

PREAMBLE

We, the Communications Workers of America, believing that as an integral part of society we are entitled to an equitable share in the products of our labor and realizing that our welfare can best be protected and advanced through the united efforts of all workers, do, through this constitution, under God, seek to form a more perfect means of securing for ourselves and labor generally full enjoyment of the inherent rights and dignities which our institutions were ordained to preserve.

-- CWA Constitution

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE NUMBER</u>
I	NAME	1
II	JURISDICTION	1
III	OBJECTIVES	1
IV	LOCAL STRUCTURE	1
V	MEMBERSHIP	1
VI	LOCAL DUES AND ASSESSMENTS	1
VII	GOVERNING AUTHORITY	2
VIII	LOCAL MEETINGS	2
IX	LOCAL DELEGATES TO THE UNION CONVENTION	2
X	LOCAL COMMITTEES	3
XI	ORDER OF BUSINESS	4
XII	LOCAL OFFICERS, AREA VICE PRESIDENTS EXECUTIVE BOARD, STEWARDS, SPECIAL DIRECTORS AND THEIR DUTIES	4
XIII	CONDUCT OF MEETINGS, OTHER LOCAL BUSINESS AND QUORUM	6
XIV	NOMINATION AND ELECTION OF LOCAL OFFICERS AND MEMBERS OF EXECUTIVE BOARD	6
XV	STRIKES	8
XVI	CHARGES, TRIALS AND APPEALS	8
XVII	RECALL OF LOCAL OFFICERS OR EXECUTIVE BOARD MEMBERS	8
XVIII	AMENDMENTS TO LOCAL BY-LAWS	8
XIX	REFERENDUM OF THE LOCAL	8
XX	FISCAL YEAR AND AUDIT	9
XXI	OATH OF OFFICE	9
XXII	LOCAL BUILDING FUND	9
XXIII	SECURITY FUND	9
XXIV	RETIREMENT GIFT FUND	9
XXV	ADOPTION	10

APPENDIX - POSITION DESCRIPTIONS 11 - 23

TITLE

- PRESIDENT 11
- EXECUTIVE VICE PRESIDENT 12
- VICE PRESIDENT 13
- SECRETARY/TREASURER 14
- AREA VICE PRESIDENT 15
- MULTI-SITE AREA VICE PRESIDENT 16
- DIRECTOR OF EDUCATION/COMMUNICATION 17
- DIRECTOR OF HEALTH AND SAFETY 18
- DIRECTOR OF LEGISLATIVE/POLITICAL ACTION 19
- DIRECTOR OF ORGANIZING/MOBILIZATION 20
- CHIEF STEWARD 21
- STEWARD 22
- CHAIR OF ELECTION COMMITTEE 20

BY-LAWS

ARTICLE I - NAME

This Local shall be known as the Communications Workers of America, Local 1168.

ARTICLE II - JURISDICTION

Jurisdiction of this Local shall be the jurisdiction assigned by the Union and appearing on the face of Local charter(s).

ARTICLE III - OBJECTIVES

The objectives of Local 1168 shall be to represent and serve the workers within its jurisdiction in accordance with the By-Laws, Rules of the Local, Constitution and policies of the Union.

ARTICLE IV - LOCAL STRUCTURE

The structure of the Local shall consist of the following:

- (1) Membership
- (2) Executive Board
- (3) Officers
- (4) Area Vice Presidents
- (5) Director of Education/Communication
- (6) Director of Health and Safety
- (7) Director of Legislative/Political Action
- (8) Director of Organizing/Mobilizing
- (9) Chief Stewards
- (10) Stewards
- (11) Committees.

ARTICLE V - MEMBERSHIP

Section 1. - Eligibility

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

Section 2. - Application

Membership in the Local shall be obtained after payment of the Local initiation fee of a minimum of fifteen dollars (\$15.00) and not to exceed twenty-five dollars (\$25.00) upon approval of the Membership Committee authorized to accept or reject membership on behalf of the Local. Any person who crosses a CWA authorized and legal picket line shall appear in person before such Membership Committee before their application is approved. The Local membership shall retain the right to overrule the decision of the Membership Committee.

Section 3. - Transfers

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

ARTICLE VI - LOCAL DUES AND ASSESSMENTS

Section 1. - Local Dues

The membership dues payable by each member of the Local per pay period shall be calculated as follows:
Base Hourly Rate X Hours Worked Per Pay Period = Base Wage X 1.41% = Dues Per Pay Period

The convention may establish minimum membership dues. Membership dues may be increased above the minimum only by a majority of those voting on the question by secret ballot referendum, or by a majority secret ballot vote in a meeting. If the question has been advertised on 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.

Section 2. - Local Special Assessments

The membership of this Local may levy a special assessment only in the same manner as provided for changing Local dues. However, any special assessments levied shall be in compliance with Article VI of the Union Constitution.

ARTICLE VII - GOVERNING AUTHORITY

Section 1. - Membership

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 or by referendum of the membership.
- (2) Through actions and decisions of the Executive Board between membership meetings.
- (3) Through actions and decisions of the Local Officers between meetings of the Executive Board.
- (4) The actions and decisions of the Executive Board and Officers of the Local between Local meetings may be overruled by the membership in a Local meeting or by referendum.

Section 2. - Executive Board

A. The Local Executive Board shall consist of the following:

- (1) President
- (2) Executive Vice President
- (3) Vice President(s)
- (4) Secretary/Treasurer
- (5) Area Vice President(s)

B. Area Vice President(s) from each of the bargaining units shall be elected by the membership of each bargaining unit as follows:

One (1) Area Vice President shall be elected from each bargaining unit for every 400-600 members or as otherwise determined by the Executive Board.

C. The jurisdiction of the Area Vice President shall be the bargaining unit(s) by which they were elected, unless otherwise mandated by the Executive Board.

ARTICLE VIII - LOCAL MEETINGS

There shall be periodic meetings of the membership, the Executive Board, the Steward body and any designated committees in accordance with the following:

- (1) The Executive Board will meet at least every month at a time and place selected by a majority vote of the Executive Board.
- (2) Committees shall meet as often as necessary to complete their appointed duties.
- (3) General membership meetings of this Local shall be held at least ~~two (2)~~ **three (3)** times each year. Special meetings may be called by a majority vote of the Executive Board or by a petition signed by twenty percent (20%) of the members. Upon the receipt of a proper petition, the Local Officers shall call a Special Meeting to be held within ten (10) days. Participation is expected by Executive Board.
- (4) Bargaining unit membership meetings of this Local shall be held as deemed necessary by Executive Board or by a petition signed by twenty percent (20%) of the bargaining unit members. Participation is expected by Executive Board.
- (5) Mobilization tables may be substituted for bargaining unit meetings at each site.
- (6) Each bargaining unit will conduct stewards' meetings as deemed necessary by Executive Board. Reasonable attendance will be expected.

ARTICLE IX - LOCAL DELEGATES TO THE UNION CONVENTION

- A. The Local President, Executive Vice President, Secretary/Treasurer and Vice President(s) shall be delegates to the convention and elected as described in Article XIV, Sections 1 and 2. Area Vice Presidents shall be alternates to the above mentioned delegates and elected as described in Article XIV Sections 1 and 2.
- B. In the event the Local elects more than one delegate to the Union Convention, the Local shall determine the number of votes to which they are entitled according to Article VIII, Section 4, Paragraph D, of the 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 Article VIII of the Union Constitution.

