

CWA LOCAL 3122 BYLAWS

ARTICLE	NAME	3
ARTICLE II	JURISDICTION	3
ARTICLE III	OBJECTS	3
ARTICLE IV	LOCAL STRUCTURE	3
ARTICLE V	MEMBERSHIP	3
ARTICLE VI	LOCAL DUES, FINES AND ASSESSMENTS	4
ARTICLE VII	GOVERNING AUTHORITY	4
ARTICLE VIII	MEETINGS, CONDUCT AND QUORUM	5
ARTICLE IX	INTERNATIONAL CONVENTION DELEGATES	5
ARTICLE X	LOCAL COMMITTEES	6
ARTICLE XI	ORDER OF BUSINESS	
ARTICLE XII	DUTIES OF OFFICERS AND DEPARTMENTAL VICE	
	PRESIDENTS	11
ARTICLE XIII	NOMINATIONS AND ELECTION OF LOCAL OFFICERS AND	
	VICE PRESIDENTS	13
ARTICLE XIV	STRIKES	15
ARTICLE XV	CHARGES, TRIALS AND APPEALS	15
ARTICLE XVI	AMENDMENTS TO LOCAL BYLAWS	15
ARTICLE XVII	REFERENDUM OF THE LOCAL	16
ARTICLE XVIII	FISCAL YEAR AND AUDIT	16
ARTICLE XIX	OATH OF OFFICE	16
ARTICLE XX	FINANCES	16
ARTICLE XXI	ADOPTION	17

ARTICLE I – NAME

This Local shall be known as Local 3122, Communications Workers of America.

ARTICLE II – JURISDICTION

Jurisdiction of this Local shall be the jurisdiction assigned by the Union and appearing on the face of the Local Charter.

ARTICLE III – OBJECTS

The objects of Local 3122 shall be to represent and serve the workers within its jurisdiction in accordance with the Bylaws and Rules of the Local and the Constitution and policies of the Union. The use of the masculine and feminine gender in these bylaws shall be construed as including both genders and not as a sex limitation.

ARTICLE IV – LOCAL STRUCTURE

The structure of the Local shall consist of the following:

1. Membership
2. Officers
3. Executive Board
4. Committees
5. Stewards

ARTICLE V – MEMBERSHIP

Section 1 – Eligibility

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

Section 2 – Application

Membership in Local 3122 shall be obtained after payment of the initiation fee of \$1.00 and International fee of \$1.00 and upon approval of any Committee authorized to accept or reject applications for membership on behalf of the Local, subject to the right of the Local membership to overrule the decision of such committee.

- (a)** Initiation fees may be raised by the same manner as required to change Local rules.

Section 3 – Transfers

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

Section 4 – Member in Good Standing

A member in good standing shall be any member who has submitted a membership card and had that card approved on the membership floor, has no outstanding fines or assessments, and is in compliance with the rules prescribed by the Union Constitution and the Local Bylaws.

ARTICLE VI – LOCAL DUES, FINES AND ASSESSMENTS

Section 1 – Local Membership Dues

Each member of the Local pays dues in an amount established by Local membership. Membership dues may be changed only by a majority of those voting at a Special Meeting in the Local offices called for this purpose where a quorum is present. A Special Meeting will also be held in Key West for the purpose of voting on this question. Special Meetings shall be held also for night and evening forces to give them the opportunity to vote. The Special Meeting must be announced at the previous Regular Membership Meeting at least fifteen (15) days in advance and sent to the Board Posting Stewards at least ten (10) days in advance of the meeting.

Section 2 – Local Special Assessments

The membership of this Local may levy a special assessment in the same manner as provided for changing Local dues. However, any special assessments levied shall be in compliance with the Union Constitution.

ARTICLE VII – GOVERNING AUTHORITY

Section 1

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

- (a) Through action taken in Membership Meetings or by referendum of the membership.
- (b) By actions and decisions of the Local Officers between Membership Meetings.
- (c) By action and decision of the Executive Board and officers of the Local between meetings may be overruled by the membership in a Local meeting or by referendum.

Section 2

The Executive Board shall be composed of:

- (a) President, Executive Vice President, First Vice President, Secretary-Treasurer, AT&T Mobility/C&T Vice President, **Headquarters Vice President 1, Headquarters Vice President 2**, North Area Network Vice President, South Area Network Vice President, Central Area Network Vice President, AT&T Advertising and Publishing Vice President.
- (b) The President, with approval of the Executive Board and concurrence of the membership, shall have the authority to assign any newly created or existing work groups to an Area Vice President.

Section 3

Each member of the Executive Board shall have one vote on any and all matters that shall be considered by the Executive Board.

