



### **WORKER'S PRAYER**

**O God, thou mightiest worker of the universe, we pray Thee  
to be present with us this day.**

**Grant us wisdom so that we face up in this endeavor to the  
problems in our industry and in our Union and that we will  
make intelligent decisions on what is the best policy for us.  
Help us to realize that the injury of one is the concern of all,  
and that the welfare of all must be the aim of everyone. May the  
upward climb of our Union bless all groups in our nation and  
build up for our country a great body of workers, striving  
together for the final brotherhood of all men.**

**This we ask in Thy Name, Amen.**

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# **BY-LAWS**

## **ARTICLE I**

### **Name**

The Local shall be known as Local 2100, 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**

### **Mission Statement**

It shall be the mission of Local 2100 to represent and serve the workers assigned to its jurisdiction. The furtherance of this mission shall be guided by the bylaws of Local 2100 and the Union Constitution.

## **ARTICLE IV**

### **Local Structure**

The structure of the local shall consist of the following:

1. Membership
2. Primary Officers (President, Executive Vice-President and Secretary/Treasurer)
3. District Vice-Presidents Private Sector
4. Vice-President
5. District Vice-Presidents Public Sector
6. Stewards

## **ARTICLE V**

### **Membership**

**Section 1. Eligibility.** Any person eligible for membership in the Communications Workers of America, as defined in Article V, Section I of the Union Constitution, shall be eligible for membership in this Local, or if employed on a part-time or full-time basis by the Union, and/or Local.

**Section 2. Card Signing.** The District Vice President or their designated representative should attempt to meet with any eligible member within 60 days of notification of employment from the companies.

**Section 3. Transfer.** 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, Section 3 of the Union Constitution.

**Section 4. Termination of Membership.** Termination of membership must be in Accordance with Article V, Section 4, Paragraph A, B, C and D of the Constitution.

**Section 5. Reinstatement.** Any member that has elected to terminate their membership from this Local must appear before a General Membership meeting and appeal to be reinstated as a member in good standing; if approved by a majority vote of the members present at said meeting a one (1) year probationary period shall be enacted. During this probationary period the returning member would not be authorized to run for any elected position in the Local.

## **ARTICLE VI**

### **Local Dues and Assessments**

**Section 1. Local Membership Dues.** Each member of the Local shall pay membership dues in the amount set by the Local. Membership dues may be changed by a majority of those voting on the question by referendum or in a meeting where a quorum (see Article XIII. Para B.) is present, if the question has been advertised on bulletin boards or electronically at least seven (7) days in advance of the meetings, 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 levied shall be in compliance with Article VI, Section 3 of the Union Constitution.

**Section 3. Cash Dues.** Cash dues must be paid six (6) months in advance to the Local Secretary-Treasurer.

## **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 Union in the following manner.

- (a) Through actions taken in membership meetings or by referendum of the membership.
- (b) Through actions and decisions of the Executive Board between membership meetings.
- (c) Through action and decisions of the Primary Officers between meetings of the Executive Board.
- (d) The action and decisions of the Executive Board and Primary Officers between Local meetings may be over-ruled by the membership in a Local meeting.

**Section 2. Executive Board.** The Local Executive Board shall consist of the following:

1. Primary Officers (President, Executive Vice-President and Secretary/Treasurer)
2. VP public sector
3. District Vice Presidents Private Sector

## **ARTICLE VIII Local Meetings Conduct of Meetings**

1. There will be four (4) regular Business Meetings a year that shall have a combined centrally located designation with regularly scheduled stewards meetings being held between the regular business meetings.
2. All regular business meetings will be posted at least thirty (30) days prior to the scheduled meeting on union bulletin boards, electronically or via email.
3. The chair (the President of the local or designee) of the meeting may entertain a motion for adjournment which is properly seconded and by a majority vote in the affirmative of those present at the meeting effectively close the meeting prior to the minutes being read.
4. Special District meetings may be called by a majority vote of the Executive Board, or by petition signed by 20% of the members of the district requesting the special meeting. Upon receipt of a proper petition the President shall call a special meeting to be held within ten (10) days.
5. Meetings of the Executive Board shall be called at the direction of the President of the local. Special Executive Board meetings may be called by the Executive Board. In order for the meeting to be called the board member(s) seeking this action shall declare and inform each board member in writing of the reason for the action of calling said special meeting. Board members shall then be polled and must produce a 50%+1 majority of current board members in order for the meeting to be called. They must then inform the President in writing of the reason for calling the meeting, demonstrate they have the majority vote (by listing the names of the board members supporting this action) and instruct the President to set a date for the meeting. Special Executive Board meetings may be called for circumstances outside the normal business of the Local.

