

**BYLAWS – LOCAL 1084  
COMMUNICATIONS WORKERS OF AMERICA**

**ARTICLE I - NAME**

*This Organization hereafter shall be referred to as the **Local Union - 1084, Communications Workers of America.***

**ARTICLE II – JURISDICTION**

*Jurisdiction of this Local shall be the jurisdiction assigned by the **National Union** and appearing on the face of the Local charter.*

**ARTICLE III - OBJECTS**

*Refer to Article III of the National Constitution (CWA).*

*The objective of Local - 1084 shall be to represent and serve the workers within its jurisdiction in accordance with the **BYLAWS** and Rules of the Local and Constitution and Policies of the **National Union.***

**ARTICLE IV - STRUCTURE**

*The structure of the Local, as defined in Article V of the National Constitution shall be:*

- i. Membership
- ii. Executive Board
- iii. Officers
- iv. Committees

**ARTICLE V - MEMBERSHIP**

*Section 1 - Eligibility*

- i. 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 **National Union.**
- ii. Members of the Union who are on leaves of absence from their employment or who are employed on a full time or part time basis by the Union or a Local or who are or may be retired for any reason may continue to be active members

**BYLAWS – LOCAL 1084  
COMMUNICATIONS WORKERS OF AMERICA**

*Section 2 - Application*

Membership in the Local shall be obtained after payment of the Local initiation fee of \$3.00 and upon approval of *the* membership committee authorized to accept or reject membership *on* behalf of the Local.

*Section 3 – Transfer*

The transfer of membership from this Local to the jurisdiction of another Local and from the jurisdiction of another Local to this Local shall be made in accordance with Article V of the *National Union Constitution*.

**ARTICLE VI - LOCAL DUES AND ASSESSMENTS**

*Section 1 - Membership Dues-Refer to Article VI of the Section I of the National Constitution*

- i. Each member of the local shall pay dues in an amount established by the Local. Dues may be changed only by a majority of those voting in a secret ballot referendum, or a secret ballot vote at a duly constituted membership meeting, provided notice has been posted at least 7 days in advance.
- ii. Failure to pay dues without just cause, as determined by the Local Executive Board, shall be grounds for suspension of membership privileges or expulsion in accordance with Article VI sec 5 of the National Constitution.

*Section 2 - Local Special Assessments*

The Local may levy special assessment in case of emergency, pursuant to Article VI of the National Union Constitution. Such levy shall be made in the same manner as required for the changing of dues.

**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 National Union in the following manner:*

- i. Through action taken in Membership meetings or by referendum of the membership.

**BYLAWS – LOCAL 1084  
COMMUNICATIONS WORKERS OF AMERICA**

- ii. Through actions and decisions of the Executive Board between Membership Meetings. All actions taken must be reported at the next General Membership Meetings.
- iii. Through actions and decisions of the Local Officers between meetings of the Executive Board. All actions taken must be reported at the next General Membership meeting or Executive Board meeting, whichever comes first.
- iv. The action and decision of the Executive Board and officers of the Local between meetings may be overruled by the membership in a Local meeting or by referendum.
- v. By the Locals of the Union conducting their affairs in accordance with this Constitution and Local By-Laws and Rules which they may adopt so long as they do not contravene any provision of this Constitution (as per Article 7 Sec 1 Paragraph D of National Constitution).

*Section 2 - Executive Board*

*The Local Executive Board shall consist of the following:*

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer
- v. Financial Secretary and/or Business Manager
- vi. Chief Shop Steward

*The following are Representatives:*

- i. Clerical Representative\*
- ii. HSS 1-2\* formally IMW/IMT\*
- iii. Social Worker Representative\*
- iv. HSS 3\*formally IMS\*
- v. Social Service Technician Representative\*
- vi. Investigator Representative\*

\*each to be elected by the members in their respected titles.

***The Local shall add or modify representative titles as deemed necessary by the Local. The Executive Board shall be elected from the membership in an election under the guide lines of the National Constitution and the Locals by laws.***

**BYLAWS – LOCAL 1084  
COMMUNICATIONS WORKERS OF AMERICA**

**ARTICLE VIII - LOCAL MEETINGS**

*Section 1*

Regular meetings of this Local shall be held *quarterly* at a time and place decided by the Executive Board. Special meetings may be called by *the Executive Board*, or by a petition signed by fifty percent (50%) of the membership in *good standing*. Upon receipt of a proper petition, *the Executive Board* shall call a special meeting to be held within Ten (10) days. The Executive Board *may change the date or suspend* a regular membership meeting.

