

By-Laws

Communications Workers of America

Local 4700

Article 1 – Name

This local shall be known as Local 4700, Communications Workers of America, AFL-CIO-CLC.

Article 2 – Jurisdiction

Jurisdiction of this Local shall be the jurisdiction assigned by the Inter-National Union and appearing on the face of the Local Charter.

Article 3 – Objects

The objects of Local 4700 shall be to represent and serve the workers within its jurisdiction, in accordance with the By-Laws and Rules of the Local and the Constitution and Policies of the Union.

Article 4 – Local Structure

Section 1

The structure of the Local shall consist of the following:

- 1) The Membership
- 2) The Officers: President, Division Vice President(s), and Secretary-Treasurer
- 3) The Executive Board: The Officers and Chief Stewards
- 4) The Committees

Section 2

Divisions

- A. There shall be as many Divisions as the Executive Board shall recommend and the Membership shall approve.
- B. The composition of a Division shall be as the Executive Board recommends and the Membership shall approve.
- C. There shall be one Division Vice President elected from each Division.

Article 5 – 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.

Section 2

Application

Membership in the local shall be obtained after payment of the Local initiation fee of \$2.00, and upon approval of any Membership Committee authorized to accept or reject membership on 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.

Section 4

Resignation

The sole and exclusive method of resignation from the Local shall be as follows: A member must serve written notice of resignation by certified mail on the Local's Secretary-Treasurer at 210 N. Fulton, Evansville, Indiana 47710. Resignations shall not be effective until the close of the business day upon which such written notice is received by the Local.

Article 6 – 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 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 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 leveled shall be in compliance with Article VI of the Union Constitution.

Article 7 – Governing Authority

Section 1

The affairs of this Local shall be governed by the membership in accordance with the Constitution and Policies of the Union, in the following manner:

- A. Through action taken in Division Membership Meetings and by referendum of the Membership.

- B. Through action of the Executive Board, between Local Division Membership Meetings. The Executive Board shall establish administrative policies which become necessary between Membership Meetings.
- C. Through action of the Local Officers, between meetings of the Executive Board.
- D. The actions and decisions of the Executive Board and the Local Officers may be overruled by the membership , voting at the Division Membership Meetings, when a quorum is present, or by referendum.

Section 2

Executive Board

The Local Executive Board shall consist of the Officers and the Chief Stewards.

Article 8 – Local Meetings

- A. Executive Board Meetings shall be held twice a year.
- B. Division Membership Meetings shall be held each month.
- C. Notice of meetings shall be given in advance and shall consist of location, date, and time.
- D. Special meetings of the Local may be called in on of the following manners:
 - 1. A majority of the Officers, or;
 - 2. A petition signed by ten percent (10%) of the members of the Local, or;
 - 3. Fifty percent (50%) of the members in a Division.

Upon receipt of the proper petition(s), the Local Officers shall call a Special Meeting within ten (10) calendar days.

Article 9 – Local Delegates to the Union Convention

- A. Delegates to the Union Convention shall be Local Officers, serving in the following order:
 - 1. President
 - 2. Division Vice Presidents
 - 3. Secretary-Treasurer
- B. Additional Delegates and Alternate Delegates to the Union Convention shall be elected by the membership, voting by secret ballot.
- C. In the event the Local elects more than one (1) 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.
- D. 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.

Article 10 – Local Committees

- A. The Local shall have the following regular Committees:
 - 1. Education
 - 2. Election
 - 3. Organizing
 - 4. Legislative-Political
 - 5. Membership
 - 6. Community Services
 - 7. Finance
 - 8. Activities
 - 9. Safety
 - 10. Women and Minorities
- B. Members of all Committees shall be appointed by a majority vote of the Executive Board, subject to the right of the 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 a majority vote of the Executive Board.
- E. The President, with the Executive Board's approval, may appoint any other Committees as becomes necessary.
- F. Duties of Committees:
 - 1. Education – The Education Committee shall assist in developing the Local's Educational Program and, with the Local's Officers, be responsible for effectuating the Union's Local Education Program.
 - 2. Election – The Election Committee shall conduct all nominations and elections and referenda of the Local
 - 3. Organizing – The Organizing Committee shall assist the Local Officers in organizing all members within the Local's jurisdiction.
 - 4. Legislative-Political – The Legislative-Political Committee shall assist in developing and pursuing the program of the Union, in the legislative field. It shall be responsible for the Local's program to register each qualified voter.
 - 5. Membership – The Membership Committee shall accept or reject membership applications, in accordance with the By-laws and Rules of this Local, and the Constitution and Policies of the Union.
 - 6. Community Services – The Community Services Committee shall assist the Executive Board in establishing a program of

