



**COMMUNICATIONS WORKERS OF AMERICA
LOCAL 7019**

BYLAWS

COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO, CLC, LOCAL 7019 OF
DISTRICT 7 OF THE COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO, CLS,
SHALL BE GOVERNED BY THESE, ITS BYLAWS AND BY THE CONSTITUTION OF THE
COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO, CLC

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ARTICLE I – NAME

This Local shall be known as Local 7019, Communications Workers of America, affiliated with appropriate State and Central Labor Bodies of the AFL-CIO-CLC.

ARTICLE II – JURISDICTION

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

ARTICLE III – OBJECTS

- A. To unite the workers within its jurisdiction in a single cohesive labor union for the purpose of collective effort;
- B. To improve the conditions of the workers with respect to, wages, hours, working conditions and other conditions of employment;
- C. To disseminate information among the workers respecting economic, social, political and other matters affecting their lives and welfare;
- D. To advance the interests of the workers by advocating the enactment of laws beneficial to them and the defeat or repeal of laws detrimental to them;
- E. To do all things which may be necessary or proper to secure for the workers the enjoyment of their natural rights according to the Bylaws and Rules of the Local and the Constitution and policies of the Union.

ARTICLE IV – LOCAL STRUCTURE

The structure of the Local shall consist of the following:

- A. Membership
- B. Local Convention
- C. Executive Board
- D. Executive Committee
- E. Committees
- F. Area Representatives
- G. Stewards

ARTICLE V – MEMBERSHIP

Section 1. Eligibility

Any person eligible to membership in the Communications Workers of America, AFL-CIO, CLC, as defined in its Constitution, shall be eligible for membership in the Local if performing work within the Local's assigned jurisdiction, or if employed on a part-time or full-time basis by the Union.

Section 2. Applications

The Executive Board is authorized to accept or reject membership on behalf of the Local, subject to the right of the applicant to appeal the decision to the Local Convention. Applicants for membership who are rejected will be sent a certified letter with the decision of the Executive Board by the Secretary-Treasurer of the Local. Any dispute respecting membership or eligibility for membership with the Local can be appealed at the Local Convention.

Section 3. Transfers

The transfer of a member 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 the Union Constitution.

Section 4. Discharge from Employment

A member who is discharged from employment will remain a member until their grievance is resolved so long as they maintain their dues to the International Union. The Local's portion of their dues will be waived until their grievance is resolved.

Section 5. Discrimination Forbidden

No member shall discriminate or advocate discrimination against any member per the "CWA Policy on Discrimination" as it appears in the CWA Constitution.

ARTICLE VI – LOCAL DUES, FINES AND ASSESSMENTS

Section 1. Local Membership Dues

Each member of the Local shall pay membership dues in the amounts as established by the Constitution or by Convention action.

Section 2. Local Special Assessments

The membership of this Local may levy a Special Assessment only by a majority of those voting on the question by secret ballot by referendum, or by a majority secret ballot vote in a meeting where a quorum is present, if the question has been advertised by notice mailed postage prepaid, to each member at least seven (7) days in advance of the meeting.

ARTICLE VII – GOVERNING AUTHORITY

Section 1. Local Authority

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. By actions and decisions of the Executive Board.
- B. Through actions and decisions of the Executive Committee between meetings of the Executive Board.
- C. By the Local Convention as the highest governing authority of the Local subject to the right of referendum of the membership;
- D. By the Executive Board of the Local exercising the authority of the Convention between Conventions in accordance with the Bylaws and Mandates of the Convention, subject to the right of appeal to the Convention, the referendum and the recall.

Section 2. Executive Board

- A. The Executive Board of the Local shall be:
 - 1) President
 - 2) Executive Vice-President
 - 3) Secretary-Treasurer
 - 4) Area Vice Presidents
- B. Duties of the Local Executive Board:
 - 1) Shall be responsible for making decisions and taking action on behalf of the Local membership between Local Conventions on all matters concerning the good and welfare of the members;
 - 2) Shall meet as necessary, but at least quarterly. The Local President shall call a meeting of the Executive Board whenever requested by a majority of the Board members to do so.
 - 3) Shall cause an annual budget to be prepared and presented to the membership.
 - 4) Shall be responsible for the operation of strike action procedures as outlined in the Union Constitution.
 - 5) A majority of the Executive Board shall constitute a quorum.

Section 3. Executive Committee

- A. The Local Officers who serve as the Executive Committee of the Local shall be:
 - 1) President
 - 2) Executive Vice-President
 - 3) Secretary-Treasurer

- B. Duties of the Executive Committee:
 - 1) The Executive Committee of the Local shall administer all funds as established by the CWA National Union.
 - 2) Shall attend all Executive Committee, Executive Board and Local Conventions, unless excused by the President.
 - 3) Shall be collectively responsible for the administration of the Local.
 - 4) May be an ex-officio member of Committees as assigned by the Executive Committee.

Section 4. Miscellaneous

- A. The Executive Board of the Local shall be the Local Executive Committee and the Area Vice Presidents as described in Appendix "A" which may be changed by a majority of the Executive Board, at any time prior to 120 days before nominations as described in Article XV, Section 1. In the event of an intent to change the jurisdiction of an Area Vice President, the membership will be notified fifteen (15) days prior.
- B. Units added will be placed into the structure by the Executive Board until the next regular Convention.
- C. In the event units acquired by new unit organizing, repositioning, additional purchases, mergers or a reduction of units is required based on sales of exchanges and/or companies, the Executive Board shall have the authority to determine the number of areas or assign newly acquired units to an existing area.

