



Communications Workers of America Local 7076

Bylaws

Article 1. Name

This Local shall be known as Local 7076, Communications Workers of America (CWA).

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. Objectives

The objectives 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 CWA Constitution and policies of the Union.

Article 4. Governing Authority

Section 1. Membership

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

1. Through action taken in membership meetings or by referendum of the membership.
2. Through actions and decisions of the Executive Board made between membership meetings.
3. Through actions and decisions of the Local Officers between meetings of the Executive Board.
4. The actions and decisions of the Executive Board and Officers of the Local may be overruled by the membership in a Local meeting or by referendum.

Article 5. Local Structure

The structure of the Local shall consist of the following:

1. Membership

2. Committees
3. Stewards
4. Executive Board
5. Officers of the Local

Article 6. Membership

Section 1. Local Dues

Each member of the Local shall pay minimum membership dues in accordance with Article VI, Section 1 of the CWA Constitution.

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 at least thirty (30) days in advance of the meeting on bulletin boards, by email, by text, or by mail postage prepaid to each member.

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 CWA Constitution.

Section 3. Eligibility

Any person eligible for membership in the Communications Workers of America, as defined in Article V, Section 1 of the CWA Constitution, shall be eligible for membership in this Local.

Section 4. 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 5. 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, Section 3 of the CWA Constitution.

Section 6. Termination

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

Section 7. 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.

Section 8. Conduct of Membership Meetings

Local 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 CWA Constitution. On questions where the Local bylaws, the Local rules, or the CWA Constitution do not clearly apply, Local meetings shall follow Robert's Rules of Order.

Membership meetings shall be open to all members and have an option for virtual attendance.

Local 7076 will hold one membership meeting per quarter. The Executive Board will publish dates, times, and locations of membership meetings by January 31 each year. Membership meetings may be rescheduled by vote of the Executive Board with notification to the membership of at least fourteen (14) days. Reminder notices will be published by the Local seven (7) days before each Membership Meeting. When conducting business, Local meetings shall follow Robert's Rules of Order. Minutes will be available to members upon request.

The order of business at the Local Member Meeting shall be set by the President and shall, at a minimum include:

1. Call to order
2. Roll Call
3. Action on minutes of previous meeting
4. Reading and action on Local's financial statements
5. Reading and action on Local Executive Board's actions since the previous member meeting
6. Reports from Officers and/or committees
7. Old business
8. New business
9. Good and Welfare
10. Adjournment

Section 9. Bargaining unit employee (BUE)

For purposes of these bylaws, employees covered by the collective bargaining agreements, as defined by statute, who may or may not pay dues shall be referred to as "bargaining unit employees" (BUE).

Article 7. Committees

Section 1.

The Local shall have the following committees:

1. Organizing/Mobilization Committee
2. Education Committee
3. Political Action Committee
4. Community Services Committee
5. Women's Committee
6. Equity Committee
7. Finance Committee
8. Membership Committee

The Local may have the following regular, combined, or ad hoc committees:

1. Steward Meeting / Representation Committee
2. Communications Committee
 - a. IT Subcommittee
3. Human Rights Committee
 - a. Disability Justice Subcommittee
4. Health and Safety Committee
5. Bylaws Committee
6. Retiree Committee
7. Election Committee
8. Special Committees

Committee and Subcommittee Chairs shall be appointed by the President subject to approval of the Local Executive Board. Any member in good standing is eligible

to serve on a committee. The membership shall be informed of opportunities to serve on committees. Local staff may also participate in committees.

Any member of any Local Committee may be removed by majority vote of the Local Executive Board, subject to the right of the Membership to overrule the action of the Executive Board. A Committee Member may be removed by action of the Local in a membership meeting.

Public-facing Committee communications shall be sent to the Executive Board or Communication Committee for review.

Committee decisions which require financial approval or may significantly impact the Local require approval of the Executive Board and Membership.

Committee Chairs shall brief the Executive Board monthly on Committee actions, either by written report or in person.

The Local President may create, with the assistance and majority approval of the Executive Board any Temporary, Special or Ad Hoc Committees.

Section 2. Duties of Committees

1. **Organizing/Mobilization Committee** shall assist the Local Executive Board and members in building and engaging membership. This committee may also advise and assist workers not currently represented by the union to organize a union in their workplace. Membership shall consist of interested members, as approved by the committee chair.
2. **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. The committee shall oversee and facilitate ongoing training offered to membership, including but not limited to Steward training and other offerings from CWA National, District 7, CWA Public, Healthcare and Education Workers (PHEW) and other outside organizations. Membership shall consist of interested members, as approved by the committee chair.
3. **Political Action Committee** shall develop and implement the political priorities of the Local, in accordance with the objectives outlined in Article III of the CWA Constitution. The Committee shall recommend political endorsements to the Executive Board for approval. Membership shall consist of interested members, as approved by the committee chair.
4. **Community Services Committee** The Community Services Committee shall assist in developing all Community Services programs.
5. **Human Rights/ Women's/ Gender/ Equity Committee** shall study and report to the Local on the ways and means of eliminating discrimination on

the basis of gender, sex, race, ability, or any other basis. Subcommittees may include Disability Justice, Women's Rights, Civil Rights, and Community Service. Membership shall consist of interested members, as approved by the committee chair.