ARTICLE X - LOCAL COMMITTEES

- A. The Local shall have the following regular committees:
- (1) Budget/Finance Committee
 - (2) Building Committee
 - (3) By-Law Committee
 - (4) Community Services Committee
 - (5) Computer Committee
 - (6) Education Committee
 - (7) Election Committee
 - (8) Equity Committee
 - (9) Health and Safety Committee
 - (10) Legislative Committee
 - (11) Membership Committee
 - (12) Organizing/Mobilization Committee
 - (13) Picnic Committee
 - (14) Policy Committee
 - (15) Time Committee
 - (16) Women's Committee
 - (17) Special Committees may be appointed as deemed necessary.
- B. Members of all committees shall be appointed by majority vote of the Local Executive Board, subject to the right of the Local membership to overrule such appointments.
- C. Vacancies on committees shall be filled in the same manner as the original appointment.
- D. A member of any Local committee may be removed by majority vote of the Local Executive Board, subject to the right of the Local to overrule the action of the Local Executive Board. A committee member may also be removed by action of the Local in a membership meeting.
- E. Duties of Committees:
- (1) Budget/Finance Committee - This committee monitors the finances of the Union, makes of the budget budgetary recommendations to the Local Executive Board and assists in the presentation to the membership each year. This committee will monitor the Kronos records.
 - (2) Building Committee - This Building Fund shall be funded by depositing into it each month, a minimum of five hundred dollars (\$500.00) and not to exceed five thousand (\$5,000.00) from the dues rebate, sent by the International Union. This fund shall be used by the Local 1168 Building Committee for the following purposes:
 - (a) Purchase of property for the construction of a new building;
 - (b) Construction of a new building;
 - (c) To purchase property with a building on it; and
 - (d) To provide funds for taxes, insurance, and the maintenance of property and building.When it is felt by the Executive Board that the fund has grown in a sufficient amount and is felt timely by the Executive Board to initiate the purchase of property and/or building, the President shall appoint a Building Fund Committee consisting of between three (3) and five (5) members, who shall perform the following duties:
 - (a) Recommend location;
 - (b) Secure cost of property and taxes;
 - (c) Secure bids from contractors; and
 - (d) Handle all other matters pertaining to purchase of the property.This Committee shall report to the Local Executive Board its findings and recommendation. The Executive Board shall review the Committee's findings and recommendation, and shall make its recommendation to the membership. The final action prior to the purchase of property and/or building must be submitted to the membership, setting forth all of the details of the transaction. A majority vote of the membership at a membership meeting where at least a fifteen (15) day notice was given shall approve or disapprove the purchase of the property and/or building. It shall be the responsibility of the Local Executive Board to insure that such transaction is legally secured. Should the Executive Board or membership decide to increase, decrease, or stop the monthly allocation to this fund, such action must be taken by amending these By-Laws in accordance with these By-Laws.
 - (3) By-Law Committee - The By-Law Committee shall meet every third year, following the election of the Local Executive Board, for the purpose of reviewing and making recommendations for revisions as needed in the Local By-Laws; and for presenting these recommendations to the membership. The Committee may be

- convened from time to time to address requests for changes in these By-Laws.
- (4) Community Services Committee - This committee helps develop programs to involve the union in the community and to join in coalitions with other organizations in support of worthwhile causes. “Jobs with Justice” is one example of a successful coalition in which many CWA Locals are involved. Local Community services Committees are also involved in programs aimed to help the less fortunate such as the Special Olympics, United Way, blood drives, and many other worthwhile local community efforts. In addition, the Community Services Committee plays an important role during a strike.
 - (5) Computer Committee – This committee is responsible to oversee and review all recommendations from our IS manager and report to Executive Board.
 - (6) Education Committee – This committee along with Local officers, is responsible for developing and carrying out the Local’s educational programs. Interested and capable committee members should be developed as Local trainers. These individuals should be sent to special classes on how to be a good trainer. Programs the committee could sponsor are:
 - Steward’s initial training.
 - New worker orientation training for stewards.
 - Labor in the schools. Local union members to go to schools to talk to children about workers and unions
 - One-on-one training
 - Other special education programs which support and advance the priority goals of the Local.
 - Assist the Local editor in gathering news, setting editorial policy and producing the Local publication. Members of this committee should include stewards and activists who are in a position to know what is going on and thereby function as key news sources.
 - The committee should strive to create an interesting and lively newsletter that addresses worksite issues of interest to members.
 - (7) Election Committee – This committee conducts all Local nominations, elections, and referendums in accordance with the CWA Constitution, By-Laws and federal law.
 - (8) Equity Committee – The mission of the Committee on Equity is to develop and promote the CWA Civil rights program by building a union where members of all cultures, creeds, religions, sexual orientations, gender, disabilities, ages and nationalities feel welcomed, respected and heard.
 - (9) Health and Safety Committee – This committee makes sure that the employer is complying with its legal responsibility to provide a place of employment which is free from recognized hazards likely to cause death or serious physical harm. If the Local’s Health and Safety Committee should find that a work hazard exists, it should bring the problem to the attention of the employer. If the employer refuses to remedy the situation, the committee should notify the appropriate Local officer to discuss other avenues for resolving the problem.
 - (10) Legislative Committee – This committee works to advance the interest of the union and its members in the legislative field, to make sure that every member is a registered voter, and to involve the members in campaigns of Local candidates who care about working people and their families. Committee activities should include:
 - Registration of all eligible members.
 - Getting out the vote on Election Day.
 - Providing resources or support to Local candidates, such as phone banking, distributing flyers, canvassing, etc.
 - Lobbying politicians on legislation.
 - Collection of political dollars (COPE).
 - (11) Membership Committee – This committee accepts or rejects application for membership in the Local in accordance with the CWA Constitution and Local By-Laws and rules of the union.
 - (12) Organizing/Mobilization Committee – The Local Organizing Committee’s job is not to do all the organizing work itself, but rather to coordinate the involvement of members and stewards in organizing. The committee should address both internal organizing and new unit organizing. The committee should reflect the make-up of the Local with people from a variety of departments and ethnic groups. The committee should:
 - (a) Provide committee members with training.
 - (b) Identify targets that should be given priority.
 - (c) Establish and improve efforts at internal organizing – signing up members within the Local’s existing jurisdiction.
 - (d) External targets should be identified and evaluated.
 - (e) Discuss the importance of organizing at stewards’ meetings and worksites and Executive Board meetings.
 - (f) The Mobilization Committee is responsible for developing and carrying out mobilization activities around important workplace issues and developing contract mobilization plans.
 - (13) Picnic Committee – This committee is responsible to plan and make arrangements for the Local’s picnic once

- the Budget/Finance committee has received approval from the membership to finance it.
- (14) Policy Committee – This committee is responsible to review current Local policies as directed by the Executive Board.
 - (15) Time Committee – This committee is responsible to clarify any time related issues as it relates to lost time wages, local office policies or any other duties as deemed necessary by Executive Board.
 - (16) Women’s Committee – This committee will have the responsibility to monitor that equal opportunity is offered to all women in regards to wages, benefits and job opportunities. Members of this committee shall also be members of the equity committee.

ARTICLE XI - ORDER OF BUSINESS

- A. The order of business at a Local meeting shall be as follows:
 - (1) Call to order
 - (2) Roll call (optional)
 - (3) Reading and action on minutes of previous meetings
 - (4) Reading and action on local financial statement
 - (5) Executive Board Report
 - (6) Report of committees
 - (7) Old business
 - (8) New business
 - (9) Good and Welfare
 - (10) Adjournment.
- B. The order of business may be suspended by a two-thirds (2/3) vote of the members present.

ARTICLE XII - LOCAL OFFICERS, AREA VICE PRESIDENTS, EXECUTIVE BOARD,
AND SPECIAL DIRECTORS EXPENSE ALLOWANCE AND THEIR DUTIES

Section 1. - Local Officers

- A. The Officers of the Local shall be:
 - (1) Local President
 - (2) Local Executive Vice President
 - (3) Local Vice President(s)
 - (4) Local Secretary/Treasurer.
- B. The responsibilities of the Local Officers shall be as listed in the Appendix - Position Descriptions.
- C. The expense allowance for the Local Officers shall be as follows:
 - (1) The Local President:
 - (a) The office of the President shall receive an expense allowance equal to one hundred percent (100%) of the current basic weekly wage rate up to the top pay within the Local per month as recommended by the budget/finance committee and approved by the Executive Board and membership.
 - (2) The Local Executive Vice President:
 - (a) The office of the Executive Vice President shall receive an expense allowance equal to fifty percent (50%) of the current basic weekly wage rate up to the top pay within the Local per month as recommended by the budget/finance committee and approved by the Executive Board and membership.
 - (b) The office of Executive Vice President shall receive an expense allowance equal to that of the Local President (Article XII, Section 1, Paragraph C1) when assuming the duties of the Local President for a length of time in excess of thirty (30) calendar days.
 - (3) The Local Vice President(s):
 - (a) The office of Vice President shall receive an expense allowance equal to fifty percent (50%) of the current basic weekly wage rate up to the top pay within the Local per month as recommended by the budget/finance committee and approved by the Executive Board and membership.
 - (4) The Local Secretary/Treasurer:
 - (a) The position of Secretary/Treasurer shall receive an expense allowance equal to fifty percent (50%) of the current basic weekly wage rate up to the top pay within the Local per month as recommended by the budget/finance committee and approved by the Executive Board and membership.

Section 2. - Local Area Vice President

- A. The responsibilities of the Area Vice President(s) shall be listed in the Appendix - Position Descriptions.
- B. The expense allowance for the Local Area Vice President(s) shall be as follows:
 - (1) The position of Area Vice President(s) shall receive an expense allowance equal to fifty percent (50%) of the

current basic weekly wage rate up to the top pay within the Local per month as recommended by the budget/finance committee and approved by the Executive Board and membership.