ARTICLE VIII – LOCAL MEETINGS

Section 1. Local Conventions

A Local Convention shall be held annually in the months of August or September at a time and place selected by the Executive Board of the Local.

Section 2. Special Convention

- A. Special Conventions may be called by the Executive Board. A Special Convention shall be called by the Secretary-Treasurer of the Local at the request of twenty percent (20%) or more of the units specified in Appendix A constituting not less than twenty percent (20%) of the membership of the Local.
- B. The date and place of a Special Convention shall be specified on the call thereof.
- C. Action of a Special Convention shall be confined to the matters for which it was called.

Section 3. Convention Call

The President shall cause the Secretary-Treasurer of the Local to notify in writing all Officers, Delegates and Convention Committees of the date and place of the Convention sixty (60) days in advance.

Section 4. Composition of Local Conventions

- A. The Local Convention shall be comprised of the following:
 - 1) Elected Local Officers
 - 2) Elected Area Vice Presidents
 - 3) Elected Area Representatives
 - 4) One (1) elected Delegate from each Area Representative's area.
- B. Area Vice Presidents shall have the privilege of speaking on the floor of the convention and shall also have the privilege of voting, except in the case of a roll call vote.
- C. Other local officers shall have the privilege of speaking on the convention floor but shall not have the right to vote.
- D. The Chairperson shall vote only in case of a tie vote of the Convention.
- E. Alternate Delegates – In case the delegate cannot attend the convention the duly elected alternate shall attend.

- F. Any member in good standing of the Local may attend the Local Convention as an observer and be allowed to speak on a question before the Convention as provided in the Convention Rules.
- G. The Area Vice Presidents shall certify to the Secretary-Treasurer on credential forms provided by the Local the names and addresses of their delegates and/or alternates.
- H. Elected delegates shall have one (1) vote each in the Convention except on a roll call vote. Voting by roll call shall be per capita vote with each delegate casting the number of votes assigned to him/her by the Credentials Committee and the Convention. On roll call votes a delegate shall cast one (1) vote for each member on which dues were paid or collected in the ninety (90) days preceding the Convention as assigned to him/her by the Credentials Committee and the Convention.

Section 5. Powers of Local Convention

The Local Convention shall have the power to:

- A. Pass upon the credentials and seating of delegates;
- B. Establish policies to be followed by the Local so long as such policies are not inconsistent with the Constitution;
- C. Amend these Bylaws;
- D. Accept nominations for President/Convention Delegate, Executive Vice President/Convention Delegate, Secretary-Treasurer/Convention Delegate, and Area Vice Presidents in election years.
- E. Do all things necessary for proper disposition of any matter which may come before it for consideration.

Section 6. Order of Business

- A. The order of business at Local Conventions shall be as follows:
 - 1) Call to order;
 - 2) Report of Credentials;
 - 3) Reading of Convention Rules;
 - 4) Report of 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 (2/3) per capita vote of the delegates present.

Section 7. Committees

The Local President with the approval of the Executive Board shall have the authority to appoint those committees which may be necessary to promote and achieve the objectives of the Local.

Section 8. Expenses of Local Convention

- A. The Local shall pay the approved expenses of Local Officers to the Convention.
- B. The Local shall pay the approved expenses of the delegates to the Convention.
- C. The Local shall pay any other necessary expenses incurred in holding Conventions. This may include but is not limited to meeting room expense, supplies and refreshments.
- D. Expenses will be paid in accordance with the Local Convention expense rules as established by the Executive Board and/or Local Convention. Payment will not be made to any Local Officer, Delegate, Committee Member, or appointed Area Representative who does not attend all business sessions of the Local Convention unless excused by the Executive Board or Local Convention.

Section 9. Local Convention Rules and Procedures

The Local Convention shall be governed by the Local Bylaws and Rules established by the Local

Convention. In situations where neither the Local Bylaws nor Rules adopted by the Local Convention are applicable, the Local Convention shall be governed by Roberts Rules of Order.

Section 10. Executive Board Meetings

- A. Regular meetings of the Executive Board shall be held at least quarterly.
- B. Special meetings of the Executive Board may be called by a majority vote of the Executive Committee.
- C. The minutes of all Executive Board meetings shall be posted in a member accessible location of the CWA Local 7019 website within 10 days of being accepted. The minutes shall contain, but will not be limited to, all motions, all resolutions and all voting results including how each member of the Executive Board, by name, voted.

Section 11. Area Vice President's Area Representative Meetings

- A. At a regularly scheduled time and date on a quarterly basis.
- B. Monthly, if so desired by the Unit Area Representatives.
- C. Other meetings may be called if approved or ordered by the Executive Board.
- D. The Area Vice President will preside at these meetings or designate someone to preside in the event it is impossible for him/her to attend.

Section 12. Unit Steward Meetings

The Area Representative shall call a meeting of their Area Stewards monthly or quarterly depending upon the desires of the unit. If so desired, this meeting may be held in conjunction with the regular unit membership meetings.

Section 13. Unit Membership Meetings

- A. Unit meetings will be held once each quarter.
- B. Monthly, if so desired by the Unit membership.
- C. Upon call by the Area Vice President or Area Representative.
- D. Upon request of twenty percent (20%) of the Unit membership.
- E. Other meetings may be called if approved or ordered by the Executive Board.
- F. The Area Vice President or Area Representative will preside at these meetings or designate someone to preside in the event it is impossible for him/her to attend.

