

**COMMUNICATIONS WORKERS OF AMERICA**

**LOCAL 1133**

**BYLAWS**

**SEPTEMBER 2023**

Preamble

We, the Communications Workers of America, believing that as an integral part of society we are entitled to an equitable share in the products of our labor and realizing that our welfare can best be protected and advanced through the united efforts of all workers, do, through this Constitution, under God, seek to form as more perfect means of securing for ourselves, and labor generally, full employment of inherent rights and dignities which our institutions were ordained to preserve.

~ CWA Constitution

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# ****ARTICLE I – NAME****

This local shall be known as the Communications Workers of America AFL-CIO, Local 1133.

# 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 – OBJECTIVES

The objectives of Local 1133 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 – STRUCTURE

The structure of the Local shall consist of the following:

1. Membership
2. Executive Board
3. Officers
4. Executive Board Member(s)
5. Director(s)
6. Chief Steward(s)
7. Steward(s)
8. Committee(s)

# ARTICLE V – MEMBERSHIP

### Section 1 – Eligibility

Any person eligible for membership in the Communications Workers of

America, as defined by Article V of the Constitution, shall be eligible for

membership in this Local, if performing work within the Local’s assigned

jurisdiction, or if employed on a full-time, part-time, or per-diem 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 $20.00 and upon 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 the membership committee.

### Section 3 – Transfers

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 Constitution.

# ARTICLE VI – LOCAL DUES AND ASSESSMENTS

### Section 1 – Local Dues

1. Each member/agency fee payer of the Local shall pay minimum membership dues of 1.45% of the Employees base hourly rate times hours worked exclusive of overtime. **Base Hourly Rate X Hours Worked Per Pay Period = Base Wage X 1.45% = Dues Per Pay Period**
2. The National Convention may establish minimum membership dues. Membership dues may be increased above the established minimum 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 quorum is present, if the question has been advertised on bulletin boards at least seven (7) days in advance of the meeting or by notice mailed postage prepaid to each member at least seven (7) days in advance of the meeting.

### Section 2 – Local Special Assessments

The membership of this Local may levy a special assessment only in the manner as provided for changing Local dues however, any special assessments levied shall be in compliance with Article VI of the 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 the policies of the Union in the following manner:

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

### Section 2 – Composition of the Local Executive Board

1. The Local Executive Board shall consist of the following:
	1. President
	2. Executive Vice President
	3. Secretary/Treasurer
	4. Executive Board Member(s)
2. Executive Board Member(s) from each of the bargaining units shall be elected by the membership of each bargaining unit as follows:
	1. One (1) Executive Board Member shall be elected from each bargaining unit for every 300-400 members or as otherwise determined by the Executive Board.
	2. One- and one-half years into the term of the elected Executive Board the number of members will be audited. In the event a bargaining unit has met, or exceeded, 50% of the overall range of members the Executive Board shall determine if an additional Executive Board Member is required. The Executive Board Member shall be elected subject to the election process.
	3. The jurisdiction of the Executive Board Member shall be the bargaining unit(s) by which they were elected, unless otherwise mandated by the Executive Board.

# ARTICLE VIII – LOCAL MEETINGS

There shall be periodic meetings of the membership, the Executive Board, the Steward body, and any designated committees in accordance with the following:

1. The Executive Board will meet at least twice every month at a time and place selected by a majority vote of the Executive Board.
2. Committees shall meet as often as necessary to complete their appointed duties.
3. General membership meetings of this Local shall be held at least four (4) times each year in March, June, September, and December. Special meetings may be called by a majority vote of the Executive Board or by a petition signed by ten percent (10%) of the members. Upon receipt of a proper petition, the Local Officers shall call a Special Meeting to be held within ten (10) days. Participation is expected by the Executive Board.
4. Bargaining unit membership meetings of this Local shall be held as deemed necessary by the Executive Board or by a petition signed by ten percent (10%) of the bargaining unit members. Participation is expected by the Executive Board Member(s) who cover the bargaining unit.
5. Each bargaining unit will conduct steward meetings as deemed necessary by the Executive Board. Reasonable attendance will be expected.

# ARTICLE IX – DELEGATES TO THE UNION CONVENTION

1. The Local President, Executive Vice President, and Secretary/Treasurer shall be delegates to the convention and elected as described in Article XIV, Sections 1 and 2. Alternates shall be elected by the Membership at Large. The Local President is the Chair of the Local Delegation.
2. In the event the Local elects more than one delegate to the Union Convention, the Local shall determine the number of votes to which they are entitled according to Article VIII, Section 4, Paragraph D, of the Constitution.
3. It shall be the duty of the Local Secretary/Treasurer 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 Constitution.

# ARTICLE X – LOCAL COMMITTEES

1. The Local shall have the following committees:
	1. Bargaining Committee (Article XI)
	2. Budget/Finance Committee
	3. Building and Maintenance Committee
	4. Bylaw Committee
	5. Community Service Committee
	6. Computer/Technology Committee
	7. Education/Communication Committee
	8. Election Committee
	9. Equity, Women’s, and Civil Rights Committee
	10. Health and Safety Committee
	11. Legislative/Political Committee
	12. Membership Committee
	13. Organizing/Mobilizing Committee
	14. Policy Committee
	15. Special Committees may be appointed as deemed necessary
2. Members of all committees, with the exception of the bargaining committee, shall be appointed by the Local President by majority vote of the Local Executive Board, subject to the right of the Local membership to overrule such appointments.
3. Committees shall consist of an odd number of members with a maximum of nine (9) unless otherwise determined by the Executive Board. Vacancies on committees shall be filled in the same manner as the original appointment.
4. A member of any Local committee may be removed by majority vote of the Local Executive Board, subject to the right of the Local membership to overrule the action of the Local Executive Board. A committee member may also be removed by action of the Local membership in a membership meeting.
5. Duties of Committees:
	1. Budget/Finance Committee – This Committee monitors the finances of the Union, makes budgetary recommendations to the Local Executive Board, and assists in the presentation to the membership each year. This committee may monitor the Union time records, Union scheduled time, Union unscheduled representation time, and employer time records at its discretion.
	2. Building and Maintenance Committee – This Committee is charged with assessing needs relative to the Local building and/or it’s maintenance. Recommendations will be presented to the Local Executive Board for consideration. A fund, as referenced in Article XXII, shall be used by Local 1133 Building and Maintenance Committee for the following purposes:
		* 1. Purchase of property for the construction of a new building;
			2. Construction of a new building;
			3. To purchase property with a building on it; and
			4. To provide funds for care and maintenance of currently owned CWA Local 1133 property and building(s). This includes, but is not expressly limited to, any capital improvement expenditures, routine building maintenance, inspections and upgrades to facilities, emergency repairs needed to maintain structural integrity and/or prevent further damage.

When it is determined by the Executive Board that there is a need to initiate the purchase or sale of property and/or building, the President shall appoint a Building Fund Committee consisting of between three (3) and five (5) members, who shall perform the following duties:

 Purchase:

1. Select appropriate realtor, property managers, and/or contractors to work with;
2. Recommend location;
3. Secure cost of property and taxes;
4. Secure bids from contractors (if building or remodeling); and
5. Handle all other matters pertaining to the purchase of the property as needed.