6. Meetings of the primary officers shall be at the direction of the President of the Local
7. Membership meetings and any other business of this Local shall be conducted under these By-Laws and in conformity with the Union Constitution. On questions where the Local By-Laws or the Union Constitution do not clearly apply, Robert's Rules of Order shall govern.
8. The number constituting a quorum for Regular Business meetings shall be 10% of the area membership, or any number of members present at a Local membership meeting, provided due notice of the meeting has been given the membership of the Local.
9. A majority of the officers or a majority of the members of a committee shall constitute a quorum for those bodies.

A. The order of business at a Regular Business meeting shall be as follows:

1. Call to Order and Invocation
2. Roll call of all officers
3. Review of minutes/financial report
4. Report of Primary Officers
5. Report of Committees
6. Old Business
7. New Business
8. Adjournment

B. The order of business may be suspended by a two-thirds ( $\frac{2}{3}$ ) vote of the members present.

C. Robert's rules of order shall be the method used to conduct orderly meetings

## **ARTICLE IX**

### **Local Delegates to International Convention**

#### **Section 1.**

Delegates to the Union Convention shall be the President as Chairman of the Delegation, the Executive Vice-President and the Secretary/Treasurer. The delegation shall be comprised in the following manner: President as chair, Executive Vice-President, Secretary-Treasurer as delegates. If the headcount of the local falls below the assigned distribution of delegates, the removal of delegates shall be in reverse order of the above.

#### **Section 2.**

In the event the Local elects more than one delegate to the Union Convention, the votes shall be equally assigned to each delegate. If it is not possible to equally assign the votes to the delegates, the extra vote(s) shall be assigned to the Chairman.

Section 3.

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 the Union Constitution.

## **ARTICLE X Local Committees**

A. The Local shall have the following regular committees and any other committees appointed by the Executive Board:

1. Education and Legislative Committee
2. Election Committee
3. Organizing Committee
4. Womens Committee
5. Community Services Committee
6. Budget and Finance/Buildings Committee
7. By-Laws Committee
8. Equity Committee
9. Safety Committee

B. Members of all committees shall be appointed by a majority vote of the Local Officers, subject to the right of the Local membership to over-ride all 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 majority vote of the Local Officers, subject to the right of the membership, at a membership meeting to over-rule the action of the Local officers.

E. All Committees listed in Article X of these By-Laws shall be required to meet at least annually or more if needed with the exception of the Budget and Finance/Buildings Committee which will be required to meet at least semi-annually and further required to submit reports to one of the four (4) regular Business Meetings held annually.

F. All committees listed in Article X of these By-Laws shall have the committee and its members names posted on the Locals website for the membership to view.

G All committees listed in Article X of these By-Laws shall have the committee and its members names posted on the Locals website for the membership to view.

H. ADHOC Committee Appointed by the President with the consultation of the Primary Officers and the Executive Board and discussed with the Membership.

## Duties of Committees:

1. **Education and Legislative Committee-** The Education and Legislative Committee shall assist in developing the Local's educational program and, with the Local's officers, be responsible for effectuating the Union's and Local's educational programs as well as provide information to the membership pertaining to political issues relevant to labor such as, but not limited to, candidates, laws and bills that are important to the Union.
2. **Election Committee-** The Election Committee shall conduct all nominations and elections and referenda of this Local.
3. **Organizing Committee-** The Organizing Committee shall assist the Local officers and members in organizing all non-Union employees within the Local's jurisdiction.
4. **Women's Committees-** The Women's Committees shall assist the Local officers and members in dealing with issues related to women in the work force.
5. **Community Services-** The Community Services Committee shall assist in developing all Community Services programs.
6. **Budget and Finance/Buildings Committee-** The Budget and Finance/Buildings Committee shall assist in preparing an annual budget to be submitted to the Local Executive Board. Included in the responsibilities of this committee shall be to manage and control under the direction of the Local Secretary-Treasurer with respect to the making of disbursements connected there-with, any and all real estate which the Local may acquire for the furtherance of any legitimate object of the Local.
7. **By-Laws Committee-** The By-Laws Committee shall be responsible for the annual review of the Locals By-Laws and reporting the need for any changes to the Executive Board and the membership.
8. **Equity Committee-** The Equity Committee shall be responsible for assisting the Local officers and members to ensure an equitable work environment.
9. **Safety Committee-** The Safety Committee shall assist in developing and pursuing the program of the Union and the Local in the Safety field.