Section 14: Electronic Meetings

Electronic meetings shall be limited to business of a compelling or immediate nature which cannot wait for the next regularly scheduled meeting of the Executive Board, Executive Committee or Local Committee and may be held by electronic means (such as e-mail or other internet communication systems, telephone conference, video conferences, etc.) subject to the following:

- A. At a regularly scheduled meeting, members of the Board or Committee will determine the means to be used for electronic meetings. All Board/Committee members must have access to the means identified. The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.
- B. Each member will provide the Chair with communication method for electronic meeting notification (such as phone call, text message, email, etc.).
- C. The maker of an electronic motion shall notify the Chair telephonically and/or electronically of their intent to make an electronic motion to the Committee and provide the text of the motion to the Chair electronically.
- D. The Local's President or the Committee's Chair will determine if a special electronic meeting is necessary when an urgent matter is brought forward. All Board/Committee members will be notified of meeting by the Chair or designee. Notification will include the motion and a request for a second. Once second has been received the Chair or designee will advise the committee the date and time electronic meeting will start, the time frame the electronic motion will be open

for discussion, voting instructions, voting timeframes and any special instructions.

- E. Member must reply to the notice of electronic meeting in order to be considered present for the meeting and shall establish a quorum. A meeting will not end prior to its closing date as announced in the notice of electronic meeting.
- F. Motions and debate must be directed to the Chair or designee and must be sent within time parameters set for the meeting.
- G. Open discussion shall be determined by the Chair or designee and shall be of a reasonable length of time necessary to allow member the ability to properly consider the electronic motion. A member may request a modification to the timeline established by the Chair or designee which will be honored so long as the request will not extend the timeframe beyond a reasonable length of time nor reduce the length of time for discussion to less than 24 hours.
- H. Following the close of the discussion period, the Chair or designee will call for a vote on the electronic motion and establish the deadline for members to cast their vote. The Chair or designee shall set a reasonable length of time needed to allow member the opportunity to cast a vote.
- I. The Chair or designee will initiate the vote after debate has ended.
- J. The affirmative vote of a majority of the quorum shall be the minimum vote requirement for the adoption of any motion.
- K. The Chair or designee must announce the decision on any vote immediately following the electronic meeting. The voting results will be distributed electronically promptly upon the conclusion of the voting process. The vote results will reflect how each Board/Committee member cast their vote by name.
- L. The Chair or designee will forward all communications to the Secretary/Treasurer to keep record of all actions taken as the result of electronic meeting.
- M. Procedural rules related to the conduct of electronic meetings shall be established by each Committee and approved by the Executive Board.

Section 15. Failure to Hold Meetings

A review will be made by the Executive Board of any location where meetings are not held in accordance with these Bylaws, and if necessary, take corrective action for the good of the Union.

Section 16. Paid Attendance

Any member who is working for the union on "lost wages" shall attend all meetings or business sessions. Payment of expenses will not be made to any person who doesn't attend all business sessions and meetings, unless excused by the person in charge of the business session or meeting.

ARTICLE IX – DELEGATES TO CONVENTIONS

Section 1. Delegates

Delegates to the Conventions may be as follows:

- A. President
- B. Executive Vice President
- C. Secretary-Treasurer

The maximum number of delegates to attend the International Convention in any given year will be three (3).

Section 2. Delegate Certification

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 Article VIII of the Union Constitution.

Section 3. Voting Strength

The Local shall determine the Convention votes assigned to each delegate following the provision of Article VIII of the Union Constitution.

ARTICLE X – LOCAL COMMITTEES

Section 1. Committees

The Local shall have the following regular committees:

- A. Education Committee
- B. Election Committee
- C. Organizing Committee
- D. Legislative and COPE Committee
- E. Finance Committee
- F. Community Services Committee
- G. Building Committee
- H. CWA Safety and Health Committee
- I. Committee on Civil Rights, Women’s Issues and Equity
- J. Mobilization Committee
- K. P.E.I.R. (Program for Employee Information and Referral) Committee
- L. Credentials Committee
- M. Bylaws Committee
- N. Resolutions Committee

Section 2. Duties of Committees

- A. Education Committee. The Education Committee shall assist in developing the local union representatives’ educational programs and, with the local officers and other committee chairs, be responsible for effectuating the International and local union representatives’ educational programs. The Education Committee shall assist and coordinate the Local’s bargained for apprenticeship and training programs. They shall also develop and coordinate training and/or build coalitions with other apprenticeship and training programs.
- B. Election Committee. The Election Committee shall conduct all nominations and elections and referenda of this Local. A member shall not be permitted to serve on the Election Committee if he or she is a candidate for any office of the Local. In this case, an alternate will serve as a replacement.
- C. Organizing Committee. The Organizing Committee shall assist the Officers, stewards and members in organizing all non-union employees within the Local’s jurisdiction.
- D. Legislative and COPE Committee. The Legislative and COPE Committee shall assist in developing and pursuing the programs of the Union and Local in the legislative field. It shall be responsible for the Local’s program to register each qualified voter.
- E. Finance Committee. The Finance Committee shall submit a yearly budget. This budget shall be itemized and presented during the Finance Committee report at the Local Convention. The budget shall be voted upon at the Local Convention. A copy of this report shall be kept on file in the Local office. All requests for modification or alteration subsequent to the Local Convention shall be submitted to the Finance Committee for appraisal and their findings shall be presented to the Executive Board for consideration.
- F. Community Services Committee. The Community Services Committee shall be in charge of the Defense Fund and all worthy community projects.
- G. Building Committee. The Building Committee shall manage and control under direction of the Local Executive Board and subject to the function of the Secretary-Treasurer with respect to 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 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 to, managing, controlling, borrowing money upon, pledging by way of mortgage or deed of trust any 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 dealt with for or on behalf of the Local 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 Local present at a Local Convention. The Local Executive Board shall have the full and irrevocable power to appoint or remove a trustee or trustees to be exercised at any time, from time to time, without 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, trust and duties of his/her or their predecessor in the trust, with like affect as if originally named as one of the Trustees.