Section 3. - Local Executive Board

- A. The Local Executive Board shall consist of:
- (1) Local President
 - (2) Local Executive Vice President
 - (3) Local Vice President(s)
 - (4) Local Secretary/Treasurer
 - (5) Area Vice President(s)
 - (6) Special Director(s)
- B. The duties of the Local Executive Board shall be as follows:
- (1) Be responsible for making decisions and taking action on behalf of the Local membership between Local meetings on all matters concerning the good and welfare of the members.
 - (2) Meet a minimum of one (1) time per month to conduct Local business. Attendance at Executive Board meetings is required.
 - (3) Meet prior to the next Local meeting and be responsible for the development of the next Local meeting agenda.
 - (4) Cause an annual budget to be prepared and presented to the membership.
 - (5) Be responsible for the operation of strike action procedures as outlined in the Union Constitution.
 - (6) Actions and decisions of the Executive Board shall be subject to approval by the membership.
 - (7) A majority of the Executive Board shall constitute a quorum.
 - (8) Special Directors will be non-voting members of the Executive Board.

Section 4. - Special Directors

- A. Special Directors shall be:
- (1) Director of Education/Communication
 - (2) Director of Health and Safety
 - (3) Director of Legislative/Political Action
 - (4) Director of Organizing/Mobilization
- B. Special Directors shall be appointed by majority vote of the Local Executive Board, subject to the right of the Local membership to overrule such appointments.
- C. The responsibilities of the Special Directors shall be as listed in the Appendix - Position Descriptions.
- D. Special Directors shall receive an expense allowance equal to fifty percent (50%) of the current basic weekly wage rate up to the top pay within the Local per month as recommended by the budget/finance committee and approved by the Executive Board and membership.

ARTICLE XIII - CONDUCT OF MEETINGS, OTHER LOCAL BUSINESS AND QUORUM

- A. Membership meetings and any other business of this Local shall be conducted under these By-Laws and rules of the Local and in conformity with the Union Constitution. On questions where the Local By-Laws, the Local rules or the Union Constitution do not clearly apply, Robert's Rules of Order shall govern.
- B. The majority present at a membership meeting shall constitute a quorum.
- C. A majority of the Officers, Executive Board or a majority of the members of a committee shall constitute a quorum for those bodies.

ARTICLE XIV - NOMINATION AND ELECTION OF LOCAL OFFICERS AND MEMBERS OF EXECUTIVE BOARD

Section 1. - Nomination

- A. Local Officers and Executive Board members shall be nominated in the months of September, October, November and December of each election year.
- B. The nomination of a person for the offices of President, Executive Vice President, Secretary/Treasurer and Vice President(s) shall also constitute the nomination of the same person as a delegate to CWA Conventions held during their term of office for which the election is being conducted.
- C. The nomination of a person for the office of Area Vice President shall also constitute the nomination of the same person as the automatic alternate to the President, Executive Vice President, Secretary/Treasurer or Vice President(s) to CWA Conventions held during his/her term of office for which the election is being conducted.

- D. The nomination of a person for the office of Area Vice President shall also constitute the nomination of the same person as an automatic delegate to the bargaining committee of his/her respective bargaining unit during his/her term of office for which the election is being conducted.*

(NOTE) The Reporting and Disclosure Act of 1959 requires, in connection with nominations, reasonable notice of the office to be filled, and the time, place and proper form of submitting nominations. Such notice must be given in a manner reasonably calculated to inform all members in good standing and in sufficient time to permit such members to nominate the candidate of their choice. It is suggested that fifteen (15) days would meet the time requirements for such notice.

Section 2. - Elections

- A. Elections of Local Officers and Executive Board members shall be by a secret ballot of the membership in the months of September, October, November and December of each election year.
- B. A vote cast for the candidate for the offices of President, Executive Vice President, Secretary/Treasurer, and Vice President(s) shall also constitute a vote for such candidate to serve as a delegate to CWA conventions held during his/her term of office for which the election is being conducted, in the event such candidate is elected to office.
- C. A vote cast for the candidate for the office of Area Vice President shall also constitute a vote for such candidate to serve as the automatic alternate to the President, Executive Vice President, Secretary/ Treasurer or Vice President(s) to CWA conventions held during his/her term of office for which the election is being conducted, in the event such candidate is elected to office.
- D. The actual number of delegates that will attend the convention will be determined at the time the Local Budget is generated and approved. Once the number of delegates has been determined, Officers will attend the convention in the following order:
- (1) President;
 - (2) Executive Vice President;
 - (3) Secretary/Treasurer; and
 - (4) Vice President(s).
- E. The vote cast for the office of Area Vice President shall also constitute a vote for such candidate to serve as an automatic member of his/her respective bargaining unit's bargaining committee during his/her term of office for which the election is being conducted.*

(NOTE) The Labor – Management Reporting and Disclosure Act of 1959 (LMRDA) requires election of officers to be held by secret ballot. In addition, the LMRDA requires notice of the election be mailed to each member at his last known address not less than fifteen (15) days prior to the election. Such notice must specify the time and place of the election and the offices to be filled. Election may be conducted by any of the following methods:

- (1) ballot conducted by U.S. mail, or
- (2) balloting by use of established polling places and ballot boxes, and
- (3) balloting conducted by electronic means.

All elections are conducted under the supervision of the Election Committee as approved by the Executive Board.

- F. The vote cast for the office of Multi Bargaining Unit Area Vice President shall also constitute a vote for such candidate to serve as an automatic member of his/her respective bargaining unit's bargaining committee during his/her term of office for which the election is being conducted.*
- G. For the bargaining units that the Multi Bargaining Unit Area Vice President is not a member, nomination and election of bargaining unit member(s) for such other sites to serve on their respective bargaining committee will be conducted.

*(NOTE) In instances where the number of elected Area Vice Presidents would preclude a bargaining unit member from participation on the Bargaining Committee, one Area Vice President will be excluded from said committee either by volunteer or by decision of the Executive Board.

Section 3. - Local Election Committee

- A. The nomination and the election of Local Officers, members of the Executive Board, delegates to the CWA convention and bargaining committee representatives, as well as contract ratification, 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 and these By-Laws, with reasonable opportunity for each member to nominate and vote for the candidate of his/her choice.
- B. The Election Committee shall also conduct any referenda submitted to the membership.
- C. A member shall not be permitted to serve on the Election Committee if he/she is a candidate for any office of the Local or delegate to the CWA convention or Executive Board Member.

- 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 Executive Board or membership of the Local.

Section 4. - General Provisions

- A. The nominee in the Local Officers election, receiving the majority of the votes cast shall be declared elected. If no one nominee has a majority on the first ballot, the vote shall be taken again and the two nominees having the greatest number of votes on the first ballot shall be nominees on the second ballot.
- B. The nominee(s) in any other election receiving the greatest number of votes cast shall be declared elected. If a tie renders the election indecisive for any position, a run-off election shall be conducted and the nominees who tied for such position on the first ballot shall be the nominees on the second ballot.
- C. Only members of the Local in good standing shall be eligible to vote or hold office.
- D. The term of office shall be for three (3) years.
- E. The Officers shall take office on January 1st.
- F. The Area Vice President(s) may appoint or elect a Chief Steward immediately after taking office, with the assistance of the appropriate Executive Vice President or Vice President. Elections shall be by secret ballot.
- G. The Chief Stewards may appoint or elect a Steward immediately after being elected, with the assistance of the Area Vice President(s). Elections shall be by secret ballot.

Section 5. - Vacancies

A vacancy in the office of the Local President shall be filled by the Local Executive Vice President, who will complete that term of office. Vacancies in other offices may be filled either by appointment of the governing body of the local, subject to 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 as required by Article XV of the Union Constitution.

ARTICLE XV - STRIKES

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 its Constitution.

ARTICLE XVI - 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 Union Constitution.

Section 2. - Trials

Any accused member, including Officers, of this Local, shall be tried under the provisions of Article XX of the Union Constitution.

Section 3. - Appeals

A member or Officer of this Local, upon being found guilty by a Local court, may appeal as provided in Article XX of the Union Constitution.

Section 4. - Local Trial Court

A trial court of this Local shall be composed of five (5) persons who are members of this Local and not parties of the proceedings and who shall be selected by the Executive Board of the Local; and in accordance with Article XX, Section 3 of the Union Constitution.

ARTICLE XVII - RECALL OF LOCAL OFFICERS
OR EXECUTIVE BOARD MEMBERS

Any elected Officer or Executive Board member of this Local may be recalled in accordance with the provisions of Article XXI and XXII of the Union Constitution.