*Section 2- Quorum*

The members present shall constitute a quorum for all Local membership meetings, provided seven days advance notice has been given by means of general announcements, advertisements on bulletin boards, or by mail to each member. In the event that seven days advance notice has not been provided, a quorum shall consist of one-fourth of the membership.

**ARTICLE IX - LOCAL DELEGATES TO THE NATIONAL UNION CONVENTION**

- i. *The President and Vice President of the Local shall be automatic delegates to the National Convention. Delegates and alternate(s) to the National Union Convention maybe elected by the Executive Board or by an election at a regularly scheduled membership meeting. Notice of said election must be stated in announcement for meeting and, will be conducted not less than thirty (30) days in advance of the National Union Convention. The number of delegates shall be determined in accordance with article VIII Sec 4 (3) of the National Constitution, which states three (3) delegates if Local has 400 hundred but less than 600 members. Selection of the delegates shall be in accordance with Article XIII, of the National Union Constitution.*
- ii. In the event the Local elects more than one delegate to the *National Union Convention*, the Local shall determine the convention vote assigned to each delegate in accordance with Article VIII of the *National Union Convention*.
- iii. It shall be the duty of the Secretary of the Local to certify the Local delegates to the National Union Convention to the Secretary-Treasurer of the National Union within the time limits specified in Article *VIII* of the National Union Constitution.

**ARTICLE X - LOCAL COMMITTEES**

*The Local shall have the following regular committees:*

- i. Education Committee
- ii. Election Committee
- iii. Membership Committee/ Organizing Committee

**BYLAWS – LOCAL 1084  
COMMUNICATIONS WORKERS OF AMERICA**

- iv. Legislative Committee
- v. Community Service Committee
- vi. Social Committee
- vii. Negotiating Committee
- viii. Bargaining Committee
- ix. Equity Committee
- x. Health & Safety Committee

*Special Committees can be developed by the Local as deemed necessary*

- i. The committee chairpersons will be appointed by the President from the membership and approved by the Executive Board.
- ii. A committee member may be removed from a committee by majority vote of committee members, with approval by Local President.

*Duties of Committees.*

- i. ***Membership/Organizing Committee*** - The Membership Committee shall accept or reject membership applications in accordance with the National Constitution and assist in organizing all non-union employees.
- ii. ***Legislative Committee.*** The Legislative Committee shall assist in developing and pursuing the program of the ***National Union*** and Local in the Legislative field. The Chairperson shall be our representative to the AFL-CIO State Conferences and Central Labor Union Meetings in addition to the Local President. ***To establish relationships with Local, State and National legislators for the purposes of enhancing and supporting labor issues.***
- iii. ***Election Committee-*** the Election Committee shall conduct all nominations and elections and referenda of the Local.
- iv. ***Education Committee-*** the Education Committee shall assist in developing the Local's educational programs and, be responsible for effectuating the National Union's and local's educational programs
- v. ***Community Services Committee-*** the Community Services Committee shall assist in developing all Community Services programs of this Local, in ***addition provide financial & other assistance to community based organizations (Red Cross Untied Way etc).*** Upon request to the may Local will assist other Labor Unions in job actions and Union related activities
- vi. ***Social Committee-*** the Social Committee shall develop and effectuate the Social and recreational program for the Local.
- vii. ***Negotiating Committee-*** ***The Negotiating Committee shall consist (5) persons. Two chief negotiators (National Representative & Local President) the Local Vice-President a member who shall be selected from the group of Title representatives (Clerical, HSS 2, HSS 3 Investigator, Social Service Tech, Social Worker) and one member selected by the Negotiating Committee.***

**BYLAWS – LOCAL 1084  
COMMUNICATIONS WORKERS OF AMERICA**

- viii. ***Bargaining Committee- The Bargaining Committee shall consist of all elected Representative Titles and Executive Board Members. They shall research economic and non-economic proposals for negotiations and submit same for the approval of the Local members.***
- ix. Health & Safety Committee- Shall examine health & safety factors of the work place. Meet with Health and Safety Committee of Management to report on needs of employees. The Chairperson shall be our representative to Philaposh and shall attend necessary meetings.
- x. Equity Committee- ***Shall represent the interest of minority groups within the Local to assure equal & fair treatment at the work place and in the: Local, regardless of race, age, gender, religion or sexual orientation***