- H. CWA Safety and Health Committee. The CWA Safety and Health Committee shall work to improve safety and health in all work locations for our members, to work under the guidelines established by the Union and Local 7019 Executive Board.
- I. Committee on Civil Rights, Women's Issues and Equity. The Committee on Civil Rights, Women's Issues and Equity Committee shall investigate workplace discriminatory actions involving members and help in the resolution in conjunction with the Area Vice President or Executive Committee. This committee shall provide education to members on current civil rights, women's, and equity issues. They shall do outreach to members to increase union participation and work with community based groups to fight discrimination. They shall educate members on health, economic and social issues that affect women.
- J. Mobilization Committee. The Mobilization Committee shall have the responsibility to assist the officers, stewards and members to systematically, through a structure, educate members on issues and achieve a high level of participation in collective actions. The Committee shall also be responsible for the timely completion and publication of the Local's newsletter and other duties as may be assigned.
- K. P.E.I.R. Committee. (Program for Employee Information and Referral) The P.E.I.R. Committee shall have the responsibility of assisting the members by offering help and support for members experiencing problems with substance abuse, chemical dependency, other addictions or stresses, i.e., domestic violence, workplace transitions, or other life issues.
- L. Credentials Committee. The Credentials Committee shall consist of at least three (3) members, one (1) of whom shall be appointed Chairperson, appointed by the President with the approval of the Executive Board. It shall meet prior to the opening of the Local Convention for the purpose of examining the credentials of delegates and reporting to the Local Convention.
- M. Bylaws Committee. The Bylaws Committee shall be charged with the duty of considering and reporting to the Local Convention and to the Executive Board on proposals to change the Bylaws.
- N. Resolutions Committee. The Resolutions Committee shall consist of at least three (3) members, one (1) of whom shall be appointed Chairperson, appointed by the President with the approval of the Executive Board. It shall meet as needed prior to the opening of the Local Convention for the purpose of giving consideration to the form and substance of proposed resolutions submitted by members and will make the determination whether or not the resolution shall be brought forward for action by the Local Convention. The Committee may also originate resolutions for submission to the Local Convention. The Committee shall serve throughout the Local Convention

Section 3. Committee Membership

The Chair and members of all committees shall be appointed by the President subject to the approval of the Executive Board. This section is not applicable to the membership of the Building Committee.

Section 4. Committee Vacancies

Vacancies on committees shall be filled in the same manner as the original appointment.

Section 5. Removal of Member

A member of any committee may be removed by a majority vote of the Executive Board. Any member due to be removed from a committee shall be notified seven (7) days in advance of such action. This section is not applicable to the membership of the Building Committee.

ARTICLE XI – ORDER OF BUSINESS

The order of business at the Executive Board and Unit meetings shall be as follows:

- A. Call to Order
- B. Roll Call of Officers
- C. Reading and Actions on Minutes of Previous Meetings
- D. Report of Officers
- E. Report of Committees
- F. Good and Welfare
- G. Old Business
- H. New Business
- I. Adjournment

ARTICLE XII – DUTIES OF LOCAL OFFICERS, LOCAL EXECUTIVE BOARD AND STEWARDS

Section 1. Duties of the President

- A. Shall preside at Local Conventions, the Executive Board and Executive Committee meetings, and shall be responsible for the conduct of the Local, including but not limited to:
- B. Be the Bargaining Agent for all Collective Bargaining Agreements held by the Local.
- C. Countersigns checks and required forms and reports and approves vouchers.
- D. Be the official spokesperson for the Local.
- E. Have authority to execute the policies and programs of the Local as established by the membership, the Executive Board or the Union.
- F. The administration of the annual budget established by the membership.
- G. Is responsible for whatever additional duties as may be assigned by the membership or Executive Board or required by these Bylaws and the Constitution of the Union.
- H. Shall be a delegate to the CWA International Convention, District 7 Conferences and the appropriate State and/or Central Labor Bodies of the AFL-CIO and shall be the Chairperson of the delegations and shall also serve as the Chairperson to the CWA Local 7019 Convention.
- I. An ex-officio member of all Committees, except the Election Committee, and will vote only in the case of a tie.
- J. Is responsible for the maintenance of the facilities of the Local.
- K. Shall coordinate the Local's new unit organizing projects.
- L. Shall have the responsibility of mobilization, internal organizing efforts within their jurisdiction as assigned by the Executive Committee.
- M. Shall have the responsibility of administering all contracts including, but not limited to, the coordination of the grievance procedure of those units assigned by the Executive Committee.
- N. May be responsible for the representation and grievances of all workers in the P.P.M.W.S.
- O. The President or their designee will negotiate all local agreements, with assistance from the appropriate Area Vice President(s).
- P. The President's work location shall be at the Local Headquarters as defined under Article XIV, Section 5.