6. **Finance Committee** shall review and approve all monthly expenses of the Local and set the annual budget. The Committee shall present all expenses and proposed budgets to the Executive Board for approval. Chair shall be the Local Treasurer. Membership shall consist of the Local Executive Board and other interested members, as approved by the committee chair.
7. **Membership Committee** 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. The Executive Board shall serve as the Membership Committee.
8. **Steward Meeting / Representation Committee** shall discuss and advise on issues including grievances, disciplinary actions, prohibited practices complaints (PPCs), and State Personnel Board (SPO) Board Rule violations, as prepared and presented by Stewards. The Local's District 7 Representative may be an advisory member.
9. **Communications Committee** shall develop and implement the Local's communication programs. Subcommittees may include IT. Membership shall consist of interested members, as approved by the committee chair.
10. **Health and Safety Committee** shall work with Stewards to support health and safety grievances and to resolve common workplace hazards. The Committee also supports Stewards and Members serving on Employer Health and Safety Committees. Membership shall consist of interested members, as approved by the committee chair.
11. **Bylaws Committee** shall maintain and update the Local's bylaws. Membership shall consist of interested members, as approved by the committee chair.
12. **Retiree Committee** shall consist of retired members who wish to remain active in the Local.
13. **Election Committee** shall conduct all nominations, elections, and referenda of the Local. Membership shall consist of interested members, as approved by the committee chair.

Article 8. Steward

Section 1. Duties

The duties of the Steward shall be listed in Appendix A, Article 1.

Article 9. Lead Steward

Section 1. Duties

The duties of the Lead Steward shall be listed in Appendix A, Article 2.

Article 10. Local Executive Board

Section 1. Composition

Members of the Local Executive Board shall be:

1. Officers of the Local Executive Board
 - a. Local President
 - b. Local Executive Vice President
 - c. Local Treasurer
 - d. Local Secretary
2. Bargaining Unit Vice President(s)
 - a. One elected per bargaining unit
3. Area Vice President(s)
 - a. Each bargaining unit will be eligible to have Area Vice Presidents elected based on total bargaining unit membership, as calculated at the announcement of an upcoming election cycle
 - b. One Area Vice President will be elected for each bargaining unit with 201 or more members
 - c. An additional Area Vice President will be elected for each additional 200 members
4. Retiree Vice President
 - a. A retiree that is a member in good standing of the Local will be a full member of the Board
 - b. A retiree that is a member of the Retiree Council will be an advisor to the Board

The selection and responsibilities of the Local Officers and Executive Board members shall be as listed in the Appendix A. Position Descriptions.

Section 2. Duties of the Executive Board

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

1. Be responsible for making decisions and taking action on behalf of the Local membership between Local meetings on all matters concerning the good and welfare of the members;
2. Oversee the preparation of an annual budget and present it to the membership.
3. Be responsible for the operation of strike action procedures as outlined in the Union Constitution.
4. Actions and decisions of the Executive Board shall be subject to approval by the membership.

Section 3. Conduct of Meetings

Local Executive Board 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, Local meetings shall follow Robert's Rules of Order.

Section 4. Quorum

Local Executive Board Meetings shall be held once a month and may be scheduled more frequently at the call of the President or a majority of the members, provided 48 hours notice is given and a quorum is present. A majority of Board Members, excluding the President, present at a Local Executive Board Meeting constitute an official quorum. Meetings shall be open to the membership of the Local.

Section 5. Order of Business

The order of business at the Local Executive Board 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 members (may be submitted in writing prior to meeting)
5. Report of committees
6. Old business
7. New business

8. Good and Welfare

9. Adjournment

Section 6. Attendance at Meetings

All members of the Local Executive Board are expected to attend all Executive Board Meetings and Membership Meetings or give reasonable prior notice to the President if they are unable to attend. Executive Board Members that fail to fulfill their duties may be removed from office per Article XIX of the CWA Constitution.

Section 7. 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] _____, as a member in good standing of Communications Workers of America Local 7076, hereby accept the office of _____ [name of office] _____, 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 always serve the best interest of the members, keeping in mind that Unions exist to advance the wellbeing of all workers.

"Upon relinquishing my office, I will give the Local 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."

Article 20. Local Delegates to the CWA International Convention

Article VIII, Section 4 of the CWA Constitution shall govern the number of Local Delegates who shall attend the CWA International Convention. The Local Executive Board shall select the Delegates who shall attend the CWA International Convention from those elected and in the following order:

1. Local President shall be the first convention delegate to the Union Convention and shall be the Chairperson of the delegation in the event there is more than one delegate, followed by:
2. Local Executive Vice President
3. Local Treasurer
4. Local Secretary

In the case of a vacancy in any of the above positions, if a designated Delegate is unable to attend, or if the Local is eligible to appoint more than four Delegates, the

Local Executive Board shall select the additional delegates from those elected or conduct a Delegate election.