ARTICLE XVIII - AMENDMENTS TO LOCAL BY-LAWS

After adoption, these By-Laws may be amended by either of the following methods:

- A. Majority vote of the members present in a Local Meeting, if the proposed amendment has been introduced at a previous membership meeting or has been advertised to the membership by use of bulletin boards or U.S. mail postage prepaid at least seven (7) days in advance of the meeting, or
- B. Referendum of the membership.

ARTICLE XIX - 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 of a regular or special membership meeting.

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

ARTICLE XX - FISCAL YEAR, REVIEW AND AUDIT

- A. The fiscal year of this Local shall be from October 1st of each year to and including September 30th of the succeeding year.
- B. The financial records of this Local shall be reviewed by a Certified Public Accountant annually. The results of such review shall be made available for inspection by any member of the Local.
- C. The financial records of this Local shall be audited by a Certified Public Accountant each election year. The results of such audit shall be made available for inspection by any member of the Local.

ARTICLE XXI - OATH OF OFFICE

Each elected Officer and Executive Board member 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 1168, Communications Workers of America, with full knowledge of the responsibilities and duties of such office.

I promise to faithfully discharge my duties according to the By-Laws and rules of the Local and the Constitution and policies of the Union.

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

ARTICLE XXII - LOCAL BUILDING FUND

- A. The Local Executive Board shall establish a Local Building Fund and such fund shall be deposited in a separate Account.
- B. This Building Fund shall be funded by depositing into it each month, a minimum of five hundred dollars (\$500.00) and not to exceed five thousand (\$5,000.00) from the dues rebate, sent by the International Union.
- C. This fund shall be used by the Local 1168 Building Committee for the following purposes:
- (1) Purchase of property for the construction of a new building;
 - (2) Construction of a new building;
 - (3) To purchase property with a building on it; and
 - (4) To provide funds for taxes, insurance, and the maintenance of property and building.
- D. When it is felt by the Executive Board that the fund has grown in a sufficient amount and is felt timely by the Executive Board to initiate the purchase of property and/or building, the President shall appoint a Building Fund Committee consisting of between three (3) and five (5) members, who shall perform the following duties:
- (1) Recommend location;
 - (2) Secure cost of property and taxes;
 - (3) Secure bids from contractors; and
 - (4) Handle all other matters pertaining to purchase of the property.

This Committee shall report to the Local Executive Board its findings and recommendation. The Executive Board shall review the Committee's findings and recommendation, and shall make its recommendation to the membership. The final action prior to the purchase of property and/or building must be submitted to the membership, setting forth all of the details of the transaction. A majority vote of the membership shall approve or disapprove the purchase of property and/or building. It shall be the responsibility of the Local Executive Board to insure that such transaction is legally secured.

- E. Should the Executive Board or membership decide to increase, decrease or stop the monthly allocation to this fund, such action must be taken by amending these By-Laws in accordance with these By-Laws.

ARTICLE XXIII - SECURITY FUND

- A. The Local Executive Board shall establish a Security Fund and such fund shall be deposited into a separate Account.
- B. This Security Fund shall be funded by depositing into it each month, a minimum of fifty dollars (\$50) and not to exceed five hundred dollars (\$500.00) from the dues rebate, sent by the International Union.
- C. This money and its earnings shall be used for the express purpose of providing for a financial emergency in this Local, including the financial liabilities sustained by the Local, or our members in the case of a strike or lock out in any of the Local's bargaining units.
- D. Should a financial emergency arise in the Local and it becomes necessary to withdraw monies from this fund the Local Executive Board shall present the matter to the membership at a regular or special meeting giving the status of the Local Treasury and the full reasons necessitating a withdrawal. The membership through majority vote shall approve or disapprove the withdrawal.
- E. Should the Executive Board or membership decide to increase, decrease or stop the monthly allocation to this fund, such action must be taken by amending these By-Laws in accordance with these By-Laws.

ARTICLE XXIV - RETIREMENT GIFT FUND

- A. The Local Executive Board shall establish a Retirement Gift Fund, and such fund shall be deposited into a separate Account.
- B. This Retirement Gift Fund shall be funded by depositing into it each month a minimum of fifty dollars (\$50) and not to exceed one hundred dollars (\$100.00) from the dues rebate sent by the International Union. This fund shall not exceed fifteen thousand (\$15,000.00) dollars.
- C. This money and its earnings shall be used for the express purpose of providing a Retirement Gift.
- D. The Retirement Gift shall not exceed one hundred fifty (\$150.00) dollars and a first year membership in the WNY-CWA Retirees Club.
- E. Should the Executive Board decide to increase, decrease or stop the monthly allocation to this fund, or change the amount of the Retirement Gift, such action must be taken by amending these By-Laws in accordance with these By-Laws.

ARTICLE XXV – ADOPTION

These By-Laws shall be adopted upon the approval of a majority of the members voting upon their adoption at a membership meeting by a show of hands. A minimum notice of at least fifteen (15) days must be given prior to the scheduled meeting and the membership given the opportunity to ask questions before they vote.

These By-Laws adopted:	<u>August 20, 1982.</u>
These By-Laws amended:	<u>January 20, 1987.</u>
These By-Laws amended:	<u>June 20, 1990.</u>
These By-Laws amended:	<u>October 27, 1993.</u>
These By-Laws amended:	<u>April 19, 1995.</u>
These By-Laws amended:	<u>November 4, 1998.</u>
These By-Laws amended:	<u>September 13, 2000.</u>
These By-Laws amended:	<u>September 19, 2001.</u>
These By-Laws amended:	<u>May 14, 2003.</u>
These By-Laws amended:	<u>April 26, 2006.</u>
These By-Laws amended:	<u>April 22, 2009.</u>
These By-Laws amended:	<u>September 12, 2012</u>

APPENDIX - POSITION DESCRIPTIONS

PRESIDENT

- Includes:
- I. Position
 - II. Report to
 - III. Position Definition
 - IV. Function
 - V. Qualification

- I. POSITION: President
- II. REPORTS TO: The Executive Board and Membership.
- III. POSITION DEFINITION: An Executive Board Member elected by all members of the Local.
- IV. FUNCTION: The responsibilities of the Local President shall be as follows:
 - (1) Perform all duties as required by the CWA Constitution and Local By-laws and enforce the bargaining agreements of the Local.
 - (2) Lead the Local.
 - (3) Set specific goals for the year with input from other Officers and Executive Board.
 - (4) Approve a budget in consultation with Executive Board, which supports and reflects specific goals for the year.
 - (5) Carries out all decisions rendered by the Executive Board.
 - (6) Has a working knowledge of the contracts.
 - (7) Communicate decisions and actions of the International Union to Executive Board Members and membership.
 - (8) Plan and preside at the Local's membership meetings.
 - (a) Chair meetings.
 - (b) Coordinate reports of committee chairpersons.
 - (c) Provide open forum for membership discussion.
 - (9) Supervise and participate as chair and or co-chair in the bargaining of Local contracts or appoint appropriate designee.
 - (10) Promote and develop new leadership within the Local.
 - (11) Coordinate and maintain the Local's good relationship with other labor/community organizations.
 - (a) AFL-CIO.
 - (b) CWA WNY Council.
 - (c) CWA Locals.
 - (d) Community organizations as they relate to the Local.
 - (e) Other labor unions.
 - (12) Coordinate and chair Executive Board meetings encouraging Executive Board Members to be active in Local decision making.
 - (13) Represent the membership to labor and community leaders, political representatives and the media.
 - (14) Has knowledge of regulations for New York State Disability, Workers' Compensation, Family and Medical Leave Act, Americans with Disabilities Act and Unemployment Insurance.
 - (15) Coordinate the annual Local budget and approve expenditures.
 - (16) Operate as a member of a team as well as lead the team.
 - (17) Supervise work of all Executive Board Members and committees.
 - (18) Make decisions that support the International Union and Local.
 - (19) Get members to work at Local tasks.
 - (20) Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the welfare of the members.
 - (21) Support and promote social and economic issues that are in the best interest of the membership.
 - (22) Participate in related Union activities as deemed necessary by the Executive Board.
 - (23) Supervise the education and training of Executive Board Members.
 - (24) Assist Executive Board members with ensuring that contractual committees are functioning.
 - (25) Establish and maintain office records that are accessible to all members of the Executive Board.
 - (26) Ensure fair representation of all members.
 - (27) Make work site visits.
 - (28) Delegate to the CWA Convention.
 - (29) Attend President's Meeting or assign a designee.
 - (30) When office is vacated, help train the replacement.
 - (31) Be bonded, as must any person, who handles Local funds or other property, in accordance with the Union Constitution or any other state or federal law.
- V. QUALIFICATIONS:
 - (1) Member in good standing.
 - (2) Member of the Union.

- (3) Belief in the principle of Unionism.
- (4) Willingness to give of one's time and energy.
- (5) Attendance at meetings.
- (6) **Expectation to participate in COPE.**

EXECUTIVE VICE PRESIDENT

Includes:	I.	Position
	II.	Report to
	III.	Position Definition
	IV.	Function
	V.	Qualification

- I. POSITION: Executive Vice President
- II. REPORTS TO: President
- III. POSITIONS DEFINITION: An Executive Board Member elected by all members of the Local.
- IV. FUNCTION: The responsibilities of the Local Executive Vice President shall be as follows:
- (1) Perform all duties as required by the CWA Constitution, Local By-Laws and enforce the bargaining unit agreements of the Local.
 - (2) Assume all duties of the President should he or she become temporarily unable to serve.
 - (3) Shall assume the office of President should the office be vacated prior to election.
 - (4) Work under the direction of and provide support for the President.
 - (5) Responsible to orient and train new Executive Board members.
 - (6) Coordinate and teach as necessary at Steward training classes.
 - (7) Plan and preside at bargaining unit meetings as deemed necessary by Executive Board.
 - (8) Coordinate the activities and business of the Local with Area Vice Presidents.
 - (9) Supervise and participate in the bargaining of Local contracts under his/her assignment or appoint the appropriate designee.
 - (10) Has a working knowledge of the individual bargaining unit contracts.
 - (11) Has knowledge of regulations for New York State Disability, Workers' Compensation, The Family and Medical Leave Act, Americans with Disabilities Act and Unemployment Insurance.
 - (12) Assist Area Vice Presidents, as needed, in grievance preparation and resolution.
 - (13) Consult with Area Vice Presidents about problematic and precedent setting grievances.
 - (14) Assist Area Vice Presidents as necessary in the orientation and training of Chief Stewards and Stewards.
 - (15) Communicate all decisions and actions to the Executive Board.
 - (16) Assist the President with preparation of the Local's membership meetings.
 - (17) Perform duties assigned by the President, Executive Board and membership.
 - (18) Be involved in the Local decision making process.
 - (19) Attend Executive Board meetings.
 - (20) Participate in committees required by the By-laws on an equal basis with the other members of the Executive Board.
 - (21) Assist Executive Board members with ensuring that contractual committees are functioning.
 - (22) Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the welfare of the members.
 - (23) Support and promote social and economic issues that are in the best interest of the membership.
 - (24) Participate in related Union activities as deemed necessary by the Executive Board.
 - (25) Establish and maintain office records that are accessible to all members of the Executive Board.
 - (26) Ensure fair representation of all members.
 - (27) Make work site visits.
 - (28) Delegate to the CWA Convention.
 - (29) Educate and train replacement when office is vacated.
 - (30) Be bonded, as must any person, who handles Local funds or other property, in accordance with the Union Constitution or any other state or federal law.
- V. QUALIFICATIONS:
- (1) Member in good standing.
 - (2) Member of the Union.
 - (3) Belief in the principle of Unionism.
 - (4) Willingness to give of one's time and energy.
 - (5) Attendance at meetings.
 - (6) Expectation to participate in COPE.

VICE PRESIDENT

- Includes:
- I. Position
 - II. Report to
 - III. Position Definition
 - IV. Function
 - V. Qualification

- I. POSITION: Vice President
- II. REPORTS TO: President
- III. POSITION DEFINITION: Executive Board Member elected by all members of the Local.
- IV. FUNCTION: The responsibilities of the Local Vice President(s) shall be as follows:
 - (1) Perform all duties as required by the CWA Constitution, and Local By-laws and enforce the bargaining unit agreements of the Local.
 - (2) Work under the direction of and provide support for the President.
 - (3) Coordinate activities and business of the Local with the Area Vice Presidents.
 - (4) Responsible to orient and train new Executive Board members.
 - (5) Coordinate and teach as necessary at steward training classes.
 - (6) Plan and preside at bargaining unit meetings as deemed necessary by Executive Board.
 - (7) Supervise and participate in the bargaining of Local contracts under his/her assignment or appoint the appropriate designee.
 - (8) Has a working knowledge of the individual bargaining unit contracts.
 - (9) Assist Area Vice Presidents, as needed, in grievance preparation and resolution.
 - (10) Consult with Area Vice Presidents about problematic and precedent setting grievances.
 - (11) Assist Area Vice Presidents, as necessary, in the orientation and training of Chief Stewards and Stewards.
 - (12) Communicate all decisions and actions to the Executive Board.
 - (13) Assist the President with preparation of the Local's membership meetings.
 - (14) Perform duties assigned by the President, Executive Board and membership.
 - (15) Be involved in Local decision making process.
 - (16) Attend Executive Board meetings.
 - (17) Participate in committees required by the By-laws on an equal basis with other members of the Executive Board.
 - (18) Has knowledge of regulations for New York State Disability, Workers' Compensation, Family Medical Leave Act, Americans with Disabilities Act and Unemployment Insurance.
 - (19) Assist Executive Board members with ensuring that contractual committees are functioning.
 - (20) Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the welfare of the members.
 - (21) Support and promote social and economic issues that are in the best interest of the membership.
 - (22) Participate in related Union activities as deemed necessary by the Executive Board.
 - (23) Establish and maintain office records that are accessible to all members of the Executive Board.
 - (24) Ensure fair representation of all members.
 - (25) Make work site visits.
 - (26) Delegate to the CWA Convention.
 - (27) Educate and train replacement when office is vacated.
 - (28) Be bonded, as must any person, who handles Local funds or other property, in accordance with the Union Constitution or any other state or federal law.
- V. QUALIFICATIONS:
 - (1) Member in good standing.
 - (2) Member of the Union.
 - (3) Belief in the principles of Unionism.
 - (4) Willingness to give of one's time and energy.
 - (5) Attendance at meetings.
 - (6) Expectation to participate in COPE.

SECRETARY/TREASURER

- Includes:
- I. Position
 - II. Report to
 - III. Position Definition
 - IV. Function
 - V. Qualification

I. **POSITION:** Secretary/Treasurer

II. **REPORTS TO:** President

III. **POSITION DEFINITION:** An Executive Board member elected by all members of the Local.

IV. **FUNCTION:** The responsibilities of the Local Secretary/Treasurer shall be as follows:

- (1) Perform all duties as required by the CWA Constitution, Local By-laws and federal and state laws.
- (2) Records minutes of Membership and Executive Board meetings.
- (3) Be knowledgeable in the use of the computer as an aid for maintaining office records.
- (4) Direct and oversee clerical staff.
- (5) Assist the Administrative Assistants with maintaining the Local's files:
 - (a) Current records of the membership;
 - (b) Tracking dues payments of each member and non-member;
 - (c) Reports;
 - (d) Grievance/Arbitration cases; and
 - (e) Correspondence.

The above responsibilities shall also be shared with Officers of the Local.

- (6) Responsible to negotiate administrative assistant's contract.
- (7) Furnish International Union and District with proper records, annual statements and other reports as required or requested.
- (8) Inform Executive Board of changes in International Union and/or District procedures.
- (9) Assist President with items for agendas at meetings.
- (10) Meet federal, state, county and city report requirements.
- (11) Become involved in Local decision making process.
- (12) Handle all Local finances.
- (13) Maintain custody of all assets of the Local.
- (14) Secure approval of and pay all bills.
- (15) Generate a quarterly budget report for Executive Board review.
- (16) Report to membership meetings on financial status of the Local.
- (17) Plan a budget in collaboration with the Finance Committee and implement as directed by Executive Board.
- (18) Cause an annual review of financial records by a Certified Public accountant.
- (19) Cause an audit of the financial records by a Certified Public Accountant to be done at the close of the Local's fiscal year every three (3) years to coincide with officer elections.
- (20) Invest Local funds upon authority of Executive Board.
- (21) Fill out all required tax forms and government reports as they become due.
- (22) Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the welfare of the members.
- (23) Support and promote social and economic issues that are in the best interest of the membership.
- (24) Participate in related Union activities as deemed necessary by the Executive Board.
- (25) Delegate to the CWA Convention.
- (26) Be bonded, as must any person, who handles Local funds or other property, in accordance with the Union Constitution or any other state or federal law.
- (27) Educate and train replacement when office is vacated.

V. **QUALIFICATIONS:**

- (1) Member in good standing.
- (2) Member of the Union.
- (3) Belief in the principle of Unionism.
- (4) Willingness to give of one's time and energy.
- (5) Attendance at meetings.
- (6) Expectation to participate in COPE.

AREA VICE PRESIDENT

- Includes:
- I. Position
 - II. Report to
 - III. Position Definition
 - IV. Function
 - V. Qualification

I. POSITION: Area Vice President

II. REPORTS TO: Local Officers

III. DEFINITION: An Executive Board member elected by the members of a specific bargaining unit.

IV. FUNCTION: The responsibilities of the Area Vice President shall be as follows:

- (1) Perform all duties as required by the CWA Constitution, Local By-laws and enforce the agreement of their respective bargaining unit(s).
- (2) Carry out all decisions rendered by the Executive Board.
- (3) Perform whatever duties may be assigned by the Local, the Local Executive Board or the Local President.
- (4) All decisions and action will be communicated through the Chief Stewards, Stewards and ultimately the members.
- (5) Ensures fair representation of all members by their Chief Stewards and Stewards.
- (6) Determines the adequate number of Chief Stewards and Stewards to properly represent the members.
- (7) Shall appoint/elect Chief Stewards.
- (8) Assist Chief Stewards in the appointment/election of Stewards.
- (9) Educate and train Chief Stewards and Stewards on a regular basis.
- (10) Chair regularly scheduled steward meetings.
- (11) Conduct orientation meetings for new hires where appropriate.
- (12) Attend Executive Board meetings.
- (13) Participate in committees required by the By-laws on an equal basis with members of the Executive Board.
- (14) Has knowledge of New York State Disability, Workers Compensation, Americans with Disabilities Act, Family Medical Leave Act and Unemployment Insurance.
- (15) Assist Executive Board members with ensuring that contractual committees are functioning.
- (16) Participate in related union activities as deemed necessary by the Executive Board.
- (17) Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the welfare of the members.
- (18) Support and promote social and economic issues that are in the best interest of the membership.
- (19) Participate in related Union activities as deemed necessary by the Executive Board.
- (20) In a bargaining unit where there is more than one Area Vice President, all work shall be shared equally.
- (21) Actively participate in their respective grievance procedure and be responsible for the following:
 - (a) Knowledge of their contract;
 - (b) Knowledge of precedent setting grievances;
 - (c) Maintain and familiarize themselves with current grievances;
 - (d) Update Local Officers about current grievances;
 - (e) Assist Chief Stewards and Stewards in preparing grievances;
 - (f) File grievances;
 - (g) Assist with grievance arbitration preparation;
 - (h) Refer problematic and precedent setting grievances to the Area Vice President's meeting.
- (22) Coordinate and participate with Executive Board in planning bargaining unit and general membership meetings.
- (23) Establish and maintain office records that are accessible to all members of Executive Board.
- (24) Shall be a member of their respective bargaining committee.

V. QUALIFICATIONS:

- (1) Member in good standing.
- (2) Member of bargaining unit for which they are seeking office.
- (3) Belief in the principle of Unionism.
- (4) Willingness to give of one's time and energy.
- (5) Attendance at meetings.
- (6) Expectation to participate in COPE.

MULTI BARGAINING UNIT AREA VICE PRESIDENT

- Includes:
- I. Position
 - II. Report to
 - III. Position Definition
 - IV. Function
 - V. Qualification

- I. POSITION: Multi Bargaining Unit Area Vice President
- II. REPORTS TO: Local Officers
- III. DEFINITION: An Executive Board member elected by the members of more than one specific bargaining unit.
- IV. FUNCTION: The responsibilities of the Multi Bargaining Unit Area Vice President shall be as follows:
- (1) Perform all duties as required by the CWA Constitution, Local By-laws and enforce the agreement of their respective bargaining units.
 - (2) Carry out all decisions rendered by the Executive Board.
 - (3) Perform whatever duties may be assigned by the Local, the Local Executive Board or the Local President.
 - (4) All decisions and action will be communicated through the Chief Stewards, Stewards and ultimately the members.
 - (5) Ensures fair representation of all members by their Chief Stewards and Stewards.
 - (6) Determines the adequate number of Chief Stewards and Stewards to properly represent the members.
 - (7) Shall appoint/elect Chief Stewards.
 - (8) Assist Chief Stewards in appointment/election of Stewards.
 - (9) Educate and train Chief Stewards and Stewards on a regular basis.
 - (10) Chair regularly scheduled steward meetings.
 - (11) Conduct orientation meetings for new hires where appropriate.
 - (12) Attend Executive Board meetings.
 - (13) Participate in committees required by the By-laws on an equal basis with members of the Executive Board.
 - (14) Has knowledge of New York State Disability, Workers Compensation, Americans with Disabilities Act, Family Medical Leave Act and Unemployment Insurance.
 - (15) Assist Executive Board members with ensuring that contractual committees are functioning.
 - (16) Participate in related union activities as deemed necessary by the Executive Board.
 - (17) Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the welfare of the members.
 - (18) Support and promote social and economic issues that are in the best interest of the membership.
 - (19) Participate in related Union activities as deemed necessary by the Executive Board.
 - (20) Actively participate in their respective grievance procedure and be responsible for the following:
 - (a) Knowledge of their contracts and site agreements;
 - (b) Knowledge of precedent setting grievances;
 - (c) Maintain and familiarize themselves with current grievances;
 - (d) Update Local Officers about current grievances;
 - (e) Assist Chief Stewards and Stewards in preparing grievances;
 - (f) File grievances;
 - (g) Assist with grievance arbitration preparation;
 - (h) Refer problematic and precedent setting grievances to the Area Vice President's meeting.
 - (21) Coordinate and participate with Executive Board in planning bargaining unit and general membership meetings.
 - (22) Establish and maintain office records that are accessible to all members of Executive Board.
 - (23) Shall be a member of their respective bargaining committee.
- V. QUALIFICATIONS:
- (1) Member in good standing.
 - (2) Member of one of the bargaining units for which they are seeking office.
 - (3) Belief in the principle of Unionism.
 - (4) Willingness to give of one's time and energy.
 - (5) Attendance at meetings.
 - (6) Expectation to participate in COPE.

DIRECTOR OF EDUCATION/COMMUNICATION

- Includes:
- I. Position
 - II. Report to
 - III. Position Definition
 - IV. Function
 - V. Qualification

- I. **POSITION:** Director of Education/Communication
- II. **REPORT TO:** Local President and Executive Board
- III. **POSITION DEFINITION:** A position within the Local structure appointed by the President and Executive Board.
- IV. **FUNCTION:** The responsibilities of the Director of Education/Communication will be as follows:
 - (1) Perform all duties as required by the CWA Constitution and Local By-Laws.
 - (2) Publication of the local's newsletter as directed by the Local President and Executive Board.
 - (3) Maintain the local's web site.
 - (4) Assistance with the local's written communications as directed by the Local President and Executive Board.
 - (5) Carry out all decisions rendered by the Executive Board.
 - (6) Chair and conduct Education/Newsletter Committee meetings.
 - (7) Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the welfare of the members.
 - (8) Support and promote social and economic issues that are in the best interest of the membership.
 - (9) Participate in related Union activities as deemed necessary by the Executive Board.
 - (10) Will be responsible to attend and record minutes at all Area Vice President meetings as deemed necessary by the Area Vice Presidents.
 - (11) Attend and report on events important to the International Union and Local.
 - (12) Educate Executive Board and the membership on social, economic, and political issues important to the International Union and Local.
 - (13) Develop education seminars as deemed necessary by Executive Board.
 - (14) Responsible for coordinating and/or attending union orientation of new hires as directed.
 - (15) Be knowledgeable of local community resources, citizen organizations and politicians.
 - (16) Be knowledgeable of use of media.
 - (17) Be knowledgeable in writing and handling hand bills, leaflets and correspondence.
 - (18) Coordinate Chief Steward/Steward training sessions in collaboration with Executive Board.
 - (19) Attend Executive Board meetings as a non-voting member as requested.
 - (20) Participate in the planning of the annual Labor Day parade as the Local's representative.
 - (21) Educate and train a replacement when the position is vacated.
 - (22) Failure to perform the above functions may result in removal from the position.
- V. **QUALIFICATIONS:**
 - (1) Member in good standing.
 - (2) Member of the Union.
 - (3) Belief in the principle of Unionism.
 - (4) Willingness to give of one's time and energy.
 - (5) Attendance at meetings.
 - (6) Demonstrated writing, editing and desktop publishing abilities.
 - (7) Expectation to participate in COPE.

DIRECTOR OF HEALTH AND SAFETY

Includes:	I.	Position
	II.	Report to
	III.	Position Definition
	IV.	Function
	V.	Qualification

- I. POSITION: Director of Health and Safety
- II. REPORT TO: Local President and Executive Board
- III. POSITION DEFINITION: A position within the Local structure appointed by the President and Executive Board.
- IV. FUNCTION: The responsibilities of the Director of Health and Safety will be as follows:
- (1) Perform all duties as required by the CWA Constitution and Local By-Laws.
 - (2) Monitor all employers' adherence to health and safety regulations as pertaining to local, state and federal laws.
 - (3) Chair and conduct Local Union safety committee meetings according to the Local's By-laws.
 - (4) Conduct Health and Safety seminars for the membership.
 - (5) Conduct training sessions on New York State Disability, Workers' Compensation, Family Medical Leave Act and Americans with Disabilities Act for Executive Board and Steward structure.
 - (6) Will pursue obtaining Health and Safety grants in conjunction with the District and National Union Health and Safety Coordinator and Directors.
 - (7) Will work with the employers' Health and Safety Staff in obtaining Joint Labor/Management Health and Safety grants.
 - (8) Establish and maintain a library of safety-related materials for use by the Executive Board and members.
 - (9) Carry out all decisions rendered by the Executive Board.
 - (10) Be knowledgeable of CWA International resources and personnel related to health and safety.
 - (11) Be knowledgeable of local community resources, citizen organizations and politicians.
 - (12) Be knowledgeable of use of media.
 - (13) Be knowledgeable in writing and handling hand bills, leaflets and correspondence.
 - (14) A member of the Western New York Coalition of Occupational Safety and Health (WNYCOSH).
 - (15) Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the welfare of the members.
 - (16) Support and promote social and economic issues that are in the best interest of the membership.
 - (17) Participate in related Union activities as deemed necessary by the Executive Board.
 - (18) Attend Executive Board meetings as a non-voting member as requested.
 - (19) Educate and train the replacement when position is vacated.
 - (20) Failure to perform the above functions may result in removal from the position.
- V. QUALIFICATIONS:
- (1) Member in good standing.
 - (2) Member of the Union.
 - (3) Belief in the principle of Unionism.
 - (4) Willingness to give of one's time and energy.
 - (5) Attendance at meetings.
 - (6) Knowledge of health and safety issues pertaining to members of the Local.
 - (7) Expectation to participate in COPE.

DIRECTOR OF LEGISLATIVE/POLITICAL ACTION

- Includes:
- I. Position
 - II. Report to
 - III. Position Definition
 - IV. Function
 - V. Qualification

- I. POSITION: Director of Legislative/Political Action
- II. REPORTS TO: Local President and Executive Board
- III. POSITION DEFINITION: A position within the Local structure appointed by the President and Executive Board.
- IV. Function: The responsibilities of the Director of Legislative/Political Action
- (1) Perform all duties as required by the CWA Constitution and Local By-laws.
 - (2) Carry out all decisions rendered by the Local President and the Executive Board.
 - (3) Attend the WNY CWA Council Legislative Committee meetings.
 - (4) Schedule and Chair the Local's Legislative Committee meetings as deemed necessary.
 - (5) Participate in other union committees; WNY-CWA Council, District I Leadership conference, Health Care Coordinating Committee, WNY Area Labor Federation, AFL-CIO Political Action Committee, District I Political Conference as directed by the President and Executive Board.
 - (6) Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the welfare of the members.
 - (7) Support and promote social and economic issues that are in the best interest of the membership.
 - (8) Participate in related Union activities as deemed necessary by the Executive Board.
 - (9) Develop relationship with the Working Families Party.
 - (10) Assume all duties to coordinate the Local's voter registration and COPE drives.
 - (11) Attend new hire orientation programs as provided in the contract for the purpose of voter registration and COPE sign up.
 - (12) Attend Bargaining Unit, Chief Steward and Steward meetings as requested.
 - (13) Attend membership meetings to report/promote the Locals political agenda with emphasis on labor and health care issues.
 - (14) Attend Executive Board meetings as a non voting member as requested.
 - (15) Participate in WNYHCC, Citizen Action, Coalition for Economic Justice, Jobs with Justice, UHCAN, etc. as issues arise under the direction of the President and Executive Board.
 - (16) Coordinate Local mobilization campaigns around the Local's legislative/political agenda.
 - (17) Establish and maintain records that are accessible to all members of the Executive Board.
 - (18) Be knowledgeable in writing and handling hand bills, leaflets and correspondence.
 - (19) Educate and train replacement when position vacates.
 - (20) Participate in National Conferences regarding Health Care Reform.
 - (21) Participate in CWA Legislative Conference, Women's Conference, Public, Health Care and Educators Conference and other pertinent conferences as directed by the Local President and Executive Board.
 - (22) Assist in coordination of the Labor Day Parade as needed.
 - (23) Promote working relationships with other locals and organizations to promote legislative/political agendas.
 - (24) Involve and educate the membership on labor and health care issues.
 - (25) Be knowledgeable of use of the media.
 - (26) Be knowledgeable of local community resources, citizen organizations and politicians.
 - (27) Failure to perform the above functions may result in removal from the position.
- V. Qualifications:
- (1) Member in good standing.
 - (2) Member of the Union
 - (3) Belief in the principles of Unionism.
 - (4) Willingness to give of one's time and energy.
 - (5) Attendance at meetings.
 - (6) Expectation to participate in COPE.

DIRECTOR OF ORGANIZING/MOBILIZATION

- Includes:
- I. Position
 - II. Report to
 - III. Position Definition
 - IV. Function
 - V. Qualification

- I. POSITION: Director of Organizing/Mobilization
- II. REPORT TO: Local President and Executive Board
- III. POSITION DEFINITION: A position within the Local structure appointed by the President and Executive Board.
- IV. FUNCTION: The responsibilities of the Director of Organizing/Mobilization will be as follows:
- (1) Perform all duties as required by the CWA Constitution and Local By-laws.
 - (2) Carry out all decisions rendered by the Executive Board.
 - (3) Chair regularly scheduled organizing and mobilization committee meetings.
 - (4) Assume all duties to coordinate the Local's organizing campaigns.
 - (5) Assume all duties to coordinate the Local's mobilization campaigns.
 - (6) Assist Executive Board in establishing a mobilization structure for each bargaining unit.
 - (7) Attend Executive Board meetings as a non-voting member as requested.
 - (8) Participate in other union committees; WNY-CWA Council, AFL-CIO Council, Coalition for Economic Justice, Jobs with Justice etc.
 - (9) Prepares updates and reports to CWA International Staff Representative and/or Organizer.
 - (10) Establish and maintain records that are accessible to all members of the Executive Board.
 - (11) Be knowledgeable of the various bargaining unit contracts.
 - (12) Be knowledgeable of the current National Labor Relations Act and Rights to request via Freedom of Information Act.
 - (13) Be knowledgeable of the National Labor Relations Board processes.
 - (14) Be knowledgeable of various statutory, licensing and regulatory agencies.
 - (15) Be knowledgeable of CWA International resources and personnel; Research Department, Legal Department and Organizing Personnel.
 - (16) Be knowledgeable of local community resources; Buffalo Public Library, County Clerks offices, other labor organizations, citizen organizations and politicians.
 - (17) Be knowledgeable of use of the media.
 - (18) Be knowledgeable in writing and handling hand bills, leaflets, and correspondence.
 - (19) Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the welfare of the members.
 - (20) Support and promote social and economic issues that are in the best interest of the membership.
 - (21) Participate in related Union activities as deemed necessary by the Executive Board.
 - (22) Educate and train replacement when position vacated.
 - (23) Failure to perform the above functions may result in removal from the position.
- V. QUALIFICATIONS:
- (1) Member in good standing.
 - (2) Member of the Union.
 - (3) Belief in the principle of Unionism.
 - (4) Willingness to give of one's time and energy.
 - (5) Attendance at meetings.
 - (6) Expectation to participate in COPE.

CHIEF STEWARD

- Includes:
- I. Position
 - II. Report to
 - III. Position Definition
 - IV. Function
 - V. Qualification

- I. POSITION: Chief Steward
- II. REPORT TO: Area Vice President(s) and/or appropriate Officer(s)
- III. POSITION DEFINITION: A member in good standing from their respective bargaining unit appointed/selected by the appropriate Area Vice President(s) and/or Officer(s) or elected by members of that bargaining unit. The appointment/selection will be for one (1) term subject to reappointment/selection for any following terms.
- IV. FUNCTION: The responsibilities of the Chief Steward shall be as follows:
 - (1) Performs all duties as required by the CWA Constitution, Local By-laws and enforce the respective bargaining unit agreement.
 - (2) Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the welfare of the members.
 - (3) Support and promote social and economic issues that are in the best interest of the membership.
 - (4) Participate in related Union activities as deemed necessary by the Executive Board.
 - (5) Shall perform whatever duties that may be assigned by the Local President, Executive Board and membership.
 - (6) Mandatory attendance at Stewards Training.
 - (7) Work under the direction of Area Vice President(s) and/or Officer(s).
 - (8) All Local decisions and actions communicated through the Area Vice President(s) and/or Officer(s) will be communicated to the stewards and membership by the Chief Steward.
 - (9) Register all members who are qualified voters and encourage them to vote in all elections.
 - (10) Communicates issues and problems of Stewards and membership to Area Vice President(s) and/or Officer(s).
 - (11) Has knowledge of New York State Disability, Workers' Compensation, Americans with Disabilities Act, Family Medical Leave Act and Unemployment Insurance.
 - (12) Operate as a member of a team.
 - (13) As provided in the appropriate collective bargaining agreement, a Chief Steward will use their union representation time in the union office as deemed necessary by the appropriate Area Vice President(s) and/or Officer(s).
 - (14) Attend Chief Steward and Steward meetings.
 - (15) Attend membership meetings.
 - (16) Encourage and recruit membership and recruit members for union activities.
 - (17) Determine with Area Vice President(s) and/or Officer(s) the adequate number of stewards to properly represent the members.
 - (18) Shall conduct steward elections as deemed necessary.
 - (19) Maintain regular communication with Stewards and members in their jurisdiction.
 - (20) Functions as a Steward in absence of a Steward.
 - (21) Ensure fair representation of all members.
 - (22) Actively participate in the respective grievance procedure and be responsible for the following:
 - (a) Knowledge of the contract;
 - (b) Grievance preparation;
 - (c) File grievances;
 - (d) Participate in Steps I & II of the grievance procedure;
 - (e) Assist Area Vice President(s) and/or Officer(s) in preparing grievances for arbitration;
 - (f) Relay information to Area Vice President(s) and/or Officer(s); and
 - (g) Include all information in the Local grievance file.
 - (23) Submit to Local all records when leaving office.
 - (24) Provide leadership, organization and a voice for the members.
 - (25) Educate himself/herself in knowledge needed for union work.
 - (26) Attend classes and schools sponsored by the Union.
 - (27) Failure to perform the above functions may result in removal from his/her position.
- V. QUALIFICATIONS:
 - (1) Member in good standing.
 - (2) Member of the bargaining unit for which he/she are seeking office.
 - (3) Belief in the principle of Unionism/team player.
 - (4) Willingness to give of one's time and energy.
 - (5) Attendance at meetings.
 - (6) Expectation to participate in COPE.

STEWARD

- Includes:
- I. Position
 - II. Report to
 - III. Position Definition
 - IV. Function
 - V. Qualification

- I. POSITION: Steward
- II. REPORT TO: Chief Steward(s) and/or appropriate Area Vice President(s) or Officer(s)
- III. POSITION DEFINITION: A member in good standing from their respective bargaining unit appointed/selected by the appropriate Area Vice President(s) and/or Officer(s) or elected by members of that bargaining unit. The appointment/selection will be for one (1) term subject to reappointment/selection for any following terms
- IV. FUNCTION: The responsibilities of the Steward shall be as follows:
 - (1) Perform all duties as required by the CWA Constitution, Local By-laws and enforce the respective bargaining unit agreement.
 - (2) Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the welfare of the members.
 - (3) Support and promote social and economic issues that are in the best interest of the membership.
 - (4) Participate in related Union activities as deemed necessary by the Executive Board.
 - (5) Shall perform whatever duties that may be assigned by the Local President, Executive Board and membership.
 - (6) Mandatory attendance at Stewards Training.
 - (7) Work under the direction of the Area Vice President(s) and Chief Steward(s).
 - (8) All Local decisions and actions communicated through the Area Vice President(s) and Chief Steward(s) will be communicated to the membership by the Steward.
 - (9) Register all members who are qualified voters and encourage them to vote in all elections.
 - (10) Communicate issues and problems of the membership to the Chief Steward(s) and the Area Vice President(s) and/or Officer(s).
 - (11) Has knowledge of New York State Disability, Workers' Compensation, Americans with Disabilities Act, Family Medical Leave Act and Unemployment Insurance.
 - (12) As provided in the appropriate collective bargaining agreement, a Steward will use their union representation time in the union office as deemed necessary by the appropriate Area Vice President(s) and/or Officer(s).
 - (13) Attend Steward meetings.
 - (14) Attend membership meetings.
 - (15) Encourage and recruit membership and recruit members for union activities.
 - (16) Maintain regular communication with membership in their jurisdiction.
 - (17) Ensure fair representation of all members.
 - (18) Actively participate in the respective grievance procedure and be responsible for the following:
 - (a) Knowledge of the contract;
 - (b) Grievance preparation;
 - (c) File grievances;
 - (d) Participate in Step I and Step II of the procedure;
 - (e) Assist in preparation for Step II and arbitration;
 - (f) Relay information to Chief Steward(s) and Area Vice President(s); and
 - (g) Include all information in the Local grievance file.
 - (19) Submit to Local all records when leaving office.
 - (20) Provides leadership, organization and a voice for the members.
 - (21) Educate himself/herself in knowledge needed for union work.
 - (22) Attend classes and school sponsored by the Union.
 - (23) Failure to perform the above functions may result in removal from his/her position.
- V. QUALIFICATIONS:
 - (1) Member in good standing.
 - (2) Member of the bargaining unit for which they are seeking office.
 - (3) Belief in the principle of Unionism/team player.
 - (4) Willingness to give of one's time and energy.
 - (5) Attendance at meetings.
 - (6) Expectation to participate in COPE.

CHAIR OF ELECTION COMMITTEE

Includes:	I.	Position
	II.	Report to
	III.	Position Definition
	IV.	Function
	V.	Qualification

- I. POSITION: Election Committee Chairperson
- II. REPORT TO: Executive Board
- III. POSITION DEFINITION: Shall conduct all nominations and elections and referenda of the Local.
- IV. FUNCTION: The responsibilities of the Election Committee Chairperson shall be as follows:
- (1) Performs all elections as required by the CWA Constitution and Local By-Laws and comply with the LMRDA.
 - (2) Carry out and communicate all decisions rendered by the Executive Board.
 - (3) Set up a budget line to pay committee members for Election Day duties.
 - (4) Recruit members to committee from rank and file. Members shall be appointed by a majority vote of the Local Executive Board, subject to the right of the Local membership to overrule such appointments.
 - (5) Establish and maintain records that are accessible to all members of the Executive Board.
 - (6) Be knowledgeable of Labor-Management Reporting and Disclosure Act of 1959 (LMRDA).
 - (7) Be familiar with the nearest field office of the Office of Labor Management Standards (OLMS). Buffalo's office is in the federal building.
 - (8) Actively participates in the election procedure and to be responsible for the following:
 - (a.) Assist the Election Services Corporation with all Officer and Executive Board elections, ie: give membership labels of last known address to the Corporation for a mail ballot.
 - (b.) Knowledge of the secret ballot election process in compliance with the LMRDA.
 - (c.) Responsible for Local responsibilities during an election:
 1. Contact each nominee if not present at the nomination meeting as soon as possible to inform them they were nominated to a position/title and ask if they will accept or decline nomination. Nominee may request a reasonable period of time to decide if they will accept or decline the nomination (a "reasonable period of time is defined as 24-48 hours).
 2. Provide each nominee candidate's instructions prepared by the Local.
 3. All questions concerning the conduct and challenges of elections shall be determined by the Election Committee, subject to the right of appeal to the Executive Board or membership of the Local.
 - (9) Bargaining Committee Representatives, as well as Contract Ratification, shall be conducted under the supervision of the Election Committee.
 - (10) Referendum of the Local: The Local Election Committee shall submit any questions to a referendum of the membership when directed to do so by action of a regular or special membership meeting. Questions submitted to referendum shall be determined by a majority vote of those voting on the question.
 - (11) Chairs election committee meetings as necessary.
 - (12) Assists the International Union in training programs.
- V. QUALIFICATIONS:
- (1) Member in good standing.
 - (2) Belief in the principle in unionism.
 - (3) Willingness to give of one's time and energy.
 - (4) A member shall not be permitted to serve on the Election Committee if he/she is a candidate for any office of the Local or delegate to the CWA convention or Executive Board Member.
 - (5) Term: unlimited.
 - (6) Expectation to participate in COPE.