



CWA LOCAL 1168

COMMUNICATIONS WORKERS OF AMERICA

BYLAWS

**As Amended
January 17, 2024**

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 a more perfect means of securing for ourselves and labor generally full enjoyment of the inherent rights and dignities which our institutions were ordained to preserve.

-- CWA Constitution

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BYLAWS

ARTICLE I – NAME

This Local shall be known as the Communications Workers of America AFL-CIO; Local 1168.

ARTICLE II – JURISDICTION

Jurisdiction of this Local shall be the jurisdiction assigned by the Union and appearing on the face of Local charter(s).

ARTICLE III – OBJECTIVES

The objectives of Local 1168 shall be to represent and serve the workers within its jurisdiction in accordance with the Bylaws, Rules of the Local, Constitution and policies of the Union.

ARTICLE IV – LOCAL STRUCTURE

The structure of the Local shall consist of the following:

- (1) Membership
- (2) Executive Board
- (3) Officers
- (4) Area Vice Presidents
- (5) Director of Education/Communication
- (6) Director of Health and Safety
- (7) Director of Legislative/Political Action
- (8) Director of Organizing/Mobilizing
- (9) Clinical Staffing Committee Director
- (10) Chief Stewards
- (11) Stewards
- (12) Committees.

ARTICLE V – MEMBERSHIP

Section 1. – Eligibility

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

Section 2. – Application

Membership in the Local shall be obtained after payment of the Local initiation fee of a minimum of fifteen dollars (\$15.00) and not to exceed twenty-five dollars (\$25.00) upon approval of the Membership Committee authorized to accept or reject membership on behalf of the Local. Any person who crosses a CWA authorized and legal picket line shall appear in person before such Membership Committee before their application is approved. The Local membership shall retain the right to overrule the decision of the Membership Committee.

Section 3. – Transfers

The 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 Union Constitution.

ARTICLE VI – LOCAL DUES AND ASSESSMENTS

Section 1. – Local Dues

The membership dues payable by each member/agency fee payer of the Local per pay period shall be calculated as follows: Base Hourly Rate X Hours Worked Per Pay Period = Base Wage X 1.41% = Dues Per Pay Period

The 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 if the question has been advertised on bulletin boards at least seven (7) days in advance of the meeting, or by prepaid postage mailed notice, 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 same manner as provided for changing Local dues. However, any special assessments levied shall be in compliance with Article VI of the Union Constitution.

ARTICLE VII – GOVERNING AUTHORITY

Section 1. – Membership

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

- (1) Through action taken in membership meetings or by referendum of the membership.
- (2) Through actions and decisions of the Executive Board between membership meetings.
- (3) Through actions and decisions of the Local Officers between meetings of the Executive Board.
- (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. – Executive Board

A. The Local Executive Board shall consist of the following:

- (1) President
- (2) Executive Vice President
- (3) Vice President(s)
- (4) Secretary/Treasurer
- (5) Area Vice President(s)

B. Area Vice President(s) from each of the bargaining units shall be elected by the membership of each bargaining unit as follows:

One (1) Area Vice President shall be elected from each bargaining unit for every 400-600 members or as otherwise determined by the Executive Board.

C. The jurisdiction of the Area Vice President 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 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 a minimum of two (2) times each year. Special meetings may be called by a majority vote of the Executive Board or by a petition signed by twenty percent (20%) of the members. Upon the receipt of a proper petition, the Local Officers shall call a Special Meeting to be held within ten (10) days. Participation is expected by Executive Board.
- (4) Bargaining unit membership meetings of this Local shall be held as deemed necessary by Executive Board or by a petition signed by twenty percent (20%) of the bargaining unit members. Upon the receipt of a proper petition, the Local Officers shall call a Special Meeting to be held within ten (10) days. Participation is expected by Executive Board.
- (5) Mobilization tables may be substituted for bargaining unit meetings at each site.
- (6) Each bargaining unit will conduct stewards meetings as deemed necessary by the Executive Board. Reasonable attendance will be expected.

ARTICLE IX – LOCAL DELEGATES TO THE UNION CONVENTION

- A. The Local President, Executive Vice President, Secretary/Treasurer and Vice President(s) shall be delegates to the convention and elected as described in Article XIV, Sections 1 and 2. Area Vice Presidents shall be alternates to the above-mentioned delegates and elected as described in Article XIV Sections 1 and 2.
- B. In the event the Local elects more than one delegate to the Union Convention, the number of voters assigned to each delegate will be in accordance with Article VIII, Section 4, Paragraph D, of the Constitution
- C. 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 Union Constitution.

ARTICLE X – LOCAL COMMITTEES

- A. The Local shall have the following regular committees:
 - (1) Budget/Finance Committee
 - (2) Building and Maintenance Committee
 - (3) Bylaws Committee
 - (4) Community Services Committee
 - (5) Technology Committee
 - (6) Education Committee
 - (7) Election Committee
 - (8) Equity, Womens’, and Civil Rights Committee
 - (9) Health and Safety Committee
 - (10) Legislative Committee
 - (11) Membership & New Hire Committee
 - (12) Organizing/Mobilization & CWA Strong Committee
 - (13) Member Engagement Committee
 - (14) Policy & Time Committee
 - (15) Special Committees may be appointed as deemed necessary.
- B. Members of all committees shall be appointed by majority vote of the Local Executive Board, subject to the right of the Local membership to overrule such appointments.
- C. Vacancies on committees shall be filled in the same manner as the original appointment.
- D. A member of any Local committee may be removed by majority vote of the Local Executive Board, subject to the right of the Membership to overrule the action of the Local Executive Board. A committee member may also be removed by action of the Membership in a membership meeting.
- E. 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. This committee will be chaired by the local’s Secretary / Treasurer.
 - (2) Building and Maintenance Committee – This Committee is charged with assessing needs relative to the Local building & grounds and/ or its maintenance. Recommendations will be presented to the Local Executive Board for consideration. A fund, as referenced in Article XXII, shall be used by the Local 1168 Building and Maintenance Committee for the following purposes:
 - (a) Purchase of property for the construction of a new building;
 - (b) Construction of a new building;
 - (c) To purchase property with a building on it; and
 - (d) To provide funds for care and maintenance of currently owned CWA Local 1168 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: Select appropriate realtor, property manager(s) and/or contractors to work with.

- (a) Recommend location;
- (b) Secure cost of property and taxes;
- (c) Secure bids from contractors (if building/or remodeling); and
- (d) Handle all other matters pertaining to purchase of the property as needed.

Sale: Select appropriate realtor and or appraiser

- (a) Determine fair market value of property and building(s);
- (b) Recommend time frames for potential sale
- (c) Determine work necessary prior to sale to achieve maximum value from sale as needed.
- (d) 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 Committee's 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 of the details of the transaction. A majority vote of the membership at a membership meeting where at least a 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 transaction is legally secured.

- (3) Bylaws Committee - The Bylaws Committee shall meet as needed for the purpose of reviewing and making recommendations for revisions as needed in the Local Bylaws, and for presenting these recommendations to the membership. The Committee may be convened from time to time to address requests for changes in these Bylaws.
- (4) Community Services Committee – This committee helps develop programs to involve the union in the community and to join in coalitions with other organizations in support of worthwhile causes. “The Coalition for Economic Justice (CEJ)” is one example of a successful coalition in which many CWA Locals are involved. The Local’s Community services Committee is also involved in programs aimed to help 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.
- (5) Technology Committee – This committee is responsible to oversee and review all recommendations from our IT service provider and reports recommendations to the Executive Board. In addition, policy recommendations for office utilization of any and all CWA Local 1168 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 committee will meet a minimum of once every three 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 each meeting to assess the need for upgrades, repairs, etc.
- (6) Education 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:
 - Organization, scheduling, and coordinating new Steward-training.
 - Training for active members to present at new hire orientation.
 - Labor in the schools - Local union members to go to schools to talk with students about workers and unions including, but not limited to, job fairs and recruitment events.
 - One-on-one trainings
 - Other specialized educational programs which support and advance the priority goals of the Local.
 - When necessary, assist the Director of Communication / Education in gathering news, setting communication policy, and producing the local’s publications or communications. Members of this committee should include stewards and activists who are informed on the issues and thereby function as key news sources.
 - The committee should strive to create interesting and lively newsletters/updates that address worksite issues that may be of interest to members.
- (7) Election Committee – This committee conducts all Local nominations, elections, and referendums in accordance with the CWA Constitution, Bylaws, and federal law.

- (8) Equity, Womens', and Civil Rights Committee – The mission of the Equity, Womens' 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.
- (9) 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 appropriate Local officer to discuss other avenues for resolving the problem. This committee will be chaired by the Local's Director of Health and Safety.
- (10) Legislative 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:
- Voter registration of all eligible members.
 - Election Day GOTV ("Get Out the Vote").
 - Providing resources or support to Local candidates, such as phone banking, distributing flyers, canvassing, etc. (Mobilizing for political concerns of our Local)
 - Lobbying politicians on legislation
 - Collection of donation authorization cards for the Political Action Fund
- (11) Membership & New Hire Committee – This committee accepts or rejects application for membership in the Local as needed in accordance with the CWA Constitution, Local Bylaws, and rules of the union.
- The New Hire portion of this committee will work to ensure membership cards and dues authorizations cards are signed. They will also meet and welcome new hires and act as a resource to foster growth as a union member and have an understanding for the need for unions in our workplace and the community.
- (12) Organizing/Mobilization 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 mobilizing and new unit organizing. The committee should reflect the make-up of the Local with people from a variety of departments and ethnic groups. The committee should:
- (a) Provide committee members with training.
 - (b) Identify new organizing targets that should be given priority
 - (c) Establish and improve efforts at internal mobilizing – signing up members within the Local's existing jurisdiction.
 - (d) External new organizing targets should be identified and evaluated.
 - (e) Discuss the importance of organizing at stewards' meetings, worksites, and Executive Board meetings.
 - (f) The Mobilization Committee is responsible for developing and carrying out mobilization activities around important workplace issues and developing contract mobilization plans.
- (13) Member Engagement Committee – This committee is responsible to plan and make arrangements for the Local's Member Functions.
- (14) Policy & Time Committee – This committee is responsible to review current Local policies and to clarify any time related issues as it relates to lost time wages, local office policies as directed by the Executive Board, and recommend changes as needed to the Local's Executive Board.

ARTICLE XI - ORDER OF BUSINESS

- A. The order of business at a Local meeting shall be as follows:
- (1) Call to order
 - (2) Roll call (optional)
 - (3) Reading and action on minutes of previous meetings
 - (4) Reading and action on the local's financial statements
 - (5) Executive Board Report
 - (6) Report of committees

- (7) Unfinished business
- (8) New business
- (9) Good and Welfare
- (10) Adjournment.

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

**ARTICLE XII - LOCAL OFFICERS, AREA VICE PRESIDENTS, EXECUTIVE BOARD,
AND SPECIAL DIRECTORS EXPENSE ALLOWANCE AND THEIR DUTIES-**

Section 1. - Local Officers

A. The Officers of the Local shall be:

- (1) Local President
- (2) Local Executive Vice President
- (3) Local Vice President(s)
- (4) Local Secretary/Treasurer

B. The responsibilities of the Local Officers shall be as listed in the Appendix - Position Descriptions.

C. The expense allowance for the Local Officers shall be as follows:

- (1) The Local President:
 - (a) The office of the President shall receive an expense allowance equal to one hundred percent (100%) of the current basic weekly wage rate up to the top pay within the Local per month as recommended by the budget/finance committee and approved by the Executive Board and membership.
- (2) The Local Executive Vice President:
 - (a) The office of the Executive Vice President shall receive an expense allowance equal to fifty percent (50%) of the current basic weekly wage rate up to the top pay within the Local per month as recommended by the budget/finance committee and approved by the Executive Board and membership.
 - (b) The office of Executive Vice President shall receive an expense allowance equal to that of the Local President (Article XII, Section 1, Paragraph C1) when assuming the duties of the Local President for a length of time in excess of thirty (30) calendar days.
- (3) The Local Vice President(s):
 - (a) The office of Vice President shall receive an expense allowance equal to fifty percent (50%) of the current basic weekly wage rate up to the top pay within the Local per month as recommended by the budget/finance committee and approved by the Executive Board and membership.
- (4) The Local Secretary/Treasurer:
 - (a) The position of Secretary/Treasurer shall receive an expense allowance equal to fifty percent (50%) of the current basic weekly wage rate up to the top pay within the Local per month as recommended by the budget/finance committee and approved by the Executive Board and membership.

Section 2. - Local Area Vice President

A. The responsibilities of the Area Vice President(s) shall be listed in the Appendix - Position Descriptions.

B. The expense allowance for the Local Area Vice President(s) shall be as follows:

- (1) The position of Area Vice President(s) shall receive an expense allowance equal to fifty percent (50%) of the current basic weekly wage rate up to the top pay within the Local per month as recommended by the budget/finance committee and approved by the Executive Board and membership.–

Section 3. - Local Executive Board

A. The Local Executive Board shall consist of:

- (1) Local President
- (2) Local Executive Vice President
- (3) Local Vice President(s)
- (4) Local Secretary/Treasurer
- (5) Area Vice President(s)
- (6) Special Director(s)

B. 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 one (1) time per month to conduct Local business. Attendance at Executive Board meetings is required.
- (3) Meet prior to the next Local membership meeting and be responsible for the development of the next Local membership meeting agenda.
- (4) Create 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 a quorum.
- (8) Determine personnel needs of the Local and mode of compensation.*
- (9) Approve negotiated contract for administrative personnel and Special Directors.

* 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. - Special Directors

- A. Special Directors shall be:
- (1) Director of Education/Communication
 - (2) Director of Health and Safety
 - (3) Director of Legislative/Political Action
 - (4) Director of Organizing/Mobilization
 - (5) Director of Clinical Staffing Committee

Special Directors will be non-voting members of the Executive Board.

- B. Special Directors shall be appointed by majority vote of the Local Executive Board, subject to the right of the Local membership to overrule such appointments.
- C. The responsibilities of the Special Directors shall be as listed in the Appendix - Position Descriptions.
- D. Special Directors shall receive an expense allowance equal to fifty percent (50%) of the current basic weekly wage rate up to the top pay within the Local per month as recommended by the budget/finance committee and approved by the Executive Board and membership.

Section 5. – Clinical Staffing Committee Director(s)

- A. The Clinical Staffing Committee Director(s) will be accordance with article 107 – Staffing, section 6(f) of the Master Collective Bargaining Agreement as agreed upon between the Communications Workers of America and Kaleida Health.
- B. The Clinical Staffing Committee Director(s) will be non-voting members of the Executive Board.
- C. Clinical Staffing Committee Director(s) shall be appointed by majority vote of the Local Executive Board, subject to the right of the Local membership to overrule such appointments.
- D. The responsibilities of the Clinical Staffing Committee Director(s) shall be as listed in –the Appendix - Position Descriptions.
- E. Special Directors shall receive an expense allowance equal to fifty percent (50%) of the current basic weekly wage rate up to the top pay within the Local per month as recommended by the budget/finance committee and approved by the Executive Board and membership. In an instance where there is more than one Clinical Staffing Committee Director, the expense allowance as described above will be equal divided amongst the appointed Directors.

ARTICLE XIII - CONDUCT OF MEETINGS, OTHER LOCAL BUSINESS AND QUORUM

- A. Membership meetings and any other business of this Local shall be conducted under these Bylaws and policies of the Local and in conformity with the Union Constitution. On questions where the Local Bylaws, the Local's policies or the Union Constitution do not clearly apply, Robert's Rules of Order shall govern.
- B. The majority present at a membership meeting shall constitute a quorum.
- C. A majority of the Officers, Executive Board or a majority of the members of a committee shall constitute a quorum for those bodies.

**ARTICLE XIV - NOMINATION AND ELECTION OF LOCAL OFFICERS
AND MEMBERS OF EXECUTIVE BOARD**

Section 1. – Nomination

- A. Local Officers and Executive Board members shall be nominated in the months of September, October, November, or December of each election year.
- B. The nomination of a person for the offices of President, Executive Vice President, Secretary/Treasurer and Vice President(s) 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.
- C. The nomination of a person for the office of Area Vice President shall also constitute the nomination of the same person as the automatic alternate to the President, Executive Vice President, Secretary/Treasurer or Vice President(s) to CWA Conventions held during their term of office for which the election is being conducted.
- D. The nomination of a person for the office of Area Vice President 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.*

(NOTE) The Reporting and Disclosure Act of 1959 requires, in connection with nominations, reasonable notice of the office to be filled, 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

- A. Elections of Local Officers and Executive Board members shall be by a secret ballot of the membership in the months of September, October, November, or December of each election year.
- B. A vote cast for the candidate for the offices of President, Executive Vice President, Secretary/Treasurer, and Vice President(s) shall also constitute a vote for such candidate to serve 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.
- C. A vote cast for the candidate for the office of Area Vice President shall also constitute a vote for such candidate to serve as the automatic alternate to the President, Executive Vice President, Secretary/ Treasurer or Vice President(s) 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.
- D. 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) President;
 - (2) Executive Vice President;
 - (3) Secretary/Treasurer; and
 - (4) Vice President(s).
- E. The vote cast for the office of Area Vice President 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.*

(NOTE) The Labor – Management Reporting and Disclosure Act of 1959 (LMRDA) requires election of officers to be held by secret ballot. In addition, the LMRDA requires notice of the election be mailed to each member at his 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 the 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.

- F. The vote cast for the office of Multi Bargaining Unit Area Vice President 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.*
- G. For the bargaining units that the Multi Bargaining Unit Area Vice President is not a member, nomination, and election of bargaining unit member(s) for such other sites to serve on their respective bargaining committee will be conducted.

*(NOTE) In instances where the number of elected Area Vice Presidents would preclude a bargaining unit member from participation on the Bargaining Committee, one Area Vice President will be excluded from said committee either by volunteer or by decision of the Executive Board.

- H. Absentee ballots must be provided to members in good standing in accordance with the standards and procedures outlined by the Local's Election Committee and in accordance with The Labor – Management Reporting and Disclosure Act of 1959 (LMRDA)

Section 3. - Local Election Committee

- A. 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. This 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.
- 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/she is a candidate for any office of the Local or delegate to the CWA convention or Executive Board Member.
- 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 membership of the Local.

Section 4. - General Provisions

- A. The nominee in the Local Officers election receiving the majority of the votes cast shall be declared elected. If no one nominee has a majority on the first ballot, the vote shall be taken again and the two nominees having the greatest number of votes on the first ballot shall be nominees on the second ballot.
- B. 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 position, 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.
- C. Only members of the Local in good standing shall be eligible to vote or hold office.
- D. The term of office shall be for three (3) years.
- E. The Officers and Area Vice Presidents shall take office on January 1st.
- F. The Area Vice President(s) may appoint or elect Chief Stewards / stewards immediately after taking office, with the assistance and approval of the appropriate Executive Vice President or Vice President. 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 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 as that required for regular election and within sixty (60) days as required by Article XV of the Union Constitution.

Section 6. – Strike Authorization and Contract Ratification

Absentee ballots must be provided to members in good standing in accordance with the standards and procedures outlined by the Local's Election Committee for strike authorization, and contract ratification votes.

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 Union Constitution.–

Section 2. - Trials

Any accused member, including Officers, of this Local, shall be tried under the 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 XVII - 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 XVIII - AMENDMENTS TO LOCAL BYLAWS

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

- A. Majority vote of the members present in a Local Meeting, if the proposed amendment has been introduced at a previous membership meeting or has been advertised to the membership by use of bulletin boards or U.S. mail postage prepaid at least 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 questions to a referendum of the membership when directed to do so by action of a regular or special membership meeting.
- B. Questions submitted to referendum shall be determined by a majority vote of those voting on the question.

ARTICLE XX - FISCAL YEAR, REVIEW AND AUDIT

- A. The fiscal year of the Local shall be from October 1st of each year to and including September 30th of the succeeding year.
- B. The financial records of the Local shall be reviewed by a Certified Public Accountant annually. The results of such review shall be made available by request for inspection by any member of the Local.
- C. 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 by request for inspection by any member of the Local.

ARTICLE XXI - 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 (give name) hereby accept the office of (name of office) of Local 1168, Communications 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 XXII - LOCAL BUILDING AND MAINTENANCE FUND

- A. The Local Executive Board shall establish a Local Building and Maintenance Fund and such fund shall be deposited in a separate Account.

- B. This Building Fund shall be funded by depositing into it each month, a minimum of five hundred dollars (\$500.00) and not to exceed five thousand (\$5,000.00) from the dues rebate, sent by the International Union. This amount will not exceed two hundred fifty thousand dollars (\$250,000).
- C. This fund shall be used by the Local 1168 Building 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 taxes, insurance, the maintenance of property and building inclusive of capital improvements.
- D. When it is felt by the Executive Board that the fund has grown in a sufficient amount and is felt timely by the Executive Board to initiate the purchase 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:
 - (1) Recommend location;
 - (2) Secure cost of property and taxes;
 - (3) Secure bids from contractors; and
 - (4) Handle all other matters pertaining to purchase of the property.

This Committee shall report to the Local Executive Board its findings and recommendation. The Executive Board shall review the Committee's findings and recommendation and shall make its recommendation to the membership. The final action prior to the purchase of property and/or building must be submitted to the membership, setting forth all of the details of the transaction. A majority vote of the membership shall approve or disapprove the purchase of property and/or building. It shall be the responsibility of the Local Executive Board to ensure that such transaction is legally secured.
- E. Should the Executive Board or membership decide to increase, decrease, or stop the monthly allocation to this fund, such action must be taken by amending these Bylaws in accordance with these Bylaws, and a vote by the majority to adopt such action.

ARTICLE XXIII - SECURITY FUND

- A. The Local Executive Board shall establish a Security Fund and such fund shall be deposited into a separate Account.
- B. This Security Fund shall be funded by depositing into it each month, a minimum of fifty dollars (\$50) and not to exceed five hundred dollars (\$500.00) from the dues rebate, sent by the International Union.
- C. This money and its earnings shall be used for the express purpose of providing for a financial emergency in the Local, including the financial liabilities sustained by the Local, or our members in the case of a strike or lockout in any of the Local's bargaining units.
- D. Should a financial emergency arise in the Local and it becomes necessary to withdraw monies from this fund, the Local Executive Board shall present the matter to the membership at a regular or special meeting giving the status of the Local Treasury and the full reasons necessitating a withdrawal. The membership through majority vote shall approve or disapprove the withdrawal.
- E. Should the Executive Board or membership decide to increase, decrease, or stop the monthly allocation to this fund, such action must be taken by amending these Bylaws in accordance with these Bylaws.

ARTICLE XXIV - RETIREMENT GIFT FUND

The Retirees shall receive a gift not to exceed one hundred-fifty dollars (\$150), a first-year membership in the WNY-CWA Retirees Club, and a lifetime membership in the CWA National Retirees Organization.

ARTICLE XXV – TECHNOLOGY FUND

A technology fund will be established and will be replenished as needed but will not exceed the amount of \$200,000 at any given time. The fund will be utilized specifically for technology updates needed for CWA Local 1168. Examples of technology needs may be computers, mailers, hardware, software, repair, maintenance, etc.

ARTICLE XXVI – ADOPTION

These Bylaws shall be adopted upon the approval of a majority 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:	<u>August 20, 1982.</u>
These Bylaws amended:	<u>January 20, 1987.</u>
These Bylaws amended:	<u>June 20, 1990.</u>
These Bylaws amended:	<u>October 27, 1993.</u>
These Bylaws amended:	<u>April 19, 1995.</u>
These Bylaws amended:	<u>November 4, 1998.</u>
These Bylaws amended:	<u>September 13, 2000.</u>
These Bylaws amended:	<u>September 19, 2001.</u>
These Bylaws amended:	<u>May 14, 2003.</u>
These Bylaws amended:	<u>April 26, 2006.</u>
These Bylaws amended:	<u>April 22, 2009.</u>
These Bylaws amended:	<u>September 12, 2012</u>
These Bylaws Amended:	<u>April 26, 2017</u>
These Bylaws Amended:	<u>January 17, 2024</u>

APPENDIX - POSITION DESCRIPTIONS

PRESIDENT

- Includes:
- I. Position
 - II. Report to
 - III. Position Definition
 - IV. Function
 - V. Qualification

I. POSITION: President

II. REPORTS TO: The Executive Board and Membership.

III. POSITION DEFINITION: An Executive Board Member elected by all members of the Local.

IV. 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 the Executive Board.
- (4) Approve a budget in consultation with 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 all contracts under Local 1168.
- (7) Communicate decisions and actions of the International Union to Executive Board Members and the membership.
- (8) Plan and preside at the Local's membership meetings.
 - (a) Chair meetings.
 - (b) Coordinate reports of committee chairpersons
 - (c) Provide an open forum for membership discussion.
- (9) Supervise and participate as chair and 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 Local's good relationship with other labor/community organizations.
 - (a) AFL-CIO.
 - (b) CIWNY Council.
 - (c) CWA Locals.
 - (d) Community organizations as they relate to the Local.
 - (e) 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, Workers' Compensation, Family and Medical Leave Act, Americans with Disabilities Act, Unemployment Insurance, NYS Paid Family Leave, and NYS Paid Sick Leave.
- (15) Coordinate the Local's annual budget and approve expenditures.
- (16) Operate as a member of a team as well as lead the team.
- (17) Supervise work of all Executive Board Members and committees.
- (18) Make decisions that support the International Union and the Local.
- (19) Promote member engagement in the local including activities, projects, and initiatives.
- (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) Serve as a Delegate to the CWA Convention.
- (29) Attend President's Meetings or assign a designee.
- (30) When the office of the President is vacated, help to train their replacement.
- (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 Agreements with the Union for Administrative Assistants and/or other employees of the local or designate alternate.

V. QUALIFICATIONS:

- (1) Member in good standing of the Union.
- (2) Belief in the principle of Unionism.
- (3) Willingness to give of one's time and energy.
- (4) Attendance at meetings.
- (5) Expectation to participate in PAF, if applicable

EXECUTIVE VICE PRESIDENT

- Includes:
- I. Position
 - II. Reports to
 - III. Position Definition
 - IV. Function
 - V. Qualifications

I. POSITION: Executive Vice President

II. REPORTS TO: President

III. POSITION DEFINITION: An Executive Board Member elected by all members of the Local.

IV. FUNCTION: The responsibilities of the Local Executive Vice President shall be as follows:

- (1) Perform all duties as required by the CWA Constitution, Local Bylaws and enforce the bargaining unit agreements of the Local.
- (2) Assume all duties of the President should they become temporarily unable to serve.
- (3) Should the office be vacated prior the end of the term, they shall assume the office of the President
- (4) Work under the direction of and provide support to the President.
- (5) Responsible to orient and train new Executive Board members.
- (6) Coordinate and teach as necessary at Steward training classes.
- (7) Plan and preside at bargaining unit meetings as deemed necessary by the Executive Board.
- (8) Coordinate the activities and business of the Local with Area Vice Presidents.
- (9) Supervise and participate in the bargaining of Local contracts under their assignment or appoint an appropriate designee.
- (10) Has a working knowledge of all contracts of the Local.
- (11) Has knowledge of regulations for New York State Disability, Workers' Compensation, The Family and Medical Leave Act, Americans with Disabilities Act, Unemployment Insurance, NYS Paid Family Leave, and NYS Paid Sick Leave.
- (12) Assist Area Vice Presidents, as needed, in grievance preparation and resolution.
- (13) Consult with Area Vice Presidents about problematic and precedent setting grievances.
- (14) Assist Area Vice Presidents as necessary in the orientation and training of Chief Stewards and Stewards.
- (15) Communicate all decisions and actions to the Executive Board.
- (16) Assist the President with preparation of the Local's membership meetings.
- (17) Perform duties assigned by the President, Executive Board, and membership.
- (18) Be involved in the Local's decision-making process.
- (19) Attend Executive Board meetings.
- (20) Participate in committees required by the Bylaws on an equal basis with the other members of the Executive Board.
- (21) Assist Executive Board members with ensuring that contractual committees are functioning.
- (22) 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.
- (23) Support and promote social and economic issues that are in the best interest of the membership.
- (24) Participate in related Union activities as deemed necessary by the Executive Board.
- (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) Serve as a delegate to the CWA Convention.
- (29) Educate and train their replacement when their office is vacated.
- (30) 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.

V. QUALIFICATIONS:

- (1) Member in good standing of the union.
- (2) Belief in the principle of Unionism.
- (3) Willingness to give of one's time and energy.
- (4) Attendance at meetings.
- (5) Expectation to participate in PAF, if applicable.

VICE PRESIDENT

- Includes:
- I. Position
 - II. Reports to
 - III. Position Definition
 - IV. Function
 - V. Qualifications

I. POSITION: Vice President

II. REPORTS TO: President

III. POSITION DEFINITION: Executive Board Member elected by all members of the Local.

IV. FUNCTION: The responsibilities of the Local Vice President(s) shall be as follows:

- (1) Perform all duties as required by the CWA Constitution, and Local Bylaws and enforce the bargaining unit agreements of the Local.
- (2) Work under the direction of The Local's President and provide support to the President.
- (3) Coordinate activities and business of the Local with the Area Vice Presidents.
- (4) Orient and train new Executive Board members.
- (5) Coordinate and teach as necessary at steward training classes.
- (6) Plan and preside at bargaining unit meetings as deemed necessary by the Executive Board.
- (7) Supervise and participate in the bargaining of Local contracts under their assignment or appoint an appropriate designee.
- (8) Has a working knowledge of all contracts of the local.
- (9) Assists Area Vice Presidents, as needed, in grievance preparation and resolution.
- (10) Consult with Area Vice Presidents about problematic and precedent setting grievances and MOUs /MOAs, and arbitrations.
- (11) Assist Area Vice Presidents, as necessary, in the orientation and training of Chief Stewards and Stewards.
- (12) Communicate all decisions and actions to the Executive Board.
- (13) Assist the President with preparation of the Local's membership meetings.
- (14) Perform duties assigned by the President, Executive Board, and the membership.
- (15) Be involved in the Local's decision-making process.
- (16) Attend Executive Board meetings.
- (17) Participate in committees required by the Bylaws on an equal basis with other members of the Executive Board.
- (18) Has knowledge of regulations for New York State Disability, Workers' Compensation, Family Medical Leave Act, Americans with Disabilities Act and Unemployment Insurance, NYS Paid Family Leave, and NYS Paid Sick Leave.
- (19) Assist Executive Board members with ensuring that contractual committees are functioning.
- (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) Establish and maintain office records that are accessible to all members of the Executive Board.
- (24) Ensure fair representation of all members.
- (25) Make work site visits.
- (26) Serve as a delegate to the CWA Convention.
- (27) Educate and train their replacement when their office is vacated.
- (28) 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.

V. QUALIFICATIONS:

- (1) Member in good standing of the union.
- (2) Belief in the principles of Unionism.
- (3) Willingness to give of one's time and energy.
- (4) Attendance at meetings.
- (5) Expectation to participate in PAF, if applicable.

SECRETARY/TREASURER

- Includes: I. Position
II. Reports to
III. Position Definition
IV. Function
V. Qualifications

I. POSITION: Secretary/Treasurer

II. REPORTS TO: President

III. POSITION DEFINITION: An Executive Board member elected by all members of the Local.

IV. FUNCTION: The responsibilities of the Local Secretary/Treasurer shall be as follows:

- (1) Perform all duties as required by the CWA Constitution, Local Bylaws, and federal and state laws.
- (2) Records minutes of Membership and Executive Board meetings or assign a designee to do so.
- (3) Be knowledgeable in the use of the computer as an aid for maintaining office records.
- (4) Direct and oversee the administrative staff hired by the local.
- (5) Assist the Administrative Assistants with maintaining the Local's files, including but not limited to:
 - (a) Current records of the membership;
 - (b) Tracking dues payments of each member and non-member;
 - (c) Reports;
 - (d) Grievance / Arbitration case file; and
 - (e) Correspondence.

****The above responsibilities shall also be shared with Officers of the Local.

- (6) Negotiate Collective Bargaining Agreements with the Union for Administrative Assistants and/or other employees of the local, or designate alternate
- (7) Furnish the International Union and the District with proper records, annual statements and other reports as required or requested.
- (8) Inform the Executive Board of changes in the International Union and/or the District procedures.
- (9) Assist President with items for agendas at meetings.
- (10) Meet federal, state, county and city reporting requirements.
- (11) Become involved in the Local's decision-making process.
- (12) Handle and/or oversee all aspects of the Local's finances.
- (13) Maintain custody of all assets of the Local.
- (14) Secure approval of bills, as required, and ensure their timely payment.
- (15) Generate a quarterly budget report for the Executive Board review.
- (16) Report at membership meetings on the financial status of the Local.
- (17) Plan a budget in collaboration with the Budget/Finance Committee and implement it as directed by the Executive Board.
- (18) Cause an annual review of financial records by a Certified Public accountant.
- (19) Cause an audit of the financial records by a Certified Public Accountant to be done at the close of the Local's fiscal year every three (3) years to coincide with Local officer elections.
- (20) Invest Local funds upon authority of Executive Board.
- (21) Fill out all required tax forms and government reports as they become due.
- (22) 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.
- (23) Support and promote social and economic issues that are in the best interest of the membership.
- (24) Participate in related Union activities as deemed necessary by the Executive Board.
- (25) Serve as a delegate to the CWA Convention.
- (26) 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.
- (27) Educate and train their replacement when their office is vacated.

V. QUALIFICATIONS:

- (1) Member in good standing of the union.
- (3) Belief in the principle of Unionism.
- (4) Willingness to give of one's time and energy.
- (5) Attendance at meetings.
- (6) Expectation to participate in PAF, if applicable.

AREA VICE PRESIDENT

- Includes:
- I. Position
 - II. Reports to
 - III. Position Definition
 - IV. Function
 - V. Qualifications

I. POSITION: Area Vice President

II. REPORTS TO: Local Officers

III. DEFINITION: An Executive Board member elected by the members of a specific bargaining unit.

IV. FUNCTION: The responsibilities of the Area Vice President shall be 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) Carry out all decisions rendered by the Executive Board.
- (3) Perform whatever duties may be assigned by the Local Executive Board or the Local President.
- (4) All decisions and actions will be communicated through the Chief Stewards, Stewards and ultimately the members.
- (5) Ensures fair representation of all members by their Chief Stewards and Stewards.
- (6) Determine the adequate number of Chief Stewards and Stewards to properly represent their members in accordance with any/all contract language that may pertain.
- (7) Shall appoint/elect Chief Stewards and stewards.
- (8) Educate and train Chief Stewards and Stewards on a regular basis.
- (9) Chair and/or assist in chairing regularly scheduled steward's meetings.
- (10) Assist with orientation meetings for new hires when appropriate.
- (11) Attend Executive Board meetings.
- (12) Participate in committees required by the Bylaws on an equal basis with members of the Executive Board.
- (13) Has knowledge of New York State Disability, Workers Compensation, Americans with Disabilities Act, Family Medical Leave Act and Unemployment Insurance, NYS Paid Family Leave, and NYS Paid Sick Leave.
- (14) Assist Executive Board members with ensuring that contractual committees are functioning.
- (15) Participate in related union activities as deemed necessary by the Executive Board.
- (16) 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.
- (17) Support and promote social and economic issues that are in the best interest of the membership.
- (18) Participate in related Union activities as deemed necessary by the Executive Board.
- (19) In a bargaining unit where there is more than one Area Vice President, all work shall be shared equally.
- (20) Actively participate in their respective grievance procedure and be responsible for the following:
 - (a) Knowledge of all applicable contracts;
 - (b) Knowledge of precedent setting grievances, MOUs/MOAs, and arbitrations;
 - (c) Maintain and familiarize themselves with current grievances;
 - (d) Update the Local's Officers about current grievances;
 - (e) Assist Chief Stewards and Stewards in preparing grievances;
 - (f) File grievances;
 - (g) Assist with grievance arbitration preparation;
 - (h) Refer problematic and precedent setting grievances to the Area Vice President's meeting and the Local's Officers.
- (21) Coordinate and participate with the Executive Board in planning bargaining unit and general membership meetings.
- (22) Establish and maintain office records that are accessible to all members of the Executive Board.
- (23) Shall be a member of their respective bargaining committee.

V. QUALIFICATIONS:

- (1) Member in good standing of the union.
- (2) Member of 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) Attendance at meetings.
- (6) Expectation to participate in PAF, if applicable.

MULTI BARGAINING UNIT AREA VICE PRESIDENT

- Includes:
- I. Position
 - II. Reports to
 - III. Position Definition
 - IV. Function
 - V. Qualifications

I. POSITION: Multi Bargaining Unit Area Vice President

II. REPORTS TO: Local Officers

III. DEFINITION: An Executive Board member elected by the members of more than one specific bargaining unit.

IV. FUNCTION: The responsibilities of the Multi Bargaining Unit Area Vice President shall be as follows:

- (1) Perform all duties as required by the CWA Constitution, Local Bylaws and enforce the agreement of their respective bargaining units.
- (2) Carry out all decisions rendered by the Executive Board.
- (3) Perform whatever duties may be assigned by the Local, the Local Executive Board or the Local President.
- (4) All decisions and action will be communicated through the Chief Stewards, Stewards and ultimately the members.
- (5) Ensures fair representation of all members by their Chief Stewards and Stewards.
- (6) Determine the adequate number of Chief Stewards and Stewards to properly represent their members in accordance with any/all contract language that may pertain.
- (7) Shall appoint/elect Chief Stewards and stewards.
- (8) Educate and train Chief Stewards and Stewards on a regular basis.
- (9) Chair and/or assist in chairing regularly scheduled steward meetings.
- (10) Assist with orientation meetings for new hires when appropriate.
- (11) Attend Executive Board meetings.
- (12) Participate in committees required by the Bylaws on an equal basis with members of the Executive Board.
- (13) Has knowledge of New York State Disability, Workers Compensation, Americans with Disabilities Act, Family Medical Leave Act and Unemployment Insurance, NYS Paid Family Leave, and NYS Paid Sick Leave.
- (14) Assist Executive Board members with ensuring that contractual committees are functioning.
- (15) Participate in related union activities as deemed necessary by the Executive Board.
- (16) 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.
- (17) Support and promote social and economic issues that are in the best interest of the membership.
- (18) Participate in related Union activities as deemed necessary by the Executive Board.
- (19) Actively participate in their respective grievance procedure and be responsible for the following:
 - (a) Knowledge of all applicable contracts;
 - (b) Knowledge of precedent setting grievances, MOUs/MOAs, and arbitrations;
 - (c) Maintain and familiarize themselves with current grievances;
 - (d) Update the Local's Officers about current grievances;
 - (e) Assist Chief Stewards and Stewards in preparing grievances;
 - (f) File grievances;
 - (g) Assist with grievance arbitration preparation;
 - (h) Refer problematic and precedent setting grievances to the Area Vice President's meeting and the Local's Officers.
- (20) Coordinate and participate with Executive Board in planning bargaining unit and general membership meetings.
- (21) Establish and maintain office records that are accessible to all members of Executive Board.
- (22) Shall be a member of their respective bargaining committee.

V. QUALIFICATIONS:

- (1) Member in good standing of the union.
- (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 of one's time and energy.
- (5) Attendance at meetings.
- (6) Expectation to participate in PAF, if applicable.

DIRECTOR OF EDUCATION/COMMUNICATION

- Includes:
- I. Position
 - II. Reports to
 - III. Position Definition
 - IV. Function
 - V. Qualifications

I. POSITION: Director of Education/Communication

II. REPORTS TO: Local President and Executive Board

III. POSITION DEFINITION: A position within the Local structure appointed by the President and Executive Board.

IV. 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 local newsletters, updates, and flyers as directed by the Local President and the Executive Board.
- (3) Maintain the local's web site, social media accounts, and all electronic communication systems .
- (4) Assistance with the local's written communications as directed by the Local President and the Executive Board.
- (5) Carry out all decisions rendered by the Executive Board.
- (6) Chair and conduct Education 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 welfare of the membership.
- (8) Support and promote social and economic issues that are in the best interest of the membership.
- (9) Participate in related Union activities as deemed necessary by the Executive Board.
- (10) Will be responsible to attend Area Vice President meetings as deemed necessary by the Area Vice Presidents.
- (11) Attend and report on events important to the International Union and the Local.
- (12) Educate the Executive Board and the membership on social, economic, and political issues important to the International Union and the Local.
- (13) Develop education seminars as deemed necessary by Executive Board.
- (14) Responsible for coordinating and/or attending union orientation of new hires as directed.
- (15) Be knowledgeable of local community resources, citizen organizations and politicians.
- (16) Be knowledgeable of use of the media including, but not to, television, radio, written publications, etc.
- (17) Be knowledgeable in writing and handling hand bills, leaflets, and correspondence.
- (18) Coordinate Chief Steward/Steward training sessions in collaboration with Executive Board.
- (19) Attend Executive Board meetings as a non-voting member as requested.
- (20) Educate and train their replacement when their position is vacated.
- (21) Failure to perform the above functions may result in removal from the position.

V. QUALIFICATIONS:

- (1) Member in good standing of the union.
- (3) Belief in the principle of Unionism.
- (4) Willingness to give of one's time and energy.
- (5) Attendance at meetings.
- (6) Demonstrated writing, editing and desktop publishing abilities.
- (7) Expectation to participate in PAF, if applicable.

DIRECTOR OF HEALTH AND SAFETY

- Includes:
- I. Position
 - II. Reports to
 - III. Position Definition
 - IV. Function
 - V. Qualifications

I. POSITION: Director of Health and Safety

II. REPORTS TO: Local President and Executive Board

III. POSITION DEFINITION: A position within the Local structure appointed by the President and Executive Board.

IV. 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 employers' adherence to health and safety regulations as pertaining to local, state, and federal laws.
- (3) Chair and conduct Local Union safety committee meetings in according to the Local's Bylaws.
- (4) Conduct Health and Safety seminars for the membership.
- (5) Conduct training sessions on New York State Disability, Workers' Compensation, Family Medical Leave Act and Americans with Disabilities Act for Executive Board and Steward structure, NYS Paid Family Leave, and NYS Paid Sick Leave.
- (6) Will pursue obtaining Health and Safety grants in conjunction with the District and National Union Health and Safety Coordinator and Directors.
- (7) Will work with the employers' Health and Safety Staff in obtaining Joint Labor/Management Health and Safety grants.
- (8) Establish and maintain material to reference focusing on 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 topics.
- (11) Be knowledgeable of local community resources, citizen organizations and politicians.
- (12) Be knowledgeable of the use of the media including, but not limited to, television, radio, written publications, etc.
- (13) Be knowledgeable in writing and handling hand bills, leaflets, and correspondence.
- (14) A member 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 welfare of the members.
- (16) Support and promote social and economic issues that are in the best interest of the membership.
- (17) Participate in related Union activities as deemed necessary by the Executive Board.
- (18) Attend Executive Board meetings as a non-voting member as requested.
- (19) Educate and train their replacement when their position is vacated.
- (20) Failure to perform the above functions may result in removal from the position.

V. QUALIFICATIONS:

- (1) Member in good standing of the union.
- (3) Belief in the principle of Unionism.
- (4) Willingness to give of one's time and energy.
- (5) Attendance at meetings.
- (6) Knowledge of health and safety issues pertaining to members of the Local.
- (7) Expectation to participate in PAF, if applicable.

DIRECTOR OF LEGISLATIVE/POLITICAL ACTION

- Includes:
- I. Position
 - II. Reports to
 - III. Position Definition
 - IV. Function
 - V. Qualifications

- I. POSITION: Director of Legislative/Political Action
- II. REPORTS TO: Local President and Executive Board
- III. POSITION DEFINITION: A position within the Local structure appointed by the President and Executive Board.
- IV. FUNCTION: The responsibilities of the Director of Legislative/Political Action
 - (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 Local's Legislative Committee meetings as deemed necessary.
 - (5) Participate in other union committees; WNY-CWA Council, District I Leadership conference, WNY Area Labor Federation, AFL-CIO Political Action Committee, District I Political Conferences and trainings as directed by the President and the 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 a relationship with the Working Families Party.
 - (10) Assume all duties to coordinate the Local's voter registration and PAF drives.
 - (11) Attend, as requested, new hire orientation for the purpose of voter registration and PAF sign up.
 - (12) Attend Bargaining Unit, Chief Steward and Steward meetings as requested.
 - (13) Attend membership meetings to report/promote the Local's political agenda with emphasis on labor and health care issues.
 - (14) Attend Executive Board meetings as a non-voting member as requested.
 - (15) Participate in Citizen Action, Coalition for Economic Justice, and any other community organization meetings, etc. as issues arise at the direction of the President and the 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 their replacement when their position vacates.
 - (20) Participate in National Conferences regarding Health Care topics as deemed necessary.
 - (21) Participate in CWA Legislative Conference, Women's Conference, Public, Health Care and Educators Conference and other pertinent conferences as directed by the Local President and the 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 health care issues.
 - (25) Be knowledgeable of use of the media including, but not limited to, television, radio, written publications, etc.
 - (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.
- V. QUALIFICATIONS:
 - (1) Member in good standing of the union.
 - (3) Belief in the principles of Unionism.
 - (4) Willingness to give of one's time and energy.
 - (5) Attendance at meetings.
 - (6) Expectation to participate in PAF, if applicable.

DIRECTOR OF ORGANIZING/MOBILIZATION

- Includes:
- I. Position
 - II. Reports to
 - III. Position Definition
 - IV. Function
 - V. Qualifications

I. POSITION: Director of Organizing/Mobilization

II. REPORTS TO: Local President and Executive Board

III. POSITION DEFINITION: A position within the Local structure appointed by the President and Executive Board.

IV. 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 mobilization committee meetings.
- (4) Assume all duties to coordinate the Local's organizing campaigns.
- (5) Assume all duties to coordinate the Local's mobilization campaigns.
- (6) Assist the 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 Council, AFL-CIO Council, Coalition for Economic Justice, etc.
- (9) Prepare updates and reports to submit to CWA International Staff Representative(s) and/or Organizer(s).
- (10) Establish and maintain records that are accessible to all members of the Executive Board.
- (11) Be knowledgeable of all bargaining unit contracts.
- (12) Be knowledgeable of the current National Labor Relations Act and Rights to request via Freedom of Information Act (FOIA).
- (13) Be knowledgeable of the National Labor Relations Board processes.
- (14) Be knowledgeable of various statutory, licensing, and regulatory agencies.
- (15) Be knowledgeable of CWA International resources and personnel including but not limited to the Research Department, Legal Department and Organizing Personnel.
- (16) Be knowledgeable of local community resources; Buffalo Public Library, County Clerk's office, other labor organizations, citizen organizations and politicians.
- (17) Be knowledgeable of use of the media including, but not limited to, television, radio, written publications, etc.
- (18) Be knowledgeable in writing and handling hand bills, 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 their replacement when their position vacated.
- (23) Failure to perform the above functions may result in removal from the position.

V. QUALIFICATIONS:

- (1) Member in good standing of the union.
- (3) Belief in the principle of Unionism.
- (4) Willingness to give of one's time and energy.
- (5) Attendance at meetings.
- (6) Expectation to participate in PAF, if applicable.

CLINICAL STAFFING COMMITTEE DIRECTOR

- Includes:
- I. Position
 - II. Reports to
 - III. Position Definition
 - IV. Function
 - V. Qualifications

I. POSITION: Clinical Staffing Committee Director

II. REPORTS TO: Local President and Executive Board

III. POSITION DEFINITION: A position within the Local structure appointed by the President and Executive Board.

IV. FUNCTION: The responsibilities of the Clinical Staffing Committee (CSC) Director will be as follows:

- (1) Work with members to ensure safe staffing through the implementation of the NYS Clinical Staffing Committee Law (§2805-T) and other methods as appropriate at Kaleida Health.
- (2) Work with the Director of Mobilizing & Organizing and the mobilizing team on recruiting and training members to be staffing captains with the aim of one staffing captain per dept and per shift.
- (3) Work with the Executive Board, chief stewards and within the mobilizing structure to ensure appropriate union member participation in all Clinical Staffing Committees.
- (4) Be knowledgeable about the law and steer the Executive Board and Kaleida Health to meet the expectations of the law and utilize it fully to ensure safe staffing for our members and their patients.
- (5) Establish a process to ensure rank and file members understand what the staffing levels should be in their departments and under what circumstances they should file a complaint, how to file such a complaint, and evaluate the effectiveness of that process routinely.
- (6) Assist with investigations into unsafe staffing occurrences and track and document all investigations.
- (7) For departments not included in the Clinical Staffing Committee (CSC) but which are involved with patient care in any way: ensure they are completing complaints to the Department of Health when they are not safely staffed and follow up regarding each such department as the law is evaluated for effectiveness.
- (8) Review back-end submitted data for trends, departments/units to focus for complaints, and for any gaps in data.
- (9) Prepares updates and reports to the Executive Board and relevant CWA district staff.
- (10) Establish and maintain records that are accessible to all union members and the Executive Board.
- (11) Organize department meetings to find staffing captains, committee members and to brainstorm member-led solutions to staffing issues and encourage collective actions in addition to the legal solutions.
- (12) Attend CSC site and steering committee meetings and facilitate in addition to the mobilizing team, the Executive Board, and steward structure.
- (13) Failure to perform the above functions may result in removal from the position.

V. QUALIFICATIONS:

- (1) Member in good standing of the union.
- (2) Belief in the principle of Unionism.
- (3) Willingness to give of one's time and energy.
- (4) Attendance at meetings.
- (5) Experienced with: Microsoft Excel, Google Sheets, Microsoft Word, Google Docs, Zoom, and the ability to email.
- (6) Written and verbal skills to clearly communicate with the membership and Kaleida Health. Avenues include: writing, editing, and proofreading of: emails, texts, and fliers.
- (7) Willingness and ability to learn and become aquatinted to new computer programs such as Signal, Broadstripes, Action Network, etc.
- (8) Expectation to participate in the Political Action Fund, if applicable.

CHIEF STEWARD

- Includes:
- I. Position
 - II. Reports to
 - III. Position Definition
 - IV. Function
 - V. Qualifications

I. POSITION: Chief Steward

II. REPORTS TO: Area Vice President(s) and/or appropriate Officer(s)

III. POSITION DEFINITION: A member in good standing from their respective bargaining unit appointed/selected by the appropriate Area Vice President(s) and/or Officer(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.

IV. 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 the 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 members.
- (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 Stewards Training as needed and/or required.
- (7) Work under the direction of Area Vice President(s) and/or Officer(s).
- (8) Communications of all Local decisions and actions by the Area Vice President(s) and/or Officer(s) will be communicated to the stewards and the membership.
- (9) Register all members who are qualified voters and encourage them to vote in all elections.
- (10) Communicates issues and problems of Stewards and the membership to Area Vice President(s) and/or Officer(s).
- (11) Has knowledge of New York State Disability, Workers' Compensation, Americans with Disabilities Act, Family Medical Leave Act and Unemployment Insurance, NYS Paid Family Leave, and NYS Paid Sick Leave.
- (12) Operate as a member of a team.
- (13) 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 Area Vice President(s) and/or Officer(s).
- (14) Attend Chief Steward and Steward meetings.
- (15) Attend membership meetings.
- (16) Encourage and recruit membership and recruit members for union activities.
- (17) Determine with Area Vice President(s) and/or Officer(s) the adequate number of stewards to properly represent the members in accordance with any/all contract language that may pertain.
- (18) Shall conduct steward elections as deemed necessary with the assistance of the officers and/or the Election Committee.
- (19) Maintain regular communication with Stewards and members in their jurisdiction.
- (20) Function as a Steward in the absence of a Steward.
- (21) Ensure fair representation of all members.
- (22) Actively participate in the respective grievance procedure and be responsible for the following:
 - (a) Knowledge of the contract;
 - (b) Grievance preparation;
 - (c) File grievances;
 - (d) Participate in Steps I & II of the grievance procedure;
 - (e) Assist Area Vice President(s) and/or Officer(s) in preparing grievances for arbitration;
 - (f) Relay information to Area Vice President(s) and/or Officer(s); and
 - (g) Include all information in the Local grievance file.
- (23) Submit to Local all records when resigning and/or vacating their position.
- (24) Provide leadership, organization, and a voice for the members.
- (25) Educate themselves in the knowledge needed for union work.
- (26) Attend classes and schools sponsored by the Union.
- (27) Failure to perform the above functions may result in removal from their position.

V. QUALIFICATIONS:

- (1) Member in good standing of the union.

- (2) Member of the bargaining unit for which he/she are seeking office.
- (3) Belief in the principle of Unionism/team player.
- (4) Willingness to give of one's time and energy.
- (5) Attendance at meetings.
- (6) Expectation to participate in PAF, if applicable.

STEWARD

- Includes:
- I. Position
 - II. Reports to
 - III. Position Definition
 - IV. Function
 - V. Qualifications

I. POSITION: Steward

II. REPORTS TO: Chief Steward(s) and/or appropriate Area Vice President(s) or Officer(s)

III. POSITION DEFINITION: A member in good standing from their respective bargaining unit appointed/selected by the appropriate Area Vice President(s) and/or Officer(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.

IV. FUNCTION: The responsibilities of the Steward shall be as follows:

- (1) Perform all duties as required by the CWA Constitution, Local Bylaws and enforce the 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 members.
- (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 Stewards Training as needed and/or required.
- (7) Work under the direction of the Area Vice President(s) and Chief Steward(s).
- (8) Communications of all Local decisions and actions by the Area Vice President(s) and/or Officer(s) will be communicated to the stewards and the membership.
- (9) Register all members who are qualified voters and encourage them to vote in all elections.
- (10) Communicate issues and problems of the membership to the Chief Steward(s) and the Area Vice President(s) and/or Officer(s).
- (11) Has knowledge of New York State Disability, Workers' Compensation, Americans with Disabilities Act, Family Medical Leave Act and Unemployment Insurance, NYS Paid Family Leave, and NYS Paid Sick Leave.
- (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 Area Vice President(s) and/or Officer(s).
- (13) Attend Steward meetings.
- (14) Attend membership meetings.
- (15) Encourage and recruit membership and recruit members for union activities.
- (16) Maintain regular communication with membership in their jurisdiction.
- (17) Ensure fair representation of all members.
- (18) Actively participate in the respective grievance procedure and be responsible for the following:
 - (a) Knowledge of the contract;
 - (b) Grievance preparation;
 - (c) File grievances;
 - (d) Participate in Step I and Step II of the procedure;
 - (e) Assist in preparation for Step II and arbitration;
 - (f) Relay information to Chief Steward(s) and Area Vice President(s); and
 - (g) Include all information in the Local grievance file.
- (19) Submit to Local all records when resigning and/or vacating their position
- (20) Provides leadership, organization, and a voice for the members.
- (21) Educate themselves in the knowledge needed for union work.
- (22) Attend classes and school sponsored by the Union.
- (23) Failure to perform the above functions may result in removal from their position.

V. QUALIFICATIONS:

- (1) Member in good standing of the union.
- (2) Member of the bargaining unit for which they are seeking office.
- (3) Belief in the principle of Unionism/team player.
- (4) Willingness to give of one's time and energy.
- (5) Attendance at meetings.
- (6) Expectation to participate in PAF, if applicable.

CHAIR OF THE ELECTION COMMITTEE

- Includes:
- I. Position
 - II. Reports to
 - III. Position Definition
 - IV. Function
 - V. Qualifications

I. POSITION: Election Committee Chairperson

II. REPORTS TO: Executive Board

III. POSITION DEFINITION: Shall conduct all nominations and elections and referenda of the Local.

IV. 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 comply with the 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 and any needed supplies.
- (4) Recruit members to the Election committee from the 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 records that are accessible to all members of the Executive Board.
- (6) Be knowledgeable of Labor-Management Reporting and Disclosure Act of 1959 (LMRDA).
- (7) Be familiar with the nearest field office of the Office of Labor Management Standards (OLMS).
- (8) Actively participates in the election procedure and to be responsible for the following:
 - (a.) Assist any Election vendors with all Officer and Executive Board elections, i.e.: give membership labels of last known address to the election vendor for a mail ballot.
 - (b.) Knowledge of the secret ballot election process in compliance with the LMRDA.
 - (c.) 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 that they were nominated to a position/title and ask if they will accept or decline the nomination. A 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 as 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 the membership of the Local.
- (9) Bargaining Committee Representative elections, Contract Ratification votes, and strike authorization votes 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 in accordance with their duties as Chair of the Election Committee.

V. QUALIFICATIONS:

- (1) Member in good standing of the union.
- (2) Belief in the principle in unionism.
- (3) Willingness to give of one's time and energy.
- (4) A member shall not be permitted to serve on the Election Committee if they are a candidate for any office of the Local, a delegate to the CWA convention, or a voting member of the Executive Board.
- (5) Term: unlimited.
- (6) Expectation to participate in PAF, if applicable.