

BYLAWS OF C.W.A LOCAL 13301

(Adopted: May 26, 2000)

ARTICLE I – NAME

This Local shall be known as Local 13301, Communications Workers of America.

ARTICLE II -JURISDICTION

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

ARTICLE III- OBJECTS

The object of Local 13301 shall be to 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 Union.

ARTICLE IV- LOCAL STRUCTURE

The structure of the Local shall consist of the following:

Section 1-Local

- A. The Membership
- B. The Officers: President, Executive Vice-President, Secretary, Treasurer, Vice-President Philadelphia Airport, Vice-President Allentown, Vice-President Harrisburg Airport, Vice-President Wilkes-Barre Airport.
- C. The Executive Board: The Officers
- D. The Committees

Section 2- Areas:

- A. There shall be four areas of the Local defined as follows:

- Area 1: Allentown Airport
- Area 2: Harrisburg Airport
- Area 3: Philadelphia Airport
- Area 4: Wilkes-Barre Airport

- B. The composition of an area can be changed or additional areas created by recommendation of the Executive Board with membership approval.

ARTICLE V-MEMBERSHIP

Section 1-Eligibility

Any person eligible to 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, if employed on a part-time or full-time basis by the Union.

Section 2-Membership Application

Membership in the Local shall be obtained upon approval of the membership committee authorized to accept or reject membership on behalf of the Local, subject to the right of the Local to overrule the decision of membership committee.

Section 3-Transfers:

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

ARTICLE VI-LOCAL DUES AND ASSESSMENTS

Section I-Local Membership Dues:

- A. Each member of the Local shall pay minimum membership dues as established by the CWA Convention.
- B. Membership dues which exceed in amount of the minimum membership dues may be authorized by a majority of those voting on the question in accordance with the Local bylaws.
- C. Membership dues may be changed only by a majority of those voting on the question by secret ballot referendum.

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 assessment levied shall be in compliance with Article VI, of the Union Constitution.

ARTICLE VII-GOVERNING AUTHORITY

The affairs of this Local shall be governed by its membership in accordance with the Constitution and Policies of the Union in the following manner:

- A. Through action taken in area meetings and by referendum of the membership.
- B. Through actions and decisions of the Executive Board between membership meetings. The Executive Board shall establish administrative policies which become necessary to insure that members can participate in the governance of the Local. The Executive Board will consist of the Officers.
- C. Through actions and decisions of the Local Officers, between meetings of the Executive Board.

ARTICLE VIII-MEETINGS

Section 1-Executive Board:

The Executive Board shall hold meetings as may be necessary to properly transact the business of the Local, on the call of the President, by the request of the Executive Board, or at least once per quarter.

Section 2-Area

- A. Local membership meetings shall be held quarterly.
- B. Special Area Membership Meetings shall be called by the Vice-President upon receipt of a petition signed by 10% of the area membership. Such meetings shall be held within ten (10) calendar days.

Section 3-Special Local

A combined membership meeting of all areas of the Local may be called by a petition of 10% of the members or by the Executive Board. Such meetings will be held within ten (10) calendar days.

Section 4-Meeting Requirement

It shall be a requirement of all elected offices, including Chief Steward and Steward to attend 75% of all meeting unless excused by the Executive Board.

ARTICLE IX-LOCAL DELEGATES TO NATIONAL CONVENTIONS

- A. The Local President, Executive Vice-President, Secretary, Treasurer, and area Vice-Presidents by virtue of their election to said offices, shall also be voting delegates/ and or alternates to any general or special convention.
- B. The Local President shall be a delegate to all general or special conventions. The Executive Board shall take all necessary steps to insure the attendance and qualifications of voting delegates and a reasonable number of alternates, at the CWA National Convention.
- C. The number of voting delegates to which the Local is entitled is provided in Article VIII, Section 4, Paragraph (a) of the CWA constitution.
- D. Convention votes shall be distributed among all the delegates in accordance with Article VIII of the CWA Constitution.
- E. It shall be the duty of the Secretary of the Local to certify the Local Delegates to any General or Special Convention, to the Secretary-Treasurer of the National Union within the time limits specified in the National Constitution.