## **ARTICLE XI**

### **Duties of Primary Officers, District Vice-Presidents Private, Vice-President Public, District Vice-Presidents Public and Stewards**

A. The duties of Primary Officers, District Vice-Presidents Private, Vice-President Public, District Vice-Presidents Public and Stewards shall be as follows:



1. The President shall be responsible
  - (a) To set policy for all business of the local. The President shall maintain a policy manual for the local and consult with the Primary Officers and the Executive Board in implementing said policies
  - (b) To preside at Local Membership, Local Executive Board and Primary Officers' meetings.
  - (c) To process grievances and appeal them to higher levels of the Union
  - (d) To supervise all local committees;
  - (e) To approve all bills to be paid, and countersign checks drawn on the Local treasury.
  - (f) To perform whatever additional duties as may be assigned by the Local or required by the policies or Constitution of the Union.
  - (g) To conduct one (1) location visit per month (separate from the Executive Vice-President) for the sole purpose of interacting with the membership.
  
2. The Executive Vice-President shall be responsible
  - (a) To work under the direction of the President.
  - (b) To have the authority to countersign checks drawn on the Local's treasury in the event the President or Secretary- Treasurer is unavailable.
  - (c) To perform whatever duties as may be assigned by the Local President
  - (d) To carry on the duties of the Local President in the event of the prolonged absence of the President. The Executive Vice-President shall not be absent from the Local for more than thirty (30) calendar days unless authorized by the Local President.
  - (e) Conduct one (1) location visit per month (separate from the President) for the sole purpose of interacting with the membership.
  
3. The Secretary-Treasurer shall be responsible
  - (a) To be custodian of all assets of the Local and maintain a financial policy manual for the Secretary/Treasurer's office. This manual shall be reviewed yearly or as necessary by the President in consultation with the Primary Officers.
  - (b) To record and maintain the minutes of all meetings set by the President.
  - (c) To furnish the District Vice-President and the Secretary-Treasurer of the Union with copies of any changes of membership approved By-Laws within ten (10) days.
  - (d) To maintain a record of the Local membership
  - (e) To report to the membership the financial status of the Local at regularly scheduled business meetings of the local.
  - (f) To ensure all primary officers are bonded in accordance with Union guidelines.
  - (g) To ensure the payment of all bills approved by the Local President.
  - (h) To perform such other duties as may be assigned the Local President.
  
4. The District Vice Presidents Private Sector  
This Local shall have as many District Vice-Presidents as are determined by the Executive Board.  
The District Vice-Presidents shall be responsible

- (a) To work under the direction of the Local President
  - (b) To recommend the appointment /removal/suspension of stewards from work locations in their District with approval of the Local President
  - (c) To be responsible for handling grievances at the second (2<sup>nd</sup>) step under the direction of the Local President
  - (d) To conduct District meetings under the direction of the Local President
  - (e) To perform such other duties as may be assigned by the Local President
5. The Vice President (public sector) shall be responsible
- (a) To work under the direction of the Local President
  - (b) To oversee District Vice-President(s) Public Sector
  - (c) To ensure the proper handling of Public Sector grievances
  - (d) To conduct Public Sector meetings under the direction of the President
  - (e) To recommend appointment/removal/suspension of District Vice- President Public Sector
  - (f) To perform whatever duties as may be assigned by the Local President
6. The District Vice Presidents Public Sector  
 This Local shall have as many District Vice-Presidents as are determined by the Executive Board and are recommended by the Vice President (public sector)  
 The District Vice Presidents shall be responsible
- (a) To promote a positive image of the Union
  - (b) To be knowledgeable of the contract of their particular sector and to immediately report violations to the local
  - (c) To perform the duties assigned to them by the Local President and VP
  - (d) District Vice Presidents should make every effort to attend any regularly scheduled membership meeting along with any District meeting that is scheduled.
7. The Stewards  
 The Local shall have as many Stewards as are recommended by the District Vice-Presidents with the approval of the Local President.  
 The stewards shall be responsible
- (a) To promote a positive image of the Union
  - (b) To be knowledgeable of the contract of their particular sector and to immediately report violations to the local
  - (c) To perform the duties assigned to them by the Local President and DVP
  - (d) Stewards should make every effort to attend any regularly scheduled membership meeting along with any District meeting that is scheduled.