Section 2. Duties of the Executive Vice President

- A. Work under the direction of the President and shall perform duties as assigned by the President and the Executive Board, or the membership.
- B. Shall be a member of the Executive Committee and Executive Board.
- C. In the absence of the President, the Executive Vice President shall assume the duties of the President.
- D. Shall fill a vacancy in the office of the President.
- E. May, at the direction of the Executive Board, be a delegate to the CWA International Convention, District 7 Conferences, and the appropriate State and/or Central Labor Bodies of the AFL-CIO, the State AFL-CIO Convention, and shall also serve as a non-voting delegate to the CWA Local 7019 Convention.

- F. Shall act as a Bargaining Agent at the direction of the President.
- G. Shall have the responsibility of mobilization and internal organizing efforts within their jurisdiction as assigned by the Executive Committee.
- H. Shall have the responsibility of administering all contracts including, but not limited to, the coordination of the grievance procedure of those units assigned by the Executive Committee.
- I. May be responsible for the representation and grievances of all workers in the P.P.M.W.S.
- J. The Executive Vice President or their designee will negotiate all local agreements, with assistance from the appropriate Area Vice President(s).
- K. Countersigns checks and approves vouchers.
- L. Is responsible for the maintenance of the facilities of the Local.
- M. Shall have the responsibility to coordinate with the Education Committee all training needs for the Union Representatives within their jurisdiction as assigned by the Executive Committee.
- N. The Executive Vice President's work location shall be at the Local Headquarters as defined under Article XIV, Section 5.

Section 3. Duties of the Secretary-Treasurer

- A. Work under the direction of the President and shall perform duties as assigned by the President and the Executive Board or membership.
- B. Shall be a member of the Executive Committee and Executive Board.
- C. May, at the direction of the Executive Board, be a delegate to the CWA International Convention, District 7 Conferences, and the appropriate State and/or Central Labor Bodies of the AFL-CIO and shall also serve as a non-voting delegate to the CWA Local 7019 Convention.
- D. Maintain a record of the membership and shall keep minutes of all Local Conventions and of the Executive Board meetings.
- E. Furnish both the District 7 Vice President and the Secretary-Treasurer of the Union with two copies of any changes in the Local Bylaws within ten (10) days after such changes are made.
- F. Be responsible for furnishing the Secretary-Treasurer of the Union with all the proper forms signed by the Local which are required by State and Federal laws immediately upon their execution.
- G. Shall be bonded and shall be custodian of all assets of the Local and shall make a report to each Local Convention and Executive Board meetings.
- H. Shall cause the payment of all bills.
- I. Countersigns checks and approves vouchers.
- J. Shall be an ex-officio member of the Finance Committee.
- K. Is responsible for the maintenance of the facilities of the Local.
- L. The Secretary-Treasurer's work location shall be at the Local Headquarters as defined under Article XIV, Section 5.
- M. Shall cause issuance of credentials to the CWA Local 7019 Convention.

Section 4. Duties of the Area Vice Presidents

- A. Work under the direction of the President and shall perform such duties as assigned by the President, the Executive Board, or the membership.
- B. Area Vice Presidents shall be members of the Executive Board and shall be elected by the members of the Unit they represent, as defined in Appendix "A".
- C. The office of the Area Vice President shall be on a part time basis.
- D. Area Vice Presidents must attend the Executive Board meetings and Local Conventions unless excused by the office of the President or their designee.
- E. Area Vice Presidents shall be responsible for the prosecution of grievances and appealing them to higher levels of the Union, and to assist the assigned Executive Committee Officer in the execution of those grievances within their jurisdiction.
- F. The Area Vice President elected to represent the P.P.M.W.S. shall be Conference Representative.
- G. The Area Vice Presidents shall be responsible to conduct at least one (1) Area Representatives'

meeting monthly or quarterly depending upon the desires of the Unit. If so desired, this meeting may be held in conjunction with the regular unit membership meetings.

- H. Shall be a delegate to the CWA Local 7019 Convention and may be appointed to the appropriate State and/or Central Labor Bodies of the AFL-CIO.
- I. The Area Vice President shall coordinate mobilization, education and organizing of the members and carry out other policies and programs of the Local.
- J. Set-up an effective steward system and see that it properly represents the membership.
- K. The Area Vice Presidents shall be in charge of all union affairs within that area, new unit or specific area that they were elected to serve.
- L. The Area Vice Presidents shall be charged with the proper conduct of all elections of Area Representatives.
- M. The Area Vice Presidents shall be charged with the proper election of delegates and alternates to the Local Convention.
- N. In areas without an Area Representative the Area Vice President shall be charged with the election of two (2) delegates and two (2) alternates to the Local Convention in compliance with the bylaws.
- O. The Area Vice Presidents shall conduct a unit membership meeting within their area on a quarterly basis and maintain a copy of attendance and forward a copy to the Local Secretary-Treasurer's Office.
- P. The Area Vice President shall work with the Area Representative on the appointment of the necessary stewards in the area. The Area Vice President shall have the final decision of what stewards will be appointed for the area.
- Q. The Area Vice Presidents can remove Area Representatives and stewards with proven cause without prejudice.
- R. Area Vice Presidents may be paid a monthly expense allowance when included in the annual budget and approved by their assigned Executive Officer. The Executive Board shall establish criteria for payment which shall be added to the Local's Financial Policies.