ARTICLE X-LOCAL COMMITTEES

- A. The Local shall have the following regular committees:
 - 1. Education Committee
 - 2. Election Committee
 - 3. Organizing Committee
 - 4. Legislative-Political Committee
 - 5. Membership / Mobilization Committee
 - 6. Community Services Committee
 - 7. Committee on Equity
 - 8. Finance Committee
 - 9. Health & Safety Committee
 - 10. Other Committees as determined by the Executive Board

- B. Members of all committees shall be appointed by the President with the approval of the 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 appointments.
- D. A member of any Local Committee may be removed by a majority vote of the Executive Board, subject to the right of the Local members to overrule the action of the Executive Board. A committee member may also be removed by action of the Local in a membership meeting.
- E. Duties of Committees:
 - 1 Membership/Mobilization Committee: The Membership Committee shall accept or reject membership application in accordance with the By-Laws and Rules of this Local and Constitution and policies of the Union. The Committee will also work to put in place a mobilization structure that enables communications, education and action.
 - 2 Legislative-Political Committee: The Legislative Committee shall assist in developing and pursuing the program of the Union and the Local in the Legislative field. It shall be responsible for the Local's program to register each qualified voter.
 - 3 Organizing Committee: The Organizing Committee shall assist the Local Officers and Stewards in organizing all members within the Local's jurisdiction.
 - 4 Election Committee: The Election Committee shall conduct all nominations, elections and referenda of the Local.
 - 5 Education Committee: The Education Committee shall assist in developing the Local's education program and, with the Local Officers, be responsible for effectuation of the Union and Local's educational program.
 - 6 Community Services Committee: The Community Services Committee shall assist in developing all Community Services programs.

- 7 Committee on Equity: The Committee on Equity shall study and report to the Local on ways and means of eliminating discrimination on the basis of sex, race, or any other basis.
- 8 Finance Committee: The Finance Committee shall review the financial records of the Local and make a written report annually to the Local.
- 9 Health & Safety Committee: The Health & Safety Committee shall study workplace health & safety issues and coordinate the Local's efforts in joint union/management health and safety programs.

ARTICLE XI-ORDER OF BUSINESS

A. The order of business at a Local or Area meeting shall be as follows:

- 1 Call to Order
- 2 Roll Call (Optional)
- 3 Reading and action on minutes of previous meetings
- 4 Report of Officers
- 5 Report of Committees
- 6 Unfinished business
- 7 New business
- 8 Good and Welfare
- 9 Adjournment

B. The order of business may be suspended by a two-thirds vote of the members present.

ARTICLE XII-DUTIES OF LOCAL OFFICERS AND STEWARDS

Section 1- The officers of the local shall be:

- A. Local President
- B. Local Executive Vice President
- C. Local Secretary
- D. Local Treasurer
- E. Local Vice President Philadelphia Airport
- F. Local Vice President Allentown Airport
- G. Local Vice President Harrisburg Airport
- H. Local Vice President Wilkes-Barre Airport

Section 2-Local Officers shall hold no other office.

Section 3-Duties of Local President:

- A. The Local President shall preside at meetings of the Local and at meetings of the Local Executive Board and shall be responsible for the conduct of the Local including:
 - 1 Be responsible for the conduct of all Local business.
 - 2 The prosecution of grievances and appealing them to higher levels of the Union, if not satisfactorily settled.
 - 3 The supervision of all Committees of the Local.
 - 4 The approval of all bills to be paid by the Local Treasurer and to countersign checks drawn on the treasury of the Local.
 - 5 Select a location for the Local Union Headquarters, where official correspondence will be sent, books and records maintained and Local business conducted, subject to the approval of the Executive Board.
- B. The Local President shall have such additional duties as assigned by the Local, the Governing Board or required by the Constitution or Policies of the Union.

Section 4-Duties of Local Executive Vice President

- A. The Executive Vice-President shall work under the direction of the Local President and shall perform such duties as assigned by the Local President, the Local Executive Board, and the Local.
- B. The Executive Vice-President shall assume the duties of the President in his/her absence.

Section 5-Duties of the Secretary

- A. The Secretary shall maintain a record of the Local membership and shall keep minutes of all Local meetings and meetings of the Local Executive Board.
- B. The Secretary shall furnish both the District Vice-President and Secretary-Treasurer of the National Union with two (2) copies of any changes in the Local By-Laws.
- C. The Secretary shall be responsible for furnishing the Secretary-Treasurer of the National Union with all the proper forms signed by Local Officers which are required by State and Federal laws immediately upon their execution.
- D. The Secretary shall perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President.