 Sale:

1. Select appropriate realtor and/or appraiser;
2. Determine fair market value of property and/or building(s);
3. Recommend time frame for potential sale;
4. Determine work necessary prior to sale to achieve maximum value from sale as needed; and
5. Work with realtor to promote sale.

This Committee shall report to the Local Executive Board its findings and recommendations. The Executive Board shall review the Committees findings and recommendations and shall make its recommendation to the membership. The final action prior to the purchase/sale of property and/or building must be submitted to the membership, setting forth all the details of the transaction. A majority vote of the membership at a membership meeting where at least fifteen (15) day notice was given shall approve or disapprove the purchase/sale of the property and/or building. It shall be the responsibility of the Local Executive Board to ensure that such a transaction is legally secured.

1. Bylaw Committee – The Bylaw Committee shall meet every third year, following the election of the Local Executive Board, for the purpose of reviewing and making recommendations for the revisions as needed in the Local Bylaws; and for presenting those recommendations to the membership. The Committee may be convened from time to time to address requests for changes in these Bylaws.
2. Community Services Committee – This Committee helps develop programs to involve the Local in the community and to join in coalitions with other organizations in support of worthwhile causes. “Jobs with Justice” is one example of a successful coalition in which many CWA Locals are involved. Local Community Services Committees are also involved in programs aimed at helping the less fortunate such as the Special Olympics, United Way, blood drives, and many other worthwhile local community efforts. In addition, the Community Services Committee plays an important role during a strike.
3. Computer/Technology Committee – This Committee is responsible for overseeing and reviewing all recommendations from our IT service provider and report to the Executive Board. In addition, policy recommendations for office utilization of any and all CWA Local 1133 owned IT equipment, laptops, hardware, software, etc. will originate from this committee. Recommendations will be presented to the Executive Board for consideration and approval. The Computer/Technology Committee will meet a minimum of once every three (3) months. It is understood that the operation of the computer system is critical to the operation of the Local and the Committee must review system reports at each meeting to assess the need for upgrades, repairs, etc.
4. Education/Communication Committee – This Committee, along with Local Officers, is responsible for developing and carrying out the Local’s educational programs. Interested and capable Committee members should be developed as Local trainers. These individuals will be trained to facilitate Local educational programs. Programs the Committee could sponsor are:
	1. Steward training;
	2. New hire orientation training for Stewards;
	3. Labor in the schools. Local Union members go to schools to talk to children about workers and Unions;
	4. One-on-One training;
	5. Other special education programs which support and advance the priority goals of the Local;
	6. Assist the Local editor in gathering news, setting editorial policy, and producing Local publication. Members of this Committee should include Stewards and activists who are in a position to know what is going on and thereby function as key news sources; and
	7. The Committee should strive to create interesting and lively publications that address worksite issues that may be of interest to members.
5. Election Committee – This Committee conducts all Local nominations, elections, and referendums in accordance with the CWA constitution, Bylaws, and federal law.
6. Equity, Women’s, and Civil Rights Committee – The mission of the Equity, Women’s, and Civil Rights Committee is to develop and promote the CWA Civil rights program by building a Union where members of any cultural group, creed, religion, sexual orientation, gender identity, gender expression, disability, age, and nationality will feel welcomed, respected, and heard. This Committee will also have the responsibility to monitor that equal opportunity is afforded to all women in regards to wages, benefits, and job opportunities. The goal of the Local and Committee is to have our leadership reflect the attributes and diversity of the membership and community.
7. Health and Safety Committee – This Committee makes sure that the employer is complying with its legal responsibility to provide a place of employment which is free from recognized hazards likely to cause death or serious physical harm. If the Local’s Health and Safety Committee should find that a work hazard exists, it should bring the problem to the attention of the employer. If the employer refuses to remedy the situation, the Committee should notify the Local Health and Safety Director along with the Local Officers, to discuss other avenues for resolving the problem.
8. Legislative/Political Committee – This Committee works to advance the interest of the Union and its members in the Legislative field, to make sure that every member is a registered voter, and to involve the members in campaigns of Local candidates who care about working people and their families. Committee activities should include:
	1. Registration of all eligible members;
	2. Getting out the vote on Election Day;
	3. Providing resources or support to Local candidates, such as phone banking, distributing flyers, canvassing, etc. (Mobilizing for political concerns of our Local);
	4. Lobbying politicians on legislation;
	5. Collection of political dollars (PAF).
9. Membership Committee – This committee accepts or rejects an application for membership in the Local in accordance with the CWA Constitution and Local Bylaws and rules of the Union.
10. Organizing/Mobilizing Committee – The Local Organizing Committee’s job is not to do all the organizing work itself, but rather to coordinate the involvement of members and Stewards in organizing. The Committee should address both internal organizing and new unit organizing. The Committee should reflect the diversity make-up of the Local.

The Committee should:

* 1. Provide Committee members with training
	2. Identify targets that should be given priority
	3. Establish and improve efforts at internal organizing – singing up members within the Local’s existing jurisdiction
	4. External targets should be identified and evaluated
	5. Discuss the importance of organizing at Stewards meetings, worksites, and Executive Board meetings
	6. The Organizing/Mobilizing Committee is responsible for developing and carrying out mobilization activities around important workplace issues and developing contract mobilization plans.
1. Policy Committee – This Committee is responsible to review current Local policies as directed by the Executive Board.

# ARTICLE XI – BARGAINING COMMITTEE

1. The vote cast for the office of Executive Board Member 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.
2. The minimum number of Bargaining Committee members per bargaining unit shall be two members, one of whom is not an elected Executive Board Member.
3. In instances where the number of elected Executive Board Members would preclude a bargaining unit member from participation on the Bargaining Committee, one (1) Executive Board Member will be excluded from said Committee either by volunteer or by decision of the Executive Board.
4. In the event an Executive Board Member requests they be excused from the Bargaining Committee such a request will not be unreasonably denied. Once approved a bargaining unit member will be given the opportunity to participate in place of the Executive Board Member.
5. Bargaining unit members wishing to participate on the bargaining committee must be nominated and elected.
6. The Bargaining Committee for a bargaining unit, for its full term of office, shall be consulted in the negotiation of all agreements entered into between the employer and the Union that amends or augments the agreed upon contract.

# ARTICLE XII – ORDER OF BUSINESS

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

1. Call to order
2. Pledge of Allegiance
3. Roll call (optional)
4. Reading and action on minutes of previous meeting as necessary
5. Reading and action on local financial statement as necessary
6. Report of Officers and Executive Board Members
7. Report of Committees
8. Unfinished business
9. New business
10. Good and Welfare
11. Adjournment

The order of business may be suspended by a two-thirds (2/3) vote of the members present.

# ARTICLE XIII – LOCAL OFFICERS, EXECUTIVE BOARD MEMBERS, EXECUTIVE BOARD, DIRECTORS, AND THEIR DUTIES

### Section 1. – Local Officers

1. The Officers of the Local shall be:
	1. Local President
	2. Local Executive Vice President
	3. Local Secretary/Treasurer
2. The responsibilities of the Local Officers shall be listed in the Appendix – Position Descriptions.