Community involvement to assure Local awareness of Community needs.

7. Finance – The Finance Committee shall audit the financial records of the Local and make a written report semi-annually to the Local. The Committee shall perform any other financial duties assigned by the President.
8. Activities – The Activities Committee shall coordinate social and other activities of the Local, in conjunction with all other Committees.
9. Safety – The Safety Committee shall work in the field of Health and Safety, and shall assist in developing the Local's program for furthering the Health and Safety of the membership.
10. Women and Minority Affairs – The Women and Minorities Affairs Committee shall work in the area of special concerns for women and minorities in the Local membership and assist in developing and sustaining a Local program to insure equality and representation to all members.

Article 11 – Order of Business

- A. The Order of Business at a Local meeting shall be as follows:
 1. Call to order
 2. Roll call
 3. Reading of minutes of previous meeting
 4. Reading of Finance report
 5. Officers Report
 6. Committee reports
 7. Old business
 8. good and welfare
 9. New business
 10. Adjournment
- B. The Order of Business may be suspended by a two-thirds vote of the members.

Article 12 – Local Officers, Executive Board, Chief Stewards, Stewards and their duties

- A. The Officers of this Local shall be:
 1. President
 2. Division Vice President(s)
 3. Secretary- Treasurer
- B. Duties of the President
 1. Be responsible for the conduct of all Local business;
 2. Preside at Local Membership, Local Executive Board, and Local Officers' meetings;

3. Prosecute grievances and appeal them to highest levels of the Union, when not satisfactorily settled;
 4. Supervise all Local Committees;
 5. Approve all bills to be paid, and countersign all checks drawn on the Local treasury; and
 6. Perform whatever additional duties may be assigned by the Local or required by the policies or Constitution of the Union.
 7. Serve as Delegate to Union Convention and all meetings.
- C. Duties of the Division Vice President(s):
1. Work under the direction of the Local President; and
 2. Perform whatever duties may be assigned by the Local, the Executive Board, or the Local President.
- D. Duties of the Local Secretary-Treasurer:
1. Maintain a record of the Local membership;
 2. Record and maintain the minutes of all meetings of the Local, the Local Executive Board, or Local Officers' meetings;
 3. Furnish both the District Vice President and Secretary-Treasurer of the Union with two (2) copies of any changes in the Local by-laws;
 4. Be custodian of all assets of the Local;
 5. Report to each membership meeting on the financial status of the Local;
 6. 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;
 7. Cause the payment of all bills approved by the Local President; and
 8. Perform such other duties as may be assigned by the Local, the Executive Board, or the Local President.
- E. Chief Stewards and their duties;
1. The Local shall have as many Chief Stewards as may be deemed necessary and approved by the Executive Board;
 2. The Chief Stewards shall be elected from their respective groups;
 3. The Chief Stewards shall perform whatever duties may be assigned by the Local, and the Local Executive Board, or the Local President.
- F. Stewards and their duties:
1. The Local shall have as many Stewards as may be appointed by the Local President, subject to the right of the Local membership to overrule such appointments.
 2. The Stewards shall work under the direction of the Local President.
 3. Stewards shall perform whatever duties may be assigned by the Local, and the Local Executive

Board, or the Local President.

- G. Local Executive Board duties:
1. Be responsible for making decisions and taking action in behalf of the Local membership between Local meetings, on all matters concerning the good and welfare of the members;
 2. Cause a semi-annual budget to be prepared and presented to the membership;
 3. Be responsible for the operation of strike action procedures as outlined in the Union Constitution;
 4. Actions and decisions of the Local Executive Board shall be subject to approval by the membership;
 5. A majority of the Local Executive Board shall constitute a quorum.