Section 6-Duties of the Treasurer

- A. The Treasurer shall be bonded and shall be custodian of all assets of the Local and shall make a report to each membership meeting.
- B. The Treasurer shall cause the payment of all bills approved by the President.
- C. The Treasurer shall perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President.

Section 7-Duties of the Vice-Presidents:

- A. The Vice President(s) shall work under the direction of the Local President and shall perform such duties as assigned by the Local President, the Local Executive Board, and the Local.
- B. The Vice Presidents (s) shall preside at meetings of their respective area. It shall be their responsibility to coordinate with chief stewards in their area and monitor all grievance activity.

Section 8-Chief Stewards and their duties:

- A. This Local shall have as many Chief Stewards as may be deemed necessary by the Executive Board of the Local.

- B. The Chief Stewards shall be elected from their respective groups. The Executive Board may appoint Chief Stewards until tri-annual elections are held or to fill any vacancy. An election will be held if requested by 30% of the members in that group.
- C. The Chief Stewards of the area shall work under the direction of the Vice President of that respective Area. They shall perform such duties and responsibilities as may be assigned by their Vice President.

Section 9-Job Stewards

- A. Each area shall have as many job stewards as may be deemed necessary by the Executive Board.
- B. The Job Stewards of the area will be elected by the membership in their respective area. The Executive Board may appoint Job Stewards until requested elections are held or to fill any vacancy.
- C. The Stewards of the area shall work under the direction of the Area Vice President of their respective area. They shall perform other duties and responsibilities as may be assigned by their Area Vice President.

Section 10-Local Executive Board

- A. The duties of the Local Executive Board shall be as follows:
 - 1 Be responsible for making decisions and taking action on behalf of Local membership between Local or Area meetings on all matters concerning the good and welfare of members.
 - 2 Meet as necessary. The Local President shall call a meeting of the Executive Board whenever requested by a majority of board members to do so or at least once a month.
 - 3 Cause an annual budget to be prepared and presented to the membership.
 - 4 Be responsible for the operation of strike action procedures as outlined in the Union Constitution
 - 5 Actions and decisions of the Executive Board are subject to the approval of the membership.
 - 6. A majority of the Executive Board shall constitute a quorum.

ARTICLE XIII -CONDUCT OF MEETINGS AND QUORUM

Section 1:

Local and Area meetings of this Local shall be conducted under these By-Laws and Rules of the Local and in conformity with the National Union Constitution. On questions where the Local By-Laws, the Local Rules, or the National Constitution do not clearly apply, Robert's Rules of Order shall govern.

Section 2:

Ten percent of the members in attendance at a Local or Area meeting shall constitute a quorum.

Section 3:

A majority of the Executive Board, or the majority of the members of a Committee, shall constitute a quorum for those bodies.

Section 4:

Motions made at area meetings that effect the entire membership shall be referred to Executive Board for the purpose of determining whether or not the motion is in order under these bylaws and the Union Constitution. The Executive Board may refer motions to committee or to the membership through all of the Area Meetings. Action taken by the Executive Board on Motions shall be part of the Executive Board Report.

ARTICLE XIV-NOMINATION AND ELECTION OF LOCAL OFFICERS AND AREA VICE PRESIDENTS.

Section 1- Nominations/Elections

- A. Nominations for President! Convention Delegate, Executive Vice President/ Convention Delegate/ and or Alternate, Secretary /Convention Delegate/ and or Alternate, Treasurer/ Convention Delegate and or Alternate shall be local-wide. Nominations for Area Vice Presidents/ Convention Delegate / and or Alternate shall be from their respective Areas.
- B. The term of office shall be three years.

- C. All elections shall be by secret ballot, with candidates listed alphabetically. All balloting will be done by mail or at established polling places, the locations of which has been posted on Local bulletin boards for at least fifteen (15) days. If the election is conducted via the US Mail the ballots will be mailed to the last known address of each member in good standing. The election notice may be mailed along with the ballot so long as they are mailed not less than fifteen (15) days prior to the date and time set for the return of the ballots. The Local shall supply prepaid first class postage on a pre-addressed return envelope. The members shall be responsible for maintaining their address with the Secretary of the Local.
- D. President, Executive Vice President, Secretary, Treasurer and the Area Vice Presidents shall be elected by a majority of votes cast.
- E. Each election year, the Election Committee shall conduct nominations and Local elections in the following manner:
 - 1 Nominations shall be conducted during the month of September, with elections to follow within 30 days of the last date for nominations. Nominations may be made; at a membership meeting, by a nominating committee, with the right of members to also nominate from the floor or by petition.
 - 2 If there is only one (1) nominee for any position, the nominee shall be elected by acclamation.
 - 3 The Local Executive Board shall take office on the following Monday after final certification of results of the election by the election committee.