### Section 2. – Local Executive Board Member

1. The responsibilities of the Executive Board Member(s) shall be listed in the Appendix – Position Descriptions.

### Section 3. – Local Executive Board

1. 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. Meet a minimum of two (2) times per month to conduct Local business. Attendance at Executive Board meetings by the members of the Executive Board is required;
	3. Meet prior to the next Local meeting and be responsible for the development of the next Local meeting agenda;
	4. Cause an annual budget to be prepared and presented to the membership;
	5. Be responsible for the operation of strike action procedures as outlined in the Union Constitution;
	6. Actions and decisions of the Executive Board shall be subject to approval by the membership;
	7. A majority of the Executive Board shall constitute quorum;
	8. Determine personnel needs of the Local and mode of compensation\*; and
	9. Approve negotiated contract for administrative assistant(s).

\*Compensation: In addition to paying lost time wages to persons involved in Local representation work, the Executive Board of the Local may determine, at its discretion, to pay wages and/or stipends to persons that are needed to perform special work assignments and/or additional hours of work for the Local.

### Section 4. – Directors

1. Directors shall be:
	1. Director(s) of Clinical Staffing Committee (CSC)
	2. Director of Education/Communication
	3. Director of Health and Safety
	4. Director of Organizing/Mobilizing
	5. Director of Political/Legislative
2. Directors shall be appointed by the Local President by majority vote of the Local Executive Board, subject to the right of the Local membership to overrule such appointments, after applicants have applied and interviewed for the position.
3. Directors shall be non-voting members of the Executive Board.
4. The responsibilities of the Directors shall be listed in the Appendix – Position Descriptions.

# ARTICLE XIV – CONDUCT OF MEETINGS, OTHER LOCAL BUSINESS, AND QUORUM

1. 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.
2. The majority present at a membership meeting shall constitute a quorum.
3. A majority of the Officers, Executive Board Members, or a majority of the members of a committee shall constitute a quorum for those bodies.

# ARTICLE XV – NOMINATION AND ELECTION OF LOCAL OFFICERS AND MEMBERS OF THE EXECUTIVE BOARD

### Section 1. – Nomination

1. Local Officers and Executive Board members shall be nominated in September, October, or November of each election year. Every effort will be made to conduct nominations in the month of September.
2. The nominations of a person for the offices of President, Executive Vice President, and Secretary/Treasurer shall also constitute the nomination of the same person as a delegate to CWA Conventions held during their term of office for which the election is being conducted.
3. The nomination of a person for the office of Executive Board Member shall also constitute the nomination of the same person as an automatic delegate to the Bargaining Committee of their respective bargaining unit during their term of office for which the election is being conducted.
4. All nominees will be contacted by the Election Committee Chair, or designee, who will provide the nominee with the job description, Bylaws, and Policy manual. Within 72 hours of receiving the above-described information the nominee will be required to sign a nominee acceptance form should they wish to accept their nomination.

\*(NOTE) The Reporting and Disclosure Act of 1959 requires, in connection with nominations, reasonable notice of the office to be filed, and the time, place, and proper form of submitting nominations. Such notice must be given in a manner reasonably calculated to inform all members in good standing and in sufficient time to permit such members to nominate the candidate of their choice. It is suggested that fifteen (15) days would meet the time requirements for such notice.

### Section 2. – Elections

1. Elections of Local Officers and Executive Board Members shall be by secret ballot of the membership in September, October, November, or December of each election year. Every effort will be made to conduct elections in the month of October.
2. A vote cast for the candidate for the offices of President, Executive Vice President, and Secretary/Treasurer shall also constitute a vote of the same person 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.
3. The actual number of delegates that will attend the Convention will be determined at the time the Local Budget is generated and approved. Once the number of delegates has been determined, Officers will attend the Convention in the following order:
	1. The President
	2. Executive Vice President
	3. Secretary/Treasurer
4. The vote cast for the office of Executive Board Member 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. \*Refer to Article XI Bargaining Committee.
5. Absentee ballots will be issued to eligible voters only under the following circumstances:
	1. The eligible voter will be out of town on the day of the election, or
	2. The eligible voter is temporarily disabled, or
	3. The eligible voter has a family emergency event.

Written proof of circumstance is required to be submitted to the election committee no later than one (1) week prior to elections to render a decision as to whether an eligible voter will be issued an absentee ballot. Absentee ballots must be received by mail no later than 48 hours prior to the election date.

\*(NOTE) The Labor – Management Reporting and Disclosure Act of 1959 (LMRDA) requires election of offices to be held by secret ballot. In addition, the LMRDA requires notice of the election be mailed to each member at their last known address not less than fifteen (15) days prior to the election. Such notice must specify the time and place of the election and offices to be filled. Election may be conducted by any of the following methods:

1. Ballot conducted by U.S. Mail; or
2. Balloting by use of established polling places and ballot boxes; and
3. Balloting conducted by electronic means

All elections are conducted under the supervision of the Election Committee as approved by the Executive Board.

### Section 3. – Local Election Committee

1. The nomination and the election of Local Officers, members of the Executive Board, delegates to the CWA Convention and Bargaining Committee representatives, as well as contract ratification, shall be conducted under the supervision of the Election Committee. The Committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with the Union Constitution and these Bylaws, with reasonable opportunity for each member to nominate and vote for the candidate of their choice.
2. The Election Committee shall also conduct any referenda submitted to the membership.
3. A member shall not be permitted to serve on the Election Committee if they are a candidate for any office of the Local or delegate to the CWA Convention or Executive Board member.
4. All questions concerning the conduct and challenges of elections shall be determined by the Election Committee, subject to the right of appeal to the Executive Board and membership of the Local in accordance with Article XV of the Union Constitution.

### Section 4. – General Provisions

1. The nominee in the Local Officers election, receiving the majority 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.
2. The nominee(s) in any other election receiving the greatest number of votes cast shall be declared elected. If a tie renders the election indecisive for any positions, a run-off election shall be conducted and the nominees who tied for such position on the first ballot shall be the nominees on the second ballot.
3. Only members of the Local in good standing shall be eligible to vote or hold office.
4. The term of office shall be for three (3) years.
5. The Officers shall take office on January 1st of the year following the election.
6. The Executive Board Member(s) may appoint or elect a Chief Steward and/or Steward immediately after taking office, with assistance and approval of the appropriate Officer. Elections shall be by secret ballot.

### Section 5. – Vacancies

A vacancy in the office of the Local President shall be filled by the Local Executive Vice President, who will complete that term of office. Vacancies in other offices may be filled by either by appointment of the governing body of the Local, subject to approval of the appointment by the Local membership within sixty (60) days or by election in the same manner that is required for regular election and within sixty (60) days as required by Article XV of the Union Constitution.

# ARTICLE XVI – STRIKES

The calling, conduct, and termination of strikes affecting this Local shall, at all times, be carried out in compliance with the rules prescribed by the Union and Article XVIII of the Constitution.

