



**COMMUNICATIONS WORKERS OF AMERICA
Local 1022**

BY-LAWS
(as amended)

ARTICLE I NAME

- A. This Local shall be known as Local 1022 Communications Workers of America.

ARTICLE II JURISDICTION

- A. This Local shall have the jurisdiction assigned by the Communications Workers of America International Union and appearing on the face of the Local Charter.

ARTICLE III OBJECTIVES

- A. The objective of Local 1022 shall be to represent and serve the workers within its jurisdiction in accordance with these Local by-laws, the Communications Workers of America Constitution and the policies of the Union.
- B. Enforce the existing bargaining agreement with the Verizon and the Cingular Wireless Companies.

ARTICLE IV LOCAL STRUCTURE

- A. The structure of the Local shall consist of the following:
1. Membership
 2. Executive Board
 3. Officers
 4. Stewards
 5. Committees

ARTICLE V

MEMBERSHIP

A. Eligibility

1. Any person eligible for membership in the Communications Workers of America as defined in Article V of the 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.

B. Application

1. Membership in the Local shall be obtained upon approval of any membership committee authorized to accept or reject membership applications on behalf of the Local, subject to the right of the Local to overrule the decision of the membership committee.
2. Documents For Membership Application Will Be:
 - a. A signed payroll deduction dues card forwarded to the company's accounting department.
 - b. A signed membership card forwarded to the Secretary of the Local for processing.

C. Transfers

1. The transfer of members from one Local to another Local jurisdiction or vice-versa shall be made in accordance with Article V of the Communications Workers of America Constitution.

ARTICLE VI LOCAL DUES AND ASSESSMENTS

A. As of January 1, 1991 the dues structure will comply with the Communications Workers of America Constitution. Each member of the Local shall pay membership dues in the amount of $2\frac{1}{4}$ hours wages per month based on a 40-hour workweek (0.0141% per week). Future Local changes may be changed only by a majority of the total Membership voting on the question by a secret ballot referendum with secret ballot mailed postage prepaid with instructions to each member at least 14 days in advance of the meeting. To be valid, return ballots must be postmarked and reach the Election Committee the day prior to the meeting where the results will be tabulated and announced.

B. Local Special Assessments

1. Membership of this Local may levy a special assessment only in the same manner as provided for in changing Local dues. However, any special assessments levied shall be in accordance with Article VI of the Communications Workers of America Constitution.

ARTICLE VII GOVERNING AUTHORITY

A. Membership

1. The affairs of this Local shall be governed by its Membership in accordance with the Constitution and the 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. Through actions and decisions of the Local officers between meetings of the Executive Board.
 - d. The actions 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.

B. Executive Board

1. The Local Executive Board shall consist of the following Officers:
 - a. President
 - b. Vice President
 - c. Secretary/Treasurer
 - d. Chief Stewards
2. The Local shall have one Chief Steward for each appropriate work area as determined by the Membership except that in the case of very small groups, several groups and/or locations may be combined.

ARTICLE VIII LOCAL MEETINGS

A. Regular Membership Meetings

1. Regular meetings of this Local shall be held quarterly, on the third Tuesday of March, June, September and December, at a place to be posted on all Union bulletin Boards at least 14 days prior to each meeting.
2. No alcoholic beverages are to be allowed in the meeting place during the course of the meeting.

B. Special Membership Meetings may be called in the following Manners:

1. A majority vote of all members of the Executive Board.
2. A petition signed by 30% of the total membership, upon receipt of the proper petition the Local officers shall call a special meeting to be held within 20 days, time and place of which shall be posted on the Union bulletin board at least 14 days prior to such special meeting.

C. Stewards Meetings shall:

1. Be held as the Chief Steward finds them necessary in each area.
2. Special Stewards meetings may be called by a 2/3 vote of all stewards in a respective area, to be held with 5 days of such a vote or, by a respective Chief Steward in time of an emergency

D. Executive Board Meetings

1. Regular Executive Board meetings shall be held at least 8 times a year.
2. Special Executive Board meetings may be called by a majority vote of the members of the Executive Board. These meetings shall be held within 5 days of the majority Vote with all members of the Executive Board being notified of the date, time, and location.

ARTICLE IX

LOCAL DELEGATES TO INTERNATIONAL CONVENTION

- A. Delegates are to be elected at the regular membership meeting in March of each year. This election shall be by secret ballot conducted at this meeting where the results will be tabulated and announced. Candidates for nomination shall be from the officers, chief stewards, and stewards of the Local.
- B. The term of each delegate shall be for one year as provided for in (A) above, except for that of the Local President which shall be his/her term of office as President. There is no restriction to the number of successive terms a delegate may be elected provided they are elected for each term.
- C. The chairman of any delegation shall be the Local President, or Vice President in his/her absence.
- D. Alternate delegates shall be elected in the same manner and time as provided for in (A) above of this article.

