

**COMMUNICATION WORKERS OF AMERICA  
LOCAL 7076  
BYLAWS**

**ARTICLE I- NAME**

This Local shall be known as Local 7076, 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 objects of Local 7076 shall be to represent and serve the workers within its jurisdiction in accordance with the Bylaws and Rules of the Local and the Constitution and policies of the Union.

**ARTICLE IV- LOCAL STRUCTURE**

The structure of the Local shall consist of the following:

1. Membership
2. Stewards
3. Executive Board
4. Officers
5. 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 part-time or full-time basis by the Union or the Local.

**Section 2- Application**

Membership in the Local shall be obtained after payment of the Local initiation fee of \$2.00 and upon the approval of any 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 a 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.

**Section 4-Termination**

Any member may resign from membership in this local in accordance with Article V, Section 4 of the CWA Constitution.

**Section 5-Leaves of Absence**

If a member is involuntarily required to accept a position, which is deemed ineligible under Article V of the CWA constitution because of action by an employer, the member will be considered on a leave of absence.

## **ARTICLE VI- LOCAL DUES AND ASSESSMENTS**

### **Section 1- Local Dues**

A. Each member of the Local shall pay minimum membership dues in accordance with convention action.

B. Membership dues may be changed only by a majority of those voting on the question by secret ballot referendum, or by a majority secret ballot vote in a meeting where a quorum is present, if the question has been advertised on bulletin boards at least thirty (30) days in advance of the meeting or by notice mailed postage prepaid to each member at least thirty (30) 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, Section 3 of the Union Constitution.

## **ARTICLE VII- GOVERNING AUTHORITY**

### **Section 1- Membership**

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 membership meetings or by referendum of the membership.
- (b) Through actions and decisions of the Executive Board.
- (c) Through actions and decisions of the Local Officers between meetings of the Executive Board.

## **ARTICLE VIII- LOCAL MEETINGS**

Membership meetings-Local 7076 will have four membership meetings a year. These meetings will be held at a location determined by the Executive Board.

Executive Board meetings shall be held once a month. Executive Board meetings will be held in March, June, and September. These meetings will be held in an area other than Santa Fe. The Executive Board will determine the locations.

Regional Vice Presidents will conduct meetings in their respective areas once a month

## **ARTICLE IX- LOCAL DELEGATES TO THE UNION CONVENTION**

A. The Local Executive Board shall determine the number of delegates who shall attend the National Union Convention in the following order:

- 1. The Local President shall be the first convention delegate to the Union Convention and shall be the Chairperson of the delegation in the even there is more than one delegate
- 2. The Executive Vice President
- 3. The Treasurer
- 4. The Secretary

B. The Executive Board will determine the number of additional delegates/alternates to attend the National Union Convention with the approval of the membership. Additional delegates/alternates will be elected in the following manner:

a. After appropriate notice of nominations has been announced, the Local will conduct an election by secret ballot no less than (60) days prior to the Union Convention. The candidates receiving the most votes shall win.

C. It shall be the duty of the Secretary of the Local to certify the Local delegates to the Union Convention to the Secretary-Treasurer of the Union within the time limits specified in Article VIII of the Union Constitution.

## **ARTICLE X- LOCAL COMMITTEES**

A. The Local shall have the following regular committees:

1. Education/Communication Committee
2. Election Committee
3. Organizing/Mobilization Committee
4. Legislative-Political Committee
5. Membership Committee
6. Community Services/Coalition Committee
7. Finance Committee
8. Committee on Equity
9. Grievance Evaluation Committee
10. Special Committees

B. Members of all committees shall be appointed by the President subject to approval of the Local Executive Board.

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

D. Any 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 Executive Board. A committee member may be removed by action of the Local in a membership meeting.

E. Duties of Committees:

1. Membership Committee - The Membership Committee or Membership Committees shall accept or reject membership applications in accordance with the bylaws and rules of this Local and Article V of the CWA Constitution and policies of the Union.
2. Legislative-Political/COPE (Committee on Political Education) The Legislative-Political Committee shall assist in developing and pursuing the program of the Union and the Local in the Legislative-Political field and with COPE. 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 members in organizing all non-union employees within the Local's jurisdiction as well as unorganized workers in external units.

