



By-Laws of Communications Workers of America Local 1171, AFL-CIO

Article 1 -	Name.....	2
Article 2 -	Jurisdiction.....	2
Article 3 -	Objects.....	2
Article 4 -	Local Structure.....	2
Article 5 -	Membership.....	2
Article 6 -	Membership Dues and Assessment.....	3
Article 7 -	Governing Authority.....	3
Article 8 -	Meetings, Quorum, Rules of Order and Due Notice.....	3
Article 9 -	Executive Board.....	3
Article 10 -	Duties of Local Officers, Area Representatives, Chief Stewards and Stewards.....	4
Article 11 -	Committees.....	5
Article 12 -	Nominations and Elections of Local Officers, Executive Board Members and Convention Delegates.....	6
Article 13 -	Elections of Local Delegates to CWA Conventions.....	7
Article 14 -	Referendum of Local.....	7
Article 15 -	Charges, Trials, Appeals and Recall Procedures.....	7
Article 16 -	Amendments to Local By-Laws.....	8
Article 17 -	Fiscal Year and Audit.....	8
Article 18 -	Local Union Deployment.....	8
Article 19 -	Oath of Office.....	8
Article 20 -	Adoption.....	8

ARTICLE 1 – NAME

This Local shall be known as Local 1171, Communications Workers of America - AFL-CIO.

ARTICLE 2 – JURISDICTION

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

ARTICLE 3 – OBJECTS

The Local commits itself to the pursuit of the following objectives:

- 1. Local 1171 shall represent and serve the workers within its jurisdiction in accordance with the By-Laws and Rules of the Local and the Constitution and policies of the CWA.
- 2. To promote the moral, social, and economic well-being of all the members.
- 3. To protect and uphold the individual and collective rights of all the members.
- 4. To foster harmonious and progressive labor-management relations.
- 5. To strive for the adoption of legislation, policies and other measures that will promote the economic, social and - general well-being of all the members.
- 6. To promote the enlightenment of all the members in regard to their rights and obligations as union members and as -- employees, the present labor relations systems, the existing collective bargaining agreement.

ARTICLE 4 – LOCAL STRUCTURE

The structure of the Local shall consist of the following:

1. The Membership
2. The Officers: President, Executive Vice-President, Secretary/Treasurer, Director – Area Representatives
3. The Executive Board: All Officers as defined in (2) above
4. Area Representatives of the Local, defined as follows:
 - a. Area 1 – New England Area (Maine, New Hampshire, Massachusetts, Connecticut and Rhode Island)
 - b. Area 2 – (2 representatives) Metro NY (LGA, JFK, EWR airports)
 - c. Area 3 – Northern Area - NY State, (excluding Area 2) and Vermont
 - d. Area 4 – Home Based Offices/Members
 - e. New locations/groups will be assigned to an area as determined by the Executive Board
5. The Committees – see Article 11

ARTICLE 5 – MEMBERSHIP

1. Eligibility
 - a. 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 part-time or full-time basis by the Union or the Local.
2. Applications
 - a. Each application eligible for membership shall be accompanied by an initiation fee of \$2.00 or a dues deduction authorization card including this fee; subject to the waiver procedure defined in the Constitution, Article V. Section 2(b).
 - b. Each application shall be subject to the approval of the Membership Committee or Executive Board.
3. Transfers
 - a. Transfers 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 the Constitution, Article V. Section 3.
4. Termination
 - a. The termination of membership in this Local shall be in accordance with the Constitution, Article V. Section 4.

Article 6 – MEMBERSHIP DUES and ASSESSMENT

1. Each member of the Local shall pay minimum membership dues in accordance with the CWA Constitution.
2. Membership dues may be changed only by a majority of those voting on the question by secret ballot mail referendum or by Convention action as per Article VI, Section 1 of the Constitution.
3. The membership of the 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, Section 3 of the Union Constitution.

Article 7 – GOVERNING AUTHORITY

The affairs of this Local shall be governed by the membership in accordance with the Constitution and policies of the CWA in the following manner:

1. Through action taken in membership meetings or by referendum of the membership.
2. By actions and decisions of the Executive Board, between membership meetings.
 - a. The actions and decisions of the Executive Board, between membership meetings, may be over-ruled through action taken in membership meetings or by referendum of the membership if the action is not complete prior to the meeting or referendum.

