

IUE-CWA, AFL-CIO

LOCAL 88612

BYLAWS

**INDUSTRIAL DIVISION OF THE COMMUNICATION
WORKERS OF AMERICA'S**

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ARTICLE I
NAME

Section 1

This organization shall be known as the IUE-CWA, LOCAL 88612 AFL-CIO. It may also be referred to herein as Local.

ARTICLE II
AFFILIATIONS

Section 1

This Local shall be affiliated with the IUE-CWA and the appropriate State and Local AFL-CIO bodies and the CWA Region 13.

ARTICLE III
OBJECTS AND PURPOSES

Section 1

The objects and purposes of this Local are to represent, protect, maintain, and advance the interests of the workers within its jurisdiction, to improve their wages, hours and conditions of employment, to engage in legislative, political, educational, civic, welfare and other activities which further, directly or indirectly, the interest of the Membership of this organization, of IUE-CWA, and of workers everywhere, in the improvement of general economic and social conditions in the United States of America, Canada, and generally in the nations of the world.

Section 2

To achieve the objectives and purposes of this organization, the funds of this organization are authorized to be managed, invested, expended or used not only for the purpose and objectives expressly set forth in Section 1 of the Article, and otherwise in this and the IUE-CWA BYLAWS, but also for any additional purposes and objectives not consistent therewith as may be contained at any time in the resolutions and program adopted

and/or ratified by conventions of IUE-CWA, by the IUE-CWA Executive Board or by Membership of this Local.

It also shall be the object of this Local to amalgamate into membership the workers of other shops in this locality provided that such action would be to the betterment of the Local.

ARTICLE IV JURISDICTION

Section 1

The jurisdiction of this Local shall consist of all employees of any manufacturer of carbon products, electrical machinery, appliances, and products, tools and dies, machine tools, and allied products and of employees engaged in the service and repair and installation of electrical machinery and equipment.

ARTICLE V OFFICERS

Section 1

(A) Elected Officers of this Local shall be a President, Vice President, Recording Secretary, Financial Secretary-Treasurer and Chief Steward. In addition, three (3) Trustees and Sergeant-at-Arms.

(B) No person shall be eligible to hold elective office or appointed position in the Local who is disqualified for such position by applicable Federal Law. No person shall be eligible to hold an elective office or appointed position in this Local who has been convicted of any crime involving moral turpitude offensive to trade union morality, or who is commonly known to be a crook or racketeer preying on the labor movement. Determination of ineligibility under this Section may be made only on the basis of charges filed and heard in accordance with the regular trial procedures of the Local. The trial body is empowered to consider any extenuating circumstances in determining eligibility of the person or individual charged. We shall therefore steadfastly oppose the Communist Party and all policies and activities which aid the program or purposes of the Communist Party or of any other Totalitarian or Fascist organization.

- (B) Officers and Stewards shall attend all monthly meetings. Failure to do so without a valid excuse may result in discipline per the procedure in Article XXIV in the International Constitution. Valid excuse shall be determined by the Executive Board.

Section 2 - DUTIES OF PRESIDENT

- (A) Preside at all regular and special meetings of the Local and Local Executive Board; and act as Chairman of the Negotiating Committee.
- (B) Preserve order and enforce the By-Laws of this Local.
- (C) Be an ex-officio member of all committees; but shall have no vote at the meetings at which he presides, except in case of a tie.
- (D) Appoints, subject to the approval of the Membership, all special committees when an election of same is not called for.
- (E) Sign checks in conjunction with Treasurer.
- (F) Be responsible to the Executive Board for his actions.
- (G) Be a delegate to all bodies to which the Local Union sends a delegate.
- (H) Send official notice in conjunction with the Secretary to the Secretary-Treasurer of the International Union informing him that the Local's books and records have been audited and stating condition of the books and records.

Section 3 - DUTIES OF VICE PRESIDENT

- (A) The Vice President shall assist the President in the performance of all duties when requested, and set in his absence.

Section 4 - DUTIES OF RECORDING SECRETARY

- (A) Keep all records of the meetings of the Local and Executive Board and Negotiating Committee.
- (B) Conduct all correspondence.
- (C) Provide the International Union regularly with an up-to-date mailing list of the Local's members.
- (D) Perform such other duties with the approval of the Local Executive Board as may be necessary for the proper and effective administration of the affairs of the Local.
- (E) Send official notice in conjunction with the President to the Secretary-Treasurer of the International Union that the Local's books and records have been audited and stating the condition of the books and records.

Section 5 - DUTIES OF THE FINANCIAL SECRETARY-TREASURER

- (A) Receive, receipt, and account for all money paid to the Local.
- (B) Deposit all money, as directed by the Local Executive Board, within five (5) business days after he/she receives such monies and account for same.
- (C) Furnish all supplies pertaining to the Local.
- (D) Sign checks in conjunction with the President.
- (E) Furnish a semi-annual report to the International Union.
- (F) Pay all bills authorized by the Local.
- (G) Make payment of per capita to the National Office of the Union, not later than the 27th day of the month, following the month in which the dues are collected.
- (H) Furnish a monthly financial report of the Local.

- (I) Account for all money deposited and for all Local expenditures.

Section 6 - DUTIES OF THE CHIEF STEWARD

- (A) Preside over all meetings of the Steward's Council and act as Chairman of the Grievance Committee.
- (B) See that all provisions of the contract are enforced.
- (C) Assist the Department Steward in any emergency situation that may arise during working hours.
- (D) Respond to emergency calls from Union members where Department Stewards are unable to act.
- (E) Check the activities of the Department Stewards in order to improve the functioning of the Stewards' system and to make reports and recommendations to the meetings of the Stewards' Council for this purpose.
- (F) Give a report on grievances to the Executive Board and Membership meetings.

Section 6 - DUTIES OF TRUSTEES

- (A) To audit all books and records of the Local at least three (3) times a year, and witness the official report by the President and Secretary of the Local to the International Union Secretary-Treasurer informing him that the Local's books and records have been audited. This notice shall be mailed to the International Union Secretary-Treasurer no later than 45 days after the close of the period for which the audit is made, and shall state what the condition of the books and records are.
- (B) Take inventory at least once a year and safeguard all properties of the Local Union.

- (C) Make written report of findings and recommendations at the next regular meeting following such audit and make a report also of the yearly inventory.

Section 7 - DUTIES OF SERGEANT-AT-ARMS

Whenever a meeting is declared a closed meeting, the Sergeant-at-Arms shall examine all persons present at the meeting to ascertain if they are members in good standing of the IUE-CWA. He shall not permit any person who is not in good standing or under the influence of intoxicating liquor to remain. He shall assist the Chairman in preserving order. He shall eject any person from the meeting so ordered by the body.

Section 8

The Sergeant-at-Arms will be appointed by the President if one is needed for the meeting.

Section 9

The President, Financial Secretary-Treasurer shall give bond covering at least one-half of the liquid assets of the Local as shown by its previous annual audit, but in no event less than \$500.00. Such bond must also satisfy the requirements of applicable Federal Law. The International Union will arrange for placement of bond on request by the Local, but the bond premium shall be paid by the Local. In addition, all other officers, stewards, representatives and employees of the Local shall give such bond as may be required by applicable Federal Law.

ARTICLE VI DUTIES OF THE LOCAL EXECUTIVE BOARD

Section 1

- (A) The Executive Board shall perform all the duties necessary to the proper administration of the affairs of the Local between membership meeting, consistent with the By-Laws and shall furnish a complete itemized account of all expenses entailed in the administration of the Local.

- (B) All decisions of the Executive Board shall be a majority vote of the members present.
- (C) A majority of those members present, of the Executive Board constitute a quorum.
- (D) The Executive Board at any time may require from an officer a full and detailed statement of account of any action or business done in the name of the Local.
- (E) The Executive Board may fix the compensation to be paid to any officer, member, or other person employed by the Local, provided that such compensation shall not exceed the maximum paid in the industry.
- (F) The Executive Board shall determine the financial arrangement necessary to insure that the business of the Local functions in an orderly way.
- (G) No grievance shall be arbitrated without the approval of the Executive Board.

Section 2

No individual or group of individuals representing the Union or any Steward or group of Stewards shall negotiate alone or as a group at any time except as contained in the Grievance Procedure of the Collective Bargaining Agreements. Before any agreement is considered legal or binding, it must be ratified by the Members.

ARTICLE VII BONDING REQUIREMENTS

The President and Treasurer shall give bond covering at least one-half of the liquid assets of the Local as shown by its previous annual audit, but in no event less than \$500.00. Such bond must also satisfy the requirement of applicable Federal Law. The International Union will arrange for placement of bond on request by the Local, but the bond premium shall be paid by the Local. In addition, all other officers, stewards, representatives and

employees of the Local shall give such bond as may be required by applicable Federal Law.

ARTICLE VIII
STRUCTURE OF STEWARD SYSTEM
DUTIES OF STEWARDS

Section 1

- (A) Enforce the contract and protect and advance the rights of the workers.
- (B) The Steward receives reports on all departments, on the status of membership of each department with reference to new members, etc.
- (C) The Steward receives reports on all grievances successfully adjusted by them and keeps a record of the same.

Section 2

The duties of Department Stewards are as follows:

- (A) To endeavor to adjust grievances in their respective departments of department groups.
- (B) To have a copy of the Local's contract and see that its provisions are complied with.
- (C) The Stewards shall keep informed, to the extent they can, on all matters of general concern to the Local.
- (D) All Stewards shall inform their group of important Union affairs.
- (E) All Stewards shall report important matters affecting their group to the Chief Steward or Shop Committee.

Section 3

It shall be the duty of the Chief Steward to meet with the Shop Stewards to supervise their work, to assist them in handling grievances and other problems.

Section 4

All Stewards shall attend membership meetings, and all Steward Classes and/or Educational Programs held.

Section 5

Any Steward required to attend Steward Classes as required by action taken by the membership shall be paid for his or her lost time at their regular rate of pay by the Local Union for the duration of the meeting or class.

ARTICLE IX STANDING COMMITTEES

Section 1

The Standing Committees of the Local shall be as follows:

Safety & Health, Organizational, Political Action(COPE), Education, Strike Committee.

Each committee shall consist of no less than five (5) members, including Chairman.

Section 2

The Committee shall be appointed by the President, subject to the approval of the Executive Board. The President shall name the Chairman of each committee.

Section 3

(A) Duties of Safety & Health Committee Chairperson shall be:

- (1) Preside over all meetings of the Safety & Health Committee in the plant.
- (2) Be available to advise Stewards, upon request on all complaints made to the Local with respect to safety conditions and advise Executive Board.
- (3) Keep informed on safety and health issues and on workers' compensation matters and advise Executive Board.
- (4) Report at each Executive Board meeting and as each regular membership meeting with respect to the activities of the Committee.

(B) Duties of the Social Action Committee Chairperson:

- (1) Preside over all meetings of the Social Action Committee.
- (2) Carry out the policy of the Union by actively pursuing a policy of equal employment opportunities for minorities and women, and recommending appropriate action for correcting discrimination.
- (3) Be available to advise Stewards, upon request, on all complaints made to the Local with respect to employment discrimination on account of race, sex, age, national origin or religion.
- (4) Keep informed, and inform Executive Board and Membership on local, state, and federal legislation of concern to working people and encourage members to support candidates for public office whose political stands are in harmony with the policies of the International Union and with those of working people generally.
- (5) Report at each Executive Board meeting and at each regular membership meeting with respect to the activities of the Committee.

(C) Duties of COPE Legislative Chairperson:

- (1) Works with the Region 13 Council, Pennsylvania State AFL-CIO and the International Union concerning policy for the Unemployment Compensation Benefits, Workmen's Compensation, and promote and encourage the membership in political action activities that are beneficial to the labor

movement.

(D) Duties of Organizational Committee Chairperson

- (1) Committee comprised of five (5) members of IUE-CWA Local 88612 who are selected by the Chairperson with the approval of Membership. The Committee's function is to assist to organize the unorganized in their community and area.

(E) Strike Committee

- (1) Duties of the Strike Committee. Prior to a strike, obtain materials necessary to strike. Make up a strike roster and report to the Executive Board with the respect to the activities of the committee.

ARTICLE X
MEETINGS

Section 1

Regular membership meetings shall be held on the 2nd Sunday of each month. When special circumstances require, the Executive Board may change the date of a monthly meeting, provided at least three (3) days notice is given by posting a notice on bulletin boards in the plant, or by any other manner which shall reasonably assure that the notice reaches all members. However, the monthly meeting at which nominations or election of officers are to be held shall not be changed on less than 15 days notice.

Section 2

Special meetings may be called by the President, the Executive Board, or, on the petition of 25% or more of the members for the transaction of any special business. Notice of special meetings shall be given by the President at least forty-eight (48) hours prior to the meeting; such notice may be given by posting a notice on bulletin boards, in the plant or in any other manner which shall reasonably assure that all members will receive the notice. The notice shall set forth specifically the purpose of the meeting and no other business shall be transacted.

