

CWA Local 3207
Bylaws
DRAFT
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6/2018



Article I Name

This Local shall be known as Local 3207, 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 3207 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 IV Local Structure

1. Members
2. Executive Board
3. Officers
4. Administrative Assistants & Stewards
5. 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 the Constitution, shall be eligible for Membership in this Local if performing within the Locals assigned jurisdiction, or if employed on a part-time or full-time basis by the Union.

Section 3: Transfers

The transfer of Membership from or to the jurisdiction of this Local shall be made in accordance with Article V, Section 3, of the Union Constitution.

Article VI

Local Dues, Fines, and Assessments

Section 1: Local Membership Dues

Each Member of the Local shall pay Membership dues in the amount established by the Local. Membership dues may be changed as follows:

- A. An increase in national dues shall increase Local dues by an equal amount, or
- B. By a majority vote of the Members present in a Local meeting if the proposed dues change has been introduced at the previous Membership meeting and advertised on the Local bulletins boards for a period of fifteen days, or
- C. By referendum of the Membership

Section 2: Local Special Assessments

- A. The Membership of this Local may levy a special assessment by referendum of the Membership.
- B. All Special assessments shall be in compliance with Article VI, Section 3 of the Union Constitution.

Article VII

Governing Authority

Section 1:

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 a Membership meeting and by referendum of the Membership
- B. By action and decisions of the Local Executive Boards between Membership meetings
- C. The actions and decisions of the Local Executive Board between meetings may be overruled by the Membership in a Local meeting or by referendum
- D. Executive Board shall meet quarterly and report to the Membership at regular business meetings

Section 2: Local Executive Board Membership & Duties

- A. The Local Executive Board shall consist of the following as of elections of 1987:
 - Local President
 - Local Executive Vice President
 - 2nd Vice President - Orangeburg**
 - Local Secretary-Treasurer
 - Local Administrative Assistants
- B. The Local Executive Board shall be the governing authority between Membership meetings
- C. The Local Executive Board shall be responsible for the prosecution of all complaints referred to it

Section 3: Local Property Trustee Board

- A. The Property Trustee Board shall consist of the following:
 - Local President
 - Local Executive Vice President
 - Local Secretary – Treasurer
 - Four Trustees

Article VIII Local Meetings

Regular meetings of this Local shall be held monthly on the first Tuesday of the month at 6 p.m

Article IX Local Delegates to Union Conventions

Local delegates to annual CWA and District Conventions starting after the election of Local Officers in 1987:

- A. Election of delegates to the annual CWA Convention shall be held at the regular meeting in the quarter preceding the convention.

1. The Local President, Local Executive Vice President and Local Secretary – Treasurer, in that order shall be the 1st, 2nd, and 3rd delegates. Delegates or alternatives and additional delegates so voted shall be elected no more than 120 days, and not less than 30 days in advance of the union convention at a regular or special meeting of the Membership by secret ballot. These must be properly advertised on union bulletin boards at least 30 days prior to the nominations.
 2. Should the Local authorize more than three delegates or alternatives or if the Local President, Executive Vice President, or Secretary-Treasurer can not attend the annual convention, then any Member will be eligible for nomination as a delegate and alternate delegate to all conventions. A Member must have attended fifty percent (50%) of the meetings they were eligible to attend in the past twelve (12) months.
- B. Election of a delegate to any CWA district or called CWA annual convention shall be elected in the same manner as in Article IX, Section A, at the next regular meeting, after notification of the convention or at least at the meeting prior to the Convention.
- C. Elections of delegates to all state conventions shall be held at the next Local meeting after notification of such state convention or at least at the Local meeting prior to the state convention. Delegates and/or alternatives shall be nominations at this meeting and shall include the Local President.
- D. The Local President shall be the Chairman of CWA annual, called CWA, district, and state conventions.
- E. It shall be the duty of the Local Secretary-Treasurer to certify the Local delegates their assigned number votes, and the delegation chairman to the Secretary-Treasurer of the Union within the time limits as specified in the CWA Union Constitution.