## **ARTICLE XII Strikes**

### **1. Private sector**

A. 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 XVIII of the Union Constitution.

B. Each member will be assigned to a picket duty. The member must walk or have a replacement for his/her duty so assigned. In order for any member to receive any strike fund compensation a 'Defense Fund Form' must be filled out and on file at the Local office. Each member is responsible for his/her assigned picket duty.

### **2. Public Sector**

Any contract authorizing strikes affecting this Local shall at all times be carried on in compliance with the rules prescribed by the Union and Article XVIII of the Union Constitution.

B. Each member will be assigned to a picket duty. The member must walk or have a replacement for his/her duty so assigned. In order for any member to receive any strike fund compensation a 'Defense Fund Form' must be filled out and on file at the Local office. Each member is responsible for his/her assigned picket duty.

## **ARTICLE XIII Referendum of Local**

A. The Local Election Committee shall submit any question to a referendum of the membership when directed to do so by two-third/66% (2/3) majority of those present at a membership or special meeting.

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

C. Referendum may be requested by a majority vote of the Executive Board.

D. Upon a question passing the vote at a meeting the Question will be referred to the Local Election Committee to be properly voted on by the entire membership of the Local.

## **ARTICLE XIV Fiscal Year and Audit**

A. The fiscal year of this Local shall be from October 1<sup>st</sup> of each year to and including September 30<sup>th</sup> of the succeeding year.

B. The financial records of this Local shall have a year-end review conducted by a Certified Public Accountant at the end of each fiscal year. The results of such review shall be available for the inspection of any member of the Local.

## **ARTICLE XV**

### **Nomination and Election of Primary Officers, Members of the Executive Board and District Vice-Presidents Public Sector**

#### **Section 1. Nominations.**

A. Election of Primary Officers, Executive Board and District Vice-Presidents Public Sector shall be nominated during the month of September, October or November of every third year. Anyone being nominated must be present at the membership meeting they are nominated at to accept the nomination.

B. The nomination of a person for the office of President, Executive Vice-President, Secretary-Treasurer shall also constitute the nomination of the same person as a delegate to the CWA Convention held during the term of office for which the election is being conducted.

C. The term of office shall coincide with the constitution and the terms of the National Union Elections.

#### **Section 2. Local Elections.**

A. Election of Primary Officers, Executive Board members and District Vice-Presidents Public Sector shall be secret ballot conducted by prepaid U.S. Mail. The polling places shall be the regular meeting locations.

B. No write-in votes are permitted.

C. If a contested election occurs ballots will be mailed to each member in good standing to the most recent address provided to the Union Hall that is in the Local's database/records for each member in good standing. Ballots will be prepaid return envelopes to the Union Hall. Ballots will be counted by the Election Committee and the results will be posted on Union Bulletin boards, website and/or newsletter.

#### **Section 3. Local Election Committee.**

A. The nominations and election of Primary Officers, Executive Board members, District Vice-Presidents Public Sector and delegates to the CWA Convention shall be conducted under the supervision of the Election Committee. The Committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with the Union Constitution, Article XV, Section 4, and these By-Laws, with reasonable opportunity for each member to nominate and vote for the candidate of his choice.

B. The Election Committee shall also conduct any referenda submitted to the membership. Ballots and all other records pertaining to the election shall be preserved for one (1) year.

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.

#### **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 votes 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 of the Local in good standing shall be eligible to vote. Only members of the Local in good standing for one year shall be eligible to hold office.