Article 8 – MEETINGS, QUORUM, RULES of ORDER and DUE NOTICE

1. Regular meetings
 - a. Regular membership meetings shall be held quarterly and may be held in conjunction with an informational meeting as described in “b”, below.
 - b. Regular informational meetings shall be held at least once every 3 months.
2. Special meetings
 - a. The President shall call special meetings:
 - i. At his/her discretion
 - ii. When directed by the Executive Board
 - iii. Within 10 days of receiving a petition signed by twenty percent (20%) of members in good standing from any location within the Local.
3. Rules of Order, quorum and due notice
 - a. Membership meetings of the Local shall be conducted under these By-Laws and rules of the Local and in conformity with the CWA Constitution. On questions where the Local By-Laws and CWA Constitution do not clearly apply, Roberts Rules of Order shall govern.
 - b. The number constituting a quorum for Local membership meetings for regular business shall be:
 - i. Five percent (5%) of the members in good standing or,
 - ii. A majority of the members of the Executive Board
 - c. Non-policy making meetings need no quorum.

Article 9 – EXECUTIVE BOARD

1. The membership of the Executive Board shall consist of:
 - a. The President
 - b. The Executive Vice-President
 - c. The Secretary/Treasurer
 - d. Director - Area Representatives
2. The Executive Board shall meet not less than six (6) times per calendar year.

3. The President shall call special Executive Board meetings:
 - a. At the President's discretion
 - b. Within (7) calendar days after receipt or a written request from a majority of the Executive Board members.
 - i. If the President fails to act within the specified time, the Secretary/Treasurer shall call a meeting within forty-eight (48) hours.
4. The Executive Board shall have the authority to:
 - a. Hire & terminate the service of employees of the Local.
 - b. Appoint & remove members of committees
 - c. Provide for affiliation or disaffiliation with the State and/or Local levels of Labor Organizations affiliated with the Communications Workers of America.
 - d. Determine the number of additional delegates and alternates to all CWA conventions.
 - e. Determine the number of delegates and alternates to all national and district conferences.
 - f. Determine the locations within District 1 of general membership meetings.
 - g. Take such action as the membership may empower on any matters referred to them.
 - h. Assist the Local President in carrying out the established policies of the Local and CWA.

Article 10 – DUTIES of LOCAL OFFICERS, AREA REPRESENTATIVES, CHIEF STEWARDS and STEWARDS

The Officers of the Local shall be President, Executive Vice-President and Secretary/Treasurer.

1. The Local President shall:
 - a. Preside over meetings of the Executive Committee and the Local and shall be responsible for the conduct of the Local.
 - b. Process grievances and, if not satisfactorily settled, appeal them to higher levels.
 - c. Oversee and select committees of the Local.
 - d. Approve all bills/vouchers to be paid by the Secretary/Treasurer
 - e. Cause an annual budget to be prepared and presented to the membership.
 - f. Have such additional duties as assigned by the Local or required by the Constitution or policies of the Union.
 - g. When, between Executive Board meetings, determines that Local policy has not been clearly formulated, poll the members of the Executive Board. The poll shall constitute Executive Board action and the results shall be recorded in the minutes of the next meeting.
 - h. Develop and oversee training of all Local officers and stewards.
 - i. Hold no other elective office in the Local.
 - j. Suffer no loss of pay or benefits.
2. The Local Executive Vice-President shall:
 - a. Act under the direction of the President and perform such duties as may be assigned by the membership and/or the Executive Board.
 - b. Attend all meetings of the membership and the Executive Board.
 - c. Suffer no loss of pay or benefits.
3. The Local Secretary-Treasurer shall:
 - a. Maintain a record of the Local membership, dues and keep minutes of all Local meetings and meetings of Local Officers and keep them in a permanent binder.
 - b. Furnish to both the District Vice-President and Secretary/Treasurer of the Union any change in the Local By-Laws in accordance with the Constitution.
 - c. Furnish the Secretary/Treasurer of the National Union with all proper forms, signed by Local Officers, which are required by State and Federal laws immediately upon their execution.
 - d. Be bonded and is custodian of all assets of the Local as assigned by the Executive Board and make a report of such at each Local meeting.
 - e. To complete payment of bills approved by the Local President.
 - f. Keep a record of payroll, vacations and absences from work for any reason (I.e. sick, jury duty, bereavement, etc.) for all personnel of Local 1171 and insure that it is available upon request by any member in good standing.
 - g. Hold no other elective office in the Local.
 - h. Suffer no loss of pay or benefits.

