

# BYLAWS

OF THE

COMMUNICATIONS  
WORKERS OF AMERICA

# LOCAL 2336

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# BYLAWS

## Article I –

### Name and Jurisdiction

This Local shall be known as **Local 2336, COMMUNICATIONS WORKERS OF AMERICA**. Jurisdiction of the Local shall be the jurisdiction assigned by the Union and appearing on the face of the Local charter.

## Article II –

### Objects

The objects of Local 2336 shall be to represent and serve the workers within its jurisdiction in accordance with the Bylaws and Rules of the Local and the Constitution and policies of the Union.

## Article III –

### Local Structure

The structure of the Local shall consist of the following:

- a. The Membership
- b. Executive Board
- c. Stewards
- d. Committees

## Article IV –

### Membership

#### Section 1 – Eligibility

Any person eligible to membership in the Communications Workers of America, as defined in Article V, Section 1 of its Constitution, shall be eligible for membership in the Local's assigned jurisdiction or if employed on a part-time or full-time basis by the Local.

#### Section 2 – Application

Membership in the Local shall be obtained after payment of the Local initiation fee of \$10.00 and upon the approval of any membership committee authorized to accept or reject

membership in behalf of the Local, subject to the right of the Local to overrule the decision of a membership committee.

In the event an application for membership is denied, the initiation fee shall be refunded to the applicant.

### **Section 3 – Transfers**

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

## **Article V –**

### **Local Dues and Assessments**

#### **Section 1 – Local Membership Dues**

Each member of the Local shall pay minimum dues of two hours per month, but in no case less than two dollars (\$2.00) per week.

#### **Section 2**

Membership dues which exceed in amount the minimum membership dues may be authorized by the majority of those voting on the question by a secret ballot referendum, by U.S. Mail, after being presented at a membership meeting.

#### **Section 3**

Cash dues must be paid six months in advance.

#### **Section 4 – Local Special Assessment**

The membership of this Local may levy a special assessment 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.

## **Article VI –**

### **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 and the Bylaws of the Local in the following manner:

- a. Through action in membership meetings or by referendum of the membership.
- b. Through action and decisions of the Executive Board between membership meetings.
- c. Through action and decisions of the Executive Board between Local meetings which may be overruled by the next Local membership meeting or referendum.

## Article VII –

### Executive Board

#### Section 1

The Executive Board of the Local shall consist of the President, Executive Vice President, Vice President and Secretary-Treasurer.

- a. The duties of the Executive Board shall be as follows:
  1. Responsible for making decisions and taking actions in behalf of the Local between membership meetings on all matters concerning the good and welfare of the members.
  2. Interpret these Bylaws.
  3. A majority vote of the Executive Board may institute a referendum if a lack of a quorum at a regular or a special membership meeting has caused failure to conduct Local business.
  4. Be responsible for the operation of strike action procedures set forth in the Union Constitution.
  5. Shall set wages and expenses of the Local Officers, except as provided for in Article XIX as necessary to carry on the business of the Local.
  6. The Executive Board shall meet not less than (6) times a year. In the event the President shall refuse to call a meeting of the Executive Board when requested to do so by one-third (1/3) of its members, the Secretary-Treasurer of the Local shall call such a meeting.

#### Section 2

- a. There will be no full-time officers to serve in any capacity of CWA Local 2336
- b. Approve the employment of personnel which may be necessary to carry out the objects and to fix the compensation of such personnel within the limitations of the budget approved by the membership. Also shall be authorized to approve employee' Union Contract.

- c. All committee members shall be appointed by a majority vote of the Executive Board. Changes on committees shall be made in the same manner as the original appointments.
- d. Shall attend Executive Board meetings and membership meetings unless excused by the President.

## Article VIII –

### Meetings and Quorum

#### Section 1

Normally, meetings of this Local shall be held in the month of January, March, May, September, November and December in a place convenient to a majority of the members in good standing. Special meetings may be called by a majority vote of the Executive Board, or by a petition signed by 10% of the members. Upon receipt of a proper petition the Local Officers shall call a special meeting to be held within 15 days. Notice of a special meeting to be by U.S. Mail, within seven (7) days prior to such a meeting.

#### Section 2

Membership Meetings of this Local shall be conducted under these Bylaws and in conformity with the Union Constitution. On questions where the Local Bylaws, the Local rules or the Union Constitution do not clearly apply, Roberts' Rules of Order shall govern.

