

Proposed
BY-LAWS OF
COMMUNICATIONS WORKERS OF AMERICA LOCAL 4201

ARTICLE I – NAME

The local shall be known as Communications Workers of America Local 4201

ARTICLE II – JURISDICTION

Jurisdiction of Local 4201 shall be the jurisdiction assigned by the union and appearing on the face of the Local Charter, other units and groups approved by the Local Executive Board and authorized by the CWA Executive Board, and full-time or part-time employees of the CWA or of Local 4201.

ARTICLE III – OBJECTIVES

The objectives of Local 4201 shall be:

- A. To represent and serve the workers within its jurisdiction in accordance with the bylaws and policies of Local 4201 and the constitution and policies of the CWA.
- B. To strengthen our union and the union movement by involving and mobilizing our members and by organizing new groups of workers.
- C. To build a movement for justice and dignity for airline customer service employees.
- D. To join with other unions and organizations to build a broad movement for justice and dignity; and for labor, economic, social, and civil rights.
- E. To ensure non-discrimination and equal opportunity: Local 4201 is committed to equal treatment, equal opportunity, and non-discrimination in the workplace and in society. In relations with employers, within our own organizations, and in society at large, Local 4201 will actively oppose discrimination based on, but not limited to, race, ethnicity, religion, nationality, gender, sexual orientation, gender identity; or disability; and will work for freedom from such discrimination for all.

ARTICLE IV – LOCAL STRUCTURE

Section 1: The structure of the local shall consist of the following:

- A. The membership of Local 4201
- B. The Executive Board, consisting of the officers and area representatives
- D. The committees, as required by the CWA constitution and others as appointed by the president of Local 4201.

Section 2: Areas: There will be three areas of Local 4201 defined as follows:

- A. Area 1: members at the hub airport (ORD)
- B. Area 2: members at airports in Indiana and Michigan
- C. Area 3: members at all other locations in CWA District 4

ARTICLE V – MEMBERSHIP

Section 1: Eligibility: Any person who is within the local's jurisdiction as described in Article II, and who is otherwise eligible for membership in the CWA, as defined in Article V, of the CWA Constitution, shall be eligible for membership in this Local

Section 2: Membership Application: Membership in the local shall be obtained by completing a membership application. Where the eligibility for membership of a potential member is challenged by any current member, the matter shall be referred to the Membership Committee.

Section 3: Transfers: The transfer of membership from Local 4201 to the jurisdiction of another local and from another local to the jurisdiction of this local shall be made in accordance with Article V of the CWA Constitution.

ARTICLE VI – LOCAL DUES AND ASSESSMENTS

Section 1: Each member of Local 4201 shall pay dues as established by the CWA Constitution, the CWA Convention and by Local 4201.

Section 2: Membership dues that exceed the minimum dues established by the CWA Convention may be authorized by a majority of those voting on the question in accordance with the Local bylaws.

Section 3: Special assessments: special assessments may be levied in the same manner as provided for changes in the regular dues amounts. Any special assessment will be in compliance with Art. VI, Section 3 of the CWA Constitution.

ARTICLE VII – GOVERNING AUTHORITY

The governing authority of Local 4201 will be, in order of precedence:

- A. The membership of the Local, acting in properly scheduled membership meetings or through secret ballot referendum and in accordance with the CWA Constitution. Such action by the members will be the highest governing authority of Local 4201.
- B. The Executive Board, acting in regular or special meetings.
- C. The officers of Local 4201 between meetings of the Executive Board.
- E. The President of Local 4201 will have the power to act on matters authorized in these by-laws or by the Executive Board.

ARTICLE VIII – Meetings

Section 1: Conduct of meetings: Membership, Executive Board, and other meetings of Local 4201 will be conducted in accordance with these by-laws, the CWA Constitution, and any rules adopted by CWA Local 4201. On procedural questions where the by-laws, the CWA Constitution, and local rules do not clearly apply, Robert's Rules of Order shall govern.

Section 2: Executive Board meetings

- A. Executive Board: The executive Board shall meet at times and places to be determined by the Executive Board, but no less than four (4) times per year. Dates, times, and places of Executive Board meetings will be made available to members by publication in the newsletter of the Local. A meeting requested by a majority of the Executive Board shall be held within 10 days of receipt of the request by the Local President or their designee.
- B. A majority of the Executive Board will constitute a quorum for meetings of the Executive Board.

Section 3: Membership meetings:

- A. Regular membership meetings will be held at such times and places as determined by the Executive Board. Special meetings may be called by a majority vote of the Executive Board or by a petition signed by at least 30% of the members.
- B. The members present will constitute a quorum for a membership meeting.

Section 4: Area meetings:

- A. Area representatives will call meetings at time and places accessible to the members in their respective areas no less than three times in each calendar year.

B. Area meetings may discuss and adopt recommendations and requests to the membership meeting or to the Executive Board of the Local.