# ARTICLE XVII – 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.

### Section 2. – Trials

Any accused member, including Officers, of this Local shall be tried under 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 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 not less than three (3), but not greater than seven (7) persons who are members of this Local and not parties of the proceedings and who shall be selected by the Executive Board of the Local; and in accordance with Article XX, Section 3, of the Union Constitution.

# ARTICLE XVIII – RECALL OF LOCAL OFFICERS OR EXECUTIVE BOARD MEMBERS

Any elected Officer or Executive Board Member of this Local may be recalled in accordance with the provisions of Article XXI and XXII of the Union Constitution.

# ARTICLE XIX – AMENDMENTS TO LOCAL BYLAWS

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

1. Majority vote of the members present in a Local meeting, if the proposed amendment has been introduced at a previous meeting or has been advertised to the membership by use of bulletin boards or U.S. mail postage prepaid at least seven (7) days in advance of the meeting; or
2. Referendum of the membership.

# ARTICLE XX – REFERENDUM OF THE LOCAL

The Local Election Committee shall submit any questions to a referendum of the membership when directed to do so by the governing body of the Local, or by action of a regular or special membership meeting.

Questions submitted to referendum shall be determined by a majority vote of those voting on the question.

# ARTICLE XXI – FISCAL YEAR AUDIT AND REVIEW

1. The fiscal year of this Local shall be from October 1st of each year to and including September 30th of the succeeding year.
2. The financial records of this Local shall be reviewed by a Certified Public Accountant annually unless it is an election year in which case refer to C below. The results of such review shall be made available for inspection by any member of the Local.
3. The financial records of this Local shall be audited by a Certified Public Accountant each election year. The results of such audit shall be made available for inspection by any member of the Local.

# ARTICLE XXII – OATH OF OFFICE

Each elected Officer and Executive Board Member of the Local, after meeting all other qualifications, shall be duly installed upon taking the following oath:

“I \_\_\_\_\_\_\_\_\_\_\_\_ hereby accept the office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Local 1133, Communication Workers of America, AFL-CIO, 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 – LOCAL BUILDING AND MAINTENANCE FUND

The Local Executive Board shall establish a Local Building and Maintenance Fund and such funds shall be deposited in a separate account.

# ARTICLE XXIV – ADOPTION

These Bylaws shall be adopted upon the approval of a majority vote of the members voting upon their adoption at a membership meeting by a show of hands. A minimum notice of at least fifteen (15) days must be given prior to the scheduled meeting and the membership given the opportunity to ask questions before they vote.

These Bylaws adopted: 1992

Amended Bylaws adopted: 1996

Amended Bylaws adopted: 1998

Amended Bylaws adopted: 2003

Amended Bylaws adopted: 2007

Amended Bylaws adopted: 2008

Amended Bylaws adopted: 2023

# APPENDIX – POSITION DESCRIPTIONS

## PRESIDENT

1. POSITION: President
2. REPORTS TO: The Executive Board and Membership
3. POSITION DEFINITION: An Officer elected by all members of the Local.
4. FUNCTION: The responsibilities of the Local President shall be as follows:
	1. Perform all duties as required by the CWA Constitution and Local Bylaws and enforce the bargaining agreements of the Local.
	2. Lead the Local.
	3. Set specific goals for the year with input from other Officers and Executive Board.
	4. Approve a budget in consultation with the Executive Board, which supports and reflects specific goals for the year.
	5. Carries out all decisions rendered by the Executive Board.
	6. Has a working knowledge of the contracts.
	7. Communicate decisions and actions of the International Union to the Executive Board and membership.
	8. Plan and preside at the Local’s membership meetings:
		1. Chair meetings.
		2. Coordinate reports of committee chairpersons.
		3. Provide an open forum for membership discussion.
	9. Supervise and participate as chair or co-chair in the bargaining of Local contracts or appoint appropriate designee.
	10. Promote and develop new leadership within the Local.
	11. Coordinate and maintain the Locals good relationship with other labor/community organizations, including attending or appointing designee to attend:
		1. AFL-CIO
		2. CWA WNY Council
		3. CWA Locals
		4. Community organizations as they relate to the Local
		5. Other Labor Unions
	12. Coordinate and chair Executive Board meetings, encouraging Executive Board Members to be active in Local decision making.
	13. Represent the membership to labor and community leaders, political representatives, and the media.
	14. Has knowledge of regulations for New York State Disability, New York State Paid Family Leave, New York State Paid Sick Leave, Workers’ Compensation, Family and Medical Leave Act, Americans with Disabilities Act, and Unemployment Insurance.
	15. Coordinate the annual Local budget and approve expenditures.
	16. Operate as a member of a team as well as lead the team.
	17. Supervise the work of all Executive Board Members and Committees.
	18. Make decisions that support the International Union and Local.
	19. Get members to work at Local tasks.
	20. 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.
	21. Support and promote social and economic issues that are in the best interest of the membership.
	22. Participate in related Union activities as deemed necessary by the Executive Board.
	23. Supervise the education and training of Executive Board Members.
	24. Assist Executive Board Members with ensuring that contractual committees are functioning.
	25. Establish and maintain office records that are accessible to all members of the Executive Board.
	26. Ensure fair representation of all members.
	27. Make work site visits.
	28. Delegate to the CWA Convention.
	29. Attend Presidents Meeting or assign designee.
	30. Educate and train replacement when office is vacated.
	31. Be bonded, as must any person, who handles Local funds or other property, in accordance with the Union Constitution or any other state or federal law.
	32. Negotiate Collective Bargaining Agreement with Union for Administrative Assistant(s) or designate alternate.
5. QUALIFICATIONS:
	1. Member in good standing.
	2. Member of the Union.
	3. Belief in the principle of Unionism.
	4. Willingness to give of one’s time and energy.
	5. Ability to commit to long hours including evenings and weekends.
	6. Attendance at meetings.
	7. Expectation to participate in PAF.