The number constituting a Quorum for Local membership meetings shall be 2% of the members in good standing. For an Executive Board meeting a majority of the members shall constitute a quorum. Other meetings need no quorum.

## Article IX –

### Local Delegates to National Convention

#### Section 1

Delegates other than the President, the Executive Vice President, the Vice President and the Secretary-Treasurer to the Union Convention shall be elected by secret ballot of the membership conducted by U.S. Mail.

Delegates to the Union Convention shall be nominated by petition signed and dated by twenty-five (25) members of the Local in good standing. Each delegate shall be assigned his proportionate number of convention votes with the Chairman receiving odd votes if any.

## Section 2

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.

Elected delegates may also represent the Local in Special Conventions, District, State and Area Meetings. Delegates elected as prescribed above shall serve for the calendar year to December 31 for the year for which the election is conducted.

## Section 3

The President and/or the Executive Vice President shall be chairman of the delegation having been so elected at the time of their election to office. If the President is unable to attend the Executive Vice President shall assume chairmanship.

## Section 4

Election of delegates and alternate delegates to the National Convention shall be conducted on a plurality basis unless considered by special motion of the members at a regular meeting.

## Section 5

Delegates who are unable to attend the convention shall be replaced by an elected alternate having the highest plurality, i.e. 1<sup>st</sup>, 2<sup>nd</sup>, etc.

## Section 6

Only members in good standing shall be eligible to vote and be a delegate.

## Article X –

### Local Committees

#### Section 1

The Local shall have the following committees:

- (a) Education Committee
- (b) Election Committee
- (c) Organizing and Membership Committee
- (d) Legislative Committee
- (e) Community Services Committee

- (f) Building Committee
- (g) Finance Committee
- (h) Equity Committee
- (i) Bylaws and Rules Committee
- (j) Safety Committee
- (k) Entertainment Committee

## Section 2 – Duties of Committees

- (a) **Education Committee:** The Education Committee shall develop the Local's educational program and with the assistance of the officers shall be responsible for effectuating the Union's and Local's educational program.
- (b) **Election Committee:** The Election Committee shall conduct all nominations and elections and referenda of this Local and in accordance with the provisions of Article XII, Section 3, of these Bylaws.
- (c) **Organizing and Membership Committee:** The Organizing and Membership Committee shall direct in organizing all members in the Local's jurisdiction and shall accept or reject membership applications in accordance with the Bylaws and rules of this Local and Constitution and policies of the Union.
- (d) **Legislative Committee:** The Legislative Committee shall develop and pursue 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 voter. State sub-chairpersons may be appointed.
- (e) **Community Services Committee:** The Community Services Committee shall be responsible for assisting and advising members, with on and off the job difficulties, to sources of help within the community. The committee shall assist in developing all Community Services programs. Program sub-chairperson may be appointed as needed.
- (f) **Building Committee:** the Building Committee shall be comprised of five members. The Building Committee shall manage and control, under direction of the Executive Board and subject to the functions of the Secretary-Treasurer with respect to the making of disbursements connected therewith, any and all real estate which the Local may acquire for use as Local Headquarters or for the furtherance of any legitimate object of the Union. The members of the Building Committee for the time being, shall serve as the Trustees for the Local under the direction of its Executive Board, for the purpose of acquiring and holding title to, managing, controlling, borrowing money upon, pledging by way of mortgage or deed of trust and any loan secured therein, leasing, letting subletting and conveying in fee simple or in any lesser estate which may be acquired or otherwise dealt with for or on behalf of the



Local. The foregoing powers shall be exercised only at such times and in such manners as the Executive Board may, from time to time, direct by resolution passed by Executive Board shall have the full and irrevocable power to appoint a substitute trustee or trustees to be exercised at any time, from time to time, without notice and without specifying and reason therefore, the trustee or trustees 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 like effect as originally named one of the trustees.