Article X

Local Committees

- A. The following committees will be considered standing committees:
1. Legislative Committee
 2. Election Committee
 3. Community Service Committee
 4. Finance Committee
 5. Bylaws Committee
 6. Membership Committee
- B. The Local President with the approval of the Local Executive Board shall appoint Members of all committees. The Members of the Local will have the right to over rule such appointments.

- C. The Executive Board will take the openings of the committees to the Members at a business meeting and ask for volunteers. If there are no volunteers the Executive Board will have the right to appoint Members, outside of the regular meeting, to the various committees.
- 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 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. A committee Member may also be removed after missing three (3) committee meetings.
- E. Duties of the Committees:
 - 1. 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 vote.
 - 2. Election Committee – Shall conduct all nominations, elections and referenda of this local.
 - 3. Community Service Committee- Shall assist in developing all community service programs.
 - 4. Finance Committee – Shall assist in establishing a budget with the Executive Board and oversee a yearly audit.
 - 5. Bylaws Committee – Shall be responsible for reviewing and in some cases suggesting re-writes and error corrections for the membership quorum to vote up or down at the regular union meeting.
 - 6. Membership Committee- Shall accept or reject Membership applications in accordance with the by-law's and rules of the Local and Article V of the CWA Constitution and policies of the Union
- F. The Local President as needed may appoint special Committees.

Article XI

Order Of Business

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

- 1. Call to order.
- 2. Invocation and pledge.
- 3. Minutes of previous meeting & financial report shall be read.
- 4. Report of Officers.
- 5. Report of committees.
- 6. Old business
- 7. New business
- 8. Adjournment

Article XII
Duties of Local Officers, Administrative Assistants,
And Stewards

A. The Officers of the Local Shall be:

The Local President
The Local Executive Vice President
2nd Vice President - Orangeburg
The Local Secretary-Treasurer

B. Duties of the Local President

1. The Local President shall preside at meetings of the Local and at meetings of the Local Executive Board and shall be responsible for the conduct of the Local meetings.
2. The processing of grievances, including appealing to a higher level
3. The direction of all committees in the Local
4. The approval of bills to be paid by the Local Secretary-Treasurer and to counter sign checks drawn on the treasury of the Local.
5. Approve certification and de-certification of all stewards and all steward training.

C. Duties of the Executive Vice President

1. Shall work under the direction of the Local President
2. Shall perform such duties as assigned by the Local President, Local Executive Board and the Local Members.
3. In case of a vacancy in the office of the Local President the Local Executive Vice President shall immediately assume all responsibilities for that office for the remainder of that term.
4. Shall be authorized to approve vouchers and countersign checks drawn of the treasury of the Local

D. Duties of the 2nd Vice President, Orangeburg

- 1. Shall work under the direction of the Local President**
- 2. Shall perform such duties as assigned by the Local President, Local Executive Board and the Local Members.**
- 3. Shall provide Executive Board coverage for the Orangeburg-Barnwell area of South Carolina (formerly Local 3719) including establishing a remote location for members in that area to attend the membership meetings via conference call and to verify eligibility, attendance and meeting participation of each member present.**
- 4. Shall oversee Job Stewards and Administrative Assistants for the Orangeburg-Barnwell area of South Carolina (formerly Local 3719)**

E. Duties of the Secretary-Treasurer

1. Maintain a record of the Local Membership and shall keep minutes of all meetings of the Local, such as regular business, Membership, & Executive Board meetings.
2. Furnish both the District Vice President and Secretary-Treasurer of the Union with two copies of any changes in the Local By-laws within 10 days after such changes are made.
3. Be responsible for furnishing the Secretary-Treasurer of the National Union with all proper forms signed by Local Officers which are required by state and federal laws immediately upon their execution
4. Be responsible for distributing all literature to be posted on the Local bulletin boards to the Administrative Assistants.
5. Shall be bonded and shall be custodian of all assets of the Local and shall post itemized financial reports of transactions since the previous meeting of the Local's monthly meeting.
6. Shall cause the payment of all bills approved by the Local Executive Board.
7. Shall perform such other duties as may be assigned by the Local President or the Local Executive Board.
8. Shall be authorized to countersign checks drawn on the treasury of the Local.