Section 5. Duties of the Area Representatives

- A. An Area Representative shall be elected in each area as specified by the Executive Board.
- B. They shall act under the leadership of the Area Vice President or the Executive Committee.
- C. The office of Area Representative shall be on a part time basis.
- D. Area Representatives shall assist stewards in the proper investigation and filing of grievances to the first level of the grievance procedure.
- E. Area Representatives shall see that all grievance information is sent to the respective Area Vice President in a timely basis for appeal.
- F. Area Representatives shall coordinate the first step of the grievance procedure and assist the Area Vice Presidents in the appeal and prosecution of grievances to the higher levels of the Local and any other duties as may be assigned by their Area Vice Presidents, or the Executive Committee.
- G. The Area Representatives shall make reports of their area's activities to the appropriate Area Vice President.
- H. The Area Representatives shall work with the Area Vice President on the appointment of the necessary stewards in that area.
- I. The Area Representatives shall call steward's meetings of their area at least monthly or quarterly, depending on the desires of the area.
- J. Area Representatives are responsible for the coordination and prosecution of all union affairs within that area, new unit or specific area that they were elected to serve.
- K. Area Representatives shall set up an effective steward system and see that it properly represents the membership.
- L. Elected Area Representatives shall be a delegate to the CWA Local 7019 Convention.
- M. The Area Representatives shall attend the Local Convention, unit membership meetings and stewards' meetings, unless excused by their Area Vice President.

- N. Coordinate mobilization, education, and organizing of the members and carry out other policies and programs of the Local.
- O. Area Representatives may be paid a monthly expense allowance when included in the annual budget and approved by their Unit Area Vice President. The Executive Board shall establish criteria for payment which shall be added to the Local's Financial Policies.

Section 6. Duties of the Stewards

- A. This Local shall have as many stewards as may be appointed or recalled by the President upon the recommendation of the Area Vice Presidents of the jurisdiction, which they may represent.
- B. The stewards shall work under the direction of their Area Vice President and Area Representative. They shall also perform such duties and responsibilities as may be assigned by the action of the Executive Committee or Executive Board.
- C. The stewards shall attend all Unit Membership Meetings and stewards' meetings, unless otherwise excused by their Area Vice President or Area Representative.
- D. Stewards shall see that all grievances are properly investigated, filed and processed to the first level of the grievance procedure.
- E. Work with the Area Representatives in mobilization, education and organizing of the members and carry out other policies and programs within the Local.

Section 7. Duties of the CWA Local 7019 Convention Delegates

- A. The Local shall have as many delegates to the CWA Local 7019 Convention as designated in Appendix A., in addition to the Executive Committee.
- B. The Delegate shall attend all business sessions of the Local Convention unless excused by the Executive Board or Local Convention to receive any lost wages.
- C. Delegates shall have one (1) vote each in the Convention except on a roll call vote. Voting by roll call shall be per capita vote with each delegate casting the number of votes assigned to him/her by the Credentials Committee and the Convention. On roll call votes a delegate shall cast one (1) vote for each member on which dues were paid or collected the fourth quarter or subsequent month preceding the Convention as assigned to him/her by the Credentials Committee and the Convention.
- D. Delegates are elected to a one (1) year term. They would attend the Local Convention or any Special Called Local Convention within their term.
- E. Delegates shall attend the unit meeting called by the Area Vice President after the Local Convention or Special Called Local Convention to report out to the members what happened at our Local Convention.
- F. Delegates who have been duly elected to the Local Convention must report to the area where they were elected. If the Delegate's work area has been changed then the duly elected Alternate shall attend. If there is no duly elected Alternate or they no longer work in the area, the Area Vice President shall hold another Delegate election up to seventy-five (75) days prior to the Local Convention.

Section 8. Miscellaneous

- A. Any member holding an elected or appointed position in the Local who desires a management position must resign their union position prior to application for management and will only be reinstated upon the approval of the Executive Board.

ARTICLE XIII – CONDUCT OF MEETINGS AND QUORUM

Section 1. Conduct

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

Section 2. Quorum

- A. A majority of the elected delegates and Area Vice Presidents shall constitute a quorum for meeting of the Local Convention.
- B. A majority of its members shall constitute a quorum of the Executive Board or Committee within the Local.
- C. A quorum for the conducting of a Unit Membership meeting shall be determined by that particular unit.

Section 3. Proxy Voting

- A. There shall be no voting by Proxy.
- B. Proxy voting shall mean any vote being communicated or carried in any manner authorized by delegation, as defined in these Bylaws, to any assembly.
- C. This section does not prevent Local Convention delegates from voting per capita in a roll call vote.

ARTICLE XIV – GENERAL PROVISIONS

Section 1. Fiscal Year

The fiscal year of this local shall be from October 1st to and including September 30th of the succeeding year.

Section 2. Audit

It shall be the duty of the Secretary-Treasurer, under the direction of the Executive Board, to cause an audit of the financial records of the Local to be made by a Certified Public Accountant at the end of the fiscal year. The results of such audit shall be directed to the Finance Committee.

Section 3. Records and Property to Successor

Any person holding any office, elected or appointed, shall pass on to his/her successor all Union properties in his/her possession.

Section 4. Expense Vouchers

Any member who does not submit a voucher within sixty (60) days of the date expenses were incurred shall waive the right to reimbursement of the expenses unless approved by the Secretary-Treasurer or designee.

Section 5. Local Headquarters

The Local Headquarters shall be maintained in Phoenix, (metropolitan) Arizona.