- (g) **Finance Committee:** The Finance Committee shall consist of five members appointed by the Executive Board. The Secretary-Treasurer shall be the only member of this committee who is an Officer of the Local or a member of the Executive Board and shall serve as chairperson of the committee. The committee shall meet prior to the assembling of the November membership meeting each year at the call of its chairperson and review the financial operations of the Local for the current year including the audit of the books of the Secretary-Treasurer. The Committee shall make a report of its findings to the membership at the December meeting each year and make recommendations to the membership including a budget for the succeeding year's operation. The budget year shall be January 1 through December 31.
- (h) **Equity Committee:** the Equity Committee shall be responsible to implement the Union's policy that the Local shall not discriminate against any member because of such member's race, sex, religion, age or national origin. The committee shall report to the members of the Local on the ways and means of eliminating all discrimination. The committee shall be reflective of the composition of the Local i.e, race, sex, age, etc., and assume an active role in Local affairs pertaining to elimination of all discrimination.
- (i) **Bylaws and Rules Committee:** The Bylaws and Rules Committee has the responsibility of reviewing all motions for changes in the existing Bylaws and permanent rules of the Local. After consulting and review the committee shall report back to the next scheduled meeting the results of their findings with a recommendation. With this recommendation, it is their responsibility to support any financial facts relating to increase costs to the Local in regards to the proposed motion.
- (j) **Safety Committee.** The Safety Committee shall promote a better understanding and acceptance of the principles of safety on the part of all members, to provide for their own safety and that of their fellow members. The committee shall support all Federal and State laws to affect their implementation.

- (k) **Entertainment Committee:** The Entertainment Committee shall participate in the organizing and planning of the social functions for the Local.

## ARTICLE XI –

### Duties of Local Officers and Stewards

The officers of the Local shall be – There will be (1) President, (1) Executive Vice President, (1) Vice President, and (1) Secretary/Treasurer. The officers shall be bonded in accordance with the CWA Constitution and any State or Federal law. Local officers shall not be denied or deprived any benefits while serving as Local officers which would normally be provided by the principal employer.

#### Section 1 – The President

- (a) As the principal executive officer of the Local, shall have full authority to execute the policies of the Union.
- (b) Or the designated representative shall negotiate any contracts with the employees' Union.
- (c) Shall preside over membership meetings of the Executive Board.
- (d) Has responsibility for the prosecution of grievances and appealing them to higher levels of the Union, if not satisfactorily settled.
- (e) Has responsibility for the supervision of all committees of the Local.
- (f) Has the responsibility for approval of all bills to be paid by the Treasurer and to countersign checks drawn on the treasury of the Local.
- (g) Has responsibility for the order of business at a Local meeting. The order of business may be suspended by a two-third vote of the members present.
- (h) Shall represent the Local and be chairman of the Local delegation at all regular or special conventions and at all District, State, or Area meetings held during his term of office.
- (i) Appoint as many stewards and chief stewards as needed with the approval of the Local. Stewards and chief stewards may be removed from their positions by the President or when a majority members covered by that steward or chief steward request removal.
- (j) Shall have such additional duties as assigned by the Local or required by the Constitution or policies of the Union.

#### Section 2 – The Executive Vice President

- (a) Shall work under the direction of the President and shall perform such duties as assigned by the President, Executive Board and the Local.

- (b) Shall have the authority to counter-sign checks drawn at the Local's treasury in the event the President and/or Secretary-Treasurer is unable to perform said duty.
- (c) Shall fill a vacancy in the office of President.
- (d) Shall be a delegate at any regular or special conventions held during the term of office, represent the Local at all District, State and Area meetings.

#### Section 3 – The Vice President

- (a) Shall work under the direction of the President and shall perform such duties as assigned by the President, Executive Board and Local.
- (b) Shall be a delegate at any regular or special conventions held during the term of office, represent the Local at all District, State and Area Meetings.

#### Section 4 – The Secretary-Treasurer

- (a) Shall work under the direction of the President, Executive Board and the Local.
- (b) Maintain a record of the membership and shall keep minutes of all membership and Executive Board meetings.
- (c) Shall furnish both District Vice President and Secretary-Treasurer of the National Union with two copies of any changes in the Local Bylaws within (10) days after such changes are made.
- (d) Shall 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.
- (e) Maintain a record of motions and resolutions adopted by the President, Executive Board and the membership.
- (f) Be custodian of all assets of the Local and make a report to each membership meeting.
- (g) Shall cause the payment of proper bills and expenses of the Local, when evidenced by statements or vouchers, by checks countersigned by the President or by such other persons who may be thereunto authorized by these Bylaws.
- (h) In no event shall the treasurer spend more money in any one month than the Local income for the immediately preceding two months, unless specifically authorized to do so by the membership.
- (i) Shall reimburse members of the Local for time lost from their primary employment for the purpose of doing assigned Union work, at the rate actually received at their primary employment, including special city allowances and lost overtime.
- (j) Retired members and/or retired officers shall not be paid for anytime spent on Local Union activities, unless approved by the membership.

