

Communications Workers of America

AFL-CIO, BCLC

1590 Delaware Avenue
Lexington, Kentucky 40505

BY - LAWS



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STRUCTURED FLOW CHART for CWA Local 3372

ARTICLE I - Name

- A. This Local shall be known as Local 3372, Communications Workers of America - AFL-CIO, BCLC.

ARTICLE II – Jurisdiction

- A. Jurisdiction of this Local shall be the jurisdiction assigned by the Union and shall appear on the face of the Local charter.

ARTICLE III – Objects

- A. The Objects of Local 3372 shall be to represent and serve workers within its jurisdiction in accordance with the By-Laws and Rules of the Local and Constitution and Policies of the Union.

ARTICLE IV - Local Structure

A. The structure of the Local shall consist of the following:

1. The Membership
2. The Officers
 - a. The Officers of the Local shall be:
 - (1) President
 - (2) Executive Vice President
 - (3) Secretary/Treasurer
3. The Local Executive Board
 - a. The Local Executive Board shall consist of the following:
 - (1) President
 - (2) Executive Vice President
 - (3) Secretary/Treasurer
 - (4) Area Vice President(s)
 - (5) Area Chief Steward(s)
 - (6) **Local Organizer (Article XI Page 12)**
4. Job Steward(s)
5. Committee Steward(s)

B. Local Flow Chart:.....see Page 34

ARTICLE V - Local Membership

A. Eligibility of the Local Membership

1. Any person eligible for membership in the Communications Workers of America, as defined in the CWA Constitution, shall be eligible for membership in the Local if performing work within the Local's assigned jurisdiction.

B. Application of the Local Membership

1. Membership in the Local shall be obtained upon the approval of the Local Membership.

C. Transferring of Local Membership

1. The transfer of membership from this Local to the jurisdiction of another Local and from another Local to the jurisdiction of this Local be made in accordance with the CWA Constitution.

ARTICLE VI - Local Dues, Fines and Assessments

A. Local Membership Dues

1. Each member of the Local shall pay membership dues in the amount established by the majority of those voting on the question by referendum in a meeting where a quorum is present, if the question has been advertised on the bulletin boards at least seven (7) days in advance of the meeting, or by notice mailed postage prepaid to each member at least seven (7) days in advance of the meeting. Membership dues may be changed in the same manner.

B. Local Special Assessments

1. Any special assessment levied shall be in compliance with the CWA Constitution.

ARTICLE VII - Local Governing Authority

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

1. Through action taken in membership meetings and by referendum of the membership.
2. By Actions and decisions of the Local Executive Board between membership meetings.
3. Polling each Executive board member may make any actions and decisions of the Local Executive Board between meetings.
4. Any actions and decisions of the Local Executive Board between meetings may be over-ruled by the membership in a Local meeting.

ARTICLE VIII - Local Meetings

- A. Regular meetings of this Local shall be held once a month called by the Local President. The Local President and/or the Executive Vice President shall give notification seven (7) days in advance.
- B. Special meetings may be called by a majority vote of the Local Executive Board, or by a petition signed by fifty (50) members. Upon receipt of a proper petition the Local Executive Board shall call a special meeting within five (5) days.
- C. The Local Bargaining Committee may call a special meeting concerning contract negotiations with a three (3) day notice to the Local membership.

ARTICLE IX - Local Delegates to International Convention

- A. Delegates and alternates to the Union Convention and the chairperson of the delegation in the event there is more than one (1) delegate, shall be elected not more than 120 days, nor less than 30 days in advance of the Union Convention at a regular or special meeting of the membership.
- B. In the event the Local elects more than one delegate to the Union Convention, the Local shall determine the convention votes assigned to each delegate following the provisions of the Union Constitution.
- C. It shall be the duty of the Local Secretary/Treasurer 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. *Elected* Local Committees

1. The Local shall have the following elected Local Committees:
 - a. Bargaining Committee
 - (1) The duties of the Local Bargaining Committee shall be to represent the Local in contract negotiations.
 - (2) The members of each designated unit shall vote to elect their Bargaining Committee including alternate(s) after nominations are taken at a local membership meeting. Each member will vote by secret ballot at the membership meeting.
 - b. Auditing Committee
 - (1) The duties of the Local Auditing Committee shall be to audit the financial records of the Local at the end of each fiscal year, with the exception of ending term of the Secretary/Treasurer, when the Audit will be done by a Certified Public Accountant.
 - (2) The Auditing Committee members are to be elected for a three year term.
 - (3) The Auditing Committee must be elected after due notice is given to the membership in the month of August in the year election are held for this Local.
 - (4) The Audit Committee Chairperson and or committee members shall be responsible for conducting an annual inventory of all fixed assets with the Secretary/Treasurers assistance. Finding shall be filed with the Secretary/ Treasurer.
 - (5) The 4 (four) members, including alternate members shall be elected by the order of votes received.

2. Attendance and minutes of each Committee meeting must be taken with a copy forwarded to the Local Secretary/Treasurer and Local Executive Vice President.

