

COMMUNICATIONS WORKERS OF AMERICA (CWA) LOCAL 4502 BYLAWS

ARTICLE I - NAME

This Local shall be known as **CWA Local 4502**, and referred to as “the Local” throughout this document. **CWA** shall refer to the International Union throughout this document.

ARTICLE II - JURISDICTION

Jurisdiction shall be the job classifications of the Local as assigned by CWA and appearing on the face of the Local Charter.

ARTICLE III - OBJECTIVES

The objectives of the Local shall be to represent and serve members in accordance with the Bylaws and Rules of the Local, and the Constitution and policies of CWA.

ARTICLE IV – LOCAL STRUCTURE

The structure of the Local shall consist of the following:

- A. Membership
- B. Executive Board
- C. Officers
- D. Committees
- E. Representatives

ARTICLE V - MEMBERSHIP

SECTION 1

Any person eligible for membership in CWA, as defined in the membership Article V in the CWA Constitution, shall be eligible for membership in this Local, if performing work within the Local’s assigned jurisdiction, or if employed on a full-time or part-time basis by City of Columbus, OH.

ARTICLE VI –LOCAL DUES

SECTION 1

Dues shall not be less than the dues structure established by the CWA Convention. Each member of the Local shall pay dues in an amount established by CWA. Members dues may be changed only by a majority of the Local’s members voting on the question by a secret mail ballot. The question must be advertised on bulletin boards at least ten (10) days in advance of the meeting and by notice mailed postage pre-paid to each member at least ten (10) days in advance of the meeting.

ARTICLE VII – EXECUTIVE BOARD

SECTION 1

The Local Executive Board shall consist of the following:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Seven Trustees

SECTION 2

The Executive Board shall have general supervision of the affairs of the Local between membership meetings; to make recommendations to the Local, and shall perform such duties as are specified in these Bylaws.

SECTION 3

Unless otherwise ordered by the Executive Board, the Executive Board shall meet at least once per month on a day established by the Executive Board.

ARTICLE VIII – DUTIES OF OFFICERS AND TRUSTEES

SECTION I

The local officers shall be as listed below, all of whom shall be bonded:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary

SECTION 2

The Local President

The Local President shall be responsible for the conduct of all the local's business;

- A. Supervise all the local's committees on appointing, replacing, and removing members.
- B. Serve as Chairperson of the Executive Board and any membership meetings (general, special, etc).
- C. Approve all bills to be paid, and may draw checks upon the Local treasury in the absence of the Treasurer.
- D. Perform whatever duties assigned by the Local or Executive Board or required by the policies of the Constitution and/or Bylaws of the Union.

- E. The President shall serve as first delegate and be the Chairperson of the delegation at the CWA Convention.

SECTION 3

The Local Vice President

The Vice President will work under the direction of the President and perform whatever duties that may be assigned.

- A. If the President is unable to preside at a membership or Executive Board meeting, then the Vice President shall preside in his/her place.
- B. If the President is absent vacates his/her position, then the Vice President will assume the duties of the office of President until his/her return or for the remainder of the term.
- C. The Vice President shall appoint and preside over the Representatives.
- D. Approve all bills to be paid, and may draw checks upon the Local treasury in the absence of the Treasurer.
- E. The Vice President shall serve as second delegate at the CWA Convention.

SECTION 4

The Local Treasurer

The Local Treasurer shall be custodian of all assets of the local and will:

- A. Report the financial status of the Local at all membership meetings.
- B. Cause the payment of all bills approved by the Local President or Vice President.
- C. Perform such other duties as may be assigned.
- D. Present a monthly financial report for the Executive Board.

In the event of the Treasurer's absence from a meeting, he/she shall provide the Secretary with the financial report. The services of a professional accounting firm shall be employed in the preparation of financial reports of the Local. The Treasurer shall be bonded, as must any other person who handles the Local's funds or other property in accordance with CWA's Constitution or any State or Federal Law. The Local Treasurer will serve as a member of the Finance Committee, and as third Delegate at the CWA Convention.

SECTION 5

The Local Secretary

The duties of the Local Secretary shall be to:

- A. Maintain a record of the Local's membership.

