

***Bylaws and Rules
of
Local 13000***

Communications Workers of America, AFL-CIO

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PREAMBLE

This Local Union, the successor to the Federation of Telephone Workers of Pennsylvania, a proud Union founded in 1938, will continue to be a dynamic and forceful organization dedicated to coping with the problems of communications workers in its jurisdiction. This Local Union shall also include those workers who wish to become part of the Union regardless of their field of endeavor. We will seek to secure for ourselves, and for Labor generally, full enjoyment of the inherent rights and dignities to which free men and women are entitled.

ARTICLE 1

NAME AND PURPOSE

Section 1: Name

The name of this Local Union shall be Local 13000, Communications Workers of America, AFL-CIO.

Section 2: Purpose

This Local Union shall:

(a) Subject to the rules of the National Union, participate in collective bargaining for those employees who have selected it for that purpose with respect to rates of pay, hours of employment, and all other conditions affecting or arising out of the employment relationship;

(b) Keep informed of proposed legislation and regulations affecting workers which it represents, espouse the passage of legislation and regulations deemed favorable, and the prevention of legislation and regulations deemed detrimental to their interests;

(c) Promote and protect, at all times, the general interest of those workers it represents in all matters arising out of their employment relationship or union activity.

ARTICLE 2

STRUCTURE

Section 1: Organization

The organization of this Local Union shall be:

(a) The Branch, which shall comprise members associated geographically, vocationally, departmentally, or by employer;

(b) The Unit, which shall comprise Branches associated geographically, departmentally, or vocationally, and by employer where possible and feasible;

(c) The Region, which shall comprise Units associated geographically, departmentally, and/or by employer where possible and feasible;

(d) The Executive Board, which shall consist of the Local President, Local Vice President, Local Secretary-Treasurer, and the Regional Vice Presidents;

(e) The Local convention shall consist of a delegate for the first 100 members providing the Unit has more than 50 members, and an additional delegate for each 100 members or major fraction thereof. Units comprised of 50 or less are entitled to group such Units and elect from such group a convention delegate or delegates as provided by the numerical criteria set forth above. Should such Units in the aggregate be numerically insufficient to provide a convention delegate, proxies equal to the number of members in each Unit may be assigned to other delegates to the convention by Unit.

Section 2: Definitions

The following terms, whenever used herein, shall have the following meanings:

- (a) "Branch" shall mean members within the Branch;
- (b) "Unit" shall mean members within the Unit;
- (c) "Region" shall mean members within the Region;

(d) "Local Union" shall mean all components of the organization;

(e) "Council" shall mean members of the Council;

(f) "Constituent" shall mean Local Union member;

(g) "Majority vote" shall mean more than one-half of all the votes cast;

(h) "Plurality" shall mean the greater number of votes received of all the votes cast;

(i) A ballot determined "void" by the Election Committee shall be counted as a cast ballot;

(j) "Roll call per capita vote" shall mean that each delegate is entitled to cast one vote for each member as properly accredited;

(k) "Local convention" shall mean Local convention delegates in Local convention assembled;

(l) "Quorum" shall mean 20 percent of the membership;

(m) "Independent Units" shall mean members within a region comprising of employees other than employees at Verizon.

(n) The "Bylaws and Rules" shall mean the *Bylaws and Rules of Local 13000, Communications Workers of America, AFL-CIO*;

(o) "Administrator" shall mean a member of the Local Union appointed by the Executive Board to administer the affairs of a suspended Unit or Region;

(p) "He" shall mean masculine or feminine gender;

(q) "Supervisor's groups" shall mean all the employees reporting directly to a particular supervisor;

(r) The following terms are synonymous and can be used interchangeably:

- (1) Unit President/District Steward
- (2) Branch Representative/Chief Steward
- (3) Job Steward/Steward

(s) "Job Steward" shall mean a member who is appointed to assist a Branch Representative in the performance of his duties. A Job Steward may be appointed for each first line supervisor's group;

(t) "AT&T" means the American Telephone and Telegraph Company or any of its subsidiaries;

(u) "Full time work for the Local Union" shall mean off the job either on a leave of absence for Union business or off the job on excused Union time;

(v) "Executive Board" shall mean the Executive Board of the Local Union. When reference is made to the Executive Board of the National Union, that body will be designated the National Union Executive Board.

(w) "Tellers" shall be members-at-large who assist the Election Committee to sort, open and tally the ballots.

(x) Member in good standing means:

(1) Member has made continuous payment of dues unless failure clearly is not the individual's fault.

(2) Member has made payment of all fines.

(3) Member has made payment of all monies owed the Union.

(4) Member has made payment of back dues and assessments due the Union.

(5) Member has complied with terms of any suspension or expulsion from membership.

Section 3: Established Structure

The structure of this Local Union, established as of the date of the adoption of these *Bylaws and Rules*, is set forth in Appendix A hereof.

Section 4: Changing the Structure

The structure of the Local Union may be altered or changed only by amendment to the *Bylaws and Rules* as herein set forth, provided that the Executive Board may establish new Branches,

Units, or Regions where existing Branches, Units, or Regions are inappropriate, or where new or other departments are organized.

ARTICLE 3
MEMBERSHIP

Section 1: CWA Constitution

Rules for membership eligibility, application for membership, transfers, termination of membership, and retired members' clubs are set forth in Article V of the CWA Constitution.

Section 2: Local Union Procedures

Application for membership shall be made on a standard Local Union application form and submitted to the Unit Secretary. Each Unit Council will sit as a membership committee to pass upon the applications for membership in the Unit having jurisdiction. Such application must also be approved by the Unit of which the applicant was formerly a member, if any, and must finally be approved by the Executive Board. Reinstatements from expulsions by a Local trial court can only be approved by the Local convention, the Executive Board of the National Union, or the National Union convention.

Section 3: Duties of Members

(a) It shall be a duty of each member to notify the Representative of the Branch 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 all membership meetings of the Branch, Unit, or Region in which he is located either permanently or temporarily at the time of such meeting;

(c) Each member in attendance at Union membership meetings shall be entitled to a voice and vote in matters pertaining to the Branch, Unit, or Region of which he is a member;

(d) It shall be the responsibility of the individual member to keep the Union informed as to his residence address and company work location;

(e) 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 strike director, to perform picket duty, and to refrain from working for a struck employer during the period of such strike;

(f) It shall be the duty of each member to obey authoritative orders of a particular council of the Union having jurisdiction over him.

Section 4: Assignment and Transfer of Members

(a) Unit Councils shall assign new members to the appropriate Branch within the Units in their jurisdiction;

(b) Members who are transferred, vocationally or geographically, by company action, shall come under the jurisdiction of the Branch, Unit, and Region into whose area such transfer is made. Where such transfer is intended to be for a period of six months or less, no change in jurisdiction shall be made, provided, however, that such members shall be required to comply with all rules and regulations and directions of the Branch, Unit, and Region of the temporary location.

Section 5: Resignations

Members who continue to be represented by this Local Union may resign only upon written notice to the Local Secretary-Treasurer.

ARTICLE 4
BRANCHES, BRANCH REPRESENTATIVES,
AND JOB STEWARDS

Section 1: Election and Duties of Branch Representatives

(a) Each Branch shall elect from among its membership one Branch Representative who shall be a member of the Unit Council of the Unit of which it is a part. Eligibility, nomination, and election procedures are under Article 10;

(b) A Branch Representative shall not, during the period of his term of office, accept any "in-charge" assignment from the company employing him. If a Branch Representative elects to go to the assessment center or participate in a management selection process, he shall resign his position prior to going;

(c) Each Branch Representative shall:

(1) Represent the interest of the Union membership in his Branch and subject to the approval of the Unit Council, may appoint a Job Steward from within each supervisor's group to assist him;

(2) Conduct at least four meetings of the Branch membership each year, except as modified under Article 5, Section 2, Paragraph (c)(8);

(3) Unless otherwise excused, attend all meetings of his Branch, Unit, Region, or Local when his attendance is required. Failure to attend three consecutive meetings which require his attendance will result in the office being declared vacant by the Unit Council or the Executive Board.

Section 2: Promotion of Branch Representative

(a) Within three days of the receipt of notice that the company employing a Branch Representative desires to promote or transfer said Branch Representative, the Local President shall notify the President of the Unit having jurisdiction;

(b) Approval of or objection to a proposed promotion or transfer shall be transmitted to the Local President within eight days of the receipt of a notice by the Unit President. In the event a majority of the council of which the Branch Representative shall be a member objects to the promotion or transfer, the company employing him shall be so informed.

Section 3: Temporary Out-of-Town Transfer

In the event a Branch Representative is temporarily transferred under circumstances which prevent him from returning home nightly, he shall appoint a substitute to assume his functions and duties during such temporary transfer. He shall notify the company of the appointment.

Section 4: Absence of Representative Because of Vacation

A representative who shall be away from his duties because of vacation may, to the extent permitted by law, appoint a substitute who shall serve as the Branch Representative until the expiration of the representative's vacation. He shall notify the company of the appointment.

ARTICLE 5
UNITS

Section 1: Unit Offices

(a) The members of the Branches within the jurisdiction of a Unit shall comprise the unit membership;

(b) The membership of each Unit shall elect from within such Unit, a Unit President, a Unit Vice President, and a Unit Secretary. A Unit officer shall not, during the term of his office, accept any "in-charge" assignment from the company employing him. If a Unit officer elects to go to the assessment center or participate in a management selection process, he shall resign his position prior to going. Eligibility, nomination, and election procedures are under Article 10.

Section 2: Unit Councils

(a) All of the Branch Representatives and Unit officers within a Unit shall comprise the Unit Council;

(b) The Unit President, Unit Vice President, and Unit Secretary shall be, respectively, the President, Vice President, and Secretary of the Unit Council and shall be responsible to their council and to the unit membership as a whole;

(c) Each Unit Council shall:

(1) Hold at least three regular meetings each year, provided, however, that meetings of the Branch Representatives on a regional basis may be held in lieu of unit council meetings. A majority of the members of a Unit Council, including at least one Unit Council officer, shall be deemed the council. A vote of the majority of those present shall be deemed to be the vote of the council and shall be binding upon the council, except in those cases where the number of votes necessary for action is specifically provided otherwise herein. In the event of the absence of a Branch Representative from a Branch, Unit, or Unit Council meeting, the absent representative shall appoint a substitute from the membership of his Branch, and if he fails to do so, the president shall make the appointment. In either case, the substitute shall have full status of a representative including the right to vote on any and all questions;

(2) Keep true and accurate records of all such regular and special meetings, copies of which shall be sent to the Regional Vice President and the Executive Board and shall also be made available to the members of the Unit;

(3) Formulate and decide policies consistent with the *CWA Constitution*, these *Bylaws and Rules*, and Executive Board policy;

(4) Adopt resolutions and regulations for the guidance of its officers;

(5) Refer to the Regional Vice President or Executive Board all problems beyond the scope of its activity and authority;

(6) Pass upon the qualifications of all applications for membership in the Unit, except as otherwise herein provided;

(7) Formulate, subject to the approval of the Executive Board and in accordance with applicable law, rules and regulations for the conduct of the affairs of the Unit and Unit Council within the limitations of the *CWA Constitution*, these *Bylaws and Rules*, and Executive Board policy;

(8) Conduct at least four membership meetings of the Unit or Branch membership each year. At the discretion of the unit council, meetings of the unit membership may be held in lieu of meetings of the Branch membership. Providing a quorum is present, a vote of the majority shall be deemed the vote of the membership, except as otherwise provided in the *CWA Constitution* or these *Bylaws and Rules*;

(9) Have the power to recommend changes in Branch or Unit organizations subject to the approval of the Executive Board.

Section 3: Unit Council Officers

(a) The Unit Council officers shall be a president, a vice president, and a secretary elected as herein provided;

(b) The Unit Council president shall be responsible to the local convention, the Executive Board, the Local President, the Regional Vice President, the Unit Council, and the members of the Unit he serves. He shall represent the interests of the membership in his Unit in matters before the regional meetings of Unit Presidents. He shall preside at all meetings of the Unit Council and the unit membership. He shall also preside, when requested, at meetings of the individual Branches. He shall make available to the members of the Unit Council copies of all pertinent or important communications, notices, documents, reports, and information received by him. He shall represent the

Unit and Unit Council whenever required, perform faithfully all duties incidental to such office, shall observe all requests made by the Executive Board, and shall faithfully perform such other duties as may be assigned by the unit membership and the Unit Council. He shall have the right to attend all meetings of the Branch membership within the respective Unit;

(c) The Unit Council vice president shall assist the president, when required by the latter, in the exercise of all duties set forth in the foregoing paragraph, and shall perform all the duties of the president during the latter's absence or disability or upon the latter's resignation or death until a Unit President is elected;

(d) The Unit Council secretary shall attend all meetings of the Unit Council and all meetings of the unit membership, shall keep minutes of all unit council meetings and meetings of the unit membership. He shall keep a true and accurate record of the membership of the Unit. He shall be the custodian of all records and minutes of the Unit and Unit Council. He shall perform such other duties as may be directed by the Unit Council. At the expiration of his term of office, he shall deliver to his successor or the Unit President all books, papers, documents, records, equipment, supplies, minutes, and accounts of the Unit and Unit Council.

ARTICLE 6 REGIONS

Section 1: Regional Vice Presidents

(a) The membership of each region shall elect from within such region a Regional Vice President who shall work full time for the Local Union;

(b) An incumbent Regional Vice President shall be considered as a member of that region for election purposes.

Section 2: Unit President

The Regional Vice President may designate a Unit President to act for him in his absence. If the Regional Vice President is unable to designate, or fails to designate someone to act for him in his absence, the Local President may do so.

Section 3: Designation by Vice President

The Regional Vice President may designate a Unit President to take the minutes of meetings of a region.

ARTICLE 7 EXECUTIVE BOARD AND EXECUTIVE OFFICERS

Section 1: Executive Board Officers

(a) The Executive Board shall consist of the Local President, the Local Vice President, the Local Secretary-Treasurer, and the two Regional Vice Presidents. All Executive Board members shall have a vote on all matters before the board;

(b) Each member of the Executive Board shall be employed full time by the Local and shall receive salaries, expense accounts, and pensions as recommended by the Local's Salary and Pension Committee and approved by the convention.

Section 2: Election

The Local President, Local Vice President, and Local Secretary-Treasurer shall be elected by a vote of the Local membership. Each Regional Vice President shall be elected by a vote of the membership of the region which he shall serve.

Section 3: Authority, Duties, and Obligations of the Executive Board

(a) The Executive Board shall:

(1) Take whatever actions are necessary to ensure that the Local Union meets the requirements for locals specified in Article XIII of the *CWA Constitution*;

- (2) Hold at least four regular meetings each year, and as many special meetings as is necessary for the proper transaction of the business of the Local Union;
- (3) Keep a true and accurate record of all regular and special meetings, copies of which shall be made available to all councils and the Local Union membership;
- (4) Approve or disapprove all recommendations of the regional and Unit Councils;
- (5) Between Local conventions, coordinate all activities of the Local Union, formulate and decide policies for the Local Union, and adopt suitable motions for the guidance of its officers in the execution of such policies;
- (6) Receive all money and assets due to the Local Union, establish budgets for each region, establish levels of payments for salaries and expenses except those covered in Article 7, Section 1, Paragraph (b), and approve all proper expenditures of the Local Union;
- (7) Approve or disapprove of the rules and regulations proposed by the Units, for the conduct of their affairs;
- (8) Be the final arbiter of these *Bylaws and Rules* except that the questions of interpretation of these *Bylaws and Rules* shall be subject to an "appeal to the decision of the chair" while the Local convention is in session. Such appeal will require a two-thirds vote;
- (9) Have the authority to establish a Local office or offices, purchase such supplies, equipment, and furniture, engage such assistance, and subscribe to such publications as may be deemed necessary for the general welfare of the membership of the Local Union and its proper operation;
- (10) Have the authority to engage counsel, and power to institute or to appear and make defense in any action or actions at law or in equity, on behalf of the Local Union, before any court or quasi-judicial body as it may deem necessary for the protection of the Local Union and the enforcement of its rights;
- (11) Obtain information concerning matters affecting the welfare of the membership, including proposed and enacted legislation and government regulations, and take such action in all matters as may be deemed essential to the best interest of the membership;
- (12) Publish a periodical or magazine;
- (13) Appoint or arrange for the election of bargaining committees in each bargaining unit subject to numerical and/or financial limitations set by the National Union or the district vice president;
- (14) Have the authority to adopt a contract and send out the proposed agreement for ratification by the affected union membership by mail ballot or by a secret vote at a membership meeting. Rejection of a contract by the membership shall authorize the Executive Board to call a strike subject to approval by the National Executive Board, and the ratification ballot shall be so worded;
- (15) Shall not accept a management position during their term of office;
- (16) Establish an educational program;
- (17) Establish and maintain a pension plan for the benefit of full-time officers and employees of the Local Union;
- (18) Shall recommend to the District Vice President arbitration of those unresolved grievances which merit arbitration;
- (19) A majority of the members of the Executive Board, including at least one Executive Board officer, shall constitute a quorum and, provided a quorum is present, a vote of the majority of those present shall be deemed to be the vote of the Executive Board and binding upon the Executive Board,

except where the number of votes necessary for action is otherwise specifically provided herein.

Section 4: Powers and Duties of Executive Board Members

- (a) The Local President shall:
 - (1) Be President of the Local Union and be responsible to the Local convention and the Executive Board, except in the case of a mandate of the Union membership;
 - (2) Preside at all meetings of the Executive Board and may sit ex-officio, at his discretion, in regional meetings, unit council meetings, and membership meetings. He may sit on the negotiating committees and ex-officio on any committees appointed by the Executive Board;
 - (3) Together with the Local Secretary-Treasurer, sign all proper checks and vouchers subject to the final approval by a majority of the Executive Board;
 - (4) Furnish to the members of the Executive Board copies of all pertinent communications, notices, documents, reports, and information received by him;
 - (5) Be responsible for the dissemination of pertinent information from the Local office to all Branch Representatives;
 - (6) Be responsible for the maintenance of all the Union records in the Local office;
 - (7) Represent the Executive Board and the Union whenever required;
 - (8) Perform faithfully all duties entrusted to him;
 - (9) Observe all requests and instructions of the Executive Board, and shall perform all duties assigned to him by the Executive Board;
 - (10) At the expiration of his term in office deliver to his successor or to the Local Secretary-Treasurer all records and properties of the Union.
- (b) The Local Vice President shall:
 - (1) Be the Vice President of the Local Union and shall be responsible to the Local convention, the Executive Board, and the Local President;
 - (2) Assist the Local President when requested by the latter in the exercise of all duties set forth in the foregoing paragraph, and shall perform all the duties of the Local President during the latter's absence or disability, or upon the latter's resignation or death, or until a new Local President is elected;
 - (3) Be responsible for the administration of all contracts between members of the Local and their employees;
 - (4) Be the alternate signer and shall be authorized to sign all checks and vouchers in the absence of either the Local President or the Local Secretary-Treasurer;
 - (5) At the expiration of his term of office, deliver to his successor or to the Local President all records and properties of the Union.
- (c) The Local Secretary-Treasurer shall:
 - (1) Be the Secretary-Treasurer of the Local Union and shall be responsible to the Local convention, the Executive Board, and the Local President;
 - (2) Be the custodian of records and minutes of the Executive Board;
 - (3) Keep a true and accurate record of all proceedings;
 - (4) Be the custodian of all funds of the Local including the pension plan funds and shall deposit such monies, in the name of the Union, in such depositories as the Executive Board shall direct;
 - (5) Furnish a financial report of all funds at least quarterly to the Executive Board and the Local President. Furnish a financial report to the Local convention. Cause an audit to be made by an independent auditing firm and make the audit available to the membership at least annually;

(6) Cause an annual audit to be made by a Membership Auditing Committee consisting of one rank-and-file member from each region appointed by the Regional Vice Presidents. The results of this audit will be made available to the Local membership;

(7) Issue duly authorized checks for all proper expenditures and disbursements, and require duly approved vouchers for all such checks;

(8) At the expiration of his term of office, deliver to his successor or to the Local President, all records and minutes of the Executive Board of which he is custodian; all money, investments, books, records, equipment, supplies, and accounts of the Local Union of which he is custodian;

(9) Shall supply to the members via the bulletin board and/or *CWA 13000 News*, a quarterly report.

(d) The Regional Vice Presidents shall:

(1) Be Regional Vice Presidents and be responsible to the Local convention, the Executive Board, the Local President and the members of the region they serve;

(2) Be responsible for administering the contracts of the employers in their regions;

(3) Represent the interests of the membership in their regions in matters before the Executive Board;

(4) May sit ex-officio, at his discretion, at unit council meetings and membership meetings in his region;

(5) Hold at least four Unit Presidents' meetings within his region each year, and as many special meetings as is necessary for the proper transaction of business within the region;

(6) Be responsible to carry all motions and recommendations of the regional Unit Presidents' meetings to the Executive Board for their deliberation and report back to the Unit Presidents as to the Executive Board's decision.

ARTICLE 8 LOCAL CONVENTION

Section 1: Time of Convention

The Local Union shall meet in annual convention at a time and place selected by the Executive Board.

Section 2: Call to convention and Delegates

(a) The Local Secretary-Treasurer shall notify each convention delegate and Unit Secretary in writing on the convening of the convention no later than 30 days in advance of the opening date of the annual convention, and shall give as much advance notice as possible before a special convention;

(b) The convention shall consist of the convention delegates and the Executive Board members. The Local Secretary-Treasurer shall preserve for one year the credentials of the delegates and all minutes and other records of the convention;

(c) Each convention delegate shall have one vote, except when per capita voting is in order;

(d) The convention delegates shall be one or more of the officers of the Unit. The order of eligibility being: (1) Unit President; (2) Unit Vice President; and (3) Unit Secretary. If additional delegates are required, they shall be elected by the unit membership as set forth in Article 10. Eligibility and nomination and election procedures are under Article 10;

(e) An additional delegate shall not, during the period of his term of office, accept any "in-charge" assignment from the company employing him.

Section 3: Powers of Convention

The convention shall:

(a) Establish the policies to be followed by the Local Union within the limitations set forth in these *Bylaws and Rules* and the *CWA Constitution*;

(b) Pass upon the credentials of delegates to the convention and have authority to permit voting by proxy;

(c) Do all things necessary for the proper disposition of any matter which may properly come before the convention for consideration.

Section 4: Order of Business

The order of business at the convention shall be as follows:

1. Call to Order
2. Roll Call and Report on Credentials
3. Reading of Convention Rules
4. Report of Executive Board Members and Committees
5. Report of the District Vice President
6. Membership Report
7. Financial Report
8. Unfinished Business
9. New Business
10. Adjournment

Section 5: Special Conventions

(a) A special convention may be called by a majority vote of the Executive Board or upon receipt of a petition signed by a majority of the convention delegates;

(b) Only such matters as are contained in the notice of the special convention shall be placed before the convention.

Section 6: Voting

A quorum at a convention of this Local Union, whether regular or special, shall consist of a majority of the number of accredited delegates. Except with respect to amendments to these *Bylaws and Rules* and any other matter otherwise provided for, the affirmative vote of a majority of those voting shall be sufficient to carry any proposition brought before the convention.

Section 7: Parliamentary Rules

All questions of a parliamentary nature shall be decided by the provisions of *Robert's Rules of Order Revised* unless contrary to provisions of these *Bylaws and Rules* or the *CWA Constitution*.

Section 8: Convention Rules Committee

(a) The Local President shall, not later than six months prior to the convention, appoint with Executive Board approval a Convention Rules Committee composed of one voting delegate from each region;

(b) Each Branch Representative shall submit those items desired for consideration at the convention to the Rules Committee member from his region at least 60 days in advance of the convention;

(c) The Rules Committee shall, not later than 30 days prior to the convention, submit proposed convention rules and an agenda to the delegates who will be attending the convention;

(d) By a majority vote the convention may change the rules or agenda as submitted by the Rules Committee. However, after convention adoption of the rules and agenda a two-thirds majority vote shall be required to change the rules or agenda.

Section 9: Salary and Pension Committee

(a) The Local President shall, not later than six months prior to the convention, appoint with Executive Board approval a Salary and Pension Committee composed of one voting delegate from each Region;

(b) The Salary and Pension Committee shall, not later than 30 days prior to the convention, submit its recommendations on full-time officers' salaries, expense accounts, and pensions to the delegates who will be attending the convention.

Section 10: Constitution and Bylaws Committee

(a) The Constitution and Bylaws Committee shall be appointed by the Local President and approved by the Executive

Board. It shall consist of six members, three Eastern and three Western of which one from each region shall be non-Verizon. The day the committee meets will be ten days after the cutoff date set by the Local President for amendments to qualify for the two-thirds approval;

(b) The duties of the Constitution/Bylaws Committee shall be the following:

- (1) Receive proposed Bylaw changes per Section 10, paragraph (a);
- (2) Study proposed Bylaw changes and make recommendations to the convention on the proposals;
- (3) Write and recommend proposed Bylaws as the committee deems appropriate;
- (4) Prepare proposed bylaw language for Bylaws amendments upon receipt of a request from any member. The request shall include the intent of the Bylaw and be received by the committee prior to the ten-day deadline as set forth in Section 10, paragraph (a).

ARTICLE 9

CWA NATIONAL CONVENTION

Section 1: Notification of Delegates

The Local Secretary-Treasurer shall notify all delegates and alternates of the convening of the National convention within ten days of the time the Local is notified.

Section 2: Attendance

The Executive Board will take all necessary steps to ensure the attendance and qualifications of voting delegates and a reasonable number of alternates.

Section 3: Executive Board Delegates

The Local President, Local Vice President, Local Secretary-Treasurer, and Regional Vice Presidents, by virtue of their election to said offices, shall also be voting delegates to the National convention.

Section 4: Regional National Convention Delegates

(a) Regional National convention delegates/ alternates shall be elected for a three-year term by their respective regional memberships; except for the independent delegates/alternates who will be elected at large from the statewide independent membership;

(b) The Executive Board shall determine the number of regional delegates/alternates from each region who are to attend the National convention in each year; provided that there shall be a relatively equal number of delegates/alternates designated to attend each convention and are selected in a manner deemed appropriate by the region; and provided further that each regional delegate/alternate shall have the opportunity to attend at least one National convention in the three-year term for which such delegate/alternate is elected; with one AT&T and one independent delegate/alternate attending each convention;

(c) These regional delegates/alternates shall be determined by the descending order of finish in their respective delegate elections. In the case of no descending order, each region shall select its delegates by some type of lottery;

(d) The number of regional delegates/alternates elected from the regions shall be equal to the number of Units within the Eastern and Western regions; except the independent delegates/alternates shall be elected at large from the statewide independent membership. The number of at-large independent delegates/alternates shall be three.

Section 5: Number of Delegates by Local

The number of voting delegates to which the Local is entitled according to Article VIII, Section 4, Paragraph (a) of the CWA Constitution, less the five Executive Board members delegates,

shall be apportioned among the following groups according to the percentage of the members in the group compared to the total Local membership: Eastern, Western, and Independent groups. Each shall have at least one delegate.

Section 6: Chairman of Delegates

The Local President shall serve as chairman of the convention delegates. On per capita votes each delegate will have an equal number of votes. Any odd number of votes will be voted by the chairman.

ARTICLE 10

REFERENDA, NOMINATIONS, ELECTIONS, AND BALLOTING

Section 1: Eligibility, Manner of Voting, and Dates of Election

(a) All members in good standing shall be eligible to vote on all matters consistent with provisions of these *Bylaws and Rules*.

(b) To be eligible, candidates must be members in good standing continuously for the following periods of time:

- Executive Board members. three years
- Unit officers & regional delegates to the National Convention. two years
- Representatives one year

Additional delegates to the Local Convention must also hold office of Representative one year

(c) Notice of elections shall be mailed to bulletin boards 60 days before the date of the election. "Notice of Election," along with an explanation of the election rules shall be published in the July/August issue of the Local's publication;

(d) Election for all offices directly elected by the membership shall be held triennially on a date set by the Executive Board, except that the election of the regional delegates to the National convention and additional delegates to the Local Convention shall be held 60 days after the triennial elections. Those offices are: Local President, Local Vice President, and Local Secretary-Treasurer who shall be elected by the entire membership of the Local; Regional Vice Presidents and regional delegates to the National convention who shall be elected by the entire membership of the region; Unit Presidents, Unit Vice Presidents, Unit secretaries, and additional delegates to the Local convention who shall be elected by the entire membership of the Unit; and Branch Representatives (stewards) who shall be elected by the entire membership of the Branch;

(e) No candidate for offices listed in Section 1, Paragraph (d), except the regional delegates/alternates to the National convention, may run for more than one office, except that a candidate for Branch Representative may also be a candidate for Unit President, Unit Vice President, Unit Secretary, or additional delegate to the Local convention;

(f) Offices requiring nomination per Article 10, Section 2, Paragraph (b)(1) shall be by petition signed by at least five percent of the membership of the voting section for each office. Petition must be accompanied by a signed statement from the candidate accepting the nomination;

(g) Voting on all offices listed in Paragraph (d) shall be by secret ballot by U.S. mail;

(h) The Local President, Local Vice President, and Local Secretary-Treasurer shall be elected by a majority vote of those voting. In the event no candidate gets a majority on the first balloting, there shall be a run-off election between the two candidates getting the highest number of votes. All other officers listed in Paragraph (d) shall be elected by a plurality of votes cast.

Section 2: Method of Conducting Referenda and Elections

(a) The Election Committee shall be appointed by the Executive Board. Election Committee shall represent all regions of the Local Union. They shall be rank-and-file members who are not candidates for any office. They shall elect a chairman. The Election Committee shall be responsible for the fair, honest, and accurate conduct of all elections and referenda in which the membership casts votes;

(b) The Election Committee shall attend to candidates' rights as follows:

(1) The Election Committee will be responsible for distributing nominating petitions for the offices of Local President, Local Vice President, Local Secretary-Treasurer, Regional Vice President, and National convention delegate; and distributing aspirant forms for the offices of Unit President, Unit Vice President, Unit Secretary, additional Local convention delegate, and Branch Representative. The Election Committee will receive and certify the required nominating petitions or aspirant forms and cause the certified names to be printed on a ballot. Where no candidate is nominated, vacancy will be filled as per Article 10, Section 5, Paragraph (b);

(2) Supervise, count, and control the actual printing of all ballots, whether by commercial printer or Local clerical staff;

(3) Supervise the ballot preparation, including addressing and mailing;

(4) Deposit or supervise the depositing of outgoing ballots in the U.S. mail;

(5) Arrange for a U.S. mail box for all returned ballots;

(6) Pick up all ballots at the mail box on election count day;

(7) Count and/or supervise the counting of the ballots;

(8) Retain all extra ballots and counted ballots as provided by law;

(9) If a ballot is not received or is marked incorrectly, second ballots shall be forwarded by the Election Committee chairman or authorized office staff by approval of the Election Committee;

(10) An accurate detailed list of all second ballots shall be maintained and certified by the Election Committee prior to the election count;

(11) Inspect the membership rolls and ascertain that a ballot has been forwarded via U.S. mail to every member in good standing for each selection so conducted;

(12) Notify candidates on their rights as follows: Right to examine, but not copy, membership rolls in advance of the election; right to be present at the ballot preparation and count; right to have proper materials disseminated; and right to be notified of membership meetings to hear candidates if such meetings are held. (Note: All costs related to the above are to be at the candidate's expense.);

(13) Notice of election results shall be distributed for posting on union bulletin boards;

(14) Election Committee shall sign all election counts and certify the elected candidate;

(c) In the case of elections conducted by Units or regions, the Election Committee shall prepare the ballots, distribute and collect them, count the ballots, announce the results, keep the ballots for one year, and allow any interested party to inspect them;

(d) For offices requiring a nomination petition, groups of candidates may form a slate whereby all candidates' names would appear on a single nominating petition.

Section 3: Terms of Office

All Local Officers, Unit Officers and Branch Representatives shall serve a term of three years and shall serve until their successors have been elected and certified as covered under Article 15, Section 4 (a), (b) and (c) of the *CWA Constitution*.

Section 4: Recall of Officers

(a) Recall proceedings against Local officers, Unit officers, and Branch Representatives will follow the procedures in the *CWA Constitution*, Article XXI, Section 2;

(b) The 20 percent mentioned in the *CWA Constitution*, Article XXI, Section 2, shall refer to Local, Unit, or Branch, whichever is involved.

Section 5: Vacancies Due to Resignation, Recall, or Other Causes

(a) Resignation shall be tendered in writing to the Local Secretary-Treasurer. If the Local Secretary-Treasurer resigns, he will tender his resignation to the Local President;

(b) Vacancies for representatives, Unit Vice President, Unit Secretary, and additional delegate to the Local convention shall be filled within 30 days by appointment or special election, whichever is deemed prudent by the Unit Council;

(c) Vacancies for Executive Board members and Unit Presidents will be filled by membership vote within 60 days. Until elections are held, the Local Vice President will fill the vacancy for Local President, and the Unit Vice President will fill the vacancy for Unit President. In the absence of the Local Vice President, the Local Secretary-Treasurer will fill the vacancy. Until elections are held, a vacancy for Regional Vice President will be filled by an appointment by the Executive Board.

Section 6: Roll Call and Per Capita Voting

At Local conventions or Unit Council meetings, a roll call or a per capita vote shall be taken at the request of a delegate or member of a council, and upon approval of one-third of the delegates or council members. When a per capita vote is taken on a Unit Council, Unit officers who are not Branch Representatives shall not vote.

ARTICLE 11

INITIATIVE

Any Branch may initiate any measure or policy not inconsistent with these *Bylaws and Rules*, the *CWA Constitution*, or union policy deemed for the best interest of the union, by filing with the Unit Secretary a petition signed by at least one-half of the members of such Branch. The Unit Council shall refer the petition to its entire membership within 60 days of the receipt of the petition, and a majority vote of the membership voting thereon shall decide the issue. If the particular issue, after approval by the unit membership, applies to the region then, and in that event, the Executive Board shall refer the measure or policy so approved to the entire membership of the region within 120 days, and the majority vote of the membership voting thereon shall decide the issue. If the particular issue, after approval by the region membership, applies to the Local Union then, and in that event, the Executive Board shall refer the measure or policy so approved to the entire membership of the Local Union within 120 days, and the majority vote of the membership voting thereon shall decide the issue.

ARTICLE 12

DUES, MONIES OWED THE UNION, ASSESSMENTS, AND INITIATION FEES

Section 1: Initiation Fees

If a member has been expelled and is permitted to rejoin, or if an employee has been a nonmember or an agency dues payer and applies to become a member, the initiation fee shall be \$50 plus any applicable fines and back dues. The Executive Board, upon recommendation of the Unit Council, may grant a one-time amnesty of back dues.

Section 2: Dues

(a) The dues amount is an amount set by vote of the membership upon the recommendation of the Executive Board. The amount shall be uniform throughout the Local Union. The amount shall not be less than the minimum dues set by the National convention;

(b) Any change in the rate of dues can be made only upon the recommendation of the Executive Board and the approval of the membership consistent with Paragraph (a) above.

Section 3: Distribution of Dues

The Local's share of the dues shall be turned over to the Local Secretary-Treasurer.

Section 4: Dues Arrears

(a) Any member in arrears of dues, monies owed the Union, fines, or assessments as levied in accord with these *Bylaws and Rules*, and/or the *CWA Constitution*, shall be notified of the arrearage by two written notices at ten-day intervals, the last of which shall be by certified mail;

(b) Any member in default without good cause for 60 days from the date the dues, monies owed the Union, fines, or assessments came due, and after the written notices required above, shall be suspended from membership. Any member who continues in default after 90 days shall be expelled.

Section 5: Assessments

Special assessments on the membership can be made only upon the approval of the membership, only on a uniform basis, and only in compliance with the *CWA Constitution*.

Section 6: Emergency Fund

The Local Union shall maintain an Emergency Fund with regular payments as determined by the Executive Board and approved by the Local convention.

ARTICLE 13

FUNDS AND EXPENSES

Section 1: Bonding of Officers

(a) The Local President, Local Vice President, and the Local Secretary-Treasurer shall be bonded in an amount deemed sufficient by the auditing firm;

(b) All others are not considered officers of the Local for bonding purposes.

Section 2: Checks and Vouchers

(a) All checks and vouchers shall be signed by two of the three following officers: Local President, Local Secretary-Treasurer, or Local Vice President subject to the approval of the Executive Board.

(b) All vouchers shall be signed by one of the following officers: Local President, Local Secretary-Treasurer, Local Vice President or Regional Vice President or his/her designee.

Section 3: Accounting

An adequate uniform system of accounting shall be established and maintained.

Section 4: Auditing

An outside accredited auditing firm shall make a financial audit at least annually, and that audit shall be made available to the membership.

Section 5: Membership Auditing Committee

A Membership Auditing Committee shall make an annual financial audit and that audit shall be made available to the membership.

Section 6: Surplus Funds

Surplus funds shall be invested prudently with at least 50 percent of such funds in insured investments. Such funds shall not be invested in any foreign government and/or institution. All such funds shall be invested in American (USA) institutions.

Section 7: Expenses

(a) Members and officers shall be reimbursed for all approved expenses and lost wages while engaged in the legitimate business of the union;

(b) Per diems, salaries (except for full-time officers), and approved expenses shall be uniform, and shall be set by the Executive Board;

(c) All payments for any reason shall be made only upon submission of a voucher to the Local Secretary-Treasurer and approval of the Executive Board;

(d) An annual budget for the Local Union shall be proposed by the Local President, approved by the Executive Board, and made known to the annual convention. This budget shall include the salaries, per diems, and expenses for all Units and regions of the Local, all committees, and the Executive Board.

ARTICLE 14

CHARGES, TRIALS, APPEALS, PENALTIES

Section 1: Charges Against Members

Members of this Local Union, including its officers, may be charged in a manner and for the reasons described in Article XX, Sections 1 and 2 of the *CWA Constitution*. Further, if a members fails to observe his obligation and either works for a struck employer during the period of a strike, or fails to perform picket duty, or any other assigned activity during the term of a strike, that member shall be subject to be charged with violations of the *Bylaws and Rules of Local 13000* and the *CWA Constitution* and will be subject to the imposition of fines and other financial penalties.

ARTICLE XX OF THE CWA CONSTITUTION

Section 1: Persons Subject to Trial

(a) Members of the Union, including officers of Locals, shall be tried for any of the offenses listed in Article XIX as provided herein;

(b) Officer of a Local may be removed or suspended from office pursuant to Article IX, Section 4, Paragraph (b) as herein provided, excepting that the Executive Board of the Union may conduct such trials after notice to the Locals involved, on its own initiative in the event of inaction by the Local. The procedure for such trial shall be in conformity with the standards set forth in Sections 2, 3, and 4 of this article.

Section 2: Charges

(a) Charges made against a member of the Union or an officer of the Local shall be in writing, signed, and sworn to by the accuser. Charges of offenses described in Article XIX, Section 1 shall be filed with the recording officer of the Local of which the accused is a member. In the event the accused is such recording officer, the charges shall be filed with the president of the Local. Should both the recording officer and the Local President

be involved as a charging party or as a party charged, the charges shall be filed with the secretary-treasurer of the Union. All charges of offenses described in Article XIX, Section 2 shall be filed with the secretary-treasurer of the Union. In the event the accused is such secretary-treasurer, the charges shall be filed with the president of the Union. Trial procedures for all charges filed with the secretary-treasurer or the president of the Union shall be in conformance with Section 3 (b) of this article;

(b) Charges must be submitted within 60 days of the time the accuser becomes aware of the alleged offense;

(c) Charges shall contain an allegation of the facts constituting the offense with which the accused is charged and the approximate date or dates said offense is alleged to have occurred.

Section 2: Trials

(a) Trials shall be held in accordance with Article XX, Section 3, Paragraphs (1) to (8) of the *CWA Constitution*;

(b) If a member violates a District, Local or Unit policy, the member shall be subject to be charged with violations of the *Bylaws and Rules of Local 13000* and/or of *CWA Constitution* and will be subject to the imposition of a fine not less than one hundred dollars (\$100.00) and other financial penalties deemed appropriate by the trial court.

(c) A trial court chairman shall be responsible for maintaining order and seeing that the rights of all parties at the hearing are preserved. The trial court chairman shall take part in the trial court's deliberations but shall not vote. The Local President or another member of the Executive Board appointed by him shall serve as the trial court chairman;

(d) If the members being charged are from a single Unit, the trial court shall consist of three non-involved members of the Unit chosen by lot;

(e) If members from more than one Unit are to be tried at the same hearing, the trial court may have more than three members. There must be at least one member from each Unit having a member tried;

(f) If Unit officers are to be tried, the trial court shall consist of Unit officers from other Units who are uninvolved and chosen by lot;

(g) If Executive Board members are to be tried, the trial court shall consist of three uninvolved Executive Board members chosen by lot;

(h) If a member is found guilty of violating his obligations to honor lawful picket lines or perform strike duties under the articles of the *Bylaws and Rules of Local 13000*, the trial court has the right to impose upon such member a fine in an amount not to exceed the wages earned by such member during employment during the strike, and to add to that fine liquidated damages which shall not be in excess of the amount of the fine;

(i) If a member does not pay a fine and/or liquidated damages imposed upon him by the trial court, that member shall be subject, after the exhaustion of all his appeals permitted under the *CWA Constitution*, to a lawsuit by the Union to recover such fine or liquidated damages. In the event such a lawsuit is necessary, the member shall be obligated to pay attorneys' fees and court costs if litigation is necessary to enforce the fine or liquidated damages;

(j) In the event a member fails, neglects, and/or refuses to perform his assigned picket duty, the Union trial board shall be authorized to impose a fine that shall not exceed \$100 per each day on which such assignment was not performed.

ARTICLE XX OF THE CWA CONSTITUTION

Section 3: Trials

(a) The Bylaws or Rules of a Local shall specify the manner in which an accused person shall be tried and must conform with the following minimum standards:

(1) A court, composed of not less than three or more than seven persons, who shall be members of the Local, not parties to the proceeding, shall be selected by the governing body of the Local. The court shall be bound to render a decision and impose a penalty, if the accused be found guilty, without bias or prejudice, based on all the evidence presented;

(2) A prosecutor, who is a member of the Local, but not an accuser, shall be appointed by the governing body of the Local to assist the accuser in the trial and presentation of evidence. If, after investigation, the prosecutor is of the opinion that there is not probable cause to believe that a violation punishable under this article has been committed, the prosecutor shall report the findings in writing to the governing body of the Local with a recommendation that the charge not be prosecuted. Copies of the findings and recommendation shall be delivered to the accuser and the accused. The recommendation shall become final unless appealed by the accuser within 30 days after receipt using the procedures established pursuant to Article IX, Section 7 of this Constitution;

(3) If the prosecutor determines that probable cause does exist, the trial shall be held speedily with due notice to the accused;

(4) The accused shall have the right to select a member of the Local as counsel, the right to produce witnesses and present documentary evidence, and to be heard on the accused's own behalf. The accused shall have the opportunity to cross-examine witnesses;

(5) All witnesses shall testify under oath;

(6) Notice of the decision and penalty, if any, shall be given to the person charged within five days after the close of the trial;

(7) A faithful and accurate record of the proceedings shall be made;

(8) The Local may suspend the accused pending the final decision on an appeal.

(b) Trials conducted by courts selected by the Executive Board of the Union must conform with the following minimum standards:

(1) A court composed of three persons, who shall be members of the Union not employed by the National Union as staff personnel and not parties to the proceeding, shall be selected by the Executive Board from a trial panel composed of one elected member from each of the geographical districts by secret ballot, after nominations from the floor at the meeting of the delegates from the district in conjunction with the Union convention. Beginning with the elections held in 1971, members of the trial panel shall serve for three years or until their successors are elected and qualified. The court shall be bound to render a decision and impose a penalty if the accused be found guilty, without bias or prejudice, based on all of the evidence presented. In the case of trials based on offenses specified in Article XIX, Section 2, a report shall be placed in the Union's official publication with the name of the accused and decision of the court and the names of the trial panel;

(2) A prosecutor, who is a member of the Union but not an accuser, shall be appointed by the Executive Board of the Union to assist the accuser in the trial and

presentation of evidence, and such prosecutor shall have the same authority and discretion granted to Local prosecutors under Section 3 (a)(2) of this article;

(3) The trial shall be held speedily, with due notice to the accused, at a time and place determined by the trial court to be fair and reasonable to the accused;

(4) The accused shall have the right to select a member of the Union as counsel, the right to produce witnesses and present documentary evidence, and to be heard on the accused's own behalf. The accused shall have the opportunity to cross-examine witnesses;

(5) All witnesses shall testify under oath;

(6) Notice of the decision and penalty, if any, shall be given to the person charged within five days after the close of the trial;

(7) A faithful and accurate record of the proceedings shall be made;

(8) The Executive Board of the Union may suspend the accused pending the final decision on an appeal.

Section 3: Appeals

(a) The accused, if found guilty, may appeal to the Local Executive Board. Appeals must be made within 30 days of the notice of the verdict;

(b) After a denial from the Local Executive Board, he may appeal to the National Executive Board and the National convention as described in Article XX, Section 4, Paragraphs (2), (3), and (4) of the *CWA Constitution*.

ARTICLE XX OF THE CWA CONSTITUTION

Section 4: Appeals

(2) Have the right to appeal from the final decision of the Local to the Executive Board of the Union within 30 days after such final decision of the Local;

(3) The appeal to the Executive Board of the Union shall be directed, in writing, to the secretary-treasurer of the Union, who shall obtain the record of the case. The Executive Board shall review the case and affirm or reverse the decision or reduce the penalty or return the case for a new trial;

(4) Have the right to appeal from the decision of the Executive Board of the Union to the next convention by giving a notice of appeal in writing within 30 days after the decision to the secretary-treasurer of the Union. If the Executive Board has failed to render a decision within 30 days preceding the convention, the accused may appeal directly to the convention which may affirm or reverse the decision or reduce the penalty.

ARTICLE 15

STRIKES

(a) Strike action will be taken only after a secret ballot vote of the bargaining unit or units involved. Balloting will be by U.S. mail when and if possible, otherwise, at a membership meeting or meetings;

(b) Before going on strike the bargaining unit must have the approval of the Local Executive Board and the National Executive Board;

(c) Strike action may be terminated or suspended by the National Executive Board, the National convention, the Local Executive Board, or a vote of the membership of the affected bargaining unit.

ARTICLE 16

OBSERVANCE OF OTHER UNIONS' PICKET LINES

(a) The Executive Board shall formulate the Local Union policy with respect to picket lines established by other unions or other groups of employees at locations where members of this Union are required to report for work. Such determination shall be made in the light of the facts relating thereto, the state of the law at the time, and the nature of this Union's contractual obligations in effect with respect thereto;

(b) Members of this Union shall not cross bona fide picket lines established by other unions or other groups of employees. The Executive Board will recommend the adoption of economic action to protect its members against discrimination for such acts.

ARTICLE 17

EXHAUSTION OF INTERNAL REMEDIES

Every member of the Local Union and every employee represented by it shall be required to exhaust all internal remedies provided for in these *Bylaws and Rules* and the *CWA Constitution* before instituting or initiating any legal action or other legal proceedings. This requirement of exhaustion of internal remedies must be fulfilled by every member or individual, and it shall be the obligation of every member or individual to exhaust all internal remedies before initiating any proceeding of any kind in any forum

against the Local Union, its subordinate bodies, or officers thereof.

ARTICLE 18

AMENDMENTS

Section 1: General

These *Bylaws and Rules* may be amended either by:

- (a) The Local convention or;
- (b) The membership referendum.

Section 2: Amendment by Convention

These *Bylaws and Rules* may be amended by a two-thirds vote of the convention delegates voting, provided the sense of the proposed amendment and the article, section, and paragraph to be amended has been published in the bi-monthly publication of the Union received by the membership at least 30 days in advance of the convention call to order. Any amendment proposed at the convention shall require a three-fourths vote of those voting thereupon at the convention to effectuate such proposed amendment. No such amendments by convention shall remove from the membership the right to elect, recall, ratify, move, or reject by referendum, initiative, or ballot any matter so established. In addition, provisions for roll call voting, the procedure for *Bylaws and Rules* amendment by the membership as outlined in the article and the dues structure of this Union shall not be amended except by membership referendum.

Section 3: Amendment by Membership Referendum

Amendments to these *Bylaws and Rules* may be proposed by:

- (a) Members of a Local:

- (1) One-fifth of the membership of a Unit may, by petition addressed to the Unit Council, propose amendments to these *Bylaws and Rules*;

- (2) Such proposed amendment shall be submitted to the membership of the particular Unit to be voted on within 60 days following receipt by the Unit Council. If such proposed amendment does not receive a majority vote of the Unit, it shall be considered dead. If it does receive such a majority vote, it shall be forwarded to the Executive Board for a vote of the remainder of the region within 120 days. If such proposed

amendment shall receive a majority vote of approval within the particular region, it shall be forwarded to the Executive Board for a vote of the membership of the other regions to be voted on within 120 days following its receipt by the Executive Board. If such proposed amendment shall fail to receive a majority vote of approval of the Local Union, it shall be considered dead;

(b) The Executive Board:

Amendments proposed by the Executive Board may be submitted to a vote of the Local Union membership.

ARTICLE 19
OATH OF OFFICE

Every officer in CWA Local 13000, AFL-CIO will make and subscribe to the following oath of office:

I, _____, accept the office of _____ and do hereby pledge to uphold the *Constitution of the Communications Workers of America* and the *Bylaws and Rules of Local 13000*. I further pledge to use my office to work for the benefit and the improvement of the members in this Local and Union. I further promise to conduct myself at all times in accordance with the best traditions of the American Labor Movement.

APPENDIX A

LOCAL CONVENTION	↔	Policy Making Body. One delegate for the first 100 members providing the Unit has more than 50 members. An additional delegate for each additional 100 or major fraction thereof, for each unit.
EXECUTIVE BOARD	↔	Local President, Local Vice President, Local Secretary-Treasurer elected by vote of the Local membership. Two Regional Vice Presidents elected by vote of the membership in each Region. All Executive Board members also serve as delegates to the National Convention.
EASTERN REGION	↔	Shall consist of but not limited to the following Units: 1, 11, 13, 14, 15, 21, 22, 23, 25, 33, 34, 211
WESTERN REGION	↔	Shall consist of but not limited to the following Units: 31, 32, 35, 41, 43, 44, 54, 56, 57, 59, 101, 103, 104, 111, 112, 115, 116, 119
UNIT COUNCIL	↔	Unit President, Unit Vice President and Unit Secretary elected by membership in Unit; will serve as delegates to the Local Convention depending on the number of members in the Unit.
BRANCH REPRESENTATIVES OR JOB STEWARDS	↔	Branch Representatives elected by membership of Branch. Serve as member of Unit council. Job Stewards appointed by Representatives subject to approval of Unit Council.
MEMBERS IN BRANCH		
REGIONAL NATIONAL CONVENTION DELEGATE	↔	Elected by membership in Region