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 CWA International in accordance with the time limits specified in Article VIII of the CWA Constitution.

Article 21. Local Policies

Section 1. Financial Policy / Fiscal Year / Audit Requirements

All Financial policies and practices of the Local, other than those listed below, shall be outlined in the Local's Financial Policy.

The fiscal year of this Local shall run from October 1 of each calendar year through September 30 of the following calendar year.

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.

Section 2. Security Fund

1. The Local Executive Board shall establish a Security Fund and such fund shall be deposited into a separate Account.
2. The Security Fund shall be established with an initial deposit of one hundred thousand dollars (\$100,000). The minimum fund balance is one hundred thousand dollars (\$100,000). Account funds exceeding two-hundred and fifty thousand (\$250,000) may be reverted to the Locals Operating Fund.
3. This Security Fund shall be funded by depositing into it each year, a minimum of one thousand two hundred dollars (\$1,200). Annual deposits may be discontinued and funds retained in the Locals Operating Fund when the Security Fund exceeds two-hundred and fifty thousand dollars (\$250,000).
4. This money and its earnings shall be used for the express purpose of providing for a financial emergency in the Local, including the financial liabilities sustained by the Local, our members in the case of a strike or lockout in any of the Local's bargaining units, or in the case of natural disaster or other emergency situation.
5. Should a financial emergency arise in the Local and it becomes necessary to withdraw monies from this fund, the Local Executive Board shall present the matter to the membership at a regular or special meeting giving the

status of the Local Treasury and the full reasons necessitating a withdrawal. The membership through majority vote shall approve or disapprove the withdrawal.

6. Should the Executive Board or membership decide to increase, decrease, or stop the annual allocation to this fund, such action must be taken by amending these Bylaws in accordance with these Bylaws.
7. At such time as the fund exceeds \$250,000, a Security Fund Oversight Committee will be established with five (5) members to be voted on from the membership at large at the next regular election. The purpose of the committee shall be to oversee the management of the fund and determine appropriate utilization of funds in excess of \$250,000 not required for the Locals operating budget.

Section 3. Endorsements

Endorsements of political candidates shall be made by the Executive Board, subject to membership approval.

Article 22. Nomination and Election of Local Officers and Members of the Local Executive Board

Section 1. Nominations

Local officers and Executive Board Members shall be nominated in the month of October of each election year, as defined in the CWA Constitution. All nominations shall be done in accordance with any applicable laws or regulations governing union elections. In the event of conflict between these bylaws and the applicable laws or regulations, the laws or regulations will govern.

All members shall receive, by mail or email, written notice specifying the offices to be filled, including potential Convention Delegate positions, the nominating procedure and election rules for the election of officers. Notice that nominations and elections are being held shall be mailed to the last known home address or email address of each member of the local, not less than fifteen (15) calendar days prior to the nominations.

Nominations will be made at the third quarter membership meeting or at a special meeting called by the Election Committee, either in person or by nomination form. Acceptance of nomination must be received by the Election Committee within three (3) calendar days following the close of the nomination period.

All nominees shall be members in good standing. No member shall accept nomination for more than one (1) local elected office at a time. Qualifications for each office are outlined in Appendix A. Position Descriptions.

Section 2. Elections

Elections shall be conducted by mail referendum or electronic ballot in accordance with the Constitution of CWA. All elections shall be done in accordance with any applicable laws or regulations governing union elections. In the event of conflict between these bylaws and the applicable laws or regulations, the laws or regulations will govern. Members will have at least fifteen (15) calendar days to return their ballots.

A vote cast for the candidate for the offices of President, Executive Vice President, Secretary, Treasurer, and Bargaining Unit Vice President(s) shall also constitute a vote for such candidate to serve as a delegate to CWA conventions held during their term of office for which the election is being conducted, in the event such candidate is elected to office.

A vote cast for the candidate for the office of Area Vice President shall also constitute a vote for such candidate to serve as the automatic alternate to the President, Executive Vice President, Secretary, Treasurer or Bargaining Unit Vice President(s) to CWA conventions held during their term of office for which the election is being conducted, in the event such candidate is elected to office.

The actual number of delegates that will attend the convention will be determined by the Local's Budget. Once the number of delegates has been determined, Officers will attend the convention in the following order: President, Executive Vice President, Secretary, Treasurer; and Vice President(s).

The vote cast for any office shall also constitute a vote for such candidate to serve as an automatic member of their respective bargaining unit's bargaining committee during their term of office for which the election is being conducted.

Section 3. Local Election Committee

The nomination and election of Local Officers, Board Members, Convention Delegates 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 CWA Constitution, and these bylaws, with reasonable opportunity for each member to nominate and vote for the candidate of their choice.

The Election Committee shall also conduct any referenda submitted to the membership.

A member shall not be permitted to serve on the Election Committee if they are a candidate for any office of the Local.

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

Only members of the Local in good standing shall be eligible to vote.

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. Alternatively, voting may be conducted by electronic ballot with ranked choice.

The term of office shall be for three (3) years. The officers shall take office on January 1 and terms will end on December 31.

