

BYLAWS

LOCAL 7201  
COMMUNICATIONS WORKERS OF AMERICA  
AFL-CIO  
ST. PAUL MINNESOTA

ARTICLE I - NAME

This Local shall be known as Local 7201, 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 7201 shall be to represent and serve the workers within its jurisdiction in accordance with the Bylaws of the Local and Constitution and policies of the Union.

ARTICLE IV - LOCAL STRUCTURE

The structure of the Local shall consist of the following:

- (1) The membership
- (2) The officers
- (3) Executive board
- (4) Committees

ARTICLE V - MEMBERSHIP

Section 1 - Eligibility

Any person eligible to membership in the Communications Workers of America, as defined in Article V, Section 1 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.

Section 2 - Application

Membership in the Local shall be obtained after payment of the Local initiation fee of \$5.00 and upon the approval of the president and secretary, subject to the right of the Local to overrule the decision.

### 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, Section 3 of the Union Constitution.

## ARTICLE VI - LOCAL DUES AND ASSESSMENTS

### Section 1 - Local Membership Dues

The dues of the Local shall be a minimum of two (2) and one quarter (1/4) hours wages per month as per International Constitution as amended June 1990. 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 seven days in advance of the meeting, or by notice mailed postage prepaid to each member at least 7 days in advance of the meeting.

### Section 2 - Local Special Assessments

The membership of this Local may levy a special assessment 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.

### Section 3 - Re-application Fee

Members who are expelled or who withdraw their membership from the Local for reasons other than disability, leave of absence, job termination, promotions to management or transfers to another Local, may upon re-application for membership be required to pay upon acceptance a re-application fee of \$250.00. Further, should the re-application fee established by the Local become a deterrent in organizing the executive board of the Union may revoke this approval.

## 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 membership meetings and by referendum of the membership.
- (b) By actions and decisions of the Local officers between membership meetings.

- (c) By actions and decisions of the executive board between membership meetings. The executive board shall be composed of the Local officers and assistant vice presidents. (Assistant vice presidents shall be elected by secret ballot from work groups specified by the president or designated representative).
- (d) The action and decisions of officers of the Local and/or executive board meetings may be overruled by the membership in a local meeting or by referendum.

#### ARTICLE VIII - LOCAL MEETINGS

Regular meetings of the Local shall be held each month, except for the summer months and December to be approved at a membership meeting.

Special meetings may be called by a majority vote of the Local officers, or by a petition signed by 10% of the members. Upon the receipt of a proper petition, the Local officers shall call a special meeting to be held within 10 days.

#### ARTICLE IX - LOCAL DELEGATES TO INTERNATIONAL CONVENTION

A. Additional delegates and/or alternates that the Local is entitled to send, under the provisions of the CWA Constitution, to the Union convention and the chairman of the delegation in the event there is more than one delegate, shall be selected not more than 120 days nor less than 30 days in advance of the Union convention.

B. In the event the Local selects or elects more than one delegate to the Union convention, the president shall determine the convention votes assigned to each delegate following the provisions of the Union Constitution.

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 the Union constitution.

D. Any member who runs for delegate and/or alternate to the International convention must have attended at least fifty percent (50%) of the previous year\* membership meetings or have been excused prior to the meeting.

\* Previous year is from date of nomination

ARTICLE X - LOCAL COMMITTEES

A. The Local shall have the following regular committees:

1. Educational Committee
2. Election Committee
3. Organizing Committee
4. Legislative Committee
5. Membership Committee
6. Community Services Committee

B. Members of all committees shall be appointed by the president, 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. Duties of the committees:

1. Educational Committee. The Educational Committee shall assist in developing the Local's educational program and with the Local officers, be responsible for effectuating the Union's and Local's educational programs.

2. Election Committee. The Election Committee shall conduct all elections and referenda of this Local.

3. Organizing Committee. The Organizing Committee shall assist the Local officers and stewards in organizing all members within the Local's jurisdiction.

4. Legislative 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.

5. Membership Committee. The Membership Committee shall accept or reject membership application in accordance with the Bylaws of this Local and the Constitution and policies of the Union.

6. Community Services Committee. The Community Services Committee shall assist in developing all community services programs

## ARTICLE XI - ORDER OF BUSINESS

The order of business at a Local meeting shall be as follows:

1. Call to order
2. Roll call (optional)
3. Reading and action on minutes of previous meeting
4. Report of officers
5. Report of committees
6. Unfinished business
7. New business
8. Adjournment

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

## ARTICLE XII - DUTIES OF LOCAL OFFICERS AND STEWARDS

A. The officers of the Local shall be:

1. The Local president
2. The Local vice president
3. The Local secretary
4. The Local treasurer

B. Dues of full-time president:

1. The Local president shall preside at meetings of the Local and at meetings of the Local governing board and shall be responsible for the conduct of the Local including:
  - a. The prosecution of grievances and appealing them to higher levels of the Union, if not satisfactorily settled.
  - b. The supervision of all committees of the Local.
  - c. The approval of all bills to be paid by the Local and countersign all checks drawn on the Local treasury.
2. The Local president shall have such additional duties as assigned by the Local or required by the Constitution or policies of the Union.
3. The Local president shall be a delegate and chairperson of delegation to the CWA National Convention.

C. Duties of Local vice president:

1. The Local vice president shall work under the direction of the Local president and shall perform such duties as assigned by the Local president, the Local governing board and the Local.

2. The Local vice president shall be a delegate to the CWA National Convention

D. Duties of Local secretary:

1. Maintain a record of the Local membership and shall keep minutes of all Local meetings, meeting of the Local officers and Local executive board.

2. Furnish both the district vice president and secretary-treasurer of the Union with two copies of any changes in the Local bylaws within (10) days after such changes are made.

3. Be responsible for furnishing the secretary-treasurer of the Union with all the proper forms signed by Local officers which are required by state and federal laws immediately upon their execution.

4. Perform such other duties as the Local or the Local president may assign.

E. Duties of the Local treasurer:

1. The Local treasurer shall be bonded and shall be custodian of all assets of the Local and shall make a report to each membership meeting.

2. Cause the payment of all bills approved by the Local president.

3. Perform such other duties as may be assigned by the Local president, the Local governing board or the Local.

F. Duties of assistant vice presidents:

1. The assistant vice presidents shall work under the direction of the Local president

2. The assistant vice presidents shall complete such reports that may be required by the Local president, executive board or the membership and to present these reports at each monthly membership meeting. When a monthly meeting is not held, the reports will be submitted to the Union office before the end of the current calendar month.

3. Assistant vice presidents are to attend all executive board meetings, monthly membership meetings, and special meetings that may be called by the president.

4. The assistant vice presidents shall represent and be elected by specified work groups as designated by the president.

G. Stewards of the Local and their duties:

1. This Local shall have as many stewards as may be appointed by the Local president upon the recommendation of the assistant vice presidents.

2. The stewards of the Local shall work under the direction of the Local president. They shall perform duties and responsibilities as may be assigned by the Local or the Local president and shall be selected by their respective groups or departments following the election of the Local officers and recommended to the Local president for appointment.

3. Stewards will complete such reports that may be required by the president, executive board, or the membership and to present these reports at each monthly meeting. When a monthly meeting is not held, the reports will be submitted to the Union office before the end of the current calendar month.

4. Stewards are to attend all regular monthly meetings and special meetings that may be called by the president. Any steward absent two (2) consecutive meetings without good cause such as: sickness, death in family, military leave or regular vacation may be replaced by another member in a manner prescribed by these Bylaws.

### ARTICLE XIII

#### CONDUCT OF MEETINGS AND QUORUM

A. Membership meetings of this Local shall be conducted under these Bylaws of the Local and in conformity with the Union Constitution. On questions where the Local Bylaws or the Union Constitution do not clearly apply, Roberts Rules of Order shall govern.

B. Any number of members present at a Local membership meeting shall constitute a quorum provided due notice of the meeting has been given the membership of the Local. "Due notice" shall mean a

notice posed on bulletin boards at least seven (7) days in advance or a notice given the membership of the Local seven (7) days prior to the meeting and mailed postage prepaid to the last known home address of the members.

C. A majority of the officers or a majority of the members of a committee shall constitute a quorum for those bodies.

ARTICLE XIV - NOMINATIONS AND  
ELECTION OF LOCAL OFFICERS AND  
EXECUTIVE BOARD MEMBERS

Section 1 - Nominations

A. Local officers and Executive Board members shall be nominated from the floor at a Local meeting in the months of September, October, November or December of every third year.

B. Any member who runs for Local officer and/or executive board must have attended at least fifty percent (50%) of the previous year\* membership meetings or have been excused prior to the meeting.

\* Previous year is from date of nomination

Section 2 - Local Elections

Election of Local officers and Executive Board members shall be by secret ballot every third year in the months of October, November or December by one of the following methods:

(a) Ballot conducted by U S Mail

(b) Balloting by the use of established polling places (ballot boxes)

(c) By secret ballots cast in a Local membership meeting (provided that the membership be notified by bulletin boards or by U S Mail postage prepaid at least 7 days in advance of a meeting where election will be held).

(d) Each member must cast his or her own ballot at an established polling place.

(e) Elected by referendum of the membership (which) may be conducted by mail.



(f) Effective January 1, 1988, the election of a person for the offices of president and vice president shall also constitute the election of the same persons as delegates to the CWA conventions held during the term of office for which the election is being conducted. In the event one or both of the above mentioned cannot attend the convention, the president shall appoint the next appropriate alternate.

### Section 3 - Local Election Committee

A. The nomination 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 the nominations and elections are in accordance with the Union Constitution and these Bylaws with reasonable opportunity for each member to vote for a candidate of their choice.

B. The election committee shall also conduct any referenda submitted to the membership. The committee shall not dispose of any ballots until ordered to do so by the Local.

C. A member shall not be permitted to serve on the election committee if a candidate for any office of the Local.

D. The election committee will announce at the meeting when the polls are officially closed.

### Section 4 - 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 ballot shall be nominees on the second ballot.

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

C. Executive Board members shall be nominated and elected by members from their respective group or department.

D. Officers to take office January 1 following election.

E. The order of nomination and election of Local officers if conducted in a Local meeting shall be as follows:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Assistant Vice Presidents

## Section 5 - Vacancies

A. A vacancy in the office of Local President shall be filled by the Local vice president. Vacancies in other offices of the Local shall be filled in the same manner as that required for regular elections and within (60) days.

B. In case of a vacancy other than the Local president, the Executive Board shall appoint a member to fill the vacancy temporarily until the office is filled by election.

## ARTICLE XV - STRIKES

The calling, conduct and termination of strikes shall at all times be carried on in compliance with the rules prescribed by the Communications Workers of America and its Constitution. However a strike called by and effecting only this Local may be terminated either upon:

1. The approval of a majority of the Local officers or Local governing board.
2. By a majority vote of the affected members present in a membership meeting or by mail ballot to those affected members.
3. Upon direction of the Executive Board of the Union.

## ARTICLE XVI - CHARGES, TRIALS AND APPEALS

### Section 1 - Charges

Members of this Local may be fined, suspended or expelled for any of the acts enumerated in Article XIX of the Union Constitution and its provisions.

### Section 2 - Trials

Any accused person shall be tried under the provisions of Article XX, Section 4 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, Section 4 of the Union Constitution.

#### Section 4 - Local Trial Court

- 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. Members of the trial court shall be selected by the governing body of the Local subject to the approval of the membership at a membership meeting.

#### ARTICLE XVII - RECALL OF LOCAL OFFICERS

An elected officer of this Local may be recalled in conformity with the provisions of Article XXII, Section 9 of the Union Constitution.

#### ARTICLE XVIII - AMENDMENTS TO LOCAL BYLAWS

After adoption these Bylaws may be amended by either of the following methods:

- A. By a majority of the members present in a Local meeting if the proposed amendment has been introduced at a previous membership meeting or has been advertised to the membership by use of bulletin boards or U S Mail postage prepaid at least 7 days in advance of the meeting.
- B. By referendum of the membership.

#### ARTICLE XIX - REFERENDUM OF THE LOCAL

- A. A Local election committee appointed by the Local president shall submit any question to a referendum of the membership when directed to do so by action of a regular or special membership meeting.
- B. Propositions submitted to referendum shall be determined by a majority vote of those voting on the question.

#### ARTICLE XX - FISCAL YEAR AND AUDIT

- A. The fiscal year of this Local shall be October 1 to (and including) September 30 of the succeeding year.

B. The financial records of this Local shall be audited by a certified public accountant (or by a committee selected by the Local) at the end of each fiscal year. The results of such audit shall be available for the inspection of any member of the Local.

#### ARTICLE XXI - OATH OF OFFICE

A person elected to an office of the Local after meeting all other qualifications shall be duly installed upon taking the following oath administered by a person selected by the membership:

"I (give name) hereby accept the office of (name of office) of Local (give Local number) Communications Workers of America with full knowledge of the responsibilities and duties of such office. I promise to faithfully discharge my duties according to the Bylaws 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 times endeavor to serve my Local and the Union to the best of my abilities, so help me God."

#### ARTICLE XXII - 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.

As amended June 13, 1991