4. The Director – Area Representatives shall:
 - a. Be appointed by the President, selected from the existing Area Representative group.
 - b. Act under the direction of the President and perform such duties as may be assigned by the Local Executive Board.
 - c. Coordinate with and supervise the activities of the Area Representatives.
 - d. Preside at meetings of the Local Area Representatives.
5. The Local Area Representatives shall:
 - a. Act under the direction of the President and perform such duties as may be assigned by the Local Executive Board.
 - b. Perform such duties and responsibilities as may be assigned by the Director-Area Representatives.
 - c. Shall perform advisory functions for Chief stewards/stewards of their respective area on all matters concerning the good and welfare of the members.
 - d. Coordinate and preside over meetings in their respective areas under the direction of the Executive Board.
 - e. Work in conjunction with and assist when needed all Chief Stewards and Stewards within their respective area.
 - f. To foster equality and harmonious work environment for all Local Members within their respective area.
7. The Chief Stewards shall:
 - a. Be in number as deemed necessary to their Station by the Local Executive Board.
 - b. Be elected from their respective groups by informal election, under the guidance of Director - Area Representatives.
 - c. Work under direction of the Area Representative for their area.
 - d. Make an earnest and sincere effort to keep their group informed and respond to the needs of their people in a prompt and timely manner.
 - e. To foster an equal and harmonious work environment for all local station Members.
8. The Shop Stewards shall:
 - a. Be in number as deemed necessary to their Station by the Local Executive Board.
 - b. Be appointed or released with the approval of the Executive Board based on nominations submitted by the membership of their respective area.
 - c. Complete all necessary training required by the Local Executive Board.
 - d. Work under the direction of the Area Representative/Chief Steward of their respective area.
 - e. Perform other duties and responsibilities as may be assigned by their Area Representative/Chief Steward.
 - f. Make an earnest and sincere effort to keep their Chief Steward/Area Representative informed and respond to the needs of their people in a prompt and timely manner.
 - g. To foster an equal and harmonious work environment for local station members.

Article 11 – COMMITTEES

1. All committees shall report to each regular membership and Executive Board meetings.
2. Committees required by the Constitution include:
 - a. Organizing
 - i. This committee shall assist the Local Officers and Stewards in organizing all members within the Local's jurisdiction in the pursuit of a 100 percent membership.
 - b. Education
 - i. This committee shall be responsible for the coordination of training for those members who wish to become more acquainted with the programs and principles of the Communications Workers of America.
 - c. Legislative
 - i. This committee shall pursue the legislative program of the Communications Workers of America. It shall emphasize the responsibility of each member to register and vote.
 - d. Community Service
 - i. This committee shall be responsible for handling all community relations matters for the Local.
3. Committees outside of Constitutional requirements include:

- a. Membership
 - i. The Membership Committee shall accept or reject membership applications in accordance with the By-Laws and rules of the Local and Constitution and policies of the Union.
- b. Election
 - i. The Election Committee shall conduct all nominations, elections and referenda of the Local.
- c. Finance
 - i. The Finance Committee shall review the financial records of the Local and make a written report quarterly to the Local. The Committee will assist the Local Officers in preparing the annual budget.
- d. Safety
 - i. The Safety Committee will work with Area Representatives and Chief Stewards to study workplace health and safety issues.
- e. Ethics Committee
 - i. The Ethics Committee shall set such standards of conduct as deemed appropriate to our profession and oversee the adherence to those standards.

Article 12 – NOMINATIONS and ELECTIONS of LOCAL OFFICERS, EXECUTIVE BOARD MEMBERS and CONVENTION DELEGATES

1. Nominations
 - a. Nominations for Local Officers and Executive Board members shall be made from the floor of the membership meeting in the month of September of each election year with nominees under obligation to accept said nomination from the floor.
 - b. Nominees can be candidates for one office only.
 - c. Notice of election and nominees of Officers and Executive Board members shall be sent to each member at least fifteen (15) days before nominations are opened.
2. Elections
 - a. The election shall be conducted in accordance with the CWA Constitution.
 - b. If the Election Committee finds that only one name is to be presented to the electorate, the Chairperson of the Committee shall notify the Secretary/Treasurer of the fact. The Secretary/Treasurer shall then declare a unanimous ballot.
 - c. All members in good standing of the Local will vote for the office of President, Executive Vice-President and Secretary/Treasurer.
 - d. All members in good standing of their respective areas as defined in Article 4 will vote for the offices of Area Representative(s).
 - e. All Job Stewards from the location of the Chief Steward shall vote for the position of Chief Steward.
3. General Provisions
 - a. Only members in good standing of the Local shall be eligible to nominate, vote or hold elective office.
 - b. The Election Committee shall conduct all elections of Officers and Executive Board members by United States Mail.
 - c. Any member whose name appears on the current ballot shall not serve on the Election Committee.
 - d. The nominee for President, Executive Vice-President, Secretary/Treasurer and Executive Board members receiving the majority of votes cast shall be declared elected. If no nominee has a majority on the first ballot, a second vote shall be taken with the two nominees receiving the greatest number of votes as the only nominees on the second ballot.
 - e. The Local shall not dispose of any ballots or associated records until after one (1) year following the installation of all Officers or Executive Board members.
 - f. The ballot for President, Executive Vice-President and Secretary/Treasurer shall also specify that it is a ballot for Convention delegates to any general or special convention during the term of office. The number of delegates attending any convention shall be determined by the Executive Board and be approved by the membership at the following membership meeting.
 - g. The ballot shall read: For President – vote for one (1), For Executive Vice-President – vote for one (1), For Secretary/Treasurer – vote for one (1), For Area Representative – in areas 1 & 2 vote for two (2), areas 3 & 4 vote for one (1).
4. Installation
 - a. The Officer Elect when duly qualified shall be installed.