4. Election Committee - The Election Committee shall conduct all nominations and elections and referenda of this Local.
  5. Education Committee - The Education Committee shall assist in developing the Local's education program and, with the Local officers, be responsible for effectuating the Union's and Local's educational programs.
  6. Community Services - 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 the ways and means of eliminating discrimination on the basis of sex, race or any other basis
  8. Grievance Evaluation Committee-The Grievance Evaluation Committee tracks and evaluates patterns of complaints, wins and losses and reports these to the Executive Board.
- F. Special Committee-The president may create, with the assistance and majority approval of the E-Board a Temporary, Special or Ad-Hoc 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
3. Reading and action on minutes of previous meeting
4. Report of officers and Executive Board
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 (2/3) vote of the members present.

#### **ARTICLE XII-LOCAL OFFICERS, EXECUTIVE BOARD, STEWARDS, 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 Secretary
4. Local Treasurer
5. Five (5) Regional Vice Presidents
6. Agency Vice President(s) – Number is in accordance with each agency in 7076 jurisdictions

B. The duties of Local officers shall be as follows:

- a. The Local President shall:

- a. Be responsible for the conduct of all Local business;
- b. Preside at Local Membership, Local Executive Board and Local Officers meetings;
- c. Be responsible for the prosecution of grievances and appeal them to higher levels of the Union when not satisfactorily settled;
- d. Supervise and be ex-officio member of all Local committees with the exception of the Election Committee;
- e. Approve bills to be paid, and countersign checks drawn on the Local treasury’;
- f. Appoint Committee Chairs, with the approval of the Executive Board;  
Chair the Grievance Evaluation Committee;
- g. Shall supervise the administrative and organizational affairs of the local and shall have authority over any employees of the local, who shall be hired by the president with the approval of the Executive Board; and;
- h. Perform such other additional duties as may be assigned by the Local, the Local Executive Board or required by the policies or Constitution of the Union.

2. The Local Executive Vice President shall:

- a. Work under the direction of the Local President;
- b. Countersign checks drawn on the local treasury;
- c. Preside during the President’s absence and at such time be vested with the full duties and powers delegated to the President;
- d. Be an official member of all committees, with the exception of the election committee. Officiate all committees and oversee Regional Vice Presidents in their duties; and;
- e. Perform such other additional duties as may be assigned by the Local, the Local Executive Board, or the Local President.

3. The Local Secretary shall:

- a. Maintain a record of the Local membership;
- b. Record and maintain the minutes of all meetings of the Local, the Local Executive Board or Local officers;
- c. Furnish the District Vice President and the International Secretary-Treasurer with copies of any changes in these bylaws within ten (10) days after such changes are adopted;
- d. Certify the Local delegates to the Union Convention to the International Secretary Treasurer within the time limits specified in Article VIII of the Union Constitution;
- e. Conduct all correspondence generated by the Local Executive Board;
- f. Shall chair the membership committee;
- g. Be a signatory to the Local treasury
- h. Call the roll call of the elected officers in meetings of the local; and;
- i. Perform such other additional duties as may be assigned by the Local, the Local Executive Board, or the Local President.

4. The Local Treasurer shall:

- a. Be custodian of all assets of the Local;
- b. Report to each membership meeting on the financial status of the Local;
- c. Be bonded, as must any other person who handles Local funds or other property in accordance with the Union Constitution or any state or federal law;
- d. Cause the payment of all bills approved by the Local, President or Executive Vice President in the absence of the President;
- e. Shall at such times as the local may direct or the President may require, present for examination all books, papers, vouchers, etc., that may be necessary to a proper auditing of accounts;
- f. Cause the proper filing of all reports or filings required by federal, state or local law;
- g. Act as Chair of the Finance Committee; and;
- h. Perform such other additional duties as may be assigned by the Local, the Local Executive Board, or the Local President.