ARTICLE VIII – MEETINGS, CONDUCT AND QUORUM

Section 1 – Meetings

- (a)** An Executive Board Meeting shall be held at least once a month.
- (b)** Regular meetings of this Local shall be held monthly. Special meetings may be called by a majority vote of Local Officers, or by a petition signed by fifty (50) members. Upon receipt of a proper petition, the Local Officers shall call a Special Meeting to be held within ten (10) days.

Section 2 – Conduct and Quorum

- (a)** Membership Meetings of this Local shall be conducted under these Bylaws and Rules of the Local and in conformity with the Union Constitution. On questions where the Local Bylaws, the Local Rules, or the Union Constitution do not clearly apply, Roberts Rules of Order shall govern.
- (b)** The number of members that constitute a quorum for Local or Special Meetings shall be thirty (30).
- (c)** A majority of the Officers or a majority of the members of a Committee shall constitute a quorum of those bodies.

ARTICLE IX – INTERNATIONAL CONVENTION DELEGATES

Section 1 – Nominations

Oral or written nominations of Delegates and/or alternates to the C.W.A. Convention shall take place at a Regular Membership Meeting that is held not more than one hundred fifty (150) days, nor less than thirty (30) days in advance of the Convention. Notice will be given at the previous membership meeting and/or by U.S. Mail at least fifteen (15) days in advance of the nomination meeting. Each nominee must be present or have a letter of intent or notify the chairman of the Election Committee by 8:00pm the night of nominations.

Section 2 – Elections

- (a)** The President shall be a delegate and the Chairman of the delegation to all official Conventions or meetings of the Union. He shall be elected concurrently with election of the office of President.
- (b)** Election of delegates to the International Convention shall be conducted by U.S. Mail and/or manual balloting. Nominations and election shall be held not more than one hundred fifty (150) days, nor less than thirty (30) days in advance of the Convention. Nominations shall take place at a Regular Membership Meeting or by U.S. Mail at least fifteen (15) days in advance of the nominations. All ballots received after 10:00am on the specified cutoff date will be void.
- (c)** In the event more than one (1) delegate is to attend the National Convention, the following criteria must be met:
 - 1.** Must attend at least six (6) General Membership Meetings in the preceding 12 month period (exceptions to this provision may be approved by the membership if recommended by the President and/or Executive Board).
 - 2.** If unable to attend Membership Meetings because of scheduled work hours, the Delegate or Alternate must otherwise be

active in the Local and be aware of Local Issues as determined by the Local President and Executive Board.

- (d)** In the even that the Local elects more than one (1) Delegate to the Union Convention, the Local shall determine the Convention votes assigned to each delegate following the provisions of the Union Constitution.
- (e)** In the even that an elected Delegate and/or Alternate Delegate cannot attend a Convention, the next available runner-up may attend with the President's recommendation and the concurrence of the Executive Board as an Alternate Delegate.
- (f)** It shall be the duty of the Secretary-Treasurer of the Local to certify the Local Delegates to the Union Convention to the Secretary-Treasurer of the Union within the time limits specified in the Union Constitution.

ARTICLE X – LOCAL COMMITTEES

Section I – Regular Committees

- (a)** The Local Shall have the following Regular Committees:
 - 1. Organizing/Membership
 - 2. Education
 - 3. Community Services
 - 4. legislative
 - 5. Women's/Equity
 - 6. Board of Building Trustees
 - 7. Election
 - 8. Bylaws and Rules
 - 9. Financial
 - 10. Entertainment
 - 11. Health and Safety
- (b)** Members of all regular committees (except Board of Building Trustees) shall be nominated from a list of volunteers for each Regular Committee.
 - 1. Regular Committee Membership shall be advertised at each August and September Membership Meeting.
 - 2. All requests for regular committee membership must be received no later than seven (7) days after the September Membership Meeting.
 - (a) In the event the minimum amount needed to staff a committee, (3), has not been met, the above, (2), will be repeated monthly until a minimum is met.
 - 3. All volunteers for any regular committee shall become members of that committee provided:
 - (a) The number of volunteers for any given committee does not exceed the sum of the Executive Board multiplied by 2.
 - (b) The membership approves the list of volunteers, in whole or in part, to function as that committee at the

October membership meeting, or any membership meeting thereafter.

(c) The volunteer must attend the first meeting of the committee after the October membership meeting. If a volunteer is unable to attend the first meeting,, that volunteer has the right to appeal to the membership floor to be placed back on that committee.

4. If the list of volunteers for any committee is greater than twice the number of Executive Board members then the volunteer's names shall be drawn from a hat until all potential slots are filled.

5. No Executive Board member may serve on more than two regular committees (excepting the Board of Building Trustees, the Organizing/Membership Committee, the Women's/Equity Committee, and the Health and Safety Committee) in each year term.

6. Members of the Local should not serve on more than three regular committees (excepting the Board of Building Trustees, the Organizing/Membership Committee, the Women's/Equity Committee, and the Health and Safety Committee) in each year term.