Article IX: Local delegates to the CWA convention and other higher bodies

Section 1: Delegates to any CWA Convention shall be the local officers, serving in the following order:

1. President
2. Vice President
3. Treasurer
4. Secretary

Section 2: If the local is allotted less than four delegates, one or more officers will serve as alternates, in an order the reverse of the order in Section 3A.

Section 3: If the local is allocated more than four delegates, and upon approval of the Executive Board, additional delegates may be elected by secret ballot of the members no less than thirty days prior to the convention.

ARTICLE X - LOCAL COMMITTEES

Section 1: required committees: Local 4201 shall have the following regular committees and other such committees as may be required by the CWA Executive Board or adopted by the Executive Board or members of CWA Local 4201

- A. Education Committee
- B. Election Committee
- C. Organizing Committee
- D. Legislative-Political Committee
- E. Membership Committee
- F. Community Services Committee
- G. Committee on Equity

Section 2: Appointment of committee members

Members of all committees shall be appointed by the President and approved by a majority vote of Local 4201's Executive Board.

Section 3: Duties of committees

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

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

3. Organizing Committee - The Organizing Committee shall assist the Local officers and members in organizing all non-union employees within the Local's jurisdiction as well as unorganized workers in external units.

4. Legislative-Political Committee -- The Legislative-Political Committee shall assist in developing and pursuing the program of the Union and the Local in the Legislative-Political field. It shall be responsible for the Local's program to register each qualified voter.

5. Membership Committee - The Membership Committee or Membership Committees shall accept or reject

membership applications in accordance with the bylaws and rules of this Local and Article V of the CWA Constitution and policies of the Union.

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

7. Committee on Equity - The Committee on Equity shall study and report to the Local on the ways and means of eliminating discrimination on the basis of sex, race or any other basis

ARTICLE XI: Executive Board, Stewards

Section 1: Composition of Executive Board and Eligibility

A. The Executive Board of Local 4201 will consist of the elected local officers and the elected area representatives.

B. Local officers: the elected officers of Local 4201 will be President, Vice-President, Secretary, and Treasurer.

C. Area representatives: One area representative will be elected by the members in each of the areas described in Article IV Section 2.

D. Eligibility. All members in good standing will be eligible to run for local officer positions. Candidates for an area representative position must be assigned to a location in that area.

Section 2: Duties of the Executive Board members of Local 4201

A. It is the policy of Local 4201 that the members of the Executive Board will function as a collective decision-making body for the Local as a whole, and that all members accept as their duty to place the highest priority on the overall strength and welfare of the local and all of its members.

B. The duties of the Executive Board include:

1. To meet as necessary to conduct the business of Local 4201.

2. To consider and approve an annual budget.

3. To be responsible for the coordination of any strike action procedures as provided by the Constitution of the CWA.

C. All elected and appointed officials of Local 4201, including Executive Board members, committee leaders, and stewards, agree specifically that all records, documents, sums of money, or other tangible resources of the Local held or created by them are the property of Local 4201, and will be surrendered to Local 4201 or to their successor in office when they leave office for any reason.

Section 3: Duties of specific Executive Board members

D. The President:

1. Is responsible for the conduct of all Local business.

2. Presides at Local Membership meetings and Executive Board Meetings.

3. Approves all bills to be paid and countersigns all checks drawn on the Local Treasury.

4. Is bonded in accordance with the Union Constitution.

5. Supervises the prosecution of grievances and their appeal to higher levels of the union if not satisfactorily resolved.

6. Supervises all committees of the local.

7. Performs such additional duties as may be assigned by the Executive Board

E. The Vice-President

1. Performs the duties of President in his/her absence.

2. Works under the leadership of the Local President and performs additional duties as may be assigned by the Executive Board.

3. Is bonded in accordance with the Union Constitution.

F. The Secretary:

1. Maintains a record of the Local Membership
2. Records and maintains the minutes of Membership meetings and Executive Board meetings.
3. Is bonded in accordance with the Union Constitution.
4. Certifies the Local delegates to the Union Convention and furnishes the District Vice-President with any changes to these by-laws.
5. Works under the leadership of the Local President and performs such additional duties as may be assigned by the Executive Board.

G. The Treasurer:

1. Is custodian for all assets of the Local.
2. Shall provide a report on the financial status of the Local at each Membership Meeting.
3. Is bonded in accordance with the Union Constitution.
4. Pays all bills approved by the Local President.
5. Files all reports or other documents required by law.
6. In cooperation with the President, prepares a proposed budget for each upcoming year and present it to the Executive Board for approval at a regularly scheduled meeting not less than 30 days prior to the beginning of the fiscal year.
7. Works under the leadership of the Local President and performs such additional duties as may be assigned by the Executive Board.

H. Area Representatives:

1. Coordinate regular area meetings in their areas.
2. Maintain communication and provide information to members in their areas.
3. Work under the leadership of the Local President and performs such additional duties as may be assigned by the Executive Board.