5. Regional Vice Presidents shall:

- a. Perform such duties as may be assigned by the local, local Executive Board, or local president
- b. Members shall, in addition to his/her other duties, be responsible for the interest of those members working in their respective areas;
- c. Be responsible for all committee structures in their respective areas;
- d. Conduct monthly area meetings for all members in their respective areas;
- e. Coordinate information flow back and forth to the Executive Board for all members in their area;
- f. Attend Local Membership and serve on the Local Executive Board; and;
- g. Report to the Local Executive Vice President and communicate with other Regional Vice Presidents on all activities.

6. Agency Vice Presidents shall:

- a. Perform such duties as may be assigned by the local, local Executive Board, or local president;
- b. Work under the direction of the Local President coordinating issues of the agency they represent;
- c. Oversee all grievance activity and conduct step 3 grievances in the agency they represent;
- d. Serve on the Labor Management Committee;
- e. Serve on the Grievance Review Committee;
- f. Attend all General Membership meetings and serve on the Executive Board; and;

g. Appoint the Chief Stewards for each office of their agency.

7. Chief Stewards shall:

- a. Report to the Agency Vice President coordinating issues in the Agency they Represent;
- b. Perform whatever duties may be assigned by the Agency Vice President, the Local Executive Board, the Local;
- c. Coordinate with their respective Regional Vice President on all committee of the union;
- d. Attend Regional Monthly meetings;
- e. Participate in all organizing, legislative political programs, and community action in their regions;
- f. Organize their worksite and act as an information source; and;
- g. Appoint the stewards in their office.

### **Section 2- Local Stewards**

A. The Local shall have as many Stewards as may be appointed by the Local President.

B. The duties of Local Stewards shall be as follows:

1. The Stewards shall:

- a. Work under the direction of the Local President, Local Executive Board and the Agency Vice Presidents;
- b. Perform such other additional duties as may be assigned by the Local, the Local Executive Board or the Local President; and;
- c. Process grievances at the first step such other steps as the President of the Local or Agency Vice President may direct.

### **Section 3- Local Executive Board**

A. The duties of the Local Executive Board shall be as follows:

1. The Local Executive Board shall:

- a. 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;
- b. Meet Monthly as described in these bylaws or whenever requested by a majority of the board members to do so; and;
- c. Cause an annual budget to be prepared and presented to the membership.

B. Actions and decisions of the Executive Board shall be subject to approval by the membership.

C. A majority of the Executive Board shall constitute a quorum.

### **Section 4-Attendance of Officers at Meetings**

In the event any member of the Executive Board fails to attend three (3) consecutive meetings of the Local Executive Board and/or three (3) consecutive General Membership meetings without valid excuse from the President which may include but not limited to failure to attend for reasons of illness, weather conditions, other

union assignments, scheduled work assignment conflicts, scheduled vacation or prior engagement of which the President or other officer was notified, the Local Executive Board may declare the office vacant. Should the Board declare the office vacant by default, the officeholder in question might appeal the decision at the next general membership meeting. If the action of the Executive Board is upheld, the vacancy will be filled in accordance with Article XIV Section 5.

### **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 bylaws and rules of the Local and in conformity with the Union Constitution. On questions where the Local bylaws, the Local rules, or the Union Constitution do not clearly apply, Robert's Rules of Order shall govern.
- B. The number of members present at a Local Meeting or Area meeting shall constitute an official quorum, provided the members have been notified in advance of the meeting. The date and time of the meeting will be advertised 2 weeks (14 days) in advance.
- C. A majority of the officers or of the 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 THE LOCAL EXECUTIVE BOARD**

#### **Section 1- Nominations**

Local officers and members of the Executive Board shall be nominated in the month of October of each election year.

All members shall receive by mail written notice specifying the offices to be filled and the nominating procedure for the election of officers.

Nominations will be made at the membership meeting in October either in person or by nomination form. Acceptance of nomination must be received in the local office within 3 days following the close of the nomination period. Notice that nominations are being held shall be mailed to the last known home address of each member of the local, not less than fifteen (15) days prior to the nominations. No member can accept nomination for more than one (1) local elected office at a time.