B. *Appointed* Local Committees

1. The chairperson for each appointed Local committee shall appoint by the Executive Vice President.
2. Vacancies on any appointed Local committee shall be filled in the same manner as the original appointments.
3. A chairperson and/or member of any appointed Local committee may be removed by a majority vote of the Local Executive Board subject to the right of the Local membership to over-rule the action of the Local Executive Board.
4. Attendance and minutes of each committee meeting must be taken with a copy forwarded to the Local Secretary/ Treasurer and Local Executive Vice President.
5. The Local shall have the following appointed Local Committees:
 - a. Budget Committee
 - (1) The Budget Committee shall be responsible for assisting in developing a financial budget for the Local at least one month prior to fiscal year ending, subject to the approval of the Local membership.
 - (2) The Local Budget should be presented to and approved by the Executive Board before being presented to the membership.

b. Building Committee

- (1) The Building Committee shall be the Officers of the Local. The members of the Building Committee, for the time being, shall serve as trustees for the Local, under the direction of the Local Executive Board for the purpose of acquiring and holding title, managing, controlling, borrowing money upon, pledging by way of mortgage or deed of trust and Loan secured thereon, leasing, letting, subletting, and conveying in fee simple or in any lesser estate any and all real estate which may be acquired or otherwise deal with for or on behalf of Union. The foregoing powers shall be exercised only at such times and in such manners as the Local membership may from time to time, direct by resolution of a majority of the members of the Local present in a regular or special membership meeting of the Local at which is in attendance.

- (2) The Local Executive Board and/or Member-ship shall have the full and irrevocable power to appoint a substitute trustee or trustees to be exercised at any time, with notice and without specifying any reason therefore, the trustee or trustees so appointed to become fully vested with identically the same title and estate in and to the land, premises and property forming the subject matter of the trust, with all the rights, powers, trusts, and duties of his/her or their predecessor in the trust, with like effect as if originally named as one of the Trustees.

c. By-Laws Committee

- (1) By-Laws Committee shall be responsible for updating the By-Laws. The Committee shall recommend and inform the Local membership on any By-Laws changes to be voted on at the Local membership monthly meeting.
- (2) The By-Laws should be presented to and approved by the Executive Board before being presented to the membership.

d. Community Services Committee

- (1) The Community Services Committee shall assist in improving the general health and welfare of the families of our community.

e. Election Committee

- (1) Election Committee shall conduct all nominations, elections, and referendums of this of this Local.

f. Legislative/Political Committee

- (1) Legislative/Political Committee shall assist in developing and pursuing the program of the Union and the Local in the Local's program to register and educate the members

g. Member Services Committee

- (1) The Member Services Committee shall consist of the following sub-committees, each with their own sub-chairperson.

- (a) The Education Sub-Committee shall assist developing the Local's education program and with the Local Executive Board, be responsible for effectuating the Union and Local's education program(s).
- (b) The Equity Sub-Committee shall be responsible that all members are treated in a fair and equitable manner in this Local.
- (c) The Newsletter Sub-Committee shall be responsible for the publication of a newsletter under the guidance of the Executive Vice President News letter shall be mailed to all Local members in good standing and the retired members.
- (d) The Safety Sub-Committee shall responsible for carrying out the local's safety program, and will take action as necessary to encourage safe working conditions.
- (e) The Social Activities Sub-Committee shall be responsible for any social activities within this Local.

h. Organizing/Mobilization Committee

- (1) **The Organizing/Mobilization Committee shall assist the Local Executive Board, Local Organizer, and Local Stewards to increase our membership within the Local, which includes internal and external organizing.**

ARTICLE XI – Local Organizer

A. Duties of the Local Organizer

- 1. The Local Organizer shall utilize the Organizing/Mobilization Committee for the conduction of the Local's organizing.**
- 2. The Local Organizer shall attend the Local Executive Board meeting without a vote.**
- 3. The Local Organizer shall work to increase the number of members in the Union.**
- 4. The Local Organizer shall motivate Locals to organize.**
- 5. The Local Organizer shall perform training for internal and external organizing for developing skills for organizing.**
- 6. The Local Organizer shall have the capacity to evaluate and track campaigns simultaneously.**
- 7. The Local Organizer shall have the aptitude to write and produce printed material, to use the computer for tracking campaigns, produce materials, and communications.**

ARTICLE XII - Order of Business

A. The order of business at a Local meeting will be as follows:

1. Call to order
2. Silent Prayer
3. Pledge to the flag
4. Roll call
5. Reading and actions on minutes of previous meeting
6. Financial Report
7. Reading of the previous Local Executive Board minutes
8. Actions on recommendations of the Local Executive Board
9. Correspondence
10. Report of Local Committees, Officers, and/or Delegates
11. Unfinished Business
12. New Business
13. Good and Welfare
14. Adjournment

B. The order of business or any part thereof may be suspended by a two-thirds vote of the members present.