- B. Record and maintain the minutes of all meetings of the Local and Executive Board.
- C. Write correspondence as directed by the President and/or the Executive Board.
- D. Perform such other duties as may be assigned by the President, and as the fourth Delegate at the CWA Convention.

SECTION 6

The Trustees

No more than two (2) from a department shall be elected or appointed as a Trustee.

- A. All Trustees shall be elected at large by the general membership.
- B. Trustee candidates receiving the highest number of votes shall be elected.
- C. No more than a maximum of two (2) members shall be elected or appointed as a Trustee from the same department at any time.
- D. The limitation in item(C) above shall apply at the time of election. Once elected and installed, a Trustee shall not be rendered ineligible to serve out their term because of employment transfers between City departments.
- E. In the event that a trustee retires, leaves City employment, or is unable to complete his/her term, the President, with Executive Board approval, shall appoint a member to complete the term.
- F. Trustee can also serve as alternates at the CWA Annual Convention with the highest vote getter of the current term named first, if needed.

SECTION 7

The Local Executive Board

The duties of the Local Executive Board are to:

- A. Meet at least once per month on a day established by the Executive Board.
- B. Serve as the policy-making body of the Local.
- C. Make rules for their own governance.
- D. Call and conduct a general membership meeting to comply with statutes (SERB, arbitration, fact finding, etc.).
- E. Approve the annual operating budget of the organization. Non-routine expenses, not included in the annual operating budget, shall be reviewed and approved by the Executive Board prior to incurring the obligation.
- F. Regularly attend membership meetings, Local events and formal calls to action from the Local.
- G. Regularly wear red apparel or accessories to work on Thursdays.

SECTION 8

Officers and Executive Board members are to be elected for terms of three (3) years, and

their terms will commence the Monday following the certification of the election.

SECTION 9

No members shall hold more than one (1) elected office at a time, or hold an elected office as described in Sections 1 and 2 of this article, of another organization that may be in conflict with the Rules, Bylaws, Constitution, or policies of CWA.

SECTION 10

Compensation for Officers, Trustees, Representatives, and Committee Members shall be determined and modified by the Executive Board.

ARTICLE IX - REPRESENTATIVES

SECTION 1

The Local shall have designated Representatives to represent all city departments as to comply with the current collective bargaining agreement. Representatives shall be appointed by the Local Vice President.

SECTION 2

The duties of Local Representatives shall be as follows:

- A. Work under the direction of the Local Vice President.
- B. Perform duties as may be assigned by the local, the Local Executive Board, or the Local President.
- C. Representatives may identify an alternate to fulfill their duties in their absence, as approved by the Vice President.

SECTION 3

Representatives shall serve at the discretion of the Local Vice President.

ARTICLE X - COMMITTEES

SECTION 1

A functioning committee structure is essential to a vital, and active Local. There are two types of committees: standing committees and special committees. Standing committees are required by the CWA Constitution and are responsible for working on union programs. Current CWA standing committees are listed below:

- Election Committee (refer to Article X, Section 3)
- Membership Committee
- Education Committee

- Community Services Committee
- Legislative –Political Committee
- Organizing Committee
- Women’s Committee
- Civil Rights and Equity Committee

This list of committees above may be changed to keep consistent with CWA International Constitution or policies.

Special Local Committees may include: Finance, Mobilization, Communications, Safety, Retirees, Scholarship, Social, Diversity, Wage and Equity, Insurance and Benefits, and others as needed.

Each Executive Board member shall be assigned to a committee (with the exception of the Election Committee).

SECTION 2

The Finance Committee shall work at the direction of the Executive Board and be responsible for reviewing the Local’s financial records, vouchers, audits and budgets. The Finance Committee shall consist of at least three (3) but no more than five (5) members in good standing. Committee members shall be from different departments unless no one can be found to serve from a particular department. In that case, the President shall appoint in such a manner to dissipate any one department’s control over the committee. The Local Treasurer will be a member of this committee.

SECTION 3

The Election Committee shall oversee all nominations and elections held by the Local and conduct the elections in accordance with the CWA Constitution as outlined in the “Election Committee Responsibilities Handbook” (located on the CWA website).