**Article XI - ORDER OF BUSINESS**

- a. *The order of business at a Local meeting shall be as follows:*
  - i. Call to Order.
  - ii. Recognition of a quorum
  - iii. Reading and action on minutes of any meeting of the Executive Board or Local officers since the last regular general membership meeting.
  - iv. Reading and action on minutes of proceeding regular and special membership meeting.
  - v. Reports of Standing Committees.
  - vi. Reports of Special Committees.
  - vii. Old Business
  - viii. New Business
  - ix. Adjournment
- b. *The order of business may be suspended by two-thirds (2/3) vote of the members present.*

**ARTICLE XII - LOCAL OFFICERS, EXECUTIVE-BOARD, STEWARDS, AND THEIR DUTIES**

*Section 1 - Local Office*

- i. Local President
- ii. Local Vice President
- iii. Local Secretary
- iv. Local Treasurer
  - v. Local Financial Secretary
- vi. Local Chief Shop Steward

**BYLAWS – LOCAL 1084  
COMMUNICATIONS WORKERS OF AMERICA**

*Section 2 - Local Officer Duties*

*The Local President shall*

- i. Be responsible for the conduct of all Local business.
- ii. Preside at Local Membership, Local Executive Board, and Local Officers meetings.
- iii. ***Pursue grievances and appeal them to higher levels in accordance with the Locals contract and/or grievances procedures set forth by National, State and Local statutes.***
- iv. Appeal to higher levels of the National Union requires a majority vote of the membership.
- v. Be a member ex-officio of all committees.
- vi. Approve all bills to be paid, and countersign all checks drawn on the Local treasury ***in accordance with local guidelines and banking procedures***
- vii. The President shall have at their disposal a petty cash fund of \$3600.00 ***yearly*** to conduct ***Union business which may include, but are not limited to, travel, donations meals for meetings & expenses.***
- viii. Perform whatever additional duties assigned by the Local or required by policies or the Constitution of the National Union.
- ix. Be a delegate to the ***National Convention.***

*The Local Vice President shall:*

- i. Work under the direction of the Local President.
- ii. Be responsible for the conduct of all Local business and preside at all meetings in the absence of the President.
- iii. Perform whatever ***duties assigned by the Local, the Executive Board, or the Local President.***
- iv. Be a delegate to the National Convention.

*The Local Secretary shall:*

- i. Maintain a record of the Local Membership.
- ii. Record and maintain the minutes of all meetings of the Local Executive Board, or Local officers.
- iii. Furnish the Vice President and Secretary-Treasurer of the ***National Union*** with copies of any changes ***made in reference to membership records.***
- iv. Handle correspondence of the Local, the Local Executive Board and the Local Officers.
- v. Perform such other duties as may be assigned by the Local, the Local Executive Board, and the Local President.

**BYLAWS – LOCAL 1084  
COMMUNICATIONS WORKERS OF AMERICA**

*The Local Treasurer shall:*

- i. Be custodian of all assets of the Local.
- ii. Report to each membership meeting on the financial status of the Local.
- iii. Be bonded, as must be any other person who handles Local funds or other property in accordance with the *National Union Constitution* or any State or Federal law.
- iv. Cause the payment of all bills approved by the local President.
- v. Handle all volunteer contributions to COPE and deposit them separate accounts.
- vi. Perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President.

*The Local Financial Secretary shall:*

- i. Assist the Treasurer with *their* record keeping, preparing of the budget and paying the necessary financial obligations of the Local.
- ii. Preparing the monthly financial report.
- iii. Work with the auditor in dealing with financial affairs of the Local.
- iv. Will fill in for the Treasurer should they be absent.
- v. The Financial Secretary shall also assist the Treasurer and auditor in ways to invest some of the Local's monies.
- vi. ***Assist the President in the day today management of the physical office which includes, but are not limited to, purchases of equipment & supplies, obtaining contracts for maintenance, security systems & other necessary services.***

*The Local Chief Shop Steward Shall:*

- i. Work under the direction of the Local President
- ii. ***Process such grievances which have been submitted by shop stewards in accordance with grievances procedures outlined in contract & Dept of Labor statues.***
- iii. ***Assign grievances to shop stewards***
- iv. To perform such other duties as may be assigned by the Local, the President and the Executive Board.
- v. Keep records of all grievances.