Section 3: Vacancies

A vacancy in the office of Local 4201's President shall be filled by Local 4201's Vice President. Vacancies in other offices shall be filled by appointment of the Executive Board of Local 4201, subject to approval of the appointment by Local 4201's membership within sixty (60) days.

Section 4: Recall of officers

- A. The president, vice-president, secretary, and treasurer may be recalled in conformity with the provisions of Article XXII, Sections 8 and 9, and Article XX1, Section 2 of the CWA Constitution.
- B. Area representatives may be recalled in conformity with the provisions of Article XXII, Sections 8 and 9 and Art. XXI, Section 2 of the CWA Constitution, by their respective constituencies.

Section 5: Stewards

- A. Local 4201 shall have as many stewards as may be appointed and/or removed by the Local 4201 Executive Board and approved by the membership.
- B. The duties of the stewards are as follows:
 1. Work under the direction of the President
 2. Perform such additional duties as may be assigned by the membership, the Executive Board, or the President

ARTICLE XII – Elections

Section 1: Elections committee

A. The nomination and election of the Local 4201 Executive Board, and ratification votes/referenda shall be conducted under the supervision of the election committee. The Election Committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with federal law, the CWA Constitution, these bylaws, and any rules adopted by Local 4201; with reasonable opportunity for each member

to nominate and vote for the candidate of their choice.

B. The Election Committee will be appointed by the president with approval by vote of the Executive Board. A member shall not be permitted to serve on the election committee who is a candidate for any office of Local 4201.

C. All questions concerning the conduct and challenges of elections shall be determined by the election committee, subject to the right of appeal to the governing body of Local 4201 in accordance with Article XV of the CWA Constitution.

Section 2: Election for initial Executive Board

Elections for local officers and area representatives will take place as soon as practical after January 1, 2015.

Section 3: Regular election of Executive Board

A. Officers and area representatives will be elected in accordance with policies established by these by-laws, by election rules and procedures established by Local 4201, by the CWA Executive Board, by the CWA Constitution, or by federal law.

B. Only members of Local 4201 in good standing shall be eligible to participate in the nomination and election process for any elected positions in CWA Local 4201.

C. Nomination for election as an Executive Board member: A petition bearing the signatures of at least 5 members in good standing who are eligible to vote for the position sought by the nominee, and clearly stating the name of the person being nominated, must be received by Election Committee by the deadline established by the election committee.

D. 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.

E. After the initial election, those elected will serve until the first Executive Board meeting following December 1, 2017. Succeeding elections will take place in 2017 and every three (3) years thereafter.

F. The officers shall take office at the first Executive Board meeting after December 1 following each election.

G. Challenges to any election conducted by Local 4201 will be conducted as provided for in the CWA Constitution, Art. XV, Sect. 4(b) and (c)

ARTICLE XIII – Strikes

The calling, conduct, and termination of strikes affecting members of Local 4201 shall at all times be in compliance with the rules and procedures established in the CWA Constitution.

ARTICLE XIV: Charges, Trials, and Appeals

Section 1: Jurisdiction

Members of Local 4201 may be fined, suspended, and/or expelled for any of the acts enumerated in Article XIX of the CWA Constitution.

Section 2: Authority

Any member of Local 4201 who is accused of violations described in Article XIX of the CWA Constitution will be tried according to the provisions of Article XX of the CWA Constitution. A member may appeal decisions of a Local Trial Court as provided in Article XX of the CWA Constitution.

Section 3: Trial Court

Trial Courts will be established and conduct business according to the provisions of of the CWA Constitution. A Trial Court of Local 4201 will be composed of five members in good standing who are not parties to the

proceedings before the Trial Court and who have been selected by a random process.

ARTICLE XV – Fiscal Year and Audit

A. The fiscal year of Local 4201 will begin on October 1 of each year and end on September 30 of the succeeding year.

B. The financial records of Local 4201 will be audited annually by a certified public accountant. The results of such audits will be reported by the Treasurer to the full Executive Board and to the District Vice-president of CWA District 4. The results will be available for inspection by any member in good standing at a mutually agreed upon time.

ARTICLE XVI – Oath of Office

Each elected officer of the Local, after meeting all other qualifications, shall be duly installed upon taking the following oath: “I (give name) hereby accept the office of (name of office) of Communications Workers of America Local 4201, with full knowledge of the responsibilities and duties of such office. I promise to faithfully discharge my duties according to the by-laws and rules of the Local and the Constitution and policies of the Union. I further promise to give my successor, in the office, all books and records in my possession and I shall, at all times, endeavor to serve my Local and the Union to the best of my ability. I so swear or affirm.”

ARTICLE XVII – Amendments to these By-Laws

After adoption, these by-laws may be amended by a recommendation of the Executive Board and a referendum vote of the membership

Article XVIII – Adoption

These by-laws become effective on the date that the Election Committee determines that a majority of those members who have voted in a ratification referendum have voted in favor of adoption.