Persons holding elected office shall relinquish said office if they cease to qualify for that office.

All members may nominate and vote for President, Executive Vice President, Secretary, and Treasurer. In the absence of a Retiree Chapter of the Local, the Retiree Vice President shall be nominated and voted on by all members of the Local.

Only members of respective Bargaining Units may nominate and vote for bargaining Unit Vice Presidents and Area Vice Presidents.

There shall be no write-in candidates.

Section 5. Vacancies

A vacancy in the office of Local President shall be filled by the Local Executive Vice President. In the event the office of Local Executive Vice President is also vacant, the Local Executive Board shall designate a successor for both Local President and Local Executive Vice President from among the Executive Board, who shall serve for the balance of the unexpired term.

A vacancy in any other Local Executive Board position shall be filled by recommendation of the President, made to the Executive Board.

All recommendations are subject to approval by the Local Executive Board and by the Local membership at the next regularly scheduled Membership Meeting.

Article 23. Referendum (Vote) of the Local

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.

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.

The vote shall be conducted by secret ballot and shall be determined by a majority vote of those voting.

Article 24. Charges, Trial, and Appeals

Section 1. Charges

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

Section 2. Trials

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

Section 3. Appeals

A member, including stewards and officers, 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 using a random selection process, as provided in Article XX, Section 3 of the Union Constitution.

Section 5. 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 25. 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 posted notification on the Local's website and email at least fifteen (15) days in advance of said meeting.

Article 26. Adoption

These bylaws shall be adopted upon the approval of a majority of the members voting upon their adoption in a membership meeting or by referendum of the membership.

These Bylaws adopted on

September 19, 2026

Appendix A. Position Descriptions

Article 1. Steward

Reports to

Lead Steward or appropriate Bargaining Unit Vice President and/or appropriate Officer

Position Definition

A member in good standing from their respective bargaining unit selected by the Bargaining Unit Vice President or the Local Executive President, or their designee. The selection will be for one (1) term subject to reselection annually for any following terms.

Qualifications

1. Member in good standing of the union.
2. Member of the bargaining unit which they represent.
3. Support of the principles of Unionism, solidarity, and collective action.
4. Willingness to give of one's time and energy.
5. Active participation in the Local's activities.

General Duties

1. Perform all duties as required by the CWA Constitution, Local Bylaws, enforce the respective bargaining unit agreement, Work under the direction of the Local Executive Board and Lead Steward(s).
2. Complete basic steward training, participate in the annual steward retreat, and ongoing/advanced training as offered by the Local or CWA National.
3. Communicate Local Executive Board decisions to Membership, and Membership concerns back to Local Executive Board. Maintain regular communication with membership in their jurisdiction.
4. Stay up to date on the current affairs of the Local by checking Union email, the Local's website, and other communication channels frequently. Attend membership meetings on a regular basis.
5. Stewards are encouraged to join and participate in the Local's committees or subcommittees.
6. Follow all applicable requirements in the Local's current financial policy when incurring expenses, including reimbursement of lost time wages.

7. Encourage and recruit membership and recruit members for union activities.
8. Encourage and facilitate active participation of members in the Local's political actions, including contributions to PAF.
9. Ensure fair representation of all BUEs.
10. Submit to the Local all records when resigning and/or vacating their position

Position-Specific Duties

1. Process grievances as the Local President or Bargaining Unit or Area Vice President may direct. Assist in preparation of arbitration. Retain all representation and grievance files, and archive with Local on a regular basis.

Article 2. Lead Steward

Reports to

Bargaining Unit Vice President and/or appropriate Officer

Position Definition

Lead Stewards may be appointed to represent relevant subsets of a Bargaining Unit, including: Agency, Division, Department or work group. Must be a member in good standing, selected by a vote of the membership at the first membership meeting following the announcement of the election results and annually thereafter. Vacancies may be filled by a vote of the membership at any membership meeting.

Qualifications

1. Member in good standing of the union.
2. Member of the bargaining unit for which they represent.
3. Support of the principles of Unionism, solidarity, and collective action.
4. Willingness to give of one's time and energy.
5. Active participation in the Local's activities.

General Duties

1. Perform all duties as required by the CWA Constitution, Local Bylaws, enforce the respective bargaining unit agreement. Work under the direction of the Local Executive Board and the AVP(s)/BUVP.
2. Complete basic steward training, participate in the annual steward retreat, and ongoing/advanced training as offered by the Local or CWA National.
3. Communicate Local Executive Board decisions to Membership, and Membership concerns back to Local Executive Board. Maintain regular communication with membership in their jurisdiction.
4. Stay up to date on the current affairs of the Local by checking Union email, the Local's website, and other communication channels frequently.
5. Serve as an active member of at least one Union committee/subcommittee and attend membership meetings.
6. Follow all applicable requirements in the Local's current financial policy when incurring expenses, including reimbursement of lost time wages.
7. Encourage and recruit membership and recruit members for union activities.