- b. The term of office shall be three (3) years beginning on January 1, of the first year and expiring on December 31st of the third year. The actual installation shall be conducted at the January membership meeting following the election.
- 5. Vacancies in Office
 - a. A vacancy in the office of President shall be assumed by the Executive Vice-President. In non-election years, a special election will be held to replace the President with-in (60) days.
 - b. Vacancies in other elected offices shall be filled by appointment of the President, subject to approval of the appointment by the Local membership as determined at a membership meeting held within sixty (60) days of the appointment.

Article 13 – ELECTIONS of LOCAL DELEGATES to CWA CONVENTIONS

- 1. Delegates to convention
 - a. Local delegates to all CWA conventions shall be: the President, as Chairperson of the Delegation and 1st Delegate, Executive Vice-President as 2nd Delegate and Secretary/Treasurer as 3rd Delegate.
 - b. In the event the Local is entitled to additional delegates under Article VIII, Section 4 of the CWA Constitution they shall be elected in accordance with Article 13, 2 of these By-Laws.
- 2. Election of Delegates
 - a. The delegates and alternates to conventions of CWA shall be nominated by the Executive Board serving as the Nominating Committee, not more than one hundred eighty (180) days nor less than thirty (30) days in advance of the convention. Any member in good standing may have his/her name placed on the ballot by submitting a petition with at least thirty (30) signatures of members in good standing.
 - b. Not less than a thirty (30) day notice shall be given to the membership of a forthcoming Executive Board meeting called for the purpose of finalizing nominations and electing any additional delegates.
 - c. The Executive Board shall not schedule a membership meeting less than thirty (30) days prior to convention for the purpose of a vote for any additional delegates.
 - d. The nominees receiving the greatest number of votes shall be declared elected.

Article 14 – REFERENDUM of LOCAL

- 1. The Election Committee shall submit any question to the members by a referendum when so directed by a membership or Executive Board meeting.
- 2. The referendum shall be conducted by secret ballot through the US Mail. A majority of the votes cast shall determine the outcome.

Article 15 – CHARGES, TRIALS, APPEALS and RECALLS PROCEDURE

1. Charges

Any of the following shall be a ground for charges against a Local Member:

- a. Committing or causing the commission directly or indirectly of acts against the interest and welfare of the Local or CWA.
- b. Malicious attack against the Local, its Officers or against a fellow Member.
- c. Gross misconduct unbecoming of a Local Member.
- d. Willful violation of any provisions of the Local bylaws or rules, regulations, measures and resolution of the Local.

- e. Members may be suspended or expelled for any of the acts enumerated in Article XIX of the Constitution.
- 2. **Trials**
 - a. Accused members shall be tried under the provisions of Article XX of the Constitution
- 3. **Appeals**
 - a. Members or officers, upon being found guilty by a Trial Court, may appeal as provided in Article XX of the Constitution.
- 4. **Recall of Officers**
 - a. An elected Officer may be recalled from office as provided in Article XXI of the Constitution.

Article 16 – AMENDMENTS to LOCAL BY-LAWS

- 1. These By-Laws may be amended
 - a. By a two-thirds (2/3) vote of the members present at a membership meeting if the proposed amendment has been either:
 - i. Introduced at a previous membership meeting
 - ii. Advertised by due notice
 - iii. Required by referendum of the membership

Article 17 – FISCAL YEAR and AUDIT

- 1. The fiscal year of this Local shall be from October 1st of each year to and including September 30th of the succeeding year.
- 2. The financial records of this Local shall be audited by a Certified Public Accountant or by a committee established by the Local, at the end of each fiscal year. The results of such audit shall be made available for the inspection of any member of the Local and a copy thereof shall be sent to the District Vice-President.

Article 18- LOCAL UNION DEPLOYMENT

The Local shall pay a member or representative lost time only when performing necessary duties for and on behalf of the Local during time which he or she would otherwise be compensated by the employer. Other expenses incurred during such time may be presented to the Local Secretary/Treasurer for approval and reimbursement.

Article 19 – OATH of OFFICE

A member elected to office, after meeting all qualifications, shall be duly installed upon taking the follow oath:

“I (give name) hereby accept the office of (name office) of Local 1171, 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 Communications Workers of America. I shall, at all times, endeavor to serve my Local and the Communications Workers of America to the best of my ability.”

Article 20 – ADOPTION

These by-Laws shall be adopted or amended upon the approval of a majority of the members voting upon their adoption by action at a Local membership meeting as per Article 16.

THIS PAGE INTENTIONALLY LEFT BLANK