- (k) Cause the funds belonging to the Local to be deposited in a bank or banks approved by the Executive Board.
- (l) Invest the funds of the Local as instructed by the Executive Board or the membership.
- (m) Shall be a delegate at any regular or special conventions held during the term of office, represent the Local at all District, State and Area meetings.

#### Section 5 – Stewards and Chief Stewards

- (a) The Chief Stewards shall work under the direction of the President and the Executive Board.
- (b) The stewards shall work under the direction of the President, Executive Board and their respective Chief Steward.
- (c) A list of duties may be obtained by a request in writing to the Local Office.

## ARTICLES XII –

### Nomination and Election of Local Officers

#### Section 1 – Nominations

- (a) Local Officers and Local Executive Board members shall be nominated in the month of September of each election year. Fifteen (15) days' notice shall be given for the purpose of nominating Local Officers and Local Executive Board members.
- (b) Nomination for the offices of Local President, Local Executive Vice President, Local Vice President and Secretary-Treasurer shall also constitute nomination for Delegates to the Union Conventions held during the term of office for which the election is being conducted.
- (c) Local Officers shall be nominated by petition signed and dated by twenty-five (25) members of the Local in good standing.

#### Section 2 – Election

- (a) Election of officers shall be by secret ballot in the month of October.
- (b) Ballot conducted by U.S. Mail.
- (c) Term of office shall be three (3) years or until their successors are duly elected and qualified beginning January 1, 1973.
- (d) Nominees shall only appear on the ballot for one office. Nominees shall designate within five (5) days which office they are a candidate for, and state in writing that they will serve if elected.

- (e) Only members in good standing shall be eligible to vote.

### Section 3 – Local Election Committee

- (a) The nomination and election of officers 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 Union Constitution, these Bylaws and applicable Federal or State laws with reasonable, opportunity for each member to vote.
- (b) The Election Committee shall also conduct any referenda submitted to the membership. Ballots and election records must be kept for at least one year.
- (c) A member shall not be permitted to serve on the Election Committee if a candidate for any office of the local.
- (d) All questions concerning the conduct and challenges of elections shall be determined by the Election Committee, subject to the right of appeal to the membership of the Local.

### Section 4 – General Provisions

- (a) The President, Executive Vice President, Vice President and Secretary-Treasurer shall be elected separately by secret ballot of the members. The nominee for each office receiving the majority of the votes cast shall be declared elected.
- (b) If no nominee receives a majority on the first ballot, a run-off election shall be conducted and the two nominees receiving the greatest votes on the first ballot shall be the nominees on the second ballot.
- (c) Only members in good standing shall be eligible to vote or hold office.
- (d) No officer shall be qualified to take office unless he meets the qualifications and requirements, set forth in these By-laws, the CWA Constitution, or any State or Federal law.
- (e) The term of office for Local Officers and Local Executive Board members shall be for three (3) years, and until their successors have been duly elected and qualified.
- (f) The Local Officers shall take the oath of office prior to assuming office upon certification of their election to office by the Election Committee. The term of office shall be commence effective January 1<sup>st</sup> of the year following their election. Those elected in a special election shall assume office upon taking the oath of office.
- (g) The office of any elected or appointed official of the Local shall be declared vacant when such elected or appointed official of the Local accepts a temporary or permanent position in management.
- (h) Whenever there is an unopposed candidate duly nominated for any office or elected position in the Local, including the position of Delegate to the Union Convention,

such a candidate shall be considered elected without the necessity of an election. Write-in votes for other than duly nominated candidates shall not be permitted. Only members duly nominated shall appear on the ballot.

#### Section 5 – Vacancies

A vacancy in the office of the President shall be filled by the Executive Vice President who will assume all responsibilities of that office: vacancies in all other offices shall be filled either by appointment of the Local Executive Board, subject to the approval of the appointment by the Local membership within sixty (60) days or by election in the same manner as that required for regular election and within sixty (60) days in accordance with Article XV of the CWA Constitution.

### ARTICLE XIII –

#### Strikes, Charges, Trials and Appeals

##### Section 1 – Strikes

(a) Any strike ballot taken by and affecting only Local 2336 shall be conducted by U.S. Mail.

The calling, conduct, and termination of strikes shall at all times be carried on in compliances 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:

- (1) Upon approval of a majority of the Local Executive Board.
- (2) By a majority vote of the members present in a membership meeting.
- (3) Upon direction of the Executive Board of the Union.