ARTICLE XV-NOMINATIONS AND ELECTIONS

Section 1. Nominations of Local Officers

- A. Nominations for Officers shall either be made from the floor at the Local Convention in the month of September of each election year or may be made by certified U.S. Mail. Nominations made by certified U.S. Mail shall be on file with the Secretary-Treasurer no earlier than thirty (30) days prior to or no later than 4:00 P.M. the day prior to the Local Convention.
- B. The nominee must be present to accept the nomination or have a signed letter on file with the Secretary-Treasurer stating they will accept the nomination.

Section 2. Local Elections

- A. Elections of Executive Committee Officers and Convention Delegates shall be by secret ballot conducted by U.S. Mail in the month of September or October of each election year unless their nomination at the Local Convention was unopposed and a motion of acclamation was approved

by the delegates seated at the Local Convention. The elections of Area Vice Presidents shall be by secret ballot conducted by U.S. Mail in the month of September or October of each election year unless their nomination at the Local Convention was unopposed and a motion of acclamation was approved by the delegates seated at the Local Convention.

- B. The Executive Committee shall be elected at large.
- C. A vote cast for a candidate to the Executive Committee shall also constitute a vote for such candidates to serve as delegates to the CWA International Convention held during the term of office for which the election is being conducted.
- D. Area Vice Presidents shall be members of the Executive Board and shall be elected by the members of the Unit they represent, as defined in Appendix "A".
- E. If an Area Vice President shall become a member of a new unit (see Appendix A) during the three (3) year term, the Area Vice President will continue to represent the current members of the unit for which they were elected until the end of the three (3) year term.

Section 3. Nominations and Election of Area Representatives

- A. Nominations and election of Area Representatives shall be by the members in their respective areas. The election shall normally be held in a regular or special meeting of the area. However, nominations and elections may be conducted by any other democratic procedure as determined by the area.
- B. They shall be nominated and elected in the months of January and February and shall take office March 1st.
- C. The term of office shall be for three (3) years as long as the Area Representative remains in the jurisdiction of the Unit.
- D. At least fifteen (15) days prior to the election, a notice shall be posted on all bulletin boards that nominations are open and the date and location for the election.
- E. In the event that no nominations are received, the Local President, with the recommendation of the Area Vice President, can appoint an Area Representative from within the Unit as defined in Appendix A.
- F. In the event of a vacancy in the position of Area Representative the position shall be filled temporarily by the Executive Board. Nominations and election for the vacancy shall be within sixty (60) days of the vacancy. If a vacancy should occur within sixty (60) days of a regular election, the vacancy shall be filled by appointment, subject to approval by the Executive Board, until the regular elections are completed.
- G. If an Area Representative involuntarily becomes a member of a new unit (see Appendix A) during the three (3) year term, the Area Representative shall continue to represent the current members of the unit for which they were elected until the end of the three (3) year term.

Section 4. Nominations and Elections of CWA Local 7019 Convention Delegates and Alternates

- A. Nominations and elections of Delegates and Alternates to the Local Convention shall be by the members in their respective areas. The election shall normally be held in the regular or special meeting of the area. However, nomination and elections may be conducted by any other democratic procedure as determined by the area.
- B. Delegates and Alternates shall be nominated and elected seventy-five (75) days prior to the Local Convention.
- C. Delegates are elected to a one (1) year term. They would attend the Local Convention or any Special Called Local Convention within their term.
- D. Delegates who have been duly elected to the Local Convention must report to the area where they were elected. If the Delegate's work area has been changed then the duly elected Alternate shall attend. If there is no duly elected Alternate or they no longer work in the work area, the Area Vice President shall hold another Delegate election up to seventy-five (75) days prior to the Local Convention.
- E. Each Area shall elect one (1) Delegate and one (1) Alternate to the Local Convention.

- F. Areas with no Area Representative will be allowed to elect two (2) Delegates and two (2) Alternates to the Local Convention.
- G. Notice of the unit meeting for the election of delegates and alternates to the Local Convention shall be posted on all bulletin boards in the area that nominations are open at least fifteen (15) days prior to the unit meeting and the elections held at least sixty (60) days prior to the Local Convention and shall be held in accordance with these Bylaws.

Section 5. Elections Rules

- A. The nominee in the election of President, Executive Vice President and Secretary-Treasurer receiving the majority (more than 50%) of the votes cast (which includes blank or challenged ballots) 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. In the runoff election, the actual ballot will be used as notification of the runoff election. The ballots will be mailed at least fifteen (15) days prior to the actual runoff election.
- B. In the election of Area Vice Presidents, a plurality vote will be required. If a tie renders the election indecisive, a runoff election shall be conducted and the nominees who tied on the first ballot shall be the nominees on the second ballot.
- C. There will be no write-in votes.
- D. Only members in good standing shall be eligible to vote.
- E. No elected officer shall be qualified to take office unless and until they have executed compliance forms necessary to permit the Local and the Union to exercise its full rights under State and Federal Laws.
- F. The order of nominations and elections of Local Officers and Convention Delegates, conducted at the Local Convention shall be as follows:
 - 1) President/Convention Delegate
 - 2) Executive Vice-President/Convention Delegate
 - 3) Secretary-Treasurer/Convention Delegate
 - 4) Area Vice Presidents
- G. The term of office shall be for three (3) years, as long as the officer remains within the jurisdiction of the Local.
- H. The Officers shall take office the day following the certification of the election by the Election Committee.
- I. Notice of nominations and elections of Local Officers and Convention delegates shall be sent by U.S. Mail to each union member at his/her last known address fifteen (15) days in advance of the election or nomination. Notice shall specify time and place of the nominations and of the election of the office to be filled.
- J. All ballots must be kept one (1) year before they may be destroyed.
- K. No persons may be nominated for or elected to more than one office. If you are an elected Officer or Area Representative and choose to run for a different office than the one you hold, you must tender a written resignation to the office of the Secretary-Treasurer from the present office held no later than 4:00 p.m. the day before nominations. The effective date on the written resignation shall be no later than 4:00 p.m. the day before the tentative certification of the election results by the Election Committee.
- L. Any challenge to the conduct of an election must be filed in writing, by certified mail, with the Election Committee within ten (10) days of the tentative certification of the results. The Election Committee shall rule on any such challenges and shall within twenty (20) days of the tentative certification of the results, make a final determination or certification. When a challenge to an election is pending, the officers certified by the Election Committee shall be the elected officers of the Local. Those officers shall remain in office unless the Election Committee's determination is reversed by the Executive Board of the union or a new determination is made pursuant to the results of a properly ordered rerun election.
- M. Where no nominations are received, the President may fill any vacancy by appointment with the approval of the Executive Board.