## EXECUTIVE VICE PRESIDENT

1. POSITION: Executive Vice President
2. REPORTS TO: President
3. POSITION DEFINITION: An Officer elected by all members of the Local
4. FUNCTION: The responsibilities of the Local Executive Vice President are as follows:
	1. Assume all duties of the President should they become temporarily unable to serve.
	2. Shall assume the office of President should the office be vacated prior to the election.
	3. Performs all duties as required by the CWA Constitution and the Local Bylaws.
	4. Operates as a member of a team.
	5. Work under the direction of and provide support for the President.
	6. Responsible to orient and train new Executive Board Members.
	7. Coordinate and teach, as necessary, at Steward training classes.
	8. Plan and preside at bargaining unit meetings as deemed necessary by the Executive Board.
	9. Coordinate the activities and business of the Local with Executive Board Members.
	10. Supervise and participate in the bargaining of Local contracts under their assignment or appoint the appropriate designee.
	11. Has a working knowledge of individual bargaining unit contracts.
	12. Has knowledge of regulations for New York State Disability, New York State Paid Family Leave, New York State Paid Sick Leave, Workers’ Compensation, Family and Medical Leave Act, Americans with Disabilities Act, and Unemployment Insurance.
	13. Assist Executive Board Members, as needed, in grievance preparation and resolution.
	14. Consult with Executive Board Members about problematic and precedent setting grievances.
	15. Assist Executive Board Members, as necessary, in the orientation and training of Chief Stewards and Stewards.
	16. Communicate all decisions and actions to the Executive Board.
	17. Assist the President with the preparation of the Locals membership meeting.
	18. Perform duties assigned by the President, Executive Vice President Executive Board, and the membership.
	19. Be involved in Local decision making.
	20. Attend Executive Board meetings.
	21. Participate in committees required by the Bylaws on an equal basis with the other members of the Executive Board.
	22. Assist Executive Board Members with ensuring that contractual committees are functioning.
	23. 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.
	24. Support and promote social and economic issues that are in the best interest of the membership.
	25. Participate in related Union activities as deemed necessary by the Executive Board.
	26. Establish and maintain office records that are accessible to all members of the Executive Board.
	27. Ensure fair representation of all members.
	28. Make worksite visits.
	29. Delegate to the CWA Convention.
	30. Educate and train replacement when the office is vacated.
	31. Be bonded, as any person handles Local funds or other property in accordance with the Union Constitution or any other State or Federal Law.
5. QUALIFICATIONS:
	1. Member in good standing.
	2. Member of the Union.
	3. Belief in the principle of Unionism.
	4. Willingness to give of one’s time and energy.
	5. Ability to commit to long hours including evenings and weekends.
	6. Attendance at meetings.
	7. Expectation to participate in PAF.

## SECRETARY/TREASURER

1. POSITION: Secretary/Treasurer
2. REPORTS TO: President
3. POSITION DEFINITION: An Officer elected by all members of the Local
4. FUNCTION: The responsibilities of the Local Secretary/Treasurer are as follows:
	1. Perform all duties as required by the CWA Constitution, Local Bylaws, state, and federal laws.
	2. Records minutes of Membership and Executive Board meetings.
	3. Be knowledgeable in the use of the computer as an aid for maintaining office records.
	4. Direct and oversee clerical staff.
	5. Negotiate Collective Bargaining Agreement with Union for Administrative Assistants.
	6. Assist the Administrative Assistants with maintaining the Local’s files:
		1. Current records of the membership:
		2. Tracking dues payments of all members and non-members:
		3. Reports:
		4. Grievance/Arbitration cases: and
		5. Correspondence.

**THE ABOVE RESPONSIBILITIES SHALL ALSO BE SHARED WITH OFFICERS OF THE LOCAL**

* 1. Furnish the International Union and District with proper records, annual statements, and other reports as required or requested.
	2. Inform the Executive Board of changes in the International Union and/or District procedures.
	3. Assist the President with items for agendas at meetings.
	4. Meet federal, state, county, and city report requirements.
	5. Maintain records on employees of the Union.
	6. Operates as a member of a team.
	7. Become involved in Local decision-making process.
	8. Handle all Local finances.
	9. Maintain custody of all assets of the Local.
	10. Secure approval of and pay all bills.
	11. Generate a quarterly budget report for Executive Board Review.
	12. Report to membership meetings on the financial status of the Local.
	13. Plan and implement the budget in collaboration with the finance committee and implement as directed by the Executive Board.
	14. Cause an annual review of financial records by a Certified Public Accountant.
	15. Cause an audit of the financial records by a Certified Public Accountant, to be done at the close of the Locals fiscal year, every three (3) years to coincide with officer elections.
	16. Invest Local funds upon authority of the Executive Board.
	17. Handle bonding coverage.
	18. Prepare all required tax forms and government reports as they become due.
	19. 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.
	20. Support and promote social and economic issues that are in the best interest of the membership.
	21. Participate in related Union activities as deemed necessary by the Executive Board.
	22. Delegate to the CWA Convention.
	23. Be bonded, as must any other person who handles Local funds or other property, in accordance with the Union Constitution or any other state or federal law.
	24. Educate and train replacement when the office is vacated.
1. QUALIFICATIONS:
	1. Member in good standing.
	2. Member of the Union.
	3. Belief in the principle of Unionism.
	4. Willingness to give of one’s time and energy.
	5. Ability to commit to long hours including evenings and weekends.
	6. Attendance at meetings.
	7. Expectation to participate in PAF

## EXECUTIVE BOARD MEMBER

1. POSITION: Executive Board Member
2. REPORTS TO: Local Officers
3. DEFINITION: An Executive Board member elected by the members of a specific bargaining unit
4. FUNCTION: The responsibilities of an Executive Board Member are as follows:
	1. Perform all duties as required by the CWA Constitution, Local Bylaws and enforce the agreement of their respective bargaining unit(s).
	2. Carries out all decisions rendered by the Executive Board.
	3. Perform duties assigned by the President, Executive Board, and membership.
	4. Ensures fair representation of all members by their Chief Stewards and Stewards.
	5. Determines the adequate number of Chief Stewards and Stewards, in accordance with the agreement of their respective bargaining units, to properly represent the bargaining unit members.
	6. Appoint or Elect Chief Stewards. The choice of appointment or election for new Chief Stewards will be determined by the Executive Board one (1) month prior to the date nominations begin for Local elections and will remain consistent for the three (3) year term.
	7. Assist Chief Stewards in the appointment or election of Stewards.
	8. Train and educate Chief Stewards and Stewards on a regular basis.
	9. Chair regularly scheduled Steward meetings.
	10. Conduct orientation meetings for new hires where appropriate.
	11. Operates as a member of a team.
	12. Attend Executive Board meetings.
	13. Make decisions that support the International Union and Local.
	14. Participate in committees required by the Bylaws on an equal basis with members of the Executive Board.
	15. Has knowledge of regulations for New York State Disability, New York State Paid Family Leave, New York State Paid Sick Leave, Workers’ Compensation, Family and Medical Leave Act, Americans with Disabilities Act, and Unemployment Insurance.
	16. Assist all Executive Board Members with ensuring that contractual committees are functioning.
	17. 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.
	18. Support and promote social and economic issues that are in the best interest of the membership.
	19. Participate in related Union activities as deemed necessary by the Executive Board.
	20. In a bargaining unit where there is more than one Executive Board Member, all work shall be shared equally.
	21. Actively participate in their respective grievance procedure and be responsible for the following:
		1. Knowledge of their contract:
		2. Knowledge of precedent setting grievances;
		3. Maintain and familiarize themselves with current grievances;
		4. Update Local Officers about current grievances;
		5. Assist Chief Stewards and Stewards in preparing grievances;
		6. File grievances;
		7. Prepare grievances for arbitration as needed;
		8. Refer problematic and precedent setting grievances to the Grievance Committee.
	22. Coordinate and participate with Executive Board in planning bargaining unit and general membership meetings.
	23. Establish and maintain office records that are accessible to all members of the Executive Board.
	24. Make worksite visits.
	25. Shall be a member of their respective bargaining committee.
	26. Educate and train replacement when the position is vacated.
5. QUALIFICATIONS:
	1. Member in good standing.
	2. Member of bargaining unit for which they are seeking office.
	3. Belief in the principle of Unionism.
	4. Willingness to give one’s time and energy.
	5. Ability to commit to long hours including evenings and weekends.
	6. Attendance at meetings.
	7. Expectation to participate in PAF.