8. Encourage and facilitate active participation of members in the Local's political actions, including contributions to PAF.
9. Ensure fair representation of all BUEs.
10. Submit to Local all records when resigning and/or vacating their position

Position-Specific Duties

1. Oversee the activities of the Stewards and maintain regular communication with all Stewards in their jurisdiction. Serve as the liaison between Stewards and the officers. Recruit and mentor new stewards.
2. Assist Bargaining Unit or Area Vice Presidents and/or Officers in tasks related to their jurisdiction, including: Labor Management Committees including subcommittees, Policy Bargaining.
3. Process grievances as the Local President or Bargaining Unit Vice President or Area Vice President may direct. Assist in preparation of arbitration. Retain all representation and grievance files, and archive with Local on a regular basis.

Article 3. Area Vice President (AVP)

Reports to

Executive Board, Bargaining Unit Vice President, and/or appropriate Officers.

Position Definition

Serves on the Local Executive Board and is accountable to the Membership. Works under the direction of Bargaining Unit Vice President and/or appropriate Officer.

Qualifications

1. Member in good standing of the union.
2. Member of the bargaining unit that they represent on the Executive Board
3. Support of the principles of Unionism, solidarity, and collective action.
4. Willingness to give of one's time and energy.
5. Active participation in the Local's activities.

General Duties

1. Perform all duties as required by the CWA Constitution, Local Bylaws and enforce the agreement of their respective bargaining unit. Work under the direction of the Local Executive Board and the BUVP.
2. Carry out all relevant decisions rendered by the Executive Board and perform whatever duties may be assigned by the Local Executive Board or the Local President.
3. Complete basic steward training, participate in the annual steward retreat, and ongoing/advanced training as offered by the Local or CWA National.
4. Communicate Local Executive Board decisions to Membership, and Membership concerns back to Local Executive Board. Maintain regular communication with membership in their jurisdiction.
5. Stay up to date on the current affairs of the Local by checking Union email, the Local's website, and other communication channels frequently.
6. Serve as an active member of at least one Union committee/subcommittee.
7. Attend all Local Membership meetings and Executive Board meetings.
8. Follow all applicable requirements in the Local's current financial policy when incurring expenses, including reimbursement of lost time wages.

9. Encourage and recruit membership and recruit members for union activities.
10. Encourage and facilitate active participation of members in the Local's political actions, including contributions to PAF.
11. Perform additional duties as assigned by the BUVP or Executive Board.
12. Ensure fair representation of all BUEs.
13. Submit to the Local all records when resigning and/or vacating their position.

Position-Specific Duties

1. Oversee a defined subset of the BU (i.e. each AVP will be assigned to specific agencies/divisions/department/or workgroups based on the employer's organizational structure), as directed by the Executive Board after an election or appointment.
2. Oversee the activities of the Lead Stewards and Stewards and maintain regular communication with all Stewards in their jurisdiction. Mentor new Lead Stewards and Stewards.
3. Serve as or appoint a Chair of the Labor Management Committee for those agencies/divisions/department/or workgroups, if agreed to in the BU contract, and participate in any other subcommittees of that LMC, including Health and Safety Committee.
4. Participate in Bargaining Unit-level Labor Management Committee(s) and subcommittees of that LMC.
5. Participate in policy bargaining as directed by the BUVP or Executive Board.
6. Participate in the Bargaining Committee for the BU-wide Collective Bargaining Agreement and addendum bargaining for their assigned jurisdiction.
7. Process grievances as the Local President or Bargaining Unit Vice President may direct. Assist in preparation for arbitration. Retain all representation and grievance files, and archive with Local on a regular basis.
8. Oversee the activities of the Stewards and maintain regular communication with all Stewards in their jurisdiction. Serve as the liaison between Stewards and the officers. Recruit and mentor new stewards.
9. Spend up to 25% of their time on Union duties, either covered by contractual agreements (UT) or lost wage reimbursement.

Article 4. Bargaining Unit Vice President (BUVP)

Reports to

Executive Board

Position Definition

Serves on the Local Executive Board and is accountable to the Membership.
Works under the direction of the Local Officers.

Qualifications

1. Member in good standing of the union.
2. Member of the bargaining unit that they represent on the Executive Board
3. Support of the principles of Unionism, solidarity, and collective action.
4. Willingness to give of one's time and energy.
5. Active participation in the Local's activities.

General Duties

1. Perform all duties as required by the CWA Constitution, Local Bylaws and enforce the agreement of their respective bargaining unit. Work under the direction of the Local Officers coordinating issues of the Bargaining Unit they represent.
2. Carry out all relevant decisions rendered by the Executive Board and perform whatever duties may be assigned by the Local Executive Board or the Local Officers.
3. Complete basic steward training, participate in the annual steward retreat, and ongoing/advanced training as offered by the Local or CWA National.
4. Communicate Local Executive Board decisions to Membership, and Membership concerns back to Local Executive Board. Maintain regular communication with membership in their jurisdiction.
5. Stay up to date on the current affairs of the Local by checking Union email, the Local's website, and other communication channels frequently.
6. Serve as an active member of at least one Union committee/subcommittee.
7. Attend all Local Membership meetings and Executive Board meetings.
8. Follow all applicable requirements in the Local's current financial policy when incurring expenses, including reimbursement of lost time wages.