##### Section 2 – Charges

Members of this Local may be fined, suspended or expelled for any acts enumerated in Article XIX of the Union Constitution.

##### Section 3 – Trials

(a) Any accused person shall be tried under the provision of the Union Constitution as defined in the Uniform Operating Practice.

(b) A Trial Court of this Local shall be composed of not less than three (3) nor more than seven (7) persons who are members of this Local and not parties of the proceedings.

- (c) Members of the Trial Court shall be selected by the Local Executive Board as defined in the Uniform Operating Practice Manual, Section 12.1.

#### Section 4 – Appeals

- (a) Complaints of members: The purpose of this appeal procedure is to provide reasonable regulations for the consideration and review of complaints of members regarding actions of the Union or Local, or Union or Local officers or governing bodies, which are alleged to be in violation of the Union Constitution, Local Bylaws, rights and privileges of members, a copy of which may be obtained by a request in writing to the Local office.
- (b) Trial Court Decisions: A member or officer upon being found guilty by a Local Court may appeal as provided by Article XXI, Section 4, of the Union Constitution.

#### **ARTICLE XIV –**

##### **Recall of Local Officers**

An officer of this Local may be recalled in conformity with the provisions of Article XX, Section 2, and Article XXII, Section 10 of the Union Constitution.

#### **ARTICLE XV –**

##### **Amendments to Local Bylaws**

These Bylaws may be amended:

- (a) By a majority 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 by use of Bulletin Boards or the U.S. Mail, postage prepaid, at least seven (7) days in advance of the meeting.
- (b) By referendum of the membership.

#### **ARTICLE XVI –**

##### **Referendum of the Local**

- (a) The Election Committee shall submit any question to a referendum of the membership, when directed to do so by action of a regular or special membership meeting or upon receipt of a petition signed by 10% of the Local membership, or in accordance with Article VII Section 1 (a) (3) of these Bylaws.
- (b) Propositions submitted by a majority vote of those voting on the question.

## **ARTICLE XVII**

### **Fiscal Year Audit**

## **ARTICLE XVIII**

### **Non-Discrimination**

In order to promote better trade unionism and brotherhood among all members, it shall be the policy of this Local to act in behalf of each member equally regardless of race, color, religion, sex, age or national origin.

## **ARTICLE XIX**

### **Compensation for Union Business**

#### Section 1

- (a) Any member in good standing of the Local shall receive compensation commensurate to his basic hourly wage for any wages lost when he is engaged in duly authorized business or in any elective capacity of the Local.
- (b) In addition to compensation and other benefits provided for in sections (a) and (c) of this Article, the Local Officers shall receive wages and expenses as determined by the Executive Board of the Local in accordance with Article VII, of these Bylaws.
- (c) Any member in good standing of the Local when he is engaged in duly authorized business in elective capacity of the Local shall receive all benefits available to the general membership under Collective Bargaining Agreements covering their employment.
- (d) A remuneration for the Executive Board members to cover expenses incurred, exclusive of reimbursements for time lost from primary occupations, shall be established by the membership.
- (e) Union Business shall be authorized by the Local President or by a Local Officer he designates.
- (f) Executive Board Members shall NOT use any Local monies for their own personal benefit or allow a member or members to use Local monies for personal benefit with the exception of reimbursement of incidental expenses.

## **ARTICLE XX**



## **Oath of Office**

A person elected to an office, 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 2336, 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 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"

## **AMENDED AS OF 2014**

### **ARTICLE XXI –**

#### **Gender**

Whenever the masculine gender has been used herein it is intended to cover both male and female members of the Local.

## Permanent Rules for Local 2336 Membership Meetings

1. – The meeting shall start at 6:30 p.m. and adjourn no later than 8:00 p.m.
2. – Pertinent Committee reports may be given under the direction of the President. Reports submitted in writing shall become a part of the record.
3. – No person shall speak more than five (5) minutes at one time on a question that is before the membership. The Chair shall give notice of the expiration of the five (5) minutes time limit.
4. – No person shall be permitted to speak a second time on any question as long as any member who has not spoken on the subject desires to do so.
5. – A vote will not be taken on any issue before the membership until at least two (2) members have had the opportunity to speak against a question.
6. – Motions to be presented shall be in writing at the time of presentation and then presented to the Chairperson.
7. – Any one or all of these rules may be temporarily suspended for any subject before the membership by majority of the members voting on the question.