In the event of a vacancy of the Election Committee chairperson, the President shall recommend a new chair for approval by the Executive Board. Upon a vacancy of any regular member of the Election Committee, the chairperson shall select a replacement. No person currently serving or running for Officer or Trustee shall serve on the Election Committee.

SECTION 4

The Membership Committee shall be responsible for establishing a membership recruitment program for the local.

SECTION 5

The Education Committee shall be responsible for presenting educational programs to the membership.

SECTION 6

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

SECTION 7

The Social Committee shall be responsible for establishing and administering social, fundraising and member appreciation efforts of the Local.

SECTION 8

The Legislative-Political Committee shall have the duty of informing the membership of political and legislative issues of importance or interest to working people.

SECTION 9

The Organizing Committee shall be responsible for any organizing efforts required by the National office.

SECTION 10

The Women's Committee shall be responsible for addressing the needs of women in today's workforce.

SECTION 11

The Civil Rights and Equity Committee shall promote the CWA Civil Rights program.

SECTION 12

All chairpersons of committees shall be appointed by the Local President.

SECTION 13

All committees shall consist of a chairperson and two (2) or more members from the Local. The number of committee members may be limited at the discretion of the President.

SECTION 14

All committees shall meet at least once every three (3) months with the exception of the Election Committee. The committee shall be convened by a request from the President, Executive Board, chairperson of the committee, or by a signed petition by a majority of the committee.

SECTION 15

Special Committees shall be appointed by the President at his/her own discretion; however, a special committee shall not usurp the duties of any standing committee.

ARTICLE XII – GOVERNING AUTHORITY

The affairs of the local shall be governed by its membership in accordance with the Constitution and polices of Union in the following manner:

- A. Through actions taken in membership meetings or referendum of membership.
- B. Through action and decisions of the Local's Executive Board between membership meetings.
- C. Through actions and decisions of the Local's officers between meetings of the Executive Board.
- D. The actions and decisions of the Local Executive Board and/or officers between Local membership meetings may be overruled by the membership in a Local meeting per Article XII, Section 3, upon a motion passed by the majority of the body in attendance at said meeting.

ARTICLE XII –LOCAL MEMBERSHIP

MEETINGS

SECTION 1

The Local shall call meetings of the membership at least once every quarter. The date and time of such meetings shall be set by the Executive Board. The meetings must be announced to the membership at least fifteen (15) calendar days prior to the meeting.

SECTION 2

Special membership meetings may be called by the Local President, by a majority vote of the Executive Board, or by a petition signed by ten percent (10%) of the members. Upon receipt of the petition, the special meeting date shall be set within ten (10) calendar days with proper notification given, and the date of the meeting shall be within twenty five (25) calendar days. The petition and written call to the membership will state the reason for the special meeting.

SECTION 3

All meetings of the local shall be conducted under parliamentary procedures as outlined in "Roberts Rules of Order." A quorum for all meetings will be ten percent (10%) of the eligible voting membership.

ARTICLE XIII – ORDER OF BUSINESS

SECTION 1

Order of Business at the quarterly meetings shall include the following:

- A. Determine if a quorum is present. If so, perform items B through H.

- B. Roll Call of the Local Executive Board.
- C. Review of the minutes or notes of previous meetings.
- D. Officer's Reports.
- E. Committee Reports.
- F. Old Business.
- G. New Business.
- H. Adjournment.

SECTION 2

The Order of Business may be suspended by a two-thirds (2/3) vote of the members present.

ARTICLE XIV –LOCAL DELEGATES TO THE UNION CONVENTION

SECTION 1

Delegates and alternate delegate(s), as described in Article 8, will be attendees at the CWA Convention.

SECTION 2

It shall be the duty of the Secretary to certify the Local delegates for the CWA Convention to the Treasurer of CWA within time limits specified in Article VIII of the CWA Constitution.

SECTION 3

The election of a person to the office of President, Vice President, Secretary and Treasurer shall also constitute the election of that same person as a delegate to all CWA Conventions held during the term of office for which the election is being held.