(c) Regular Committees as their first order of business shall, by secret ballot, elect a Committee Chairperson and Secretary. The Local President or his designee shall call and temporarily chair the October meeting.

(d) Each Committee shall consist of a minimum of three (3) members.

(e) Each Committee Chairperson or their designee shall give a report at each Membership Meeting.

(f) All regular committee nominations are subject to the right of the Local membership to overrule each nomination.

(g) The Local President may, with the approval of the Executive Board, fill vacancies on Committees; appoint special committees and members of the Board of Building Trustees.

(h) Duties of Committees:

1. Organizing/Membership Committee

The Organizing/Membership Committee shall assist the Local Officers and Members in organizing all non-union employees within the Local's jurisdiction, and shall accept or reject membership applications in accordance with the Bylaws and Rules of this Local and the Constitution and policies of the Union.

2. Education Committee

The Education Committee shall assist in developing the Local's education program and with the Local's Officers be responsible for effectuating the Union's and Local's educational program.

3. Community Services

The Community Services Committee shall assist in the developing of all Community Service programs.

4. Legislative Committee

The legislative Committee shall assist in the developing and pursuing the program of the Union and the Local in the Legislative

field. It shall be responsible for the Local's program to register each qualified voter.

5. Women's/Equity Committee

(a) The Women's/Equity Committee will keep an open line of communication among our members concerning all issues that affect each and every one of us.

(b) The Committee will pursue goals in ways that will build solidarity among all members.

6. Board of Building Trustees

(a) This local shall have a Board of Building Trustees composed of no more than two members from any one department for a total of five (5) members, all in good standing. Not more than one (1) Executive Board member shall serve on the Board of Building Trustees.

(b) The members of the Board of Building Trustees shall be appointed by the President and confirmed by the Executive Board, subject to approval of the membership, and finally specifically confirmed by the membership.

(c) The terms of office of the members of the Board of Building Trustees shall be three (3) years concurrent with the term of Local Officers, or until their successors have been nominated and qualified.

(d) An "At-Large" member shall serve as temporary chairperson until a meeting is held within fifteen (15) days after the nominations. The members of the Board of Building Trustees shall, by secret ballot among themselves, elect a Chairperson and Secretary.

(e) In the event of a vacancy the same procedure shall be followed as in the original appointments. In the event of a vacancy in the Chairmanship, the Secretary/Treasurer shall act as Temporary Chairman until a Chairman is elected in accordance with the above provisions of these Bylaws.

(f) The Board of Building Trustees shall constitute and serve as Trustee of the Local, under the direction of the Executive Board, and shall have the power to acquire and hold title, to manage, control, borrow money upon, pledge by way of mortgage, security deed or deed of trust, maintain, lease, sub-lease, and convey title to land and all real estate which shall be acquired or otherwise with, for or on behalf of the Local for use as Union Headquarters or for the furtherance of any legitimate object of the Local. The foregoing powers shall be exercised only at such times and in such manner as may from time to time be directed by the action of a majority of the members of the Local present in a regular or special membership meeting called for such purpose at which a quorum must be present.

(g) The function of the Board of Building Trustees in the management and control of any and all real estate shall be

under the direction and supervision of the Executive Board of the Local, and shall be subject to the functions of the Treasurer of the Local with respect to the collection of all funds and to the making of disbursements connected therewith.

(h) The Executive Board, subject to specific approval of the membership, shall have the power to remove any member of the Board of Building Trustees at any time and without prior notice and without specifying any reason therefore. Such vacancies shall be filled in the same manner as outlined above. The member or members so appointed shall become fully vested with identically the same title and estate in and to and, premises and property held by the Board of Building Trustees with all rights, powers, trusts and duties of his predecessor in office and like effect as if originally named as a member of said Board of Building Trustees.

(i) When the members of the Board of Building Trustees are authorized by the Local membership to borrow money and to give as security for said loan any property held by them, the officers of the Local authorized to sign checks for the Local are automatically authorized to, and are hereby directed to execute an instrument on behalf of Local 3122, indemnifying each member of the Board of Building Trustees from any personal liability upon said loan except for losses, which may be sustained by reason of willful malfeasance in office of said member.

(j) No amendments to this section of these Bylaws with reference to the Board of Building Trustees shall become effective until such amendments are approved in writing by the owner and holder of any instrument for which any property held by the Board of Building Trustees shall be security.

7. Election Committee

The Election Committee shall conduct all nominations, elections and referenda of this Local.