F. Duties of the Local Administrative Assistant

1. Act as a direct representative of the Members within a particular division of their respective companies
2. Shall be responsible for grievances in their company and/or division.
3. To direct the stewards in their division.
4. Shall perform such other duties as may be assigned by the Local President, the Local Executive Board, or the Local Membership.
5. Assure that all employees in their division who are eligible for Union Membership are given the opportunity to become Members of this Local.

G. Duties of the Local Stewards

1. Here after only trained Members may be certified and appointed as stewards to represent the Local.
2. This Local shall have as many stewards as may be appointed by the Local President subject to the approval of the Local Executive Board.
3. The stewards of the Local shall work under the direction of the Administrative Assistants.

H. Any Member accepting the position of Officer will not take a position of relief for a supervisor or manager.

Article XIII

Conduct of Meeting and Quorum

- A. Membership meetings of this Local shall be conducted under the 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 Rule of Order, as revised, shall govern.
- B. The number constituting a quorum for Local meeting shall be ten (10).
- C. A majority of the Executive Board or a majority of the Members of a committee shall constitute a quorum of those bodies.

Article XIV

Qualifications, Nominations, and Election of Local Officers And Administrative Assistants

Section 1: Qualifications

- A. Any Member in good standing for at least one year.
- B. The terms of office shall be for three (3) years.
- C. A member must have attended at least one regular or committee meeting in the past twelve (12) months.

Section 2: Nominations

- A. The President, the Executive Vice President, **2nd Vice President Orangeburg**, and the Secretary-Treasurer shall be nominated from the floor at a special meeting in the month of September.
- B. The Administrative Assistants shall be nominated from the floor by a Member of their respective divisions at a special meeting in the month of September.
- C. The names of all nominees shall be posted on all bulletin boards within one (1) week after nominations.
- D. The member who is nominated for the position of 2nd Vice President, Orangeburg must be employed in and report to a work location in the Orangeburg-Barnwell area of South Carolina (formerly Local 3719)**

Section 3: Local Elections

- A. Election of the Local Executive Board shall be by secret ballot.
- B. Balloting shall be conducted by U S Mail:
 - 1. A secret ballot envelope and a self-addressed envelope shall be furnished to all eligible Members. The marked ballot to placed in the

envelope marked secret ballot, sealed and placed in the mailing envelope with the Members name placed on the mailing envelope in accordance with the instructions from the election committee for verification purposes. The secret ballot shall be removed by the election committee and placed in the locked ballot box and the mailing envelope filed.

2. The locked ballot box shall be opened the night before the regular October meeting and all ballots counted and recorded.
 3. Any electoral proceeding shall be open to all Members of this Local as a spectator.
- C. The election committee shall announce the results of the ballot at the regular meeting in October.
- D. The chairman of the election committee shall administer the oath of office to install the newly elected Executive Board Members at the October meeting and they shall assume the duties of their office at that time.

Section 4: Administrative Assistants

- A. A Member of the respective company/department shall make nominations for Administrative Assistants from the floor at a special meeting in September.
- B. Voting for Administrative Assistants shall be limited to the Member of the respective company/department.
- C. Elections shall be conducted in accordance with Section 3 above.
- D. The Administrative Assistants shall be nominated from the following groups:
 1. One network employee at **AT&T Southeast** per state
 2. One employee at **AT&T Mobility**
 3. One employee at **YP**
 4. One employee at **AT&T Utility Operations**
 5. **One employee at Palmetto Rural Telephone Cooperative**

Section 5: Local Election Committee

- A. The nomination and election of Local Officers and Administrative Assistants shall be conducted under the supervision of the election committee.
- B. The election committee shall also conduct any referendum submitted to the Membership. The committee shall not dispose of any ballots until ordered to do so by the Local.
- 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.