ARTICLE X

LOCAL COMMITTEES

- A. The Local shall have the following standing committees:
 - 1. Education Committee
 - 2. Election Committee
 - 3. Organizing Committee
 - 4. Legislative Committee
 - 5. Membership Committee
 - 6. Community Services Committee
 - 7. By-Laws Committee
 - 8. Finance Committee
 - 9. Committee on Equity
- B. Members of the committees shall be elected by a majority vote of the Local officers, subject to the right of the Local membership to overrule such appointment.
- C. Vacancies on the committees shall be filled in the same manner as the original appointment.
- D. A member of any Local committee may be removed by a majority vote of 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. A list of all committee members shall be posted in each work location on the Union bulletin board.
- F. Duties of the committees:
 - 1. The Education Committee shall assist in developing the Local's education program and with the Local officers be responsible for effectuating the Union's and the Local's education programs.
 - 2. The Election Committee shall conduct all nominations, elections and referendum in accordance with these By-Laws and the federal labor laws.
 - 3. The Organizing Committee shall assist in developing the Local's organizing program and with the Local officers be responsible for effectuating the Union's and the Local's organizing program.
 - 4. The Legislative Committee shall assist in developing and pursuing the programs 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. The Membership Committee shall accept or reject membership applications in accordance with the By-Laws, Article V of the Communications Workers of America Constitution and the policies of the Union.
6. The Community Services Committee shall assist in developing the Local's community service programs and with the Local Officers be responsible for effectuating the Union's and the Local's community service program.
7. The By-Laws Committee shall act upon and report to the membership any recommendations for change brought to its attention by the membership.
8. The Finance Committee shall be responsible for budgeting the Local's funds, seeing to the payment of it's bills and effectuating the financial stability of the Local.

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 of the Executive Board
 3. Reading of an action on the minutes of the previous meeting
 4. Report of Executive Board meeting and communications
 5. Treasurer's Report of current expenses and balances
 6. Report of Committees
 7. Unfinished business
 8. Good and Welfare
 9. Adjournment
- B. All questions on procedure not provided for shall be decided in accordance with Roberts Rules of Order.

ARTICLE XII

LOCAL EXECUTIVE BOARD, STEWARDS AND THEIR DUTIES

A. The Executive Board of the Local shall be:

1. President
2. Vice President
3. Secretary/Treasurer
4. Chief Stewards

B. Duties of the Executive Board shall be as follows:

1. The Local President Shall:

- a. Be responsible for the conduct of all Local business.
- b. Preside at Executive Board and regular meetings.
- c. Prosecute grievances and appeal them to higher levels of the Union when not satisfactorily settled.
- d. Approve all bills to be paid and countersign all checks drawn on the Local Treasury, except for those instances referred to in paragraph 2d of this section.
- e. Be a delegate and chairperson of the delegation to all general and special conventions during the term of office.
- f. Perform whatever additional duties may be assigned by the Local or may be required by the policies or Constitution of the Communications Workers of America Union.
- g. Supervise all Local committees.

2. The Local Vice President Shall:

- a. Work under the direction of the Local President.
- b. Be a delegate and chairperson of any delegation to any convention if and only if circumstances prohibit the President from attending or unless otherwise elected as another delegate.
- c. Perform whatever duties as may be assigned by the Local, the Executive Board or the Local President.
- d. Be authorized to countersign checks in conjunction with either the President or the Secretary/Treasurer in the event the President or Secretary/Treasurer is incapacitated or the office is temporarily vacant.

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 Executive Board.
- c. Furnish the District Director and the Secretary-Treasurer of the Union with copies of any changes in these By-Laws within 10 days after such changes are approved by the membership.
- d. Perform whatever duties as may be assigned by the President of the Local, and the Executive Board of the Local itself.
- e. Be responsible for furnishing the Secretary-Treasurer of the Union with all proper forms signed by the Local officers that are required.
- f. Be custodian of all the assets of the Local and sign all checks drawn on the Local Treasury which have been duly authorized by the Local President.
- g. Report to each membership meeting on the financial status of the Local.
- h. 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.
- i. Be the Chairperson of the Finance Committee.
- j. Perform such other duties as may be assigned by the Local, the Executive Board or the Local President.

4. The Local Executive Board Shall:

- a. Meet monthly to take such action and make such decisions as may be required to carry out fully and adequately the programs and policies of the Union Constitution and these By-Laws.
- b. Take action necessary to safeguard and promote the best interest of the membership.
- c. The Executive Board will consist of the officers and Chief Stewards.

5. The Chief Steward Shall:

- a. Be a member of the Executive Board.
- b. Work under the direction of the Local President.
- c. Offer leadership and assistance to the stewards in their respective groups in the handling of grievances, organizing, policing the contract, building a strong Union and handling the programs of the Local.
- d. Perform whatever duties as may be assigned by the Local, the Executive Board or the Local President.

6. Local Stewards:

- a. The Local shall have as many stewards as may be determined by the Executive Board for the proper servicing of members. Stewards shall be elected by the members within the groups defined by the Executive Board for this representation.
- b. The duties of the Local Stewards shall be as follows:
 1. Work under the direction of the Local President.
 2. Perform whatever duties as may be assigned by the Local Executive Board, or the Local President.

