

BY-LAWS

LOCAL – 1181

**COMMUNICATIONS WORKERS OF AMERICA,
AFL-CIO**

Adopted: July 18, 1974

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COMMUNICATIONS WORKERS OF AMERICA

LOCAL 1181

BY-LAWS

ARTICLE I - NAME

This Local shall be known as Local 1181, 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 1181 shall be to represent and serve the workers within its jurisdiction in accordance with the By-laws, Rules of the Local, 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 (Officers)
3. 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 or Local.

Section 2 - Application

Membership in the Local shall be obtained 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.

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

Each member of the Local shall pay dues in an amount established by the Local membership. 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 seven (7) days in advance of the meeting or by notice mailed postage prepaid to each member at least seven (7) days in advance of the meeting.

Section 1 (a)

The Local dues shall be the minimum dues amount established by the CWA Convention, as per Article VI of the Constitution.

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 Constitution and policies 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 and Officers of the Local between Local meetings may be overruled by the membership in a Local meeting or by referendum.

Section 2 – Executive Board

The Local Executive Board shall consist of the following:

President
Vice President
Secretary/Treasurer

ARTICLE VIII – LOCAL MEETINGS

Regular meetings of this Local shall be held) two (2) times a year, meeting between January – June 1 and the 2nd meeting between July – December. Special meetings may be called by the Local President, a majority vote of the Local Officers, or by a petition signed by 25% of the members. Upon the receipt of a proper petition, the Local officers shall call a special meeting for the purposes set forth in the petition to be held within ten (10) days.

ARTICLE IX – LOCAL DELEGATES TO INTERNATIONAL CONVENTION

1. The President of the Local shall be a delegate to the CWA Convention held during the term of office for which the President is elected.
2. As long as the Local is entitled to only one delegate as per Article VIII of the Union Constitution, the Vice President of the Local shall be the first alternate delegate to the CWA Convention held during the term of office for which the Vice President is elected.
3. 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 in accordance with Article VIII of the Union Constitution.

4. It shall be the duty of the Secretary/Treasurer of the Local to certify the Local delegates to the Union Convention to the International 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. Education Committee
 2. Election Committee
 3. Organizing Committee
 4. Legislative Committee
 5. Membership Committee
 6. Community Services Committee
 7. Women's Committee
 8. Committee on Equity
 9. Other Committees
- B. Members of all committees shall be appointed by a 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 in the same manner as the original appointments.
- D. A member of any Local Committee may be removed by majority vote of the Local Executive Board, subject to the right of the Local Membership to overrule the action of the Local Executive Board. A committee member may also be removed by action of the Local in a membership meeting.
- E. Duties of Committees:
 1. 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.
 2. Election Committee

The election committee shall conduct all nominations, elections and referenda of this Local.

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. 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.

5. Membership Committee

The Membership Committee 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.

6. Community Services Committee

The Community Services Committee shall assist in developing all community services programs.

7. Women's Committee

The Women's Committee shall assist in promoting the Local's programs to further the goal of equal rights for women.

8. Committee on Equity

The Committee on Equity shall study and report to the Local on ways and means of eliminating discrimination on the basis of sex, race or any other basis.

9. Other Committees

The duties of additional committees shall be assigned by the Local Officers or the Local President.

ARTICLE XI – 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 and Executive Board Actions
 5. Report of Committees
 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.
- 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 Local Executive Board meetings;
 - c) Prosecute grievances and appeal them to higher levels of the Union when not satisfactorily settled;
 - d) Supervise and be ex-officio member on all Local Committees;