Section 6: General Provisions

- A. The nominee in any election receiving the majority of the vote's 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. No elected Officer of the Local shall be qualified to take office unless and until he/she has executed all compliance forms necessary to permit the Local and the Union to exercise its full rights under state and federal laws.
- C. The order of nomination and declaration of Local Executive Board Members shall be as follows:
 - 1. President
 - 2. Executive Vice President
 - 3. **2nd Vice President, Orangeburg**
 - 4. Secretary-Treasurer
 - 5. Administrative Assistants
- D. Any Member of the Executive Board absenting himself from three (3) successive meeting without just cause shall have his/her seat declared vacant and the Local shall be notified to select another Member in accordance with Article XIV.
- E. Any nominee running for an elected office that is unopposed shall be declared winner by acclamation.

Section 7: Vacancies

- A. The Executive Vice President shall assume a vacancy in the office of Local President until the end of the current term.
- B. A vacancy in the office of Local Executive Vice President, **2nd Vice President, Orangeburg** or Secretary/Treasurer shall be filled immediately by the Local Executive Board.
 - 1. E-board nominates candidate.
 - 2. Candidate and the posting of the position are posted on all bulletin boards.
 - 3. Additional Candidates nominated to the election committee through the next business meeting. (30 days)
 - 4. All candidates posted on bulletin boards until the next business meeting. (30days)
 - 5. Voting for the position is done at the next business meeting. Election committee to count the ballots and announce the winner at the end of the meeting.
 - 6. If a vacancy in the office of Local Executive Vice President or Secretary/Treasurer occurs within (6) six months of the next regular general election, the Executive Board will appoint a member for the remainder of the term with the right of the membership to overturn by motion at the next regular business meeting. No other election will be held before the general election occurs.

Article XV

Property Trustee Board

Section 1: Qualifications, Nominations, and Elections of Property Board of Trustees

- A. Any Member of this Local who has been a Member in good standing and has attended at least one membership or committee meeting within the last 12 months preceding the nomination date.
- B. The term of office shall be for three years beginning in October.
- C. The election committee shall conduct the election.
- D. The chairman of the election committee will administer the oath of office at the October meeting.
- E. Any vacancy in the office of Trustee shall be announced at the next regular meeting. Nominations and elections will be held at the following regular meeting.

Article XVI

Oath of Office

Any person elected to an 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 3207, 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 abilities, so help me God.”

Article XVII

Strikes

Section 1:

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

1. By a majority vote of the Members present in a Membership meeting and approval of the District Vice President or
2. Upon direction of the Executive Board of the Union.

Section 2:

A Membership meeting shall be held Monday through Saturday for the first week of a strike, then as necessary for the remainder of the strike for those Members effected by the strike.

Article XVII Charges, Trials, and Appeals

Section 1: Charges

Members of this Local may be fined, suspended, or expelled for any of the 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

A Member or Officer of this 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 five persons who are Members of this Local and not parties to the proceedings.
- B. The Members in a Membership meeting of the Local shall select Members of the trial court.

Article XIX

Recall of Local Officers

An elected officer of the Local may be recalled in conformity with the provisions of Article XX, Section 2 and Article XXII, Section 9 of the Union Constitution.

Article XX Amendments to Local By-laws

These by-laws may be amended by the following methods:

- A. By two-thirds vote of the Members present in a Local meeting if the proposed amendment has been introduced at a previous Membership meeting and has been advertised to the Membership either by use of bulletin boards by responsible parties for three weeks and/or the proposed amendment has been advertised on the front page of the Local's website at the Internet URL <http://www.cwa3207.org> at least three weeks prior to vote.
- B. By referendum of the Membership.

Article XXI Referendum

- A. The Local election committee shall submit any questions to a referendum of the Membership when directed to do so by action of a regular or special Membership meeting.
- B. Propositions submitted to a referendum shall be determined by a majority vote of those voting on the question.

Article XXII Finances

Section 1

General

- A. The Local Secretary-Treasurer shall receive all monies and shall deposit such sums in banks approved by the Local Executive Board.
- B. A record of all expenses incurred in behalf of the Local shall be made on expense vouchers furnished for such purposes.
- C. All checks and drafts drawn on Local funds shall be signed by the Local Secretary-Treasurer, Local President and/or the Executive Vice President.