- N. Membership lists will only be available for review by the candidate prior to mailing of the ballots by contacting the Election Committee Chair.
- O. The names on the ballots shall be listed in alphabetical order by last name.

Section 6. Vacancies

- A. A vacancy in the office of the President shall be filled by the Executive Vice President.
- B. Notice of nominations and elections for vacancies shall be sent by U.S. Mail to each union member eligible to vote for such vacancy(s) at their last known address fifteen (15) days in advance of the nominations of elections. Notice shall specify time and place of the nomination and election of the office to be filled.
- C. Vacancies in other Executive Committee offices (excluding the President) shall be filled by temporary appointment of the governing body of the Local, with an election to be held within sixty (60) days, by U.S. Mail. A vacancy in the last year of the term may be appointed by the President with Executive Board approval at the next Executive Board meeting. The appointment will remain in effect until the end of the current term of office.
- D. A vacancy occurring in the office of an Area Vice President shall be filled by a member in good standing from that jurisdiction as defined in Appendix "A", with an election to be held within sixty (60) days by U.S. Mail. A vacancy in the last year of the term may be appointed by the President with Executive Board approval at the next Executive Board meeting. The appointment will remain in effect until the end of the current term of office. A mail out ballot would not be required if during the unit meeting that is held for nominations the position of Area Vice President was unopposed and a motion of acclamation was made and approved by the members in attendance.
- E. In the event of a vacancy in the position of Area Representative the position shall be filled temporarily by the Executive Board by a member in good standing from that jurisdiction. Nominations and election for the vacancy shall be within sixty (60) days of the vacancy. A vacancy in the last year of the term may be appointed by the President with Executive Board approval at the next Executive Board meeting. The appointment will remain in effect until the end of the current term of office.

ARTICLE XVI – CONTRACT VOTES, STRIKE VOTES AND STRIKES

- 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 Constitution.
- B. The membership list of the members who voted in either the contract vote or strike vote will not be available for review.

ARTICLE XVII – CHARGES, TRIALS, AND APPEALS

Section 1. Charges

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

Section 2. Trials

Any accused 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, 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. A Trial Court of this Local shall be comprised of five (5) persons who are members of this Local and are not parties to the proceedings.

- B. Members of the Trial Court shall be selected by the members in a Special Membership meeting of the Local.

ARTICLE XVIII – RECALL OF OFFICERS

An elected officer of this Local may be recalled in conformity with the provisions of Article XXI and XXII of the Union Constitution.

ARTICLE XIX – AMENDMENTS TO LOCAL BYLAWS

Section 1. Amendments

These Bylaws may be amended by the Local Convention or by referendum submitted to the members as provided in Article XX.

- A. Any proposed amendment of these Bylaws, submitted to the Local Bylaws Committee, sixty (60) or more days in advance of the Local Convention, shall require a majority vote of the approved delegates at the Local Convention to effectuate such proposed amendments.
- B. Any amendment proposed at the Local Convention shall require a three-fourths (3/4) vote of those voting thereupon at the Local Convention to effectuate such proposed amendment, but in no event shall the three-fourths (3/4) vote of those voting thereupon be less than a majority vote of the approved delegates at the Local Convention.
- C. Any amendments submitted by referendum to the members shall require a majority vote of those voting thereon.

Section 2. Repeal of Bylaw

Repeals of any portion of these Bylaws shall be by amendment procedure.

Section 3. Amendment Effective Date

Amendments adopted in a Local Convention shall become effective on the thirtieth (30th) day following the adjournment of the Convention, provided the Convention does not specify a later date, or unless within thirty (30) days a referendum vote on the amendment or repeal is initiated, in which event, the amendment or repeal shall not become effective unless it is sustained by such referendum. Amendments or repeals adopted or sustained by referendum procedure shall become effective on the thirtieth (30th) day following such action or on a later date if so specified.

ARTICLE XX – REFERENDUM OF THE LOCAL

- A. The Local Election Committee shall submit any questions to a referendum of the membership when directed to do so by action at a regular or special Local Convention.
- B. A referendum shall also be ordered by the Executive Board of the Local if twenty percent (20%) or more of the members, shall certify in writing to the Secretary-Treasurer of the Local their desire for a referendum on any particular subject.
- C. Propositions submitted to referendum shall be determined by a majority vote of those voting on the question.

ARTICLE XXI – OATH OF OFFICE

A 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 7019, 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 to 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.”

APPENDIX “A”

(See Attached)