*Section 2 - Chairman of Committees*

*The duties of the Chairman of Standing Committees shall be:*

- i. To chair all meetings of their committees.
- ii. ***To make regular reports of actions taken to general membership and Executive Board.***

**BYLAWS – LOCAL 1084  
COMMUNICATIONS WORKERS OF AMERICA**

*Section 3 - The duties of the Executive Board shall be as follows:*

- i. 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.
- ii. Meet prior to the next Local **membership** meeting and with the Local Officers is responsible for the development of the next Local meeting agenda.
- iii. Cause an annual budget to be prepared and presented to the membership.
- iv. Be responsible for the operation of strike procedures as outlined in the **National Union Constitution**.
- v. Actions and decisions of the Executive Board shall be subject to approval by the membership.
- vi. A Majority of the Executive Board shall constitute a quorum.

**ARTICLE XIII - SHOP STEWARDS**

*Section 1- Appointments*

*The Shop Stewards shall be appointed by the **Chief Shop Steward & approved by the Executive Board.***

*Section 2 – Duties*

*The duties of the Shop Steward shall be as follows (**under directions of the Chief Shop Steward**)*

- i. Process all grievances of the persons they represent.
- ii. Should the steward be unable to handle the grievance successfully, the steward shall ask for assistance from the Chief Shop Steward.
- iii. Notify the Chief Shop Steward of all grievances.
- iv. Act as a communicator of information from the Executive Board to the members and from the members to the Executive Board.
- v. **Follow the grievance procedure outlined in the contract.**

**ARTICLE XIV - CONDUCT OF MEETINGS, OTHER LOCAL BUSINESS AND QUORUM**

- i. 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 **National Union Constitution**.
- ii. **Quorum (refer to Article VIII section 2 of by laws)**
- iii. A simple majority of the officers or a simple majority of the members of a committee shall constitute a quorum for those bodies.

**BYLAWS – LOCAL 1084  
COMMUNICATIONS WORKERS OF AMERICA**

**ARTICLE XV - NOMINATIONS AND ELECTIONS OF LOCAL OFFICERS AND MEMBERS OF  
THE EXECUTIVE BOARD**

*Section 1 - Nominations*

- i. Local officers and members of the governing board shall be nominated in the months of September ***October & November*** of each election year.
- ii. A minimum of fifteen (15) days written notice shall be given to the membership prior to the general membership meeting when nominations will be made for officers and Executive Board members.
- iii. Nominations will be taken from the floor during the regular meeting.

*Section 2 - Elections*

- i. Election of Local officers and Executive Board members shall be by secret ballot of the membership in the months of October, ***November & December*** of each election year.
- ii. A minimum of fifteen (15) days written notice shall be given to the general membership, specifying the names of the nominees for each elective office, prior to the meeting when the elections will take place.
- iii. ***Notice of nominees for the office of President and Vice President made in accordance with Addendum #1 - Notice or Nominations. (REMOVED)***

*Section 3 - Local Election Committee*

- i. The nomination and election of Local Officers, members of the Executive Board, and delegates to the C.W.A. 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 ***National Union Constitution***, and these bylaws, with reasonable opportunity for each member to nominate and vote for the candidate of their choice.
- ii. The election committee shall also conduct any referenda submitted to the membership.
- iii. A member shall not be permitted to serve on the election committee if they are a candidate for any office of the Local.
- iv. All questions concerning the conduct and challenges of the elections shall be determined by the election committee, subject to the right of appeal to the Executive Board or membership of the Local.

**BYLAWS – LOCAL 1084  
COMMUNICATIONS WORKERS OF AMERICA**

*Section 4 - General Provision*

- i. 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 (*refer to Article XV Section 4 (f) of National Constitution*).
- ii. Only members of the Local in good standing shall be eligible to vote or hold office.
- iii. Any member wishing to run for office **must** be present at the time of nomination, *to accept or decline nomination*.
- iv. In order to write-in a member for an office at the time of election, that person must be present *to do so*.
- v. The ballot shall be printed, showing each office to be filled and the nominees for said offices, allowing space for write-ins. These ballots shall be mailed to each member in good standing (15) days prior to election.
- vi. The term of office shall be for three (3) years.
- vii. The elected officers shall take office during the *January membership meeting of the next calendar year*.