9. Encourage and recruit membership and recruit members for union activities.
10. Encourage and facilitate active participation of members in the Local's political actions, including contributions to PAF.
11. Perform additional duties as assigned by the local Executive Board or Local Officers.
12. Ensure fair representation of all BUEs.
13. Submit to the Local all records when resigning and/or vacating their position.

Position-Specific Duties

1. Oversee the activities of their Bargaining Unit, including activities of the AVPs, Lead Stewards, and Stewards. Maintain regular communication and mentor all AVPs, Lead Stewards, and Stewards in their Bargaining Unit.
2. Hold Bargaining Unit meetings as needed to communicate with membership and make recommendations to the Executive Board.
3. Serve as or appoint a Chair of the Labor Management Committee for the Bargaining Unit and participate in any other subcommittees of that LMC, including Health and Safety Committee.
4. Serve or appoint a Chair/Union representative to any other committees outlined in the BU CBA, such as insurance committee, staffing committees, other labor management committees, etc.
5. Serve on the committee to bargain BU policies or delegate as applicable to AVPs. Serve as the Bargaining Agent's point of contact for policy bargaining.
6. Participate in the Bargaining Committee for the BU-wide Collective Bargaining Agreement.
7. Process grievances as needed. Assist in preparation for arbitration. Retain all representation and grievance files, and archive with Local on a regular basis.
8. Review all bargaining unit discipline and grievances with stewards and members as applicable and make recommendations for appeal to the Officers. Appeal recommendation shall include file review and preparation of case summary.
9. In the absence of an AVP, oversee the activities of the Stewards and maintain regular communication with all Stewards in their jurisdiction.

Serve as the liaison between Stewards and the Officers. Recruit and mentor new stewards.

10. Recommend the Lead Stewards for their Bargaining Unit to the Membership.
11. Prepare a recommendation to the Executive Board for approval to appoint Area Vice President duties/jurisdiction over specific agencies/divisions/departments/or workgroups based on the employer's organizational structure.
12. Spend 25% to 100% of their time on Union duties, either covered by contractual agreements (UT) or lost wage reimbursement, depending on the size of the BU and budgetary needs of the Local.

Article 5. Retiree Vice President (RVP)

Reports to

Executive Board

Position Definition

Serves on the Local Executive Board and is accountable to the Membership and Retiree Chapter of the Local. The RVP shall be elected by the Retiree Chapter per their bylaws or in the absence of an active Retiree Chapter the RVP shall be elected by the membership. Works under the direction of the Executive Board and Retiree Chapter.

Qualifications

1. Member in good standing of the union or member of the Retiree Chapter.
2. Support of the principles of Unionism, solidarity, and collective action.
3. Willingness to give of one's time and energy.
4. Active participation in the Local's activities.

General Duties

1. Carry out all relevant decisions rendered by the Executive Board or Retiree Chapter.
2. Complete basic steward training, participate in the annual steward retreat, and ongoing/advanced training as offered by the Local or CWA National.
3. Communicate Local Executive Board decisions to the Retiree Chapter and/or retiree membership, and retiree concerns back to Local Executive Board. Maintain regular communication with the retiree membership.
4. Stay up to date on the current affairs of the Local by checking Union email, the Local's website, and other communication channels frequently.
5. Attend Local Membership meetings, Retiree Chapter, National Retiree Council, and Executive Board meetings, in person or remotely.
6. Develop and recruit membership for the Local's Retiree Chapter of the CWA National Retiree Council.
7. Encourage and facilitate active participation of retiree members in the Local's political actions, including contributions to PAF.
8. Submit to the Local all records when resigning and/or vacating their position.

Position-Specific Duties

1. Facilitate the relationship and collaboration between the Local's Retiree Chapter and the Executive Board.
2. Assist in the Local's political activities and bargaining as applicable to retirement, pension, retiree healthcare, or other applicable topics.
3. Attend national training/conferences concerning retirement benefits.
4. Attend or delegate a retiree member to track actions impacting retirees as applicable to each bargaining unit, such as the NM PERA Board and/or legislative actions potentially impacting retiree benefits.

Article 7. Local Secretary

Works under the direction of

Executive Board, Membership

Position Definition

The Local Secretary is elected by all members of the local and is an Officer of the Local Executive Board.

Qualifications

1. Member in good standing of the union.
2. Support of the principles of Unionism, solidarity, and collective action.
3. Willingness to give of one's time and energy.
4. Active participation in the Local's activities.

General Duties

1. Perform all duties as required by the CWA Constitution, Local Bylaws and enforce collective bargaining agreements.
2. Carry out all relevant decisions rendered by the Executive Board and perform whatever duties may be assigned by the Local Executive Board.
3. Complete basic steward training, participate in the annual steward retreat, and ongoing/advanced training as offered by the Local or CWA National.
4. Stay up to date on the current affairs of the Local by checking Union email, the Local's website, and other communication channels frequently.
5. Chair the Membership Committee.
6. Attend Local Membership meetings and Executive Board meetings.
7. Follow all applicable requirements in the Local's current financial policy when incurring expenses, including reimbursement of lost time wages.
8. Encourage and recruit membership and recruit members for union activities.
9. Ensure fair representation of all BUEs. Have knowledge of all contracts held by the Local.
10. Submit to the Local all records when resigning and/or vacating their position.