#### **Section 2- Elections**

Elections of Local officers and Executive Board members shall be by secret ballot of the membership in the month of November of each election year. Results will be announced no later than November 30.

Elections of Local Officers and Executive Board shall be conducted by mail referendum in accordance with the Constitution of the Union. The ballot and members will have at least 15 days to return their ballots.

#### **Section 3- Local Election Committee**

- A. The nomination and election of Local officers, members of the Executive Board and delegates to the CWA Convention 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 federal law, the Union Constitution, and these bylaws, 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.



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 governing body and membership of the Local in accordance with Article XV of the CWA Constitution.

#### **Section 4- General Provisions**

- A. Only members of the Local in good standing shall be eligible to vote.
- B. 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 ballot shall be nominees on the second ballot.
- C. The term of office shall be for three (3) years. The officers shall take office on January 2.
- D. Persons holding elected office shall relinquish said office if they cease to qualify for that office as stated herein. The person may continue in office only until a replacement is made by normal election process or by appointment by the Local Executive Board
- E. Election of the President, Executive Vice President, Secretary, and Treasurer shall be from the membership at large.
- F. Regional Vice Presidents and Agency Vice Presidents shall be nominated and elected by the members in their respective regions/agencies.
- G. There will be no write-in votes.

#### **Section 5- Vacancies**

A vacancy in the office of Local President shall be filled by the Local Executive Vice President.

Permanent vacancies in other offices with more than 14 months left in the term shall be temporarily filled by appointment of the President. An emergency election shall be scheduled and held within 60 days of the vacancy to fill the unexpired term.

Permanent vacancies in the other offices with less than 14 months left in the term of the office shall be filled by appointment of the Executive board, subject to approval by the membership, within 60 days.

### **ARTICLE XVI- CHARGES, TRIAL AND APPEALS**

#### **Section 1- Charges**

Members of this Local may be fined, suspended and/or expelled, in the manner provided in these bylaws, for any of the acts enumerated in Article XIX of the Union Constitution.

#### **Section 2- Trials**

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

#### **Section 3- Appeals**

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

#### **Section 4- Local Trial Court**

A Trial Court of this Local shall be composed of five (5) persons, who are members of this Local and not parties to the proceedings, and who shall be selected by the governing body of the Local.

**ARTICLE XVII- RECALL OF LOCAL OFFICERS**

Any elected officer or executive board member of this Local may be recalled in accordance with the provisions of Articles XXI, Section 2, and XXII, Section 8, of the Union Constitution.

**ARTICLE XVIII- AMENDMENTS TO LOCAL BYLAWS**

After adoption, these bylaws may be amended by submitting a proposal to the Bylaws Committee from a governing authority of the Local for review and recommendation. This will be followed by a majority vote of the members voting on the day of a regularly scheduled membership meeting, conducted by secret ballot or by referendum, provided the proposed amendment has been advertised to the membership by use of CWA bulletin boards or the U S Mail at least fifteen (15) days in advance of said meeting.

**ARTICLE XIX- REFERENDUM (VOTE) OF THE LOCAL**

- A. The Local Election Committee shall submit any questions to a referendum at the request of a petition bearing the signatures of 15% of the membership. The referendum shall be held within thirty (30) days of receipt of the petition by the President of the Local.
- B. The President of the Local may call for a referendum of the membership on any major issue. This referendum will be conducted by the Local Election Committee.
- C. The vote shall be conducted by secret ballot and shall be determined by a majority vote of those voting.

**ARTICLE XX- FISCAL YEAR 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 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 XXI-OATH OF OFFICE**

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 7076, 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 XXIII- ADOPTION**

These bylaws shall be adopted upon the approval of a majority of the members voting upon their adoption in the membership meeting called for that purpose or by referendum of the membership.  
These Bylaws adopted on \_\_\_\_\_20\_\_\_\_.  
(date)