order
- 2: Roll call
- 3: Reading and action on minutes of previous meeting
- 4: Report of Executive Board (Communications)
- 5: Report of committees
- 6: Unfinished business (old business)
- 7: New business
- 8: Adjournment (good and welfare)

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

## **Article XII: LOCAL EXECUTIVE BOARD**

- A) The Executive Board of the Local shall be:

1. The Local President
2. The Local Vice-President
3. The Local Secretary-Treasurer

B) Duties of the Local President

1. The Local President shall preside at meetings of the Local and at meeting of Local governing board and shall be responsible for conduct of the Local including:
  - a. The prosecution of grievances to higher levels is not satisfactorily settled at the Local level.
  - b. The supervision of all committees of the Local
  - c. The approval of all bills to be paid by the Local Secretary-Treasurer, and to countersign checks drawn on the treasury of the Local.
2. The Local President shall be a delegate to the National Convention.
3. The Local President shall have such additional duties as may be assigned by the Local or required by the Constitution or policies of the Union.

C) Duties of the Vice-President

The Local Vice-President shall work under the direction of the Local President and shall perform Local grievance procedures and other duties as may be assigned by the Local.

D) Duties of the Local Secretary-Treasurer

1. Maintain a record of the Local membership and shall keep minutes of all Local meetings and meetings of the Local Executive Board.
2. Furnish both the District Vice-President and the Secretary-Treasurer of the Union with two copies of any changes in the Local bylaws within ten days after such changes are made.
3. Be responsible for furnishing the Local Secretary-Treasurer of the Union with all the proper forms signed by the Local Executive Board which are required by State and Federal laws immediately upon execution.
4. The Local Secretary-Treasurer, and any other person who handles Local funds or other property, shall be bonded in accordance with the CWA Constitution and

any State or Federal law. The Local Secretary-Treasurer shall be the custodian of all assets of the Local and shall make a report to each membership meeting.

5. He or she shall cause the payment of all bills approved by the Local President or the Local.

E) Duties of the Local Stewards

1. This Local shall have as many Stewards as may be appointed by the Executive Board for their respective group with the approval of the Local.
2. The Stewards of the Local shall work under the direction of the Vice-President of the Local.

### **Article XIII: CONDUCT OF MEETINGS AND QUORUM**

- A) Membership meeting 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 or the Union Constitution do not clearly apply, Roberts Rules of Order shall govern.
- B) The number of constituting a quorum for Local meetings shall be ten percent of the total membership as determined by the Secretary-Treasurer's records or any number of members present, providing due notice of the meeting had been given to the membership. Due notice shall be seven days prior to the meeting.
- C) A majority of the Executive Board or a majority of the members of committee shall constitute a quorum for those bodies.

### **Article XIV: NOMINATION AND ELECTION OF EXECUTIVE BOARD**

Section 1: Nominations

Beginning with the elections in 1981, the term of office for Local Executive Board shall be three years or until their successors have been duly elected and qualified.

- A) The Local Executive Board, which is the President, Vice-President, and the Secretary-Treasurer, shall be nominated at a regular or special meeting in the month of September every third year. Nominations shall be made by a nominating committee



selected by the Local. The nominating committee shall make its report to a membership meeting and its report may be amended by nominations from the floor.

- B) No person can be nominated for more than one office.
- C) Nominations will be accepted only if the nominee is present to accept, or has furnished a signed statement of acceptance.

#### Section 2: Local Elections

Election of Executive Board shall be by secret ballot every third year in the month of October.

#### Section 3: Local Election Committee

- A) The nomination and election of Executive Board shall be conducted under the supervision of the election committee.
- B) The Election committee shall also conduct any referenda submitted to the membership.
- C) A member shall not be permitted to serve on the election committee if a candidate for any office of the Local.
- D) All questions concerning the conduct and challenges of the election 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 nominee has a majority of the votes cast, the vote will be taken again, and the 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. Any member who runs for Executive Board or as Convention delegate must have attended at least six of the previous twelve membership meetings or have been excused by the Executive Board.
- C) No elected member of the Executive Board of the Local shall be qualified to take office unless and until he or she meets the qualifications and requirements set forth in these bylaws, the CWA Constitution, or any State and Federal law.
- D) The term of office for all members of the Executive Board shall be for three years.

- E) Following the completion of elections, the new members of the Executive Board will work with the out-going Executive Board until the end of the year forms and State and Federal year end reports are completed. The newly elected Executive Board will take office the first meeting in January.
- F) Ballots shall not provide for write-in votes when only one person has been nominated for an office; an election will not be held and the nominee shall be declared elected.

#### Section 5: Vacancies

- A) A vacancy in the office of the Local President shall be filled by the Vice-President.
- B) Vacancies with more than twelve months remaining in other Executive Board offices shall be filled within sixty days in the same manner as required by Article XIV of the Union Constitution for regular election. Vacancies with less than twelve months remaining may be filled by appointment by the President with the approval of the Executive Board and the membership, per article XIV of the Union Constitution.

### **Article XV: STRIKES**

The calling, conduct and termination of strikes shall at all times be carried on in compliance with the rules prescribed by the Communication Workers of America, and it's Constitution. However, a strike called by and affecting only this Local may be terminated either upon:

1. Approval of a majority of the Local Executive Board
2. By a majority vote of the members present in a meeting
3. Upon direction of the Executive Board of the International Union

### **Article XVI: CHARGES, TRIALS AND APPEALS**

#### Section 1. Charges

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

#### Section 2. Trials

Any accused person shall be tried under the provisions of Article XXI of the Union Constitution.

### Section 3. Appeals

Any member of the Local, upon being found guilty by a Local trial court, may appeal as provided in Article XXI, Section 4 of the Union Constitution.

### Section 4. Local Trial Court

- A) A trial court of this Local shall be composed of seven persons who are members of this Local and not parties in the proceedings.
- B) Members of the trial court shall be selected by the members in a membership meeting of the Local.

## **Article XVII: RECALL OF LOCAL EXECUTIVE BOARD**

An elected Executive Board member of this Local may be recalled in conformity with provisions of Article XX, Section 2, and Article XXII, Section 10, of the Union Constitution.

## **Article XVIII: AMENDMENTS TO LOCAL BYLAWS**

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

- A) By a majority 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 paid, at least seven days in advance of the meeting.
- B) By referenda of the membership

The Local Secretary-Treasurer will furnish both the District Vice-President and the Secretary-Treasurer of the Union with two copies of the changes in the bylaws within ten days after such changes are made.

## **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) Propositions 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 1, to and including September 30<sup>th</sup> of the succeeding year.
- B) The financial records of this Local shall be audited by a Certified Public Accountant and/or by the Audit Committee at the end of each fiscal year or when deemed necessary by the Finance and Audit Committee. The results of such audit shall be available for the inspection of any member of the Local.

## **Article XXI: OATH OF OFFICE**

A person elected to an office of the Local after meeting all other qualifications shall be duly installed upon the oath:

"I (give name) hereby accept the office of (name of office) of Local 7203, Communication 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 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 abilities, 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.