11. 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.
12. Serve as a delegate to the CWA Convention.
13. Educate and train their replacement when their office is vacated.

Position-Specific Duties

1. Work under the direction of the Local Executive Board and in collaboration with the Local's staff to maintain membership records and Chair the membership committee. Perform such other additional duties as may be assigned by the Local Executive Board.
2. Oversee and facilitate the Local's organizing and mobilization campaigns and assist the Executive Board and Organizing staff in establishing a mobilization structure for each bargaining unit.
3. Be knowledgeable of CWA International, District, and Sector resources and personnel including but not limited to the Research Department, Legal Department and Organizing Personnel.
4. Be knowledgeable of the New Mexico Public Employee Bargaining Act and processes and the National Labor Relations Act and processes.
5. 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.
6. 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.
7. Facilitate and oversee the recording and maintenance of the minutes of all meetings of the Local, including the Local Executive Board and Membership meetings. Call the role at Local Executive Board meetings.
8. Spend 25% to 75% of their time on Union duties, either covered by contractual agreements (UT) or lost wage reimbursement, depending on the size of the BU and budgetary needs of the Local.

Article 8. Local Treasurer

Works under the direction of

Executive Board, Membership

Position Definition

The Local Treasurer is elected by all members of the local and is an Officer of the Local Executive Board.

Qualifications

1. Member in good standing of the union.
2. Support of the principles of Unionism, solidarity, and collective action.
3. Willingness to give of one's time and energy.
4. Active participation in the Local's activities.

General Duties

1. Perform all duties as required by the CWA Constitution, Local Bylaws and enforce collective bargaining agreements.
2. Carry out all relevant decisions rendered by the Executive Board and perform whatever duties may be assigned by the Local Executive Board.
3. Complete basic steward training, participate in the annual steward retreat, and ongoing/advanced training as offered by the Local or CWA National.
4. Stay up to date on the current affairs of the Local by checking Union email, the Local's website, and other communication channels frequently.
5. Chair the Finance Committee.
6. Attend Local Membership meetings and Executive Board meetings.
7. Follow all applicable requirements in the Local's current financial policy when incurring expenses, including reimbursement of lost time wages.
8. Encourage and recruit membership and recruit members for union activities.
9. Ensure fair representation of all BUEs. Have knowledge of all contracts held by the Local.
10. Submit to the Local all records when resigning and/or vacating their position.

11. 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.
12. Serve as a delegate to the CWA Convention.
13. Educate and train their replacement when their office is vacated.

Position-Specific Duties

1. Work under the direction of the Local Executive Board and in collaboration with the Local's staff to handle and/or oversee all aspects of the Local's finances and maintain custody of all assets of the Local. Perform such other additional duties as may be assigned by the Local Executive Board.
2. Cause the payment of all bills, including payroll, approved by the Local's Officers in accordance with the finance policy, and ensure their timely payment. Oversee the activities of any financial staff or accountants of the Local.
3. 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.
4. Chair the finance committee and plan a budget in collaboration with the Committee to be approved and implemented by the Executive Board.
5. Generate a monthly budget report for the Executive Board review. Report to each membership meeting on the financial status of the Local.
6. Invest Local funds upon authority of the Executive Board.
7. Ensure submission of all required tax forms and government reports as they become due.
8. Spend 25% to 75% of their time on Union duties, either covered by contractual agreements (UT) or lost wage reimbursement, depending on the size of the BU and budgetary needs of the Local.

Article 9. Local Executive Vice President

Works under the direction of

Executive Board, Membership

Position Definition

The Local Executive Vice President is elected by all members of the local and is an Officer of the Local Executive Board.

Qualifications

1. Member in good standing of the union.
2. Support of the principles of Unionism, solidarity, and collective action.
3. Willingness to give of one's time and energy.
4. Active participation in the Local's activities.

General Duties

1. Perform all duties as required by the CWA Constitution, Local Bylaws and enforce collective bargaining agreements.
2. Carry out all relevant decisions rendered by the Executive Board and perform whatever duties may be assigned by the Local Executive Board.
3. Complete basic steward training, participate in the annual steward retreat, and ongoing/advanced training as offered by the Local or CWA National.
4. Stay up to date on the current affairs of the Local by checking Union email, the Local's website, and other communication channels frequently.
5. Attend Local Membership meetings and Executive Board meetings. Assist the President with preparation of the Local's membership meetings.
6. Follow all applicable requirements in the Local's current financial policy when incurring expenses, including reimbursement of lost time wages.
7. Promote member engagement in the local including activities, projects, and initiatives. Make work site visits and prioritize hearing the concerns of the BUEs.
8. Ensure fair representation of all BUEs. Have knowledge of all contracts held by the Local.
9. Submit to the Local all records when resigning and/or vacating their position.