- D. The fiscal year of this Local shall be from October 1st to September 30th.
- E. The financial records of this Local shall be audited by the finance committee selected by the Local at the end of each fiscal year. The results of such audit shall be available for inspection by any Member of the Local.
- F. All expenditures excluding maintenance and standard operating expenses exceeding \$1000 (one thousand dollars) shall be brought to the Members for an approval vote.

Section 2

Compensation and Reimbursement of Officers

A. Lost Wages (UA)

Lost wages incurred by CWA Local 3207 Officers or Members while performing authorized Union business which is not paid by that Officer or Union Member's current CWA represented employer shall be reimbursed as follows:

1. Money paid in lieu of member's lost wages shall be equal to that Officer or Member's hourly wage rate lost during a scheduled standard tour, at the rate of pay for the job title currently held by the Local Officer or Member at their CWA represented company.
2. Money paid shall not include differential, overtime, or other amounts that would cause reimbursed hourly wages to be in excess of the standard tour amount.
3. Duly elected Officers will be paid a monthly stipend in the amounts listed below to cover incidental expenses incurred while performing Union business:

President:	\$200.00
Vice President:	\$120.00
2nd Vice President:	\$120.00
Secretary/Treasurer:	\$120.00

B. Local Expenses: (Local Expense Area: Augusta Area 35 Mile Radius)

CWA Local 3207 Officers or Representatives who have incurred personal expenses necessary for performing authorized Union business shall be reimbursed such expenses that have been properly submitted on a Local expense voucher provided required receipts support them.

All vouchers must be submitted within sixty calendar days (60) of occurrence.

1. Travel Expenses:

Travel performed for authorized Union business utilizing an officer or representative's personal vehicle will be reimbursed at the current IRS mileage rate for the Local Expense Area indicated above. (This excludes travel to and from the Union Hall at the beginning or end of the workday, or any travel for personal reasons.)

2. Other Expenditures:

All other expenses incurred in the Local Expense Area that are necessary for conducting the business of the Local must be pre-authorized and submitted on a Local expense voucher with accompanying receipts.

C. Out of Town Expenses

CWA Local 3207 Officers or Representatives who are authorized to attend any meeting or convention that is outside of the Local Expense Area will be reimbursed only for the following expenses:

1. Lodging

CWA Local 3207 Officers or Representatives requiring hotel/motel accommodations shall be reimbursed actual expense (receipt required) for such accommodations.

2. Transportation

Commercial travel shall require prior approval of the Secretary/Treasurer and shall require valid receipt(s). Personal car allowances shall be paid in the amount determined by the IRS approved per mile chart or be reimbursed actual expenses when required receipts are provided.

3. Meals:

Local Officers or Representatives shall receive a per diem rate equal to the IRS allowance for per diem in the traveled city or region for meals while performing approved Union activity.

4. Parking Fees:

A Local Officer or Representative shall be reimbursed actual expense(s) for parking fees or charges. (Receipt required.)

D. Responsibility for Arrangement

The Secretary/Treasurer, under the direction of the Local Executive Board, shall be responsible for making all arrangements for CWA Local 3207 officers or representatives authorized to attend District, State, Bargaining Conventions, Conferences, and Meetings. These shall include hotel/motel accommodations, the mode of transportation to be used, taking into account the reasonableness of accommodations, length of time the representative will be away from home, distance to be traveled and the economy of the Local.

E. Advances

Upon a hardship request, a check may be written in the amount to cover per diem, vehicular mileage, and accommodations to the representative performing business for the Local. All requests must have approval of the Secretary/Treasurer and the Local President. All requests will be handled on an individual basis.

F. Strike

All Officer or Representative expense reimbursements and compensations are suspended for the duration of a work stoppage which affects more than 50% of the Local's Members. Any expenditures during a work stoppage must be approved by a 2/3 majority of the Executive Board.

G. Effect

These bylaw changes, upon being passed by a 2/3 vote, shall supersede any motion passed before this date.

Article XXIII Separability

If any provision of these by laws is finally found by a court of competent jurisdiction to conflict with federal or state laws, such provisions are to be null and void, but the remainder of these by laws shall remain in full force and effect.

Article XXIV 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.