## MULTI BARGAINING UNIT EXECUTIVE BOARD MEMBER

1. POSITION: Multi Bargaining Unit Executive Board Member
2. REPORTS TO: Local Officers
3. DEFINITION: An Executive Board Member elected by the members of more than one specific bargaining unit
4. FUNCTION: The responsibilities of an Executive Board Member are as follows:
	1. Perform all duties as required by the CWA Constitution, Local Bylaws and enforce the agreement of their respective bargaining units.
	2. Carries out all decisions rendered by the Executive Board.
	3. Perform duties assigned by the President, Executive Board, and membership.
	4. Ensures fair representation of all members by their Chief Stewards and Stewards.
	5. Determines the adequate number of Chief Stewards and Stewards, in accordance with the agreement of their respective bargaining units, to properly represent the bargaining unit members.
	6. Appoint or Elect Chief Stewards. The choice of appointment or election for new Chief Stewards will be determined by the Executive Board one (1) month prior to the date nominations begin for Local elections and will remain consistent for the three (3) year term.
	7. Assist Chief Stewards in the appointment or election of Stewards.
	8. Train and educate Chief Stewards and Stewards on a regular basis.
	9. Chair regularly scheduled Steward meetings.
	10. Conduct orientation meetings for new hires where appropriate.
	11. Operates as a member of a team.
	12. Attend Executive Board meetings.
	13. Make decisions that support the International Union and Local.
	14. Participate in committees required by the Bylaws on an equal basis with members of the Executive Board.
	15. Has knowledge of regulations for New York State Disability, New York State Paid Family Leave, New York State Paid Sick Leave, Workers’ Compensation, Family and Medical Leave Act, Americans with Disabilities Act, and Unemployment Insurance.
	16. Assist all Executive Board Members with ensuring that contractual committees are functioning.
	17. 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.
	18. Support and promote social and economic issues that are in the best interest of the membership.
	19. Participate in related Union activities as deemed necessary by the Executive Board.
	20. In a bargaining unit where there is more than one Executive Board Member, all work shall be shared equally.
	21. Actively participate in their respective grievance procedure and be responsible for the following:
		1. Knowledge of their contracts and site agreements:
		2. Knowledge of precedent setting grievances;
		3. Maintain and familiarize themselves with current grievances;
		4. Update Local Officers about current grievances;
		5. Assist Chief Stewards and Stewards in preparing grievances;
		6. File grievances;
		7. Prepare grievances for arbitration as needed;
		8. Refer problematic and precedent setting grievances to the Grievance Committee.
	22. Coordinate and participate with Executive Board in planning bargaining unit and general membership meetings.
	23. Establish and maintain office records that are accessible to all members of the Executive Board.
	24. Make worksite visits.
	25. Shall be a member of their respective bargaining committee.
	26. Educate and train replacement when the position is vacated.
5. QUALIFICATIONS:
	1. Member in good standing.
	2. Member of one of the bargaining units for which they are seeking office.
	3. Belief in the principle of Unionism.
	4. Willingness to give one’s time and energy.
	5. Ability to commit to long hours including evenings and weekends.
	6. Attendance at meetings.
	7. Expectation to participate in PAF.

## DIRECTOR OF EDUCATION/COMMUNICATION

1. POSITION: Director of Education/Communication
2. REPORTS TO: Local President and Executive Board
3. POSITION DEFINITION: A position within the Local structure appointed by the President and Executive Board
4. FUNCTION: The responsibilities of the Director of Education/Communication will be as follows:
	1. Perform all duties as required by the CWA Constitution and Local Bylaws.
	2. Publication of the Locals newsletter as directed by the Local President and Executive Board.
	3. Maintain the Locals website.
	4. Assistance with the Locals written communications as directed by the Local President and Executive Board.
	5. Carry out all decisions rendered by the Executive Board.
	6. Chair and conduct Education/Newsletter Committee meetings.
	7. Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the Health and Safety of members.
	8. Support and promote social and economic issues that are in the best interest of the membership.
	9. Participate in Union-related activities as deemed necessary by the Executive Board.
	10. Attend and report on events important to the International Union and Local.
	11. Educate Executive Board and the membership on social, economic, and political issues important to the International Union and Local.
	12. Develop education seminars as deemed necessary by the Executive Board.
	13. Responsible for coordinating and/or attending Union orientation of new hires as directed.
	14. Be knowledgeable of Local Community resources, citizen organizations and politicians.
	15. Be knowledgeable of the use of media.
	16. Be knowledgeable in writing and handling hand bills, leaflets, and correspondence.
	17. Coordinate Chief Steward/Steward training sessions in collaboration with the Executive Board.
	18. Attend Executive Board meetings as a non-voting member as requested.
	19. Educate and train replacement when position in vacated.
	20. Failure to perform the above functions may result in removal from the position.
5. QUALIFICATIONS:
	1. Member in good standing.
	2. Member of the Union.
	3. Belief in the principle of Unionism.
	4. Willingness to give one’s time and energy.
	5. Ability to commit to long hours including evenings and weekends.
	6. Attendance at meetings.
	7. Demonstrated writing, editing, and desktop publishing abilities.
	8. Expectation to participate in PAF.

## DIRECTOR OF HEALTH AND SAFETY

1. POSITION: Director of Health and Safety
2. REPORTS TO: Local President and Executive Board
3. POSITION DEFINITION: A position within the Local structure appointed by the President and Executive Board
4. FUNCTION: The responsibilities of the Director of Health and Safety will be as follows:
	1. Perform all duties as required by the CWA Constitution and Local Bylaws.
	2. Monitor all employer’s adherence to Health and Safety regulations as pertaining to local, state, and federal law.
	3. Chair and conduct Local Union Health and Safety Committee meetings.
	4. Conduct Health and Safety seminars for the membership.
	5. Conduct training sessions on New York State Disability, New York State Paid Family Leave, New York State Paid Sick Leave, Workers’ Compensation, Family and Medical Leave Act, and Americans with Disabilities Act for Executive Board and Steward structure.
	6. Pursue obtaining Health and Safety grants in conjunction with the District and National Unions Health and Safety Coordinators and Directors.
	7. Work with the employers Health and Safety staff in obtaining Joint Labor/Management Health and Safety grants.
	8. Establish and maintain a library of safety-related materials for use by the Executive Board and Members.
	9. Carry out all decisions rendered by the Executive Board.
	10. Be knowledgeable of CWA International resources and personnel related to Health and Safety.
	11. Be knowledgeable of local community resources, citizen organizations, and politicians.
	12. Be knowledgeable of the use of media.
	13. Be knowledgeable in writing and handling hand bills, leaflets, and correspondence.
	14. Obtain membership of the Western New York Coalition of Occupational Safety and Health (WNYCOSH).
	15. Participate actively in the political and legislative processes on a city, state, and national level with special regard to legislation affecting the Health and Safety of members.
	16. Support and promote social and economic issues that are in the best interest of the membership.
	17. Participate in Union-related activities as deemed necessary by the Executive Board.
	18. Attend Executive Board meetings, as a non-voting member, as requested.
	19. Educate and train replacement when position is vacated.
	20. Failure to perform the above functions may result in removal from the position.
5. QUALIFICATIONS
	1. Member in good standing.
	2. Member of the Union.
	3. Belief in the principle of Unionism.
	4. Willingness to give one’s time and energy.
	5. Ability to commit to long hours including evenings and weekends.
	6. Attendance at meetings.
	7. Knowledge of health and safety issues pertaining to members of the Local.
	8. Expectation to participate in PAF.