10. 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.
11. Serve as a delegate to the CWA Convention.
12. Educate and train their replacement when their office is vacated.

Position-Specific Duties

1. Preside during the President's absence and at such time be vested with the full duties and powers delegated to the President.
2. Oversee the education activities of the Local including overseeing steward training and orientation and training new Executive Board Members. Teach at steward training classes as necessary.
3. Coordinate representational activities and business of the Local with the BUVPs and AVPs. Establish and maintain representational records that are accessible to all members of the Executive Board.
4. Plan and preside at bargaining unit meetings as deemed necessary by the Executive Board.
5. Assist BUVPs and AVPs, as needed, in grievance preparation and resolution. Consult with Area Vice Presidents about problematic and precedent setting grievances and MOUs /MOAs, and arbitrations.
6. Assist BUVPs and AVPs, as necessary, in the orientation and training of Lead Stewards and Stewards.
7. Be an official member of all Local committees, with the exception of the election committee. Participate in committees required by the Bylaws on an equal basis with other members of the Executive Board.
8. Have knowledge of state and federal regulations that impact the members of the Local, including the New Mexico Public Employees Bargaining Act, the National Labor Relations Act, the Personnel Act, and administrative code governing public employee retirement and benefits.
9. Assist Executive Board members with ensuring that contractual committees are functioning.
10. Supervise and participate in the bargaining of Local contracts under their assignment or appoint an appropriate designee. Have a working knowledge of all contracts of the local.
11. Assist with negotiation of the Collective Bargaining Agreements with the Union representing the Local's employees or designate alternate.

12. Spend 50% to 100% of their time on Union duties, either covered by contractual agreements (UT) or lost wage reimbursement, depending on the size of the BU and budgetary needs of the Local.

Article 10. Local President

Works under the direction of

Executive Board, Membership

Position Definition

The Local President is elected by all members of the local and is the Chair of the Local Executive Board.

Qualifications

1. Member in good standing of the union.
2. Support of the principles of Unionism, solidarity, and collective action.
3. Willingness to give of one's time and energy.
4. Active participation in the Local's activities.

General Duties

1. Perform all duties as required by the CWA Constitution, Local Bylaws and enforce collective bargaining agreements.
2. Carry out all relevant decisions rendered by the Executive Board and membership.
3. Complete basic steward training, participate in the annual steward retreat, and ongoing/advanced training as offered by the Local or CWA National.
4. Stay up to date on the current affairs of the Local by checking Union email, the Local's website, and other communication channels frequently.
5. Coordinate and chair Executive Board meetings encouraging Executive Board Members to be active in Local decision making.
6. Plan and preside at the Local's membership meetings. Coordinate reports and provide an open forum for membership discussion.
7. Follow all applicable requirements in the Local's current financial policy when incurring expenses, including reimbursement of lost time wages.
8. Promote member engagement in the local including activities, projects, and initiatives. Make work site visits and prioritize hearing the concerns of the BUEs.
9. Ensure fair representation of all BUEs. Have knowledge of all contracts held by the Local.
10. Submit to the Local all records when resigning and/or vacating their position.

11. 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.
12. Serve as a delegate to the CWA Convention and chair of the delegation.
13. When the office of the President is vacated, help to train their replacement.

Position-Specific Duties

1. Oversee and facilitate the work of all Executive Board Members and committees. Operate as a member of a team as well as lead the team. Supervise the education and training of Executive Board Members.
2. Promote and develop new leadership within the Local.
3. Assist Executive Board members with ensuring that contractual committees are functioning.
4. Represent the membership to labor and community leaders, political representatives, and the media.
5. Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the welfare of the members. Support and promote social and economic issues that are in the best interest of the membership.
6. Have knowledge of state and federal regulations that impact the members of the Local, including the Public Employees Bargaining Act, the National Labor Relations Act, the Personnel Act, and administrative code governing public employee retirement and benefits.
7. Make decisions that support the International Union and the Local.
8. Attend the President's Meetings, District, and Sector meetings or assign a designee.
9. Serve as the main liaison with the District, Sector, and CWA International to advocate for the needs of our Local membership. Communicate decisions and actions of the International Union to Executive Board Members and the membership.
10. Coordinate and maintain the Local's good relationship with other labor/community organizations, including but not limited to (a) AFL-CIO, (b) Local Labor Councils, (c) CWA Locals, (d) Community and political organizations and coalitions as they relate to the Local, and (e) Other labor unions.

11. Supervise and participate as chair and or co-chair in the bargaining of Local contracts or appoint appropriate designee. Have a working knowledge of all contracts of the local.
12. Negotiate Collective Bargaining Agreements with the Union representing the Local's employees or designate alternate.
13. With the assistance of other officers, oversee the day to day activities of the Local's employees and perform staff management duties as needed.
14. Spend 75% to 100% of their time on Union duties, either covered by contractual agreements (UT) or lost wage reimbursement, depending on the size of the BU and budgetary needs of the Local.