Section 2- Local Election Committee:

- A. The nominations and election of Local Officers and Executive Board members 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 By-Laws with reasonable opportunity for each member to vote.

- B. The Election Committee shall also conduct any referendums submitted to the membership. The Committee shall preserve the ballots and all other election records for one year.
- 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.
- 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 in accordance with Article XV of the CWA Constitution.

Section 3-General Provisions:

- A. The nominee in any 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 ballots shall be nominees on the second ballot.
- B. Only members in good standing shall be eligible to vote or hold office.
- C. No elected officer of the Local shall be qualified to take office until he or she meets the qualifications and requirements set forth in these By-Laws, the CWA Constitution, or any state or federal law.
- D. The term of office shall be for three years.

Section 4-Vacancies

- A. A vacancy in the office of Local President shall be filled by the Executive Vice-President. A special election will be held within 60 days to fill the vacancy.
- B. Vacancies in other Local Offices shall be filled by appointment of the Executive Board; subject to approval by the affected membership.

ARTICLE XV-PAYMENTS TOMEMBERS

- A. Any member of this Local who is conducting official union business, shall be reimbursed for lost time and benefits only to the extent that he/she is absent from his normal scheduled tour of duty; so he/she will receive no more or no less than the amount he/she would have earned in the industry.

- B. Reasonable expenses, proportioned by the Executive Board, shall be paid by the Local to delegates to various Union functions.
- C. Members shall receive, as payment for expenses incurred for attending a Board or Committee meeting on their own time, a reasonable allowance proportioned by the Executive Board, except as in such cases when travel is involved ; when transportation, meals and hotels shall be reimbursed by the Local.
- D. An Executive Board fund may be created by the membership to create an allowance for officers of the Local. The fund may be proportioned among the officers as determined by the Executive Board.

ARTICLE XVI-STRIKES

The calling, conduct, and termination of strikes effecting this Local shall at all times be carried on in compliance with rules prescribed by the C.W.A. and Article XIX.

ARTICLE XVII-CHARGES, TRIALS, AND APPEALS

Section 1- Members of this Local may be fined, suspended, and / or expelled for any of the acts enumerated in Article XIX of the Union Constitution, or for any acts or actions against other members except as determined in the contract as a part of the job.

Section 2- Any accused person shall be tried under the provisions of Article XX of the Constitution.

Section 3- A member or officer of this Local, upon being found guilty by a Local Trial Court, may appeal as provided in Article XI of the Union Constitution.

Section 4

- A. A trial court of this Local shall be composed of five persons who are members of this Local and not parties to the proceedings.
- B. The Vice President of each Area shall nominate a member from their area to serve as a member of the trial court. The nominee must be approved by the Local Executive Board.

ARTICLE XVIII-RECALL OF LOCAL OFFICERS

- A. The President, Executive Vice President and Secretary, Treasurer may be recalled in conformity with the provisions of Articles XXI, Section 2 and XXII, Section 8 of the Union Constitution.
- B. The Area Vice Presidents of this Local may be recalled under the provisions of the Union Constitution, by their respective constituencies and the membership comprising that constituency.

ARTICLE XIX -AMENDMENTS TO LOCAL BY-LAWS

After adoption, these BY-LAWS may be amended by a majority of the members voting in a referendum of the Local.

ARTICLE XX-REFERENDUM OF THE LOCAL

- A. The Local Election Committee shall submit any questions to a referendum of the membership, when directed to do so by action of the Executive Board or by Motion approved by the membership at a meeting.
- B. Questions submitted to referendum shall be determined by a majority vote of those on the questions.

ARTICLE XXI-FISCAL YEAR AND AUDIT

- A. The fiscal year of this Local shall be from January 1st of each year to and including December 31st.
- B. The financial records of this Local shall be audited by a Certified Public Accountant and the Finance Committee of the Local, at the end of each fiscal year. The results of such audit shall be made available for inspection of any member of the Local and a copy thereof shall be sent to the District Vice President.

ARTICLE XXII-OATH OF OFFICE

Each elected officer 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 13301 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 XXIII-ADOPTION

These BY-LAWS shall be adopted upon the approval of a majority of the members voting upon their adoption in a referendum vote conducted for that purpose.