C. Each candidate may have observers at each meeting of the Election Committee and at each polling place on the day of election. Such observers must be members of Local 2100. Observers may speak at Election Committee meetings and may question the Chairman of the Election Committee on the counting of a ballot, but may not conduct any campaigning while acting as an observer.

D. The term of office shall be for three (3) years.

E. The officers shall take office on January 1<sup>st</sup> following the election.

F. The order of nomination of Primary Officers shall be as follows:

1. President
2. Executive Vice President
3. Secretary-Treasurer
4. Vice President (public sector)
5. District Vice Presidents (private and public sectors)

G. All members shall vote on the offices of President, Executive Vice-President and Secretary-Treasurer. Public Sector members only shall vote for Vice President. District members only shall vote for District Vice-Presidents.

**Section 5. Vacancies.** A temporary vacancy in the office of President shall be filled by the Executive Vice-President. Any officer who vacates their post and has 365 days or less of their term remaining shall have that post filled by appointment. That appointment shall be rendered by the Primary Officers and the Executive Board of the local. The appointee shall serve out the remaining term until the next regularly scheduled election.

Any officer who vacates with more than 365 days left on their term remaining shall have that post filled by appointment. That appointment shall be rendered by the Primary Officers and the Executive Board of the local. That appointment must then be presented to and ratified by the membership at the next available business meeting. At that meeting if the appointment should go unchallenged the appointee shall remain in that post until the next regularly scheduled election. If however, a challenger should appear, the election committee shall set a date and conduct an election as prescribed by the rules/bylaws of the local and the Union Constitution for that post.

## **ARTICLE XVI**

### **Oath of Office**

Each person elected to an office 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 2100, 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 XVII**

### **Compensation for Local Officers**

A. The officers of this Local shall receive a stipend monthly as determined by the formula below based on the actual membership count as of the final membership count in the month of August with changes to take affect January 1<sup>st</sup> of the following year.

1. President.....	.85 (total membership)
2. Exec-Vice President/Secretary Treasurer.....	.70 (total membership)
3. Vice President.....	2.50 (public sector total)
4. District Vice Presidents .....	.25 (private sector total)
5. District Vice Presidents Public Sector.....	.25 (public sector total)

Example = 700 members x .85 = \$595 per month for President Stipend.  
This amount will rounded to the nearest whole dollar amount.

A. In the event of the extended absence of any officer fifteen days (15) or more, those officers or members assuming the duties will be compensated accordingly.

B. Stipends paid to the officers of this local are for losses to 401K savings plans as well as extra time spent outside of the normal "lost time" window that the local pays for.

C. Officers and members of this Local will be reimbursed any lost time wages when engaged or conducting Union Business.

D. Spending tiers for the Local shall be as follows;

President/Exec-Vice President/Secretary Treasurer - up to \$3000.00 per month

Executive Board - up to \$7500.00 per month

General Membership - \$7500.01 and up per month

All money spent must be in direct support and improvement of the Local unless voted on by the General Membership.

## **ARTICLE XVIII**

### **Charges, Trials and Appeals**

**Section 1. Charges.** Members of this Local may be fined, suspended or expelled, in the manner provided in these By-Laws, for any of the acts enumerated in Article XIX of the Union Constitution.

**Section 2. Trials.** Any accused member, including officers, of this Local shall be tried under the provisions of Article XX 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 XX of the Union Constitution.

**Section 4. Local Trial Court.** A trial court of this Local shall be composed of not less than three (3) nor more than seven (7) persons who are members in good standing of this Local and not parties to the proceedings, and shall be randomly selected by the Executive Board of the Local.

## **ARTICLE XIX**

### **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 Union Constitution.

## **ARTICLE XX**

### **Adoption**

These By-Laws shall be adopted upon the approval of a majority of the members voting at a regularly scheduled business meeting of the local. The order of business shall be the reading out of the by-laws with at the first business meeting denoting that the item has been duly recognized as an article of information and shall be debated and voted upon at the next regularly scheduled business meeting.

## **ARTICLE XXI**

### **Amendments to Local By-Laws**

Amendments of these By-Laws shall be adopted upon the approval of a majority of the members voting at a regularly scheduled business meeting of the local. The order of business shall be the reading out of the amendment with at the first business meeting denoting that the item has been duly recognized as an article of information and shall be debated and voted upon at the next regularly scheduled business meeting.