- e) Approve all bills to be paid, countersign all checks drawn on the Local Treasury and be Chairperson of the delegation to the Union Convention;
 - f) Perform whatever additional duties may be assigned by the Local or required by the policies or Constitution of the Union; and
 - g) Be spokesperson for the Local;
2. The Local Vice President shall –
- a) Work under the direction of the Local President; and
 - b) Perform whatever duties may be assigned by the Local, the Local Executive Board 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 and the Local Executive Board;
 - c) Furnish the District Vice President and International Secretary-Treasurer of the Union with copies of any changes in these By-laws within ten (10) days after such changes are adopted ;
 - d) Perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President;
 - e) Be custodian of all assets of the Local;
 - f) Report to each membership meeting on the financial status of the Local;
 - g) 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;
 - h) Cause the proper filing of all reports or filings required by federal, state or local laws;
 - i) Certify local Delegates/Alternates to the Union Convention to the International Secretary Treasurer within the time limits specified in Article VIII of the Union Constitution;

j) Cause the payment of all bills approved by the Local President, and;

k) Perform such other duties as may be assigned by the Local, the Local Executive Board or the Local President.

Section 2 – Local Stewards

A. The Local shall have as many stewards as may be appointed by the Local President. If the Executive Board desires, it may call for stewards to be elected.

B. The Duties of Local Stewards shall be as follows:

The Stewards shall –

a) Work under the Direction of the Local President; and

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

Section 3 - Local Executive Board

A. The duties of the Local Executive Board shall be as follows:

a) Be responsible for making decisions and taking action on behalf of the Local membership between Local meetings on all matters concerning the good and welfare of the members;

b) Meet as necessary. The Local President shall call a meeting of the Executive Board whenever requested by a majority of the Board members to do so;

c) Cause an annual budget to be prepared and presented to the membership;

d) Be responsible for the operation of strike action procedures as outlined in the Union Constitution;

e) Actions and decisions of the Executive Board shall be subject to approval by the membership;

f) A majority of the Executive Board shall constitute a quorum.

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 Local and in conformity with the Union Constitution.

On questions where the Local By-laws, 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 Meetings shall be 5% of the Local's membership.
- C. A majority of the Executive Board or a majority of the members of a committee shall constitute a quorum for those bodies.

ARTICLE XIV – NOMINATION AND ELECTION OF LOCAL OFFICERS AND MEMBERS OF EXECUTIVE BOARD

Section 1 – Nominations

The Executive Board shall be nominated in the months of September, October or November of each third year commencing with 1975.

Section 2 – Elections

A) Election of Local Officers/ Executive Board members shall be by secret ballot of the membership in the months of September, October, November and December of each third year commencing with 1975.

B) A vote cast for the candidate for the office of President shall also constitute a vote for such candidate to serve as delegate to the CWA conventions held during the term of office for which the election is being conducted, in the event such candidate is elected to office.

C) A vote cast for the candidate for the office of Vice President shall also constitute a vote for such candidate to serve as alternate to the CWA conventions during the term of office for which the election is being conducted, in the event such candidate is elected to office.

Section 3 – Local Election Committee

- A. The nomination and election of Local Officers / Executive Board, 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 to serve on the election committee if he/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 Executive Board and membership of the Local in accordance with Article XV of the CWA Constitution.

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. Whenever there is an unopposed candidate duly nominated for any office or elected position in the Local, including the position of Convention Delegate, such a candidate shall be considered elected without the necessity of an election. Write-in votes for other than duly nominated candidates shall not be permitted. Only members duly nominated shall appear on the ballot.
- D. The term of office shall be for three (3) years.
- E. The officers shall take office on January 1st.
- F. All Local Officers shall be elected by the entire membership.

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 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 three persons who are members of this Local and not parties to the proceedings, and who shall be randomly selected by the Executive Board 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 XXI and XXII of the Union Constitution.

ARTICLE XVIII – AMENDMENTS TO LOCAL BY-LAWS

After adoption, these By-laws may be 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 seven (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 or by the Executive Board.
- B. Questions submitted to referendum shall be determined by a majority vote of those voting on the question.

ARTICLE XX – COMPENSATION FOR UNION BUSINESS AND FINANCIAL RULES

Financial Rules have been established for routine payment of bills, compensation and expenses.

New rules may be adopted or the present rules may be changed by a majority of the members present at a membership meeting where a quorum is present provided the proposed new rule was introduced at a previous membership meeting or by referendum of the membership.

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 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 (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 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 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 July 18, 1974

Amended May 24, 1978

Amended December 29, 2016

Amended August 31, 2020