Article 13 – Conduct of Meetings and Quorum

- A. Membership Meetings 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, Roberts Rules of Order shall govern.
- B. The members in attendance at Membership Meetings shall constitute a Quorum.
- C. A majority of the Officers, or a majority of the members of a Committee shall constitute a Quorum, for those bodies.

Article 14 – Nominations and Election of Local Officers and Members of the Executive Board

Section 1

Nominations

- A. Nominations for Local Officers and Chief Stewards shall be held at Division Meetings, in the month of September.
- B. Officer/Delegates nominations: The President and Secretary-Treasurer shall be nominated localwide. The Division Vice President(s) shall be nominated from their respective Division (s). The Chief Stewards shall be nominated from their respective work groups.

Section 2

Local Elections

- A. The election of Local Officers and Chief Stewards shall be by Secret Ballot of the membership, in the month of October of each election year.
- B. Elections: The President, and Secretary-Treasurer shall be elected statewide. The Division Vice President(s) shall be elected from their respective Division(s). The Chief Stewards shall be elected from their respective work groups.

- C. Delegates to Convention and all meetings: The President shall serve as Local Delegate during his/her term of office. Additional Delegates shall be elected, by secret ballot, by the Local.
- D. Local Officers elections shall be conducted via the U.S. Mail with ballots being mailed to the last known address of each member in good standing; and the Local shall supply pre-paid first class postage on a pre-addressed return envelope.
- E. Chief Stewards elections shall be conducted, by secret ballot, during the month of October, of each election year.

Section 3

Local Election Committee

- A. The nomination and election of Local Officers, members of the 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 or 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 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 the nominees on the second ballot.
- B. Only members in good standing shall be eligible to vote or hold office.
- C. The term of office shall be for three years
- D. The Officers shall take office on the first Monday in December of the election year.

Section 5

Vacancies

A vacancy in the office of Local President shall be filled by a Division Vice President, through a vote, by secret ballot, of the Executive Board. 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 15 – 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 XV of the Union Constitution.

Article 16 – Charges, Trails and Appeals

Section 1

Charges

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

Section 2

Trials

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

Section 3

Appeals

A member 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

1. A Trial Court of this Local shall be composed of three (3) persons who are members of this Local and not parties to the preceding.
2. Members of the Trial Court shall be elected, by secret ballot, by the members in a membership meeting of the Local.
3. Each Division shall elect a Trial Court as needed, from the members in that Division.

Section 5

Enforcement of penalties

If a member who is found guilty by a Local Trial Court fails to comply with any final penalty assessed by the Trial Court or an appellate body, the Local may seek enforcement of the penalty in a court of competent jurisdiction and the guilty member shall be liable for the reasonable attorney fees incurred by the Local in bringing such action.

Article 17 – Recall of Local Officers

An elected Officer of this Local may be recalled in conformity with the provisions of Article XXI and XXII of the Union Constitution.

Article 18 – Amendments to Local By-Laws

These By-laws may be amended by either of the following methods:

1. 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.

2. By referendum of the membership.

Article 19 – Referendum of the Local

- A. The Local Election Committee shall submit any questions to a referendum of the membership, when directed to do so by action of a Special Membership Meeting.
- B. Questions submitted to referendum shall be determined by a majority vote of those voting on the question.
- C. All actions taken by Special Membership Meetings shall be approved by a referendum of the Local conducted in the same manner as provided for in Article 14, Section 2 (E) of these By-laws.

Article 20 – Fiscal Year Audit

- A. The fiscal year of this Local shall be from October 1st of each year to and including September 30th of each succeeding year.
- B. The financial records of this Local shall be audited by the Finance Committee at the end of each fiscal year. The results of such audit shall be available to all members of the Local.

Article 21 – 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) Local 4700, 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 22 – Adoption

These by-laws shall be adopted upon approval of a majority of the members voting upon their adoption at the membership meeting called for that purpose.

These By-Laws Adopted, May 8, 1990