*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 by appointment of governing authority and approved by the membership within sixty days or the same manner as that required for regular election and within sixty (60) days as required by Article XV of the *National Union Constitution*.

**ARTICLE XVI - STRIKES**

*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 National Union in Article III of the Constitution.*

**ARTICLE XVII - CHARGES, TRIALS, APPEALS**

*Section 1 - Charges*

*Members of the Local may be fined, suspended or expelled for any of the acts enumerated on Article XIX of the National Union Constitution and in accordance with Article XXI, Section 2 of the National Union Constitution.*

**BYLAWS – LOCAL 1084  
COMMUNICATIONS WORKERS OF AMERICA**

*Section 2 - Trials*

*Any accused member, including officers, of the Local shall be tried under the provisions of Article XXI of the **National 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 of the **National Union Constitution**.*

*Section 4 - Local Trial Court*

*A trial court of this Local shall be composed of five (5) 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 XVIII - RECALL OF LOCAL OFFICERS**

*Any elected officer of this Local may be recalled in accordance with the provisions of Article XX and XXII of the **National Union Constitution**.*

**ARTICLE XIX - AMENDMENTS TO LOCAL BYLAWS**

*After adoption, these bylaws may be amended by either of the following methods:*

- a.
  - i. Majority vote of the members present in a Local meeting, if the proposed amendments have 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.
  - ii. Referendum of the membership.
- b. Amendment to these bylaws regarding dues or initiation fee shall be by secret ballot either at a membership meeting or by referendum

**ARTICLE XX - FISCAL YEAR AND AUDIT**

- i. The fiscal year of this Local shall be from January 1st of each year to and including December 31st of the succeeding year.
- ii. The financial records of this Local shall be audited by a Certified Public Accountant, 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.

**BYLAWS – LOCAL 1084  
COMMUNICATIONS WORKERS OF AMERICA**

**ARTICLE XXI - 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 1084 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 bylaws and rules of the Local and the Constitution and policies of the *National Union*.”

“I promise further to give my successor in office all books and records in my possession. I shall at all time endeavor to serve my Local and the *National Union* to the best of my ability, so help me God.”

**BYLAWS – LOCAL 1084  
COMMUNICATIONS WORKERS OF AMERICA**

**ARTICLE XXII - 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.*

These Bylaws Adopted      July 10, 1973.  
Revised Bylaws Adopted    May 17, 1985.

**BYLAWS – LOCAL 1084  
COMMUNICATIONS WORKERS OF AMERICA**

**ADDENDUM NO.1**

*Per Diem shall be distributed as follows:*

- i. Minimum per diem paid for any location \$45, 00 per day per person
- ii. 2007 per diem chart furnished by the IRS will be used for all other situation (attached)

**ADDENDUM NO.2**

*A Guide for the Local Election Committee in Counting and Reporting Ballots Cast*

All ballots cast, except blanks, must be counted. Blank ballots are simply ignored and are ***not*** counted ***but are*** reported. If two or more filled-out ballots are folded together, they are rejected and reported as one (1) vote cast. Votes for ineligible persons are rejected and so reported, however, they are counted as vote cast.

*Example:*

One hundred (100) ballot papers are found in the ballot box. Three (3) of them are blank, two (2) are filled out, but folded together; one (1) is cast for a person who is ineligible to hold office, and ten (10) are cast for a write-in candidate.

The ballots cast should be counted and reported as follows:

Number of votes cast . . . . .	96 (a)
Number necessary for election . . . . .	49
Candidate A received . . . . .	49 (b)
Candidate B received . . . . .	35
Candidate C (“Write-in”) received . . . . .	10

*Illegal Votes*

Two (2) ballot papers cast for Candidate A (or 1 for A and 1 for B, but folded together).  
.....One (1) ballot for Candidate D ..... (Ineligible). ..... 1

- i. The three (3) blank papers are ignored, and the two (2) papers folded together are counted as a single vote cast, thus 96 votes were cast.
- ii. Since Candidate A received a majority of the votes cast he is elected.