

ARTICLE X - ORDER OF BUSINESS

A. The order of business for all regular monthly meetings shall be as follows:

1. Call to order;
2. Invocation;
3. Roll Call - Executive Board
 - (a) Pass paper for signatures of those present;
4. Read and approve minutes of last meeting;
5. Membership oaths;
6. Communications;
7. Officers' Reports and Executive Board Recommendations,
 - (a) President
 - (b) Executive Vice President
 - (c) ~~Treasurer~~ **Secretary-Treasurer**
 - (d) ~~Recording Secretary~~
8. Committee Reports,
 - (a) Audit Committee
 - (b) Community Services Committee
 - (c) Education Committee
 - (d) Election Committee
 - (e) Legislative Committee
 - (f) Membership Committee
 - (g) Organizing Committee
 - (h) Union Labels Committee
 - (i) Women's ~~Concerns~~ Committee
 - (j) Special Committees
9. Old business;
10. New Business;
11. Good and Welfare;
12. Adjournment.

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

C. No meeting shall adjourn until all order of business has been conducted or by a vote of not less than three-fourths (3/4) of the members present.

ARTICLE XI - LOCAL OFFICERS

Section 1 - Local Officers

The officers of the Local shall be:

- (1) President
- (2) Executive Vice President
- (3) ~~Treasurer~~ **Secretary-Treasurer**
- (4) ~~Recording Secretary~~

Section 2 - Duties of the Officers

A. Duties of the President

The President shall –

- (a) Have the responsibility for and have full authority to execute the policies of the Local as established under the Constitution and these By-Laws. Should the President find that the policy of the Local has not been clearly formulated, he shall call a Special Meeting of the Executive Board and the opinion in writing of a majority of the Executive Board shall have the force and effect of a decision;
- (b) Call and preside over all membership meetings, meetings of the Executive Board and all meetings as prescribed by these By-Laws;
- (c) Be responsible for the prosecution of grievances and appealing them to higher levels of the union if not satisfactorily settled;
- (d) Be the official spokesman for the Local in all its external relations and may authorize, in writing, counsel or other agents of the Local to speak for the Local in his place and stead.
- (e) Attend all CWA Conventions as a delegate and shall be chairperson of the delegation. Attend all CWA district, state, or area conferences or meetings and shall be chairperson of the delegation;
- (f) Appoint or remove chairpersons or members of standing and special committees of the Local, subject to the approval of the Executive Board and the membership, excluding the three (3) elected officers who shall serve on the Building Committee;
- (g) At his discretion, call meetings of any unit of the Local and participate in such meetings directly or through his delegated representative;
- (h) Supervise all committees;
- (i) Approve all bills to be paid and countersign all checks drawn on the treasury of the Local;
- (j) Take authority in any controversy which adversely affects the best interests of the Local or any subdivision thereof;
- (k) Have such additional duties as may be assigned by the membership and the Executive Board or required by the Constitution or policies of the union and these By-Laws.

B. Duties of the Executive Vice President

The Executive Vice President shall --

- (a) Assist the President and work under his direction;
- (b) Exercise the duties of the President in his absence;
- (c) Serve as Chairperson of the Building Committee;
- (d) Have such additional duties as may be assigned by the membership and the Executive Board or required by the Constitution or policies of the union and these By-Laws;
- (e) Succeed to the office of President in the event the office becomes vacant and shall thereupon assume all responsibilities and the duties of the President for the unexpired term;
- (f) Attend all CWA district, state or area conferences or meetings as a delegate-;
- (g) Pay the proper bills and expenses of the Local as approved by the President, when evidenced by satisfactory statements or vouchers, by checks signed by him and counter-signed by the President, in the absence or unavailability of the Secretary- Treasurer.**

C. Duties of the ~~Treasurer~~ **Secretary-Treasurer**

The ~~Treasurer~~ **Secretary-Treasurer** shall --

- (a) Be bonded and shall be custodian of all assets of the Local and shall make a financial report to each membership meeting;
- (b) Pay the proper bills and expenses of the Local as approved by the President when evidenced by satisfactory statements or vouchers, by checks signed by him and counter-signed by the President;
- (c) Deposit all funds belonging to the Local in a bank or banks approved by the Executive Board;
- (d) Prepare, publish and distribute to the Executive Board and to the Local, annual financial statements which shall list the total assets, liabilities, receipts and disbursements of the Local;
- (e) Turn over all funds, books, records and all other documents and property of the Local in his custody to his successor in office;
- (f) Maintain a record of the membership and shall keep the minutes of all Local meetings and meetings of the Executive Board;**
- (g) Send out all meeting notices of regular, special, stewards and Executive Board meetings and furnish stewards with bulletin board notices for proper posting;**
- (h) Furnish both the District Vice President and the Secretary-Treasurer of the union with two (2) copies of any changes in the Local By-Laws within ten (10) days after such changes are made;**

(i) Be responsible for furnishing the Secretary-Treasurer of the union with all the proper forms signed by officers which are required by state and federal laws immediately upon their execution.

(j) Certify the delegates to the union convention to the Secretary-Treasurer of the union within the time limits specified in Article VIII, Section 6 of the Union Constitution;

(k) Serve as a member of the Building Committee;

(l) Perform such other duties as may be assigned by the Local or the President;

(m) Attend all CWA district, state or area conferences or meetings as a delegate.

~~D. Duties of the Recording Secretary~~

~~(a) Maintain a record of the membership and shall keep the minutes of all Local meetings and meetings of the Executive Board;~~

~~(b) Send out all meeting notices of regular, special, stewards and Executive Board meetings and furnish stewards with bulletin board notices for proper posting;~~

~~(c) Furnish both the District Vice President and the Secretary-Treasurer of the union with two (2) copies of any changes in the Local By-Laws within ten (10) days after such changes are made;~~

~~(d) Be responsible for furnishing the Secretary-Treasurer of the union with all the proper forms signed by officers which are required by state and federal laws immediately upon their execution.~~

~~(e) Certify the delegates to the union convention to the Secretary-Treasurer of the union within the time limits specified in Article VIII, Section 6 of the Union Constitution;~~

~~(f) Serve as a member of the Building Committee;~~

~~(g) Pay the proper bills and expenses of the Local as approved by the President, when evidenced by satisfactory statements or vouchers, by checks signed by him and counter-signed by the President, in the absence or unavailability of the Treasurer;~~

~~(h) Perform such other duties as the Local or President may assign;~~

~~(i) Attend all CWA district, state or area conferences or meetings as a delegate.~~

**ARTICLE XII - NOMINATIONS, ELECTIONS
AND METHODS FOR LOCAL OFFICE**

Section 1 - Nominations and Election of Officers and Executive Board Members

Officers and Executive Board members shall be nominated and elected during the months of September, October, November and December.

Order of nomination -

- A. The order of nomination shall be --
 - (a) President
 - (b) Executive Vice President
 - (c) ~~Treasurer~~ **Secretary-Treasurer**
 - (d) ~~Recording Secretary~~ **Vice Presidents (3):**
(At large from all represented groups)
 - (e) ~~Vice Presidents (6):~~
~~(At large from all represented groups)~~

Section 2 - Absentee Ballots

An absentee ballot may be issued to a member who is confined to his home by illness or who is on vacation if the request is received by the ~~Recording Secretary~~ **Secretary-Treasurer** at least three (3) days in advance of the meeting at which the voting takes place. If such ballots are not returned to the ~~Recording Secretary~~ **Secretary-Treasurer** before the final voting process has started, they shall become void.

Section 3 - Method

- A. Ballot conducted by U.S. Mail;
- B. Balloting by the use of established polling places, (ballot boxes).

Balloting shall be conducted by either one or both of (A) or (B) above, whichever the Election Committee decides would be the most feasible plan for securing a more representative vote.

Section 4 - General Provisions

- A. Beginning with the elections held in 1972, the term of office for officers and Executive Board members shall be three years or until their successors have been duly elected and qualified.
- B. The nominee for offices of President, Executive Vice President, ~~Treasurer and Recording Secretary~~ **and Secretary-Treasurer** receiving a majority of the valid votes cast shall be declared elected.
- C. Only members of the Local in good standing shall be eligible to vote or hold office. Write in ballots will not be permitted provided proper notification of nomination has been provided.
- D. No elected officer of the Local shall be qualified to take office unless and until he meets the qualifications and requirements set forth in these By-Laws, the Union Constitution or any state or federal law.
- E. In any election in which only one (1) candidate has been nominated the membership can approve a motion of acclamation at that membership meeting.
- F. ~~Six (6)~~ **Three (3)** Vice Presidents shall be nominated and elected.

Section 5 - Vacancies

- A. Vacancies shall be filled within sixty (60) days as required by Article XV of the Union Constitution.
- B. A vacancy in the office of President shall be filled by the Executive Vice President. Vacancies in the office of Executive Vice President, ~~Treasurer, or Recording Secretary~~ **or Secretary-Treasurer** shall be filled in the same manner as that required for regular elections.
- C. Vacancies occurring in the offices of Vice Presidents shall be appointed for the unexpired term by the Executive Board subject to the approval of the membership.

ARTICLE XIV - EXECUTIVE BOARD, STEWARDS AND COMMITTEES

Section 1 - Executive Board

- (a) President,
- (b) Executive Vice President,
- (c) ~~Treasurer~~ **Secretary-Treasurer**,
- (d) ~~Recording Secretary~~, **Vice Presidents (3)**.
- (e) ~~Vice Presidents (6)~~.

Section 2 - Duties of the Executive Board

The Executive Board shall --

- (a) Be the governing body of the Local between membership meetings and shall enforce the CWA Constitution, these By-Laws and Local Rules and carry out the established policies of the union at the Local level;
- (b) Exercise general administrative powers not specifically delegated elsewhere;
- (c) Interpret these By-Laws except as they may have already been interpreted by the membership, subject to referendum;
- (d) Call Local meetings when in its ~~judgment~~ **judgment** such meetings are desirable;
- (e) Receive charges and institute trial proceedings;
- (f) Employ and fix the compensation of such personnel, not elected, as is necessary to carry out the business of the Local;
- (g) Call strikes in the manner specified in the CWA Constitution and these By-Laws;
- (h) Supervise and have the final say on all matters pertaining to the Building Committee, subject to the approval of the membership.

Section 3 - Duties of Vice Presidents

Vice Presidents shall --

- (a) Carry out programs regarding grievance procedures, organizing, education, and political action as directed by the President or the Executive Board.
- (b) Be members of the Executive Board.
- (c) Perform such other duties as may be assigned by the Local or the President.

Section 4 - Chief Stewards

A chief steward shall be assigned to each unit within a department where the contents of a job differs to such a degree as to constitute a unit.

Section 5 - Duties of Chief Stewards

- (a) Assist the Executive Board in carrying out programs in organizing, education, grievances, political action, recreation, etc;

(b) Assist the job stewards as to the proper procedure in presentation of grievances.

(c) Appear in the settlement of grievances when requested by the Executive Board or the President;

(d) Attend all meetings of the Steward's Council;

(e) Accept an attitude of leadership within his particular unit and assist his stewards to organize, educate and to participate in political action and community affairs;

(f) Call meetings of his particular unit, subject to the approval of the Executive Board or President;

(g) Perform such duties and have such responsibilities as may be assigned by the Executive Board or President;

(h) Be responsible for the stewards under him and be accountable to the Executive Board or President.

Section 6 - Job Stewards

In the event the group or chief steward has not elected or selected stewards, the President shall appoint stewards in units or groups where none exists, subject to the approval of the members involved. The job steward shall be a member of the Steward's Council.

Section 7 - Duties of the Job Stewards

A. The Job Steward shall --

(a) Sign the non-members in his group;

(b) Initiate all contacts between the members and management.

(c) Settle any grievances contrary to union policies;

(d) If a grievance is not satisfactorily settled to the wishes of the aggrieved member or the steward, it shall be referred to the President who shall proceed as outlined in the contract between the union and the company;

(e) Abide by the contractual provisions between the union and the company of settling grievances between his members and management only through the procedure described therein;

(f) Be encouraged to attend all steward's meetings and meetings of the Local. Job stewards working within a 20 mile radius of Charleston will be required to attend a minimum of one steward's meeting and one membership meeting per quarter. Failure to meet minimum requirements will result in removal as a job steward, subject to review by the Executive Board.

(g) Keep all members under his jurisdiction informed about all matters pertaining to the union;

(h) Accept an attitude of leadership in his particular group;

(i) Perform such duties and have such responsibilities as may be assigned by the President or Executive Board and chief steward;

(j) Be responsible for the members in his group and work under the direction of and be accountable to the President, Executive Board and chief steward.

B. Each unit shall have as many stewards as deemed necessary by the Executive Board for the proper coverage of the membership in that unit on a ratio not to exceed one (1) steward to each fifteen (15) employees.

ARTICLE XVIII - BUILDING COMMITTEE

- A. The Building Committee shall consist of the ~~Treasurer~~, Executive Vice President, ~~Recording Secretary~~ **Secretary-Treasurer** and ~~two~~ **three** other members of the Local, appointed by the President, subject to the approval of the Executive Board and the membership.
- B. The ~~three~~ **two** elected officers of the committee shall serve as trustees of the Local, under the direction of the Executive Board, for the purpose of acquiring and holding title to, borrowing money upon, pledging by way of mortgage or deed of trust any loan secured thereon, leasing, letting, subletting any and all real estate which may be acquired by the Local.
- C. The foregoing powers shall be exercised only at such times and in such manner as the membership may direct; by resolution approved by the majority of the members at a regular or special meeting when the subject has been advertised on Union bulletin boards, and/or by other means, fifteen (15) days in advance of the meeting.
- D. The Executive Vice President shall be the chairperson of the Committee. All members shall have equal voice and vote in regards to general managing and guidance of all properties.
- E. The Committee shall meet at least annually and a complete report of all activities and a financial statement shall be prepared and presented to all members within three (3) months thereafter.