- (a)** The Election Committee shall notify the membership by U.S. Mail or by bulletin board posting at least fifteen (15) days prior to the nominations of Officers.
- (b)** The Election Committee shall preserve the ballots and all other election records for one (1) year.
- (c)** A member shall not be permitted to serve on the Election Committee if he is a nominee for any office of the Local or a Delegate to the CWA Convention.
- (d)** All questions concerning the conduct and challenges of elections shall be determined by the Election Committee subject to the right of appeal to the Executive Board and Membership of the Local.

- (e)** The Election Committee shall assign a minimum of three (3) members of the Election Committee to pick up ballots at the P.O. Box by 10:00am, on a designated date. All other ballots received after 10:00 a.m. will be voided.

8. Bylaws and Rules Committee

The Bylaws Committee shall rule on all changes in the Local Bylaws, Standing Rules of the Local and all motions referred to it by the membership.

- (a)** The Chairman shall, in the even he deems it necessary, submit any motion on the floor to the Committee upon a majority vote of the assembly.
- (b)** The Committee shall recommend amendments to motions if they feel it necessary to make them comply with the Bylaws or existing standing Rules and/or if they are not for the good and welfare of the organization.
- (c)** The Committee shall have until the next consecutive meeting to act on proposals referred to it or in no case over sixty (60) days, or the proposals will be brought to the assembly as originally introduced.
- (d)** After the Committee acts on and reintroduces a proposal on the floor, the proposal will have the status of an original main motion.

9. Financial Committee

The Financial Committee shall meet and review the Local's financial structure and records once each quarter and make its report and recommendations to the Executive Board and Membership for concurrence or rejection. Any recommendations will be presented to a Membership Meeting and action will be taken at the following meeting. It shall also see that the Local's books are audited each fiscal year by a CPA and report his finding back to the membership.

10. Entertainment Committee

The Entertainment Committee shall provide for the social entertainment of the members of the Local in a year-round program.

11. Health and Safety Committee

- (a)** The Health and Safety Committee shall assist all members of this Local by monitoring all applicable Federal, State and Local Laws and Regulations; As well as Company Health and Safety policies that may impact upon our members.
- (b)** The Health and Safety Committee shall be responsible for advising the membership of any changes in the aforementioned Laws, Regulations, and Policies.

ARTICLE XI – ORDER OF BUSINESS

(a) The Order of Business at a Local Meeting shall be as follows:

1. Call to Order
2. Reading and action on minutes of previous meeting
3. Reports on Committees
4. Unfinished Business
5. New Business
6. Good and Welfare
7. Adjournment

(b) The Order of Business may be suspended by a two thirds (2/3) vote.

ARTICLE XII – DUTIES OF OFFICERS AND DEPARTMENTAL VICE PRESIDENTS

Section 1 – Officers of the Local

President, Executive Vice President, First Vice President, Secretary-Treasurer, AT&T Mobility/C&T Vice President, **Headquarters Vice President 1**, **Headquarters Vice President 2**, North Area Network Vice President, South Area Network Vice President, Central Area Network Vice President, AT&T Advertising and Publishing Vice President.

Section 2 – Duties of the President

- (a) Preside at meetings of the Local and at meetings of the Executive Board and shall be responsible for the conduct of the Local.
- (b) Be ex-officio member of all committees of the Local with the exception of the Election and Financial committees.
- (c) Supervise all committees of the Local.
- (d) Approve all bills to be paid by the Local Secretary-Treasurer and to countersign checks drawn on the treasury of the Local.
- (e) Be the official spokesman for the Local in all its external relations and may authorize representatives of the Local to speak for the Local in his place and stead.
- (f) Hold no other office in the Local and shall not be engaged in any other employment.
- (g) Have such additional duties as assigned by the Local or required by the Constitution and policies of the Union.

Section 3 – Duties of the Executive Vice President and First Vice President

- (a) The Executive Vice President and First Vice President shall work under the direction of the President and shall perform such duties as assigned by the President, Executive Board and membership, such as the coordination of the proper committees to the Executive Board.
- (b) Attend all meetings of the Executive Board.

Section 4 – Duties of the Secretary-Treasurer

- (a) Maintain a record of the Local membership and keep the minutes of all Local meetings and meetings of the Local Officers and Executive Board.
- (b) Furnish both the Vice President and Secretary-Treasurer of the Union with two (2) copies of any changes in the Local Bylaws within ten (10) working days after such changes are made.

- (c)** Be responsible for furnishing the Secretary-Treasurer of the Union with all the proper forms signed by Local Officers which are required by state and Federal Laws immediately upon their execution.
- (d)** Shall be bonded, be custodian of all assets of the Local and make a report to each membership meeting.
- (e)** Cause the payment of all bills approved by the Local president.
- (f)** Perform such other duties as may be assigned by the President, the Executive Board or the Local.

Section 5 – Duties of the departmental Vice Presidents

- (a)** To coordinate the activities of the Chief stewards and Stewards under their jurisdiction.
- (b)** To review all grievances processed under their jurