

**CAMDEN COUNTY COUNCIL #10**

**AFFILIATED WITH**

**COMMUNICATIONS WORKERS OF AMERICA AFL-CIO**

**(HEREINAFTER, KNOWN AS CWA LOCAL 1014)**

**CONSTITUTION**

**AND**

**BY-LAWS**

Constitution and By-Laws Adopted August 30, 1938, Revised Bylaws Adopted June 27, 1941, Revised Bylaws Adopted June 28, 1960, Revised Bylaws Adopted March 23, 1965, Revised Bylaws Adopted April 27, 1971, Revised Bylaws Adopted September 27, 1977, Revised Bylaws Adopted October 28, 1980, Revised Bylaws Adopted March 27, 1990, Revised Bylaws Adopted November 27, 1990, Revised Bylaws Adopted July 9, 1993, Revised Bylaws Adopted March 24, 2009, Revised Bylaws Adopted May 24, 2011, Revised Bylaws Adopted January 28, 2014 and Revised Bylaws Adopted February 19, 2014.

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## **PREAMBLE**

Camden County Council #10, affiliated with the Communications Workers of America, AFL-CIO, hereinafter known as Local 1014, Communications Workers of America, AFL-CIO exists for the purpose of advancing the interests of its members in the workplace, particularly as those interests relate to the employees' wages, hours and other conditions of employment in accordance with the Constitution and By-Laws of the Local and the Constitution and policies of the Communications Workers of America, AFL-CIO, also referred to herein as the "National Union".

## **CONSTITUTION**

### **ARTICLE I - NAME**

The name of this organization shall be Local 1014, Communications Workers of America, AFL-CIO, referred to herein as "Local 1014."

### **ARTICLE II – JURISDICTION**

The jurisdiction of the Local shall include the bargaining units at the time of affiliation and those assigned by the National Union and appearing on the face of the Charter.

### **ARTICLE III – OBJECTIVES**

Section 1. The objectives and purpose of Local 1014 shall be to promote the policies and principles set forth in the foregoing Preamble.

Section 2. Political action by Local 1014 is restricted to the furtherance of its purpose as set forth in the foregoing Preamble.

Section 3. We will address ourselves to any and all violations of our contracts wherever they shall occur.

### **ARTICLE IV – ELIGIBILITY FOR MEMBERSHIP**

To be eligible for membership in Local 1014, an employee must be employed by an entity with whom Local 1014 has a collective bargaining relationship and the employee must be actively working in a title or position which is represented by Local 1014 and meet the criteria for membership in Article V of the Constitution of the National Union. All existing Local 1014 members not meeting these requirements may elect to assume the status of an associate member; the person shall lose voting privileges but shall not be required to pay dues.

## **ARTICLE V – ADMISSION TO MEMBERSHIP**

Section 1. Admission to membership shall be considered only after such applicant has signed an application blank in the form authorized and approved by the Board of Trustees, and which shall state the objectives of the organization as provided in the Preamble of this document. Such form shall contain the applicant's name, address, job title, Civil Service status, i.e., permanent or provisional, department and authorization for dues check-off. Members holding positions in more than one (1) unit must pay dues for each such unit. Such deduction shall continue to be made until this authorization is revoked by the member by written notice to his/her employer and this organization, as provided by law. This form shall also designate Local 1014 as the Representative for the purpose of collective bargaining and negotiations concerning conditions of employment.

Section 2. Each application, when properly executed and signed, shall be verified for eligibility in the appropriate unit and sent to the Financial Secretary-Treasurer for presentation to the Board of Trustees at their next scheduled meeting.

Section 3. A newly admitted member shall be entitled to the protection or benefits of Local 1014. Any member reinstated or admitted to membership shall not be entitled to the protection or benefits of Local 1014 in the event such member shall be charged with any violation or infraction which has been committed at any time during the period when his/her Local 1014 dues were delinquent, or during the period of time prior to his/her admission to Local 1014 as a member.

## **ARTICLE VI – INITIATION AND DUES**

Section 1. Effective with the initial affiliation, the initiation fee shall be \$5.00 and the dues for membership in Local 1014 shall be \$30/month for the first year except that those making less than \$15,000/year shall pay \$18/month. For the purposes of determining the rate of dues, annual salary shall be based on hourly rate times regularly scheduled biweekly hours times twenty-six. During an 8-year phase-in program starting with initial affiliation of the Local, consistent with the Affiliation Agreement, dues shall be phased in from \$30/month to 1.15% of salary, with those increases determined by the Board of Trustees. In the eighth year of the phase-in program and in subsequent years, minimum dues shall be as established in the National Constitution as set by the Communications Workers of America National Convention.

Section 2. Dues must be kept current at all times and/or any arrears paid to be eligible for the benefits of membership. Any member in arrears for dues for a period of one (1) quarter (three months) suspends himself/herself from membership privileges, but any member suspended from his/her position in the public employ shall be exempt from payment of dues for that period of non-employment. Members suspended for non-payment of dues may be reinstated

upon payment of such arrearages.

Section 3. In the event any member of Local 1014 is elected to public office or appointed to a management position and is no longer working in a position or title represented by Local 1014, his/her membership and obligation to pay dues is temporarily suspended during that period of time.

If that member subsequently returns to a position represented by Local 1014, and his/her dues are in arrears for the time period when he/she worked in a position represented by Local 1014, all arrearages must be paid in order for that person to be reinstated to membership.

Section 4. Persons laid off for economy reasons shall be exempted from paying dues during their period of non-employment. Upon re-employment, within five years of the effective date of layoff, they will be automatically reinstated upon re-application for membership, and exempt from payment of dues arrearages and any initiation fee.

Section 5. Any person who pays a representation fee to Local 1014 in lieu of dues shall be entitled, upon request, to review the annual audit of the Union. Any person who pays a representation fee to Local 1014 in lieu of dues may challenge the amount of said fee pursuant to N.J.S.A. 34:13A-5.5. Such a request for review shall be commenced by filing a written objection with the Union's Board of Trustees. A hearing shall be promptly scheduled on the matter before the Board of Trustees. The Financial Secretary-Treasurer of Local 1014 shall present all evidence and testimony at the hearing with respect to Local 1014's expenditures and the objector shall be given the opportunity to ask questions and be heard on the matter. The Board of Trustees shall then consider the matter and render a decision in writing within thirty (30) days of the hearing. If the Board of Trustees determines that any part of the representation fee paid by the objector should be refunded pursuant to law, then that portion of the dues shall be returned to the objector, with interest, at the time the written decision is issued.

## **ARTICLE VII – OFFICERS AND THE BOARD OF TRUSTEES**

Section 1. The elected officers of Local 1014 shall be: President, Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary-Treasurer, and Sergeant-at-Arms. Terms of all officers shall be for three (3) years, effective October 1990. The elected officers of Local 1014 shall constitute the Executive Board of the Local.

Section 2. No elected officer, as set forth above, may serve as a trustee simultaneously, nor may any trustee serve in an elected position, as set forth above, during his/her term of office.

Section 3. All new units coming under the auspices of Local 1014 shall be permitted a representative in accordance with the trustee representation formula set forth in Section 4,

who will serve as trustee until the subsequent general election as set forth in this document.

Section 4. All units represented by Local 1014 shall be permitted trustee representation as follows: Twenty-five (25) to fifty (50) members equals one (1) trustee; fifty-one (51) to one hundred fifty (150) members equals two (2) trustees; one hundred fifty one (151) to three hundred (300) members equals three (3) trustees; three hundred one (301) to five hundred (500) members equals four (4) trustees; five hundred one (501) to seven hundred (700) members equals five (5) trustees; seven hundred one (701) to eight hundred fifty (850) members equals six (6) trustees; eight hundred fifty one (851) to nine hundred fifty (950) members equals seven (7) trustees; nine hundred fifty one (951) to one thousand (1,000) members equals eight (8) trustees; one thousand one (1,001) to eleven hundred (1,100) members equals nine (9) trustees; eleven hundred and one (1,101) to twelve hundred and fifty (1,250) members equals ten (10) trustees; twelve hundred and fifty-one (1,251) to fourteen hundred and fifty (1,450) members equals eleven (11) trustees; fourteen hundred and fifty-one (1,451) to sixteen hundred and fifty (1,650) members equals twelve (12) trustees; for each increment of two hundred (200) members in a given unit after sixteen hundred and fifty (1,650), one (1) additional trustee position will be created. Subsidiary units whose President sits as a member of the Board of Trustees pursuant to this section, and the subsidiary unit's constitution and by-laws, shall be considered a trustee of Local 1014 for the purpose of this document. Trustee representation shall be based upon the July dues report. All Trustees in a unit where representation declines shall be required to run for election in the upcoming general election. Any existing Trustee in a unit no longer eligible for representation shall remain a trustee for the existing term and the next three regularly scheduled elections for that position, or until the Trustee resigns or retires, whichever occurs sooner.

Section 5. The term of office for a trustee shall be two (2) years. Trustees' seats shall be voted upon at the time of the general election, as set forth herein.

Section 6. Candidates for Local 1014 officers and trustees, as well as delegates and alternate delegates to the National Union Convention shall be nominated at the general membership meeting to be held in September, with notices posted on Union bulletin boards and/or locations where Union messages are ordinarily posted, and/or the Union's website, at least one (1) week before that meeting. Within seven (7) calendar days of his/her nomination, any candidate for Local 1014 officers, where there is a contested election, must present a petition to the Chair of the Election Committee, signed by at least ten (10) Local 1014 members in good standing, supporting his/her candidacy, on a designated form approved by the Election Committee. Any questions regarding a candidate's eligibility for a Local 1014 officer and/or trustee position as well as delegate or alternate delegate to the National Union Convention, or an officer's, delegate's and/or alternate delegate's nomination papers, shall be presented and decided at the October Board of Trustees' meeting, at which time all parties will have an opportunity to address the Board.

Section 7. The general election of officers and/or trustees and delegates to the National Convention shall be held on the fourth Tuesday of October, with notices posted on Union bulletin boards and/or locations where Union messages are ordinarily posted, at least two (2) weeks before the election.

Section 8. All newly-elected officers and trustees shall be sworn into office by the Local 1014 President or his/her designee. The Local 1014 President shall act in this capacity not later than one (1) month following such election. All officers and/or trustees shall maintain their offices until such time as their duly elected successors are so sworn.

#### **ARTICLE VIII – LOCAL DELEGATES TO THE UNION CONVENTION**

Section 1. Delegates and alternate delegates to the National Union Convention shall be nominated and elected simultaneously with the nomination and election of Local officers and trustees in accordance with the nomination and election provisions in Articles VII and X. Voting shall be by secret ballot conducted not less than thirty (30) days in advance of the National Union Convention. To run for the position of delegate or alternate delegate to the National Union Convention, members must submit nomination petitions in accordance with the requirements of Article VII in any contested race.

Section 2. The Local President and Local Vice President shall be delegates to the National Union Convention and be so stipulated on the notice of nominations and election as well as on the ballot.

#### **ARTICLE IX – ELIGIBILITY FOR OFFICE**

Section 1. The President shall appoint an Election Committee consisting of five (5) members in-good-standing by no later than September 1 of the year of the election. The Chairperson of this Election Committee will also conduct the nominations for office. Only members nominated at the September meeting of the general membership, as set forth herein, shall be eligible to have their names placed on the official ballot. Nominees may withdraw their names from consideration up to two (2) weeks prior to the date of the election.

Section 2. Nominations for trustee from each particular unit will be accepted from the floor at the September meeting of the general membership. Any member offering nominations for trustee must first identify himself/herself and his/her unit, so that nominations from each particular unit shall be offered only by members of said units.

Section 3. To be nominated or elected to office, as set forth in Article VII and VIII, a member must be in-good-standing, as set forth in the following requirement: dues must be paid up to date, as set forth in Article VI, and as reported by the Financial Secretary-Treasurer.

## **ARTICLE X – ELECTION**

Section 1. All officers shall be elected by secret ballot, a majority of the votes cast being necessary to elect. If no one nominee receives a majority on the first ballot, a run-off election shall be conducted and the two nominees receiving the greatest number of votes on the first ballot shall be the nominees on the second ballot.

Section 2. All trustees shall be elected by secret ballot, a majority of the votes cast being necessary to elect. Candidates for trustee may only have votes cast for them by members who are within the same unit as they are. If no one nominee receives a majority on the first ballot, a run-off election shall be conducted and the two nominees receiving the greatest number of votes on the first ballot shall be the nominees on the second ballot.

Section 3. Election of delegates to the National Convention shall be in accordance with the provisions of Article VIII.

Section 4. Whenever there is no contest for a given seat, the Recording Secretary shall be directed to cast a ballot in order to elect.

Section 5. Election to the office of trustee or as an officer or delegate and alternate delegate shall be held on the fourth Tuesday of October at designated polling places and designated times, as approved by the Election Committee.

Section 6. In election years that trustees are elected, the Election Committee may designate places and times at the location of a specific unit, where necessary for the convenience of voters.

Section 7. Notices of polling places and times of the election shall be posted on Union bulletin boards and/or locations where Union messages are ordinarily posted, at least two (2) weeks before the election.

Section 8. In election years that trustees are elected, the ballots for each unit shall contain only names of trustees from that particular unit, and may be voted upon only by members of that specific unit.

Section 9. To be eligible to vote, a member's dues must be paid up to date. Prior to voting, each eligible voter must sign the register provided at each polling place.

Section 10. The President will appoint an Election Committee consisting of five (5) members, none of whom may be candidates. The President may delegate the appointment of this committee to the Chairperson of the committee, who shall be appointed by the President. Candidates may select a representative to challenge voter eligibility, provided that such

representative is a member in-good-standing and his/her name is submitted to the Chairperson of the Election Committee no later than one (1) week prior to the election. Such representatives of candidates must abide by the rules of the election, as promulgated by the Election Committee. Elections will be conducted in accordance with the provisions of this Article.

Section 11. Any challenge to the conduct of an election must be filed in writing with the Election Committee within 10 days of the tentative certification of the results. The election committee shall rule on any such challenges and shall within 20 days of the tentative certification of the results make a final determination or certification. Such determination or certification shall be subject to the right of appeal to the Board of Trustees at its next regularly scheduled meeting. All parties shall have the right to address the Board.

Section 12. While a challenge to an election is pending, the officers certified by the election committee in its final determination shall be the elected officers of the Local. Those officers shall remain in office unless the election committee's determination is reversed by the Trustee Board or a new determination is made pursuant to the results of a properly ordered rerun election.

Section 13. No member shall at the same time be a candidate for or hold more than one of the Local 1014 officer positions referenced in Article VII, or be a trustee and a Local 1014 officer, except that an officer or trustee may also be a candidate for delegate to the National Union Convention.

Section 14. Those elected shall be installed at the October general membership meeting, at which time all money, official records and documents, and all property belonging to Local 1014 shall be turned over. Any officer or trustee, and any delegate or alternate delegate to the National Union Convention, upon resignation, removal or retirement from a bargaining unit position represented by Local 1014, shall no longer be permitted to continue as a Local 1014 officer, trustee, delegate or alternate delegate.

#### **ARTICLE XI – AMENDMENTS**

Section 1. All amendments to, substitution for, or alterations of any portions of this Constitution and By-Laws which have been rejected may not be presented for consideration by the membership again for a minimum of six (6) months.

Section 2. The Corresponding Secretary will have an announcement prominently posted of such proposed amendment(s) no less than two (2) weeks prior to the general meeting of Local 1014 at which such amendment(s) will be presented for final action. A two-thirds (2/3) majority vote of members present at such meeting shall be necessary for adoption of any

proposed amendment(s) to this Constitution and/or By-Laws. Except a vote to affiliate with another labor organization and/or an affiliation agreement may be approved by a majority vote of eligible members, voting by secret ballot, either through a mail ballot or voting conducted at designated polling places, with the Local 1014 Constitution and Bylaws thereby amended in all respects, in accordance with the terms of any approved affiliation agreement.

Section 3. Each subordinate unit may adopt its own constitution for its internal operation, provided that nothing contained therein shall conflict with this document.

## **BY-LAWS**

### **ARTICLE I - MEETINGS**

Section 1. The general meetings of Local 1014 will be held on the fourth Tuesday of January, February, March, September, October, and November at a place so designated by the President and approved by the Board of Trustees, excepting when such day is a legal holiday, or on the eve of a legal holiday, in which case the date of the meeting will be fixed by the President, under the above conditions, on a day subsequent to the regular meeting date.

Section 2. A special meeting may be called at any time by the President or the Board of Trustees, or by twenty-five (25) members in-good-standing. Notice of such special meeting shall state the purpose thereof and confine itself strictly to the purpose for which it was called.

Section 3. Notice of meetings of the general membership will be prominently posted.

Section 4. A quorum will consist of ten (10) members in-good-standing, not including officers and trustees in attendance.

### **ARTICLE II – DUTIES OF OFFICERS**

Section 1-A. The President shall preside at all meetings of Local 1014 and shall have general supervision over all its affairs.

Section 1-B. The President shall appoint all committees whose duties are specified in Article VII of these By-Laws, and all others that may be required from time-to-time. He/she shall appoint committee Chairpersons, members and all representatives to any alliance, association or organization with which it may be necessary to cooperate in order to advance the cause of the membership. He/she shall retain the right to attend the meetings of all committees so appointed, and shall be a member thereof, with voice and vote.

Section 1-C. He/she shall ensure that this Constitution and By-Laws are strictly observed.

Section 1-D. All checks for the payment of bills and necessary expenses of Local 1014 shall be countersigned by at least two of the following officers: President, Vice-President, or Financial Secretary/Treasurer.

Section 1-E. The President and other elected officials of Local 1014 shall be compensated for out-of-pocket expenses and mileage incurred in performance of their official duties, upon submission of a written report provided to the Board of Trustees by way of the Financial Secretary-Treasurer.

Section 1-F. He/she shall be the Chairperson of the Board of Trustees and is eligible to vote in order to break a tie vote only. All other officers shall be eligible to vote on all matters voted on by the Board of Trustees. In the absence of the President, the Vice-President shall be the Chairperson of the Board of Trustees.

Section 1-G. The President shall have the authority to assign special functions to any trustee.

Section 1-H. The President shall reserve the right to appoint an assistant to each of the following offices for the purpose of assuming responsibilities as may become necessary in the event of an emergency: Financial Secretary-Treasurer and Recording Secretary.

Section 1-I. The President shall receive a salary as approved by the Board of Trustees and the general membership effective at the beginning of the fiscal year and shall receive such salary in equal bi-weekly installments.

Section 2. The Vice-President shall assist the President in the conduct of the business of Local 1014; he/she shall act for, and in place of, the President during his/her absence or period of disability. In the event of a permanent vacancy occurring in the office of the President for any reason whatsoever, the Vice-President shall automatically assume the office of President until the ensuing annual election, as prescribed herein. At such time, the Vice-President will be vested with the full duties and powers delegated to the President herein. It shall be the duty of the Vice-President to oversee such committees as may be assigned to him/her, and to be responsible for the proper functioning of such committees.

Section 2-A. The Vice-President shall receive a stipend as approved by the Board of Trustees and the general membership at the beginning of the fiscal year and shall receive such compensation on a quarterly basis.

Section 3. The Recording Secretary shall have the responsibility of maintaining an accurate and complete record of minutes of the proceedings of the meetings of the general membership. He/she will also have the responsibility to maintain records of Local 1014, as well as to record all necessary information of pertinence to the general membership. He/she will have custody of the official minutes and reports of Local 1014. He/she will perform other such duties as may

be assigned by the President or Board of Trustees.

Section 3-A. The Recording Secretary shall receive a stipend as approved by the Board of Trustees and the general membership effective at the beginning of the fiscal year and shall receive such compensation on a quarterly basis.

Section 4. The Corresponding Secretary shall be responsible for all correspondence emanating from Local 1014 and to maintain up-to-date records for all members. He/she shall perform other such duties as may be assigned by the President or Board of Trustees.

Section 4-A. The Corresponding Secretary shall receive a stipend as approved by the Board of Trustees and the general membership effective at the beginning of the fiscal year and shall receive such compensation on a quarterly basis.

Section 5. The Financial Secretary-Treasurer shall be the custodian of all funds of Local 1014 and he/she shall deposit said funds forthwith in the depositories selected by the President and Financial Secretary-Treasurer with the approval of the Board of Trustees. He/she shall keep a detailed account of the membership status of all members of Local 1014. He/she shall pay all bills of Local 1014 upon presentation of a warrant of such expenditures and subsequent approval of such payments by the Board of Trustees. Any checks for such payments shall be countersigned by at least two of the following officers: President, Vice-President, or Financial Secretary/Treasurer. He/she shall maintain a permanent record of all such bills paid and shall furnish a statement of all expenditures, receipts, and cash-on-hand at each meeting of the Board of Trustees, as well as at all meetings of the general membership.

Section 5-A. He/she shall at all times as the Board of Trustees may direct, or the President requires, present for examination all books and other documents that may be necessary for an audit of Local 1014's accounts, including an annual financial statement. He/she shall be responsible to retain a surety bond in an amount fixed by the Board of Trustees, as must other signatories on the Local 1014's financial accounts or any other person who handles Local funds or other Union property in accordance with the Union Constitution or any applicable state or federal law. The cost of such bond is to be borne by Local 1014. Certification of such surety bond shall be presented to the Board of Trustees on an annual basis.

Section 5-B. The Financial Secretary-Treasurer shall receive a stipend as approved by the Board of Trustees and the general membership effective at the beginning of the fiscal year and shall receive such compensation on a quarterly basis.

Section 6. The Sergeant-at-Arms shall ensure that none but members in-good-standing attend any meetings of Local 1014 and shall maintain written record of such attendance. Members attending meetings of Local 1014 may be required to present their membership cards prior to

being admitted to such meeting. In the event any member is not in possession of his/her card, the Sergeant-at-Arms shall check with the Financial Secretary-Treasurer to verify such person's membership status prior to admitting him/her to the meeting. He/she shall be required to maintain proper order at meetings of Local 1014, and will also be responsible to count votes on questions, where necessary. He/she shall perform other such duties as may be assigned by the President or Board of Trustees.

Section 6-A. The Sergeant-at-Arms shall receive a stipend as approved by the Board of Trustees and the general membership effective at the beginning of the fiscal year and shall receive such compensation on a quarterly basis.

Section 7. Officers of Local 1014 shall not be eligible to be compensated for any other function he/she may perform for Local 1014, except as set forth in this Article.

### **ARTICLE III – DUTIES OF BOARD OF TRUSTEES**

Section 1. The Board of Trustees shall have general supervision over the finances of Local 1014 and shall have the responsibility of approving the financial depositories of such funds. All expenditures of Local 1014 in excess of \$1,500 not specifically identified in the budget, shall be presented to the general membership for their approval.

Section 2. The Board of Trustees shall meet on a monthly basis prior to all meetings of the general membership.

Section 3. The Board of Trustees shall review all matters concerning the welfare of Local 1014 and shall be responsible to determine all policies of Local 1014.

Section 4. The Board of Trustees shall have the authority to retain legal counsel and shall also have the authority to appoint a secretary from within the Board or designate the Recording Secretary of Local 1014 to act as secretary to the Board, whose duties shall include the recording and transcription of an accurate and complete set of minutes of all meetings of the Board of Trustees and other related functions as may become necessary from time-to-time. The Secretary of the Board of Trustees shall receive a stipend as approved by the Board of Trustees and the general membership effective at the beginning of the fiscal year and shall receive such stipend on a quarterly basis.

Section 5. The Board of Trustees shall be considered an unresolved appeal body which will consider and determine whether specific grievances shall proceed to arbitration. No complaint shall be considered which is not presented in written form; all such communications are to be treated with the utmost confidence. Grievances or complaints will not be considered by the Board of Trustees until all other avenues of resolution have been exhausted. The Board of Trustees shall reserve the authority to summon a complainant and his/her shop steward to

appear before the Board where deemed necessary.

Section 6. All fees connected with litigation, or other expenditures related to grievances or complaints, must be approved by the Board of Trustees.

Section 7. All appeals or motions for donations of Local 1014 funds for public charities or kindred purposes must be made to the Board of Trustees for its review and approval.

Section 8. The Board of Trustees shall be responsible to fill all vacant offices until the ensuing annual election in October.

Section 9. The Board of Trustees shall have the authority to summon any appointed or elected officer to appear before the Board and shall be required to submit a written report of such proceedings.

Section 10. A quorum shall consist of not less than fifty percent (50%) of the elected members of the Board of Trustees and no business may be conducted at any meeting of the Board of Trustees where such quorum does not exist. In addition, a majority of elected officers, as set forth herein, must also be in attendance to conduct such business of Local 1014.

Section 11. The Board of Trustees shall perform such other duties as may be directed by the general membership from time-to-time.

Section 12. Members of the Board of Trustees shall receive a stipend as approved by the general membership effective at the beginning of the fiscal year and shall receive such stipend on a quarterly basis. Members of the Board of Trustees shall not be eligible to be compensated for any other function he/she may perform for Local 1014, except as set forth in Section 4 herein.

Section 13. The Board of Trustees shall have the authority to hold, buy, sell or convey property and to enter into leases when and where necessary for the proper conduct of Local 1014 business.

Section 14. The Board of Trustees shall have the authority to employ, retain, terminate, and establish salaries, benefits and terms and conditions of employment for such personnel as may be necessary to conduct the affairs of Local 1014.

#### **ARTICLE IV – ATTENDANCE AT MEETING**

Section 1. The Recording Secretary will call the roll of the elected officers and trustees of Local 1014.

Section 2. The elected officers are required to attend all meetings (trustee and general membership) of Local 1014. An unexcused absence from one regularly scheduled meeting (trustee or general membership) shall result in non-payment for that, and subsequent meetings not attended during that fiscal year. The following absences are excused: assigned work activities; other Union activities; scheduled vacation; funeral leave; sick leave; and/or proof of absence from work on the day of the meeting. Documentation in connection with any excused absences may be required. To be paid, all Trustees are required to submit the appropriate forms in accordance with these provisions to the Secretary of the Board of Trustees for approval.

Section 3. Members of the Board of Trustees are required to attend all meetings (trustee and general membership) of Local 1014. An unexcused absence from one regularly scheduled meeting (trustee or general membership) shall result in non-payment for that, and subsequent meetings not attended during that fiscal year. The following absences are excused: assigned work activities; other Union activities; scheduled vacation; funeral leave; sick leave; and/or proof of absence from work on the day of the meeting. Documentation in connection with any excused absences may be required.

To be paid, all Trustees are required to submit the appropriate forms in accordance with these provisions to the Secretary of the Board of Trustees for approval.

#### **ARTICLE V – CHARGES AGAINST A MEMBER**

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

Section 2. Charges against a member or an officer of the Local must be made in accordance with the requirements of Article XX of the National Union Constitution.

Section 3. The member or officer charged must be tried in accordance with the requirements of Article XX of the National Constitution.

Section 4. A member or officer upon being found guilty by a Local court may appeal as provided in Article XX of the National Union Constitution.

#### **ARTICLE VI – RECALL OF LOCAL OFFICERS**

Section 1. An elected officer or trustee may be recalled by the membership of Local 1014 in accordance with the provisions of Article XX, XXI and XXII of the National Union Constitution.

#### **ARTICLE VII – STANDING COMMITTEES**

Section 1. Negotiations - Shall consist of not less than three (3) members of Local 1014 at all negotiating sessions. Such members shall include the President, or his/her designee, one trustee or shop steward from the affected bargaining unit and one general member from the affected bargaining unit.

Section 2. Election - Shall be responsible for the conduct of all Local officers and trustee elections, as well as the election of delegates to the Union convention, including the preparation of ballots, arrangements of polling places and the proper tally of all ballots, as well as all other activities that may be required, as per Article IX of the Constitution.

Section 3. Shop Stewards - Shall be responsible for setting rules regarding eligibility, duties and attendance of shop stewards. Shall be responsible for the conduct of all shop steward elections, including the determination of units in which elections are to be conducted. Issues concerning the capability of a shop steward to perform the duties of that position shall be referred to the Board of Trustees for investigation and subsequent action, if any is required. Such action of the Board of Trustees shall be final and binding.

Section 4. Audit - Shall be responsible for reviewing the financial accounts of Local 1014 on a regular and on-going basis and reporting the results of such audits to the Board of Trustees.

Section 5. Personnel - Shall be responsible for interviewing and making recommendations to the Board of Trustees on all matters involving employees of Local 1014 including hiring, termination, salary, benefits and other terms and conditions of employment.

Section 6. Long-Range Planning - Shall be responsible to review Local 1014 and employer policies on an ongoing basis to ascertain the long-range impact of such policies on the affairs of Local 1014.

Section 7. By-Laws - Shall be responsible to review and make recommendations regarding changes and amendments to Constitution and By-Laws;

Section 8. Investment - Shall oversee Union's investments and make recommendations regarding prudent and responsible investment policies and practices.

Section 9. Membership - Shall accept or reject membership applications in accordance with the bylaws and rules of this Local and Article V of the National Union Constitution and policies of the Union.

Section 10. Community Services and Civic Duties Committee - Shall assist in developing all Community Services programs.

Section 11. Legislation and Political Action Committee - Shall assist in developing and pursuing

the program of the Union and the Local in the Legislative-Political field. It shall be responsible for the Local's program to register each qualified voter.

Section 12. Organizing Committee – Shall assist the Local officers and members in organizing all non-union employees within the Local's jurisdiction as well as unorganized workers in external units.

Section 13. Equity Committee – Shall assist the Local in developing programs to address issues of equality involving race, national origin, and sexual preference.

#### **ARTICLE VIII – RATIFICATION OF COLLECTIVE BARGAINING AGREEMENT**

Section 1. All collective bargaining agreements shall be ratified by secret ballot, a majority of the votes cast necessary to ratify.

Section 2. To be eligible to vote, a member must be present and in good standing, having met all eligibility requirements for membership, all dues paid up-to-date, and be a member of the bargaining unit covered by the agreement.

Section 3. Time and location of a ratification vote shall be posted on Union bulletin boards and/or locations where Union messages are ordinarily posted, and/or otherwise communicated to the bargaining unit prior to the ratification vote.

#### **ARTICLE IX – STRIKES**

Section 1. 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 National Union and Article XVIII of its constitution.

#### **ARTICLE X – OATH OF OFFICE**

Section 1. Each elected officer of the Local, after meeting all other qualifications, shall be duly installed upon taking the following oath:

"I, (name), hereby accept the office of (name of office) of Local (number), Communications Workers of America, with full knowledge of the responsibilities and duties of such office.

"I promise to faithfully discharge my duties according to the bylaws and rules of the Local and the Constitution and policies of the Union.

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

God."

#### **ARTICLE XI – GENERAL PROVISIONS**

Section 1. To the extent there is any matter not covered by this Constitution and By-laws or any conflict between this Constitution and By-laws and the Constitution of the National Union, the constitution of the National Union shall govern.