ARTICLE XIII

CONDUCT OF THE MEETINGS, OTHER LOCAL BUSINESS AND QUORUM

- A. Membership meetings and any other business of this Local shall be conducted under these By-Laws and in conformity with the Union Constitution. On questions where the Local By-Laws or the Constitution does not clearly apply, Roberts Rules of order shall govern.
- B. If due notice of membership meetings is given at least fourteen (14) days prior to the meeting, the number constituting a quorum for local meetings shall be those present.
- C. A majority of the Executive Board or members of a committee shall constitute a quorum for those bodies providing each member of these bodies was given such notice as afforded by these By-Laws.

**ARTICLE XIV NOMINATION AND ELECTION OF LOCAL OFFICERS,
EXECUTIVE BOARD, CHIEF STEWARDS AND
STEWARDS**

A. Nominations

1. President, Vice President, Secretary-Treasurer shall be nominated during the month of September of every third year, beginning in 1975.
2. Chief Stewards shall be nominated following the completion of the officers election. Chief Stewards are nominated by members in their respective areas, every 3 years.

B. Elections

1. Elections of Local officers shall be by secret ballot mailed postage prepaid to each member of the Local 15 days prior to the November membership meeting.
2. Election of Chief Stewards shall be by majority vote in their respective areas, by secret ballot. Chief Stewards elections should be completed within sixty days of the officers being elected.
3. Stewards will be elected by secret ballot elections in each work location during the month of February of every third year beginning in 1975.

C. Election Committee

1. The nomination and election of the members of the Executive Board and delegates to the Communications Workers of America Conventions 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.
2. The Election Committee shall also conduct any referendum vote submitted to the membership.

3. A member shall not be permitted to serve on the Election Committee while he or she is a candidate for any office of the Local or delegate to the Communications Workers of America Convention.
4. All questions concerning the conduct and challenges of Elections shall be determined by the Committee, subject to the right of appeal to the Executive Board or membership of the Local.

D. General Provisions

1. The nominee in any election receiving the majority of the vote 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 the votes on the first ballot shall be the nominees of the second ballot.
2. Only members of the Local in good standing shall be Eligible to vote or to hold office in the Local.
3. The term of office shall be three years.
4. The officers shall take office on January 1, following their election.

E. Vacancies

1. A vacancy in the office of the Local President shall be filled by the Local Vice President. Vacancies in other offices shall be filled by appointment by the Executive Board subject to approval by a majority of the membership, by secret ballot vote, at a local meeting within 60 days or by election in the same manner as that required for regular elections and within 60 days in accordance with Article XV, Section 3 (d), of the Communications Workers of America Constitution.

ARTICLE XV STRIKES

- A. The calling, conduct and termination of strikes affecting this Local shall at all times be carried out in compliance with the rules prescribed by the Union and Article XVIII of its Constitution.

ARTICLE XVI CHARGES, TRIALS, AND APPEALS

A. Charges

- 1. 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 Communications Workers of America Constitution.

B. Trials

- 1. Any accused member, including officers, of this Local shall be tried under the provisions of Article XX of the Communications Workers of America Constitution.

C. Appeals

- 1. 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 Communications Workers of America Constitution.

D. Local Trial Court

- 1. A trial court of this Local shall be composed of five 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.

ARTICLE XVII RECALL OF LOCAL OFFICERS

- A. Any elected officer of this Local may be recalled in accordance with the provisions of Articles XXI and XXII of the Communications Workers of America Constitution.

ARTICLE XVIII AMENDMENTS TO LOCAL BY-LAWS

- A. After adoption, these By-Laws 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 Local membership by use of bulletin boards or by mail, postage prepaid, at least 14 days in advance of the meeting, or:
 - 2. 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 the regular or special membership meeting.

ARTICLE XX FINANCIAL COMPILATION

- A. The financial records of the Local shall be audited by a certified public accountant at the end of each fiscal year. The results of such audit and the financial records shall be available for the inspection of any member of the Local at each general meeting.

ARTICLE XXI OATH OF OFFICE

- A. Each elected officer of the Local, after meeting all other qualifications shall be duly installed upon taking the following oath:

“ I, _____, hereby accept the office of _____, of Local 1022 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 Constitution and policies of the Communications Workers of America 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 PAY FOR TIME SPENT ON UNION BUSINESS

1. Pay for time spent on Union business:
 - A. The President, Vice President, and Secretary-Treasurer shall receive wages for the time spent performing Union business. The wage for each officer shall be the base pay for the company title held or last held by the officer.
 - B. Any member who is called off his/her job for Union Business will be compensated for lost time wages by the Local at his/her normal base pay for the actual time lost.
2. Lost Vacation Allowance:
 - A. Any member who is on Union business while simultaneously on a vacation day, excused day, holiday and/or floating holiday from his/her employer shall be paid by the Local at his/her normal base rate for the actual lost vacation time.

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 or by referendum of the membership.

These By-Laws were last amended on: 11-16-05
Date