ARTICLE XV – ELECTIONS

SECTION 1

Nominations for CWA Local 4502 Officers and Trustees shall be conducted by the Election Committee in accordance with the dates prescribed by the Executive Board for the elections (September through December or as per the CWA Constitution). Notice of nominations shall be mailed to each member's last known address not less than fifteen (15) days prior to the nomination meeting.

SECTION 2

Election of Local Officers and Executive Board Members shall be conducted by secret mail ballot as prescribed by the Executive Board (September through December or as per the Constitution) of each election year. Notice of the election shall be posted not less than fifteen (15) days prior to the election.

SECTION 3

The nominee in any election receiving the majority of the votes shall be declared elected. If no nominee has a majority of the votes on the first ballot, the vote shall be taken again, and the two (2) nominees having the greatest number of votes on the first ballot shall be the only nominees on the second ballot.

SECTION 4

Any member of the Local in good standing may run and hold office (Refer to Article X, Section 3 for additional information.)

SECTION 5

Vacancies in all offices of the local, except President and Representatives, shall be filled for the balance of the term by appointment by the President and approved by the Executive Board and the membership.

ARTICLE XVI – STRIKES

This calling, conduct, and termination of strikes affecting the Local shall at all times be carried on in compliance with the rules prescribed by the CWA Constitution.

Article XVII – CHARGES, TRIALS AND APPEALS

SECTION 1

Charges

Members of the Local may be fined, suspended or expelled in the manner provided for in the CWA Constitution.

SECTION 2

Trials

Any accused member, including Officers of the Local, shall be tried under the provision of Article XX of the CWA Constitution.

SECTION 3

Appeals

A member of the Local, upon being found guilty by a Local trial court may appeal as provided in Article XX of the CWA Constitution.

SECTION 4

Local Trial Court

A trial court of the Local shall be composed of five (5) persons who are members of the Local and not parties to the proceedings, and who shall be selected by the President of the Local and approved by the Executive Board.

ARTICLE XVIII – RECALL OF LOCAL OFFICERS

SECTION 1

Any elected Officer may be recalled in accordance with the provision of Articles XXI and XXII of the CWA Constitution.

SECTION 2

Any elected Officer may be removed in accordance with the provision of Articles XXI and XXII of the CWA Constitution.

SECTION 3

Members elected as Officers or Trustees are obligated to attend scheduled meetings. Any Officer or Trustee who does not attend at least two-thirds (2/3) of the scheduled meetings may be charged under Article XVIII of these Bylaws and removed from office.

ARTICLE XIX – REFERENDUM OF THE LOCAL

SECTION 1

The Local Election Committee shall submit any question to referendum of the membership when directed to do so by action of a regular or special membership meeting or an Executive Board meeting.

SECTION 2

Questions submitted to referendum shall be determined by a majority vote of those voting on the question.

ARTICLE XX – FISCAL YEAR AND AUDIT

SECTION 1

The fiscal year of the Local shall be from October 1st of each year and ending on September 30th of the following year.

SECTION 2

The financial records of the Local shall be audited at the end of each fiscal year by an independent certified public accountant selected by the Local. The results of such audit

shall be made available for inspection by any member of the Local upon request.

ARTICLE XXI– AMENDMENTS TO LOCAL BYLAWS

The membership shall be the governing body over the Bylaws. Amendments or changes to the wording shall require a majority approval of the membership voting on the issue; provided that notice of any proposed alteration or amendment of the Bylaws shall have been read at a previous membership meeting.

SECTION 1

Amendments or changes may be submitted to the Secretary for posting and vote by:

- A. The Executive Board
- B. By a petition signed by a minimum of ten percent (10%) of the members in good standing.

SECTION 2

The proposed amendment(s) or change(s) shall:

- A. Be presented in writing.
- B. State the Article and Section number to be amended or changed.
- C. The wording to be amended or changed as it now exists, and the proposed change or amendment.
- D. Include a detailed statement delineating why the amendment or change is necessary or proposed.

SECTION 3

Proposed amendment(s) shall be presented to the membership in writing and posted on the website for thirty (30) days. After the thirty (30) day posting, a secret vote shall be conducted by the Executive Board.