## DIRECTOR OF LEGISLATIVE/POLITICAL ACTION

1. POSITION: Director of Legislative/Political Action
2. REPORTS TO: Local President and Executive Board
3. POSITION DEFINITION: A position within the Local structure appointed by the President and Executive Board
4. FUNCTION: The responsibilities of the Director of Legislative/Political Action shall be as follows:
	1. Perform all duties as required by the CWA Constitution and Local Bylaws.
	2. Carry out all decisions rendered by the Local President and the Executive Board.
	3. Attend the WNY CWA Council Legislative Committee meetings.
	4. Schedule and Chair the Locals Legislative Committee meetings as deemed necessary.
	5. Participate in other union committees:
		1. WNY CWA Council;
		2. Health Care Coordinating Committee;
		3. WNY Area Labor Federation;
		4. AFL-CIO Political Action Committee;
		5. District 1 Political Conference; and
		6. Trainings as directed by the President and Executive Board
	6. 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.
	7. Support and promote social and economic issues that are in the best interest of the membership.
	8. Participate in related Union activities as deemed necessary by the Executive Board.
	9. Develop relationship with the Working Families Party.
	10. Assume all duties to coordinate the Local voter registration and PAF drives.
	11. Attend new hire orientation programs as provided in the contract for the purpose of voter registration and PAF sign up as deemed necessary by the Executive Board.
	12. Attend Bargaining Unit and Steward meetings as requested.
	13. Attend membership meetings to report/promote the Locals political agenda with emphasis on labor and health care issues.
	14. Attend Executive Board meetings as a non-voting member.
	15. Participate in WNYCOSH, Citizen Action, Coalition for Economic Justice, Say Yes Buffalo, Clean Air Coalition, Open Buffalo, PUSH Buffalo, and other community organization meetings as issues arise, under the direction of the President and Executive Board.
	16. Coordinate Local mobilization campaigns around the Local’s legislative/political agenda.
	17. Establish and maintain records that are accessible to all members of the Executive Board.
	18. Be knowledgeable in writing and handling hand bills, leaflets, and correspondence.
	19. Educate and train replacement when position vacates.
	20. Participate in National Conferences regarding healthcare reform.
	21. Participate in CWA Legislative Conference, Women’s Conference, Public Healthcare and Educators Conference and other pertinent conferences as directed by the Local President and Executive Board.
	22. Assist in coordination of the Labor Day Parade as needed.
	23. Promote working relationships with other locals and organizations to promote legislative/political agendas.
	24. Involve and educate the membership on labor and healthcare issues.
	25. Be knowledgeable of use of the media.
	26. Be knowledgeable of local community resources, citizen organizations, and politicians.
	27. Failure to perform the above functions may result in removal from the position.
5. QUALIFICATIONS
	1. Member in good standing.
	2. Member of the Union.
	3. Belief in the principles of Unionism.
	4. Willingness to give of one’s time and energy.
	5. Ability to commit to long hours including evenings and weekends.
	6. Attendance at meetings.
	7. Expectation to participate in PAF.

## DIRECTOR OF ORGANIZING/MOBILATION

1. POSITION: Director of Organizing/Mobilization
2. REPORTS TO: Local President and Executive Board
3. POSITION DEFINITION: A position within the Local structure appointed by the President and Executive Board
4. FUNCTION: The responsibilities of the Director of Organizing/Mobilization will be as follows:
	1. Perform all duties as required by the CWA Constitution and Local Bylaws.
	2. Carry out all decisions rendered by the Executive Board.
	3. Chair regularly scheduled organizing and mobilizing committee meetings.
	4. Assume all duties to coordinate the Locals organizing campaigns.
	5. Assume all duties to coordinate the Locals mobilization campaigns.
	6. Assist Executive Board in establishing a mobilization structure for each bargaining unit.
	7. Attend Executive Board meetings as a non-voting member as requested.
	8. Participate in other Union committees: WNY-CWA, AFL-CIO Council, Coalition for Economic Justice, Jobs with Justice, etc.
	9. Prepares updates and reports to CWA International Staff Representative and/or Organizer.
	10. Establish and maintain records that are accessible to all members of the Executive Board.
	11. Be knowledgeable of the various bargaining unit contracts.
	12. Be knowledgeable of the current NLRA and rights to request via FOIA.
	13. Be knowledgeable of NLRB process.
	14. Be knowledgeable of various statutory, licensing, and regulatory agencies.
	15. Be knowledgeable of CWA International resources and personnel; Research Department, Legal Department, and Organizing personnel.
	16. Be knowledgeable of local community resources; Buffalo Public Library, County Clerks Office, other Labor Organizations, citizen organizations, and politicians.
	17. Be knowledgeable of the use of media.
	18. Be knowledgeable in writing and handling handbills, leaflets, and correspondence.
	19. 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.
	20. Support and promote social and economic issues that are in the best interest of the membership.
	21. Participate in related Union activities as deemed necessary by the Executive Board.
	22. Educate and train replacement when position is vacated.
	23. Failure to perform the above functions may result in removal from the position.
5. QUALIFICATIONS
	1. Member in good standing.
	2. Member of the Union.
	3. Belief in the principles of Unionism.
	4. Willingness to give of one’s time and energy.
	5. Ability to commit to long hours including evenings and weekends.
	6. Attendance at meetings.
	7. Expectation to participate in PAF.

## CHIEF STEWARD

1. POSITION: Chief Steward
2. REPORTS TO: Executive Board
3. POSITION DEFINITION: A member in good standing from the bargaining unit appointed/selected by the appropriate Executive Board Member(s) or elected by members of that bargaining unit. The appointment/selection will be for one (1) term subject to reappointment/selection for any following terms
4. FUNCTION: The responsibilities of the Chief Steward shall be as follows:
	1. Performs all duties as required by the CWA Constitution, Local Bylaws, and enforce their respective bargaining unit agreement.
	2. 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 membership.
	3. Support and promote social and economic issues that are in the best interest of the membership.
	4. Participate in related Union activities as deemed necessary by the Executive Board.
	5. Shall perform whatever duties that may be assigned by the Local President, Executive Board, and membership.
	6. Mandatory attendance at Steward Training.
	7. Work under the direction of Executive Board Member(s)and/or Officers.
	8. All Local decisions and actions communicated through the Executive Board Member(s) and/or Officers will be communicated to the Stewards and membership by the Chief Steward.
	9. Register all members who are qualified voters and encourage them to vote in all elections.
	10. Communicates issues and problems of stewards and membership to the Executive Board Member(s) and/or Officers.
	11. Has knowledge of regulations for New York State Disability, New York State Paid Family Leave, New York State Paid Sick Leave, Workers’ Compensation, Family and Medical Leave Act, Americans with Disabilities Act, and Unemployment Insurance.
	12. As provided in the appropriate collective bargaining agreement, a Chief Steward will use their Union representation time in the Union office as deemed necessary by the appropriate Executive Board Member(s) and/or Officers.
	13. Operate as a member of a team.
	14. Attend Steward meetings.
	15. Attend membership meetings.
	16. Encourage and recruit membership and recruit members for Union activities.
	17. Determine with Executive Board Member(s) and/or Officers the adequate number of stewards to properly represent the members.
	18. Shall conduct steward elections as deemed necessary.
	19. Maintain regular communications with Stewards and members in their jurisdiction.
	20. Ensure fair representation of all members.
	21. Actively participate in the respective grievance procedure and to be responsible for the following:
		1. Knowledge of the contract;
		2. Grievance preparation;
		3. Filing of grievances;
		4. Participate in Steps I and II of the grievance procedure;
		5. Assist Executive Board Member(s) and/or Officers in preparing grievances for arbitration;
		6. Relay information to Executive Board Member(s) and/or Officers; and
		7. Include all information in the Local grievance file.
5. Submit to Local all records when leaving office.
6. Provide leadership, organization, and a voice for members.
7. Educate self in knowledge needed for union work.
8. Attend classes and schools sponsored by the Union.
9. Failure to perform the above functions may result in removal from their position.
10. QUALIFICATIONS
	1. Member in good standing.
	2. Member of the bargaining unit for which they are seeking office.
	3. Belief in the principle of Unionism.
	4. Willingness to give of one’s time and energy.
	5. Ability to commit to long hours including evenings and weekends.
	6. Attendance at meetings.
	7. Expectation to participate in PAF.

## STEWARD

1. POSITION: Steward
2. REPORTS TO: Executive Board
3. POSITION DEFINITION: A member in good standing from the bargaining unit appointed/selected by the appropriate Executive Board Member(s) and/or Officers or elected by members of that bargaining unit. The appointment/selection will be for one (1) term subject to reappointment/selection for any following terms
4. FUNCTION: The responsibilities of the Steward shall be as follows:
	1. Performs all duties as required by the CWA Constitution, Local Bylaws, and enforces their respective bargaining unit agreement.
	2. 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 membership.
	3. Support and promote social and economic issues that are in the best interest of the membership.
	4. Participate in related Union activities as deemed necessary by the Executive Board.
	5. Shall perform whatever duties that may be assigned by the Local President, Executive Board, and membership.
	6. Mandatory attendance at Steward Training.
	7. Work under the direction of Executive Board Member(s) and Chief Stewards.
	8. All Local decisions and actions communicated through the Executive Board Member(s) and Chief Stewards will be communicated to the membership by the Steward.
	9. Register all members who are qualified voters and encourage them to vote in all elections.
	10. Communicates issues and problems of the members to the Chief Stewards and Executive Board Member(s).
	11. Has knowledge of regulations for New York State Disability, New York State Paid Family Leave, New York State Paid Sick Leave, Workers’ Compensation, Family and Medical Leave Act, Americans with Disabilities Act, and Unemployment Insurance.
	12. As provided in the appropriate collective bargaining agreement, a Steward will use their Union representation time in the Union office as deemed necessary by the appropriate Executive Board Member(s) and/or Officers.
	13. Operate as a member of a team.
	14. Attend Steward meetings.
	15. Attend membership meetings.
	16. Encourage and recruit membership and recruit members for Union activities.
	17. Maintain regular communications with members in their jurisdiction.
	18. Ensure fair representation of all members.
	19. Actively participate in the respective grievance procedure and to be responsible for the following:
		1. Knowledge of the contract;
		2. Grievance preparation;
		3. Filing of grievances;
		4. Assist Executive Board Member(s) and/or Chief Stewards in preparing grievances for arbitration;
		5. Relay information to Chief Stewards and Executive Board Member(s); and
		6. Include all information in the Local grievance file.
5. Submit to Local all records when leaving office.
6. Provide leadership, organization, and a voice for members.
7. Educate self in knowledge needed for union work.
8. Attend classes and schools sponsored by the Union.
9. Failure to perform the above functions may result in removal from their position.
10. QUALIFICATIONS
	1. Member in good standing.
	2. Member of the bargaining unit for which they are seeking office.
	3. Belief in the principle of Unionism.
	4. Willingness to give of one’s time and energy.
	5. Ability to commit to long hours including evenings and weekends.
	6. Attendance at meetings.
	7. Expectation to participate in PAF.

## CHAIR OF ELECTION COMMITTEE

1. POSITION: Election Committee Chairperson
2. REPORT TO: Executive Board
3. POSITION DEFINITION: Shall conduct all nominations and elections and referenda of the Local.
4. FUNCTION: The responsibilities of the Election Committee Chairperson shall be as follows:
	1. Performs all elections as required by the CWA Constitution and Local Bylaws and complies with the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA).
	2. Carry out and communicate all decisions rendered by the Executive Board.
	3. Set up a budget line to pay committee members for Election Day duties.
	4. Recruit members to committee from rank and file. Members shall be appointed by a majority vote of the Local Executive Board, subject to the right of the Local membership to overrule such appointments.
	5. Establish and maintain election records that are accessible to all members of the Executive Board in compliance with the CWA Constitution and Local Bylaws and complies with the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA).
	6. Be knowledgeable of the LMRDA.
	7. Be familiar with the nearest field office of the Office of Labor Management Standards (OLMS). Buffalo’s office is located in the Federal Building.
	8. Actively participates in the election procedure and to be responsible for the following:
		1. Assist with all Officer and Executive Board elections.
		2. Knowledge of the secret ballot election process in compliance with the LMRDA
		3. Responsible for Local responsibilities during an election:
			1. Contact each nominee if not present at the nomination meeting as soon as possible to inform them they were nominated to a position/title and ask if they will accept or decline the nomination. Nominee may request a reasonable period of time to decide if they will accept or decline the nomination (a reasonable period of time is defined as 24-48 hours).
			2. Provide each nominee candidate’s instructions prepared by the Local.
			3. All questions concerning the conduct and challenges of elections shall be determined by the Election Committee, subject to the right of appeal to the Executive Board or membership of the Local.
	9. Bargaining committee Representatives, as well as Contract Ratification, shall be conducted under the supervision of the Election Committee.
	10. Referendum of the Local: The Local Election Committee shall submit any questions to a referendum of the membership when directed to do so by action of a regular or special membership meeting. Questions submitted to referendum shall be determined by a majority vote of those voting on the question.
	11. Chairs election committee meetings as necessary.
	12. Assists the International Union in training programs.
5. QUALIFICATIONS:
	1. Member in good standing.
	2. Member of the Union.
	3. Belief in the principle of Unionism.
	4. Willingness to give one’s time and energy.
	5. Ability to commit to long hours including evenings and weekends.
	6. A member shall not be permitted to serve on the Election Committee if they are a candidate for any office of the Local, delegate to the CWA Convention, or Executive Board Member.
	7. Expectation to participate in PAF.