

CWA LOCAL 4202/CITU177 BYLAWS

ARTICLE I - NAME

This local shall be known as Local 4202/CITU177, the Communications Workers of America hereafter referred to as the Local. The Communications Workers of America is hereafter referred to as the Union.

ARTICLE II - JURISDICTION

Jurisdiction of this Local shall be governed in accordance with the PPMWS Bylaws, CWA constitution and the Bylaws of Local 4202.

ARTICLE III - OBJECTS

The objects of Local 4202/CITU177 shall be to represent and serve the workers within its jurisdiction in accordance with the By-Laws and Rules of the Local and the Constitution and policies of the Union.

ARTICLE IV - LOCAL STRUCTURE

The structure of the Local shall consist of the following:

1. The membership
2. The Executive Board
3. The Local Officers
4. Stewards
5. Committees

ARTICLE V - MEMBERSHIP

Section 1 - Eligibility

Any person eligible for membership in the Communications Workers of America, as defined in ARTICLE V - SECTION I of its Constitution, shall be eligible for membership in this Local if performing work within the Local's jurisdiction, or if employed on a part-time or full-time basis by the Union.

Section 2 - Application

Membership in the Local shall be obtained after payment of the local initiation fee of five dollars (\$5.00) and upon the approval of the Sectional Membership Committee subject to the right of the Local to overrule the decision of a Membership Committee.

Section 3 – Duties of Member

- A. It shall be a duty of each member to notify the Representative of the Unit in which the member is located of any violation of the agreements by either the company supervisors or employees at the time said violation occurs.
- B. It shall be the duty of each member to attend one third of the membership meetings & unit meetings of the Region in which he/she is located in either permanently or temporarily at the time of such meeting.

- C. Provisions can be made for the member to be excused if they are unable to attend the Membership or Unit meeting of their Region. The member must email the Local with the maximum notification of 24 hours/ minimum 1 hour prior to the scheduled meeting. The email must include the members name and their work location. Email Address is: membershipunitmeeting@cwa4202.org.
- D. Each member in attendance at membership meetings shall be entitled to a voice.
- E. It shall be the responsibility of the individual member to keep the Union informed as to his/her residential address and company work location.
- F. Every member of the Union has the duty and obligation to participate in lawful Strikes properly called by the Union, unless otherwise excused by the President, to perform picket duty, and to refrain from working for a struck employer.

Section 4 - Transfers

The transfer of membership from this Local to the jurisdiction of another Local and from another Local to the jurisdiction of this Local shall be made in accordance with ARTICLE V - 3 of the Union Constitution.

ARTICLE VI - DUES and ASSESSMENTS

Section 1- Local Membership Dues

Each member of the Local shall pay dues in the amount established by the Local Membership, referendum, or by a majority secret ballot vote in a meeting where a quorum is present, if the question has been advertised on bulletin boards at least seven (7) days in advance of the meeting or by the notice mailed postage prepaid to each member at least seven (7) days in advance of the meeting. The minimum dues shall be established by the Convention.

Section 2 - Special Assessments

The membership of this Local may levy a special assessment only in the manner as compliance with ARTICLE VI - SECTION 3, of the Union Constitution.

Section 3 – Printing, Publishing and Media Workers Sector Dues

All members employed in the printing sector, full time or part time, within the jurisdiction of the Local, shall pay dues in accordance to the CWA Constitution and the PPMWS Bylaws.

Section 4 – PPMWS Retirees

All retirees of Local CWA 14406 will pay dues in accordance with the PPMWS Bylaws and the Merger Agreement and the rights of membership afforded to Sector retirees per the ITU/CWA Merger Agreement and the Sector Bylaws are not in any way abridged as a result of this merger. Local 177/CWA 14406 retirees may participate in CWA Local 4202 Retired Members Chapter the same as CWA Local 4202 retirees.

ARTICLE VII - GOVERNING AUTHORITY

Section 1 - Membership

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

- a. Through action taken in membership meetings or by referendum of the membership.
- b. Through actions and decisions of the Executive Board between membership meetings.
- c. Through actions and decisions of the Local Officers between meetings of the Executive Board.
- d. The actions and decisions of Local Officers or the Executive Board may be overruled by the membership in a membership meeting or by referendum of the membership.

Section 2 - Executive Board

The Local Executive Board shall consist of the following:

- a. President
- b. Executive Vice President
- c. Secretary-Treasurer
- d. Vice President – AT&T Mobility Network/Centers/IT
- e. Vice President – AT&T Mobility Sales
- f. Vice President – Print & Media Sector
- g. Chief Stewards (four)
 - AT&T Mobility - Network/IT
 - AT&T Mobility – Centers
 - AT&T Mobility –Sales-2

Section 3 - Local Officers

The Officers of the Local shall be:

1. President
2. Executive Vice President
3. Secretary-Treasurer

ARTICLE VIII – LOCAL MEETINGS

Meetings of this Local shall be held quarterly at a time and place as determined by the Local. Special meetings may be called by a majority vote of the Local Executive Board, or a petition signed by twenty (20) percent of the members. Upon receipt of a proper petition, the Local Officers shall call a special meeting to be held within ten (10) days.

Meetings of the Executive Board shall be held in between Membership Meetings.

ARTICLE IX - LOCAL DELEGATES TO INTERNATIONAL CONVENTION

The Executive Board of CWA Local 4202/CITU177 shall have the authority to recommend the size of the Local Delegation in each convention year for the approval by the Membership. Should the Local elect to send more than one (1) Delegate to the Union Convention, Delegate selection will adhere to the following order:

A. The Local Officers (President, Executive Vice President, Secretary-Treasurer) shall by virtue of their election to office, serve as Delegates to the CWA Convention during their term of office in the following order:

1. President -The President shall be first delegate and Chairperson of the Local delegation.
2. Executive Vice President shall be second delegate or an alternate delegate.
3. Secretary-Treasurer shall be third delegate or an alternate delegate.

B. Additional Delegates and/or Alternate Delegates necessary to complete the delegation recommended by the Executive Board and approved by the Membership shall be elected by special election within the time limits specified in the Union Constitution.

C. In the absence of any above listed Delegate, the respective Alternate Delegate shall serve as the Delegate.

D. The Convention votes shall be assigned equally among the designated delegates and any odd votes shall be assigned to the President.

E. It shall be the duty of the Secretary-Treasurer of the Local to certify the Local's Delegates to the Union Convention to the Secretary-Treasurer of the Union within the time limits specified in the Union Constitution.

F. The Local will be entitled to delegates to the annual Printing, Publishing Media Workers Sector Conference in accordance to Sector Bylaws.

ARTICLE X - LOCAL COMMITTEES

a. The Local shall have the following committees:

1. Education Committee
2. Election Committee
3. Organizing Committee
4. Legislative Committee
5. Membership Committee
6. Community Service Committee
7. Civil Rights & Equity Committee
8. Union Label Committee
9. Other committees - as may be necessary to effectuate the policies of the Local, the Union and the District, State or Area.

b. Members of all committees shall be appointed by a majority vote of the Executive Board.

c. Vacancies on committees shall be filled in the same manner as the original appointments.

d. A member of any local committee may be removed by a majority vote of the Executive Board, subject to the right of the membership to overrule the action of the Executive Board. A committee member may also be removed by action of the Local at a membership meeting.

e. DUTIES OF COMMITTEES

1. EDUCATION COMMITTEE: The Education Committee shall assist in developing the local's educational program and with the local officers, be responsible for effectuating the union's and the local's educational program.

2. ELECTION COMMITTEE: The Election Committee shall conduct all nominations, elections and referenda of this local.

3. ORGANIZING COMMITTEE: The Organizing Committee shall assist the local officers in organizing all members within the local's jurisdiction.

4. LEGISLATIVE COMMITTEE: The Legislative Committee shall assist in developing and pursuing the programs of the union and the local in the legislative field. It shall be responsible for the local's program to register each qualified voter.

5. MEMBERSHIP COMMITTEE: The Membership Committee or Membership Committees shall accept or reject membership applications in accordance with the By-Laws and Rules of the local and the Constitution and policies of the Union.

6. COMMUNITY SERVICES COMMITTEE: The Community Services Committee shall plan for Union participation in Community Agencies which are designed to improve the general health and welfare of families in our Communities and shall outline and develop a program of Union counseling.

7. CIVIL RIGHTS & EQUITY COMMITTEE: The Civil Rights and Equity Committee shall promote the CWA Civil Rights programs to build a union wherein members of all cultures, religions, sexual orientations, gender, disabilities, ages, and nationalities feel welcome, respected, heard and where the leadership reflects the diversity of our membership.

8. UNION LABEL COMMITTEE: The duties of the Union Label Committee shall be to encourage and promote, the use of the Union Label on all printed matter, as well as, the purchase by members of goods bearing the Union labels of crafts, other than the printing trades.

9. OTHER COMMITTEES - shall assume duties as assigned by the Local.

ARTICLE XI – LOCAL BUSINESS

Section 1 – Order of Business

The Order of Business at a local meeting shall be as follows:

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

Section 2 – Expenses, Lost Wages, and Salaries

A. Expenses

1. Per Diem for out of town meetings:

- a. Requiring an overnight stay will be set by the IRS guidelines.
- b. Not requiring an overnight stay, on the first and/or last day, will equal out to the 100% of the IRS Rate, as if an overnight stay transpired, after taxes.

2. Mileage

- a. The Local shall reimburse members who are authorized to use their personal vehicle for business of the Local with the IRS permitted cost per mile.

B. Lost Wages

1. Members authorized to absent themselves from work to perform Union business shall be compensated for any lost wages at the basic rate of pay received by the individual from their employer.
2. The President or the Executive Vice President, in the President's absence, shall authorize absences from work that require lost time wages.

C. Salaries

The Salaries of Officers and Executive Board Members shall be set by the Executive Board.

- D. Salaries of Print & Media Sector Vice President will be in accordance to the Merger Agreement.

ARTICLE XII - DUTIES OF LOCAL OFFICERS, VICE PRESIDENTS, CHIEF STEWARDS, STEWARDS and EXECUTIVE BOARD

Section 1 - Duties of the Local Officers shall be as follows:

A. The Local President shall:

1. Be responsible for the conduct of all Local business.
2. Preside at Local Membership, Local Executive Board, and Local Officers Meetings.
3. Insure all valid grievances are prosecuted and appealed to higher levels of the Union when not satisfactorily settled.
4. Supervise all Local committees.
5. Approve all bills to be paid, and countersign all checks drawn on the Local treasury.
6. Serve as Delegate and Chairperson of the Delegation to all CWA conventions.
7. Perform whatever duties as may be assigned by the Local or required by the

Policies or Constitution of the Union.

B. The Local Executive Vice President shall:

1. Work under the direction of the President and perform such duties as may be assigned by the Local, the Executive Board or Local President.
2. Succeed to the Presidency in the event of a vacancy.
3. As needed, prosecute grievances at the appropriate step of the grievance procedure and appeal them to the next step of the grievance procedure when not satisfactorily settled.
4. Be responsible for the conduct of all Local business in the absence of the President.
5. Be assigned to one or more Local Committees.

C. The Local Secretary-Treasurer shall:

1. Maintain a record of the Local Membership.
2. Be custodian of all assets of the Local.
3. Record and maintain the minutes of all meetings of the Local, the Executive Board, and Local Officers.
4. Furnish the District Vice-President with copies of any changes in these Bylaws within ten (10) days after such changes are made.
5. Report to the each membership meeting on the financial status of the local.
6. Be bonded, as must any other person who handles Local funds or other property, in accordance with the Union Constitution or any State or Federal law.
7. Perform other such duties as may be assigned by the Local, the Local Executive Board, or the President.
8. Be assigned to one or more Local Committees.

Section 2 - Local Vice Presidents, Chief Stewards and Their Duties

A. Local Vice Presidents shall:

1. Work under the direction of the President.
2. Preside at Local Unit Meetings.
3. As needed, prosecute grievances at the appropriate step of the grievance procedure and appeal them to the next step of the grievance procedure when not satisfactorily settled.
4. Be assigned to one or more Local Committees.
5. Perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President.

B. Local Chief Stewards shall:

1. Work under the direction of the assigned Vice President.
2. As needed, prosecute grievances at the appropriate step of the grievance procedure. Appeal them to the next step of the grievance procedure when not satisfactorily settled.
3. Hold regular steward meetings.
4. Perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President.
5. Be assigned to one or more Local Committees

Section 3 - Stewards and Their Duties

A. Local Stewards shall:

1. The Local shall have as many Stewards as may be designated by the Executive Board.
2. Local Stewards shall be selected by Executive Board appointment subject to the approval of the assigned membership.
3. Serve under the direction of the Chief Steward.
4. As needed, prosecute grievances at the appropriate step of the grievance procedure and appeal them to the next step of the grievance procedure when not satisfactorily settled.
5. Perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President.

Section 4 - Duties of the Local Executive Board

A. In addition to such other duties and responsibilities as may be assigned by the Union and the membership, the Local Executive Board shall:

1. Be responsible under the direction of the President, for carrying out the policies and programs of the Union within the Local.
2. Approve all expenditures of Local Funds.
3. Be responsible for appointing and assisting Local Committees.
4. Act with the authority of the membership between membership meetings subject to the approval of the membership.
5. Establish and maintain a written record of Local Operating Procedures, Practices and Rules authorized by the Membership. Such record shall be known as CWA Local 4202 Operating Practice Manual and include both administrative and fiduciary practices, procedures and rules

ARTICLE XIII - CONDUCT OF MEETINGS AND QUORUMS

- A. Membership meetings of this local shall be conducted under these By-Laws and Rules of the Local and in conformity with the Union Constitution. On questions where the local By-Laws, the Rules of the Local, or the Union Constitution do not clearly apply, Roberts Rules of Order shall govern.
- B. The number constituting a quorum for Local meetings shall be the number of members in attendance.
- C. The number constituting a quorum of the Local Executive Board or of a committee shall be the number of members in attendance.

ARTICLE XIV - NOMINATIONS AND ELECTION of LOCAL OFFICERS, DELEGATES, ALTERNATE DELEGATES AND MEMBERS OF THE EXECUTIVE BOARD

Section 1 – Eligibility

- A. All members in good standing shall be eligible to vote on all matters consistent with the provisions of these Bylaws and Rules
- B. Member needs to have membership for a minimum of 2 years prior to election. (If a member transfers, credit will be given for prior membership in another affiliated local .)

Local Officers (President, Executive Vice President, Secretary-Treasurer)...three years
 Vice Presidents and Chief Stewards.....two years

- C. To be eligible, candidates shall have attended one third of the membership meetings & unit meetings of the Region in which he/she is located in either permanently or temporarily at the time of such meeting.

Section 2 - NOMINATIONS

- A. Nominations of Local Officers/Delegates/Alternate Delegates and members of the Executive Board shall be nominated in the month of September every three (3) years.
 - 1. Nominations for President, Executive Vice President, Secretary-Treasurer shall be local wide and by virtue of nomination to their respective office will be considered nominated as Delegates/Alternate Delegates to the CWA Convention in Compliance with ARTICLE IX of these By-Laws.
 - 2. Nominations for Vice Presidents shall be from their respective Regions.
 - 3. Nominations for Chief Stewards shall be from within the membership they represent.
- B. Nominations for Additional Delegates and/or Alternate Delegates as defined in ARTICLE IX Paragraph B, shall be local wide during the year the Convention is to be held when necessary.

Section 3 - Election of Local Officers/Delegates/Alternate Delegates and members of the Executive Board shall be by secret ballot of the membership in the month of October.

A. The President, Executive Vice President, Secretary-Treasurer shall be elected by the Membership local wide and by virtue of their election to office serve as Delegates/Alternate Delegates to the CWA Convention in Compliance with ARTICLE IX of these By-Laws.

B. The Vice Presidents shall be elected by the Membership within their respective Regions.

C. Chief Stewards shall be elected by the Membership by the Membership they represent.

D. Additional Delegates and/or Alternate Delegates as defined in ARTICLE IX Paragraph B, shall be elected, when necessary, by the Membership local wide in a special election during the year the Convention is to be held.

Section 4 - Local Election Committee

A. The nomination and election of Local Officers, members of the Executive Board and Delegates to the CWA Conventions shall be conducted under the supervision of the Election Committee. This Committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with the Union Constitution and these By-Laws, with reasonable opportunity for each member to nominate and vote for the candidate of their choice.

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

C. A member shall not be permitted to serve on the Election Committee if he or she is a candidate for any office of the Local or Delegate to the CWA Convention.

D. 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 the Membership of the Local.

E. The Election Committee shall under the supervision of the Executive Board and with the approval of the Membership be responsible for creating and maintaining a Local Manual of Election Practices, Procedures and Rules.

Section 5 - General Provisions

A. The nominee in any election receiving the majority of the votes cast shall be declared elected. If no one nominee has a majority on the first ballot, the vote shall be taken again and the two (2) nominees having the greatest number of votes shall be the nominees on the second ballot.

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

C. Write in nominees will not be accepted. If nominee is unopposed, name will not appear on ballot. Secretary or Election Chairperson shall cast unanimous ballot for the single nominee.

D. If there is only one nominee for an office, no election will be held for that office.

E. The term of office shall be for three (3) years.

F. The Officers shall take office on December 1.

G. Upon Final Certification and prior to taking office, a transition period of not more than two weeks shall be scheduled to familiarize any New Officers with their responsibilities and Local Business.

Section 6 - Vacancies

A. A vacancy in the office of Local President shall be filled immediately by the Local Executive Vice President.

B. Vacancies in all other offices shall be filled by appointment by the Executive Board with approval of the Membership within sixty (60) days.

ARTICLE XV - STRIKES

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

ARTICLE XVI - CHARGES, TRIALS, AND APPEALS

Section 1 - Charges

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

Section 2 - Trials

Any accused member, including officers, of this Local shall be tried under the provisions ARTICLE XX of the CWA Constitution.

Section 3 - Appeals

A member or officer of this Local, upon being found guilty by a Local Trial Court, may appeal as provided in ARTICLE XX of the CWA Constitution.

Section 4 - Local Trial Court

A. A trial court of this Local may be composed of five (5) persons who are members of this Local and not parties to the proceedings.

B. Members of the trial court shall be selected by the Local Executive Board.

ARTICLE XVII – RECALL OF OFFICERS

Any elected officer of this Local may be recalled in accordance with the provisions of Articles XXI and XXII of the CWA Constitution.

ARTICLE XVIII - AMENDMENTS TO LOCAL BY-LAWS

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

A. Majority vote of the membership in a regular or special Local meeting if the proposed amendment has been introduced at a previous membership meeting or has been advertised to the membership by use of bulletin boards or U.S. Mail, postage prepaid, at least seven (7) days in advance of the meeting; or

B. Referendum of the membership.

ARTICLE XIX - REFERENDUM OF THE LOCAL

A. The Local Election Committee shall submit any question to a referendum of the membership, when directed to do so by action of a regular or special membership meeting or by action of the Executive Board.

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

ARTICLE XX - FISCAL YEAR AUDIT

A. The fiscal year of this Local shall be from October first (1st) to an including September thirtieth (30th) of the succeeding year.

B. The financial records of this Local shall be audited by a Certified Public Accountant at the end of the fiscal year. This entails the compilation of financial reports and records. The results of such an audit shall be available for inspection of the Local membership.

ARTICLE XXI - OATH OF OFFICE

A person elected to an office of the local, after meeting all other qualifications, shall be duly installed upon taking the following oath:

"I (give name) hereby accept the office of (name of office) of Local 4202, Communications Workers of America, with full knowledge of the responsibilities and duties of such office."

"I promise to faithfully discharge my duties according to the By-Laws of the local and the Constitution and policies of the International 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 International Union to the best of my abilities, so help me God."

ARTICLE XXII - ADOPTION

These By-Laws shall be adopted upon the approval of a majority of the members voting upon their adoption in the membership meeting called for that purpose.

AMENDED APRIL 13, 1972

AMENDED MAY 7, 1972

AMENDED OCTOBER 23, 1975

AMENDED OCTOBER 21, 1976

AMENDED MAY 23, 1984

AMENDED MAY 05, 2000

AMENDED SEPTEMBER 24, 2002

AMENDED MARCH 19, 2003

AMENDED JUNE 28, 2004

AMENDED MAY 26, 2005

AMENDED FEBRUARY 2, 2006

AMENDED MARCH 15, 2007

AMENDED MAY 14, 2008

AMENDED SEPTEMBER 24, 2009

AMENDED MARCH 29, 2010

AMENDED MARCH 23, 2011

AMENDED AUGUST 12, 2014

AMENDED OCTOBER 1, 2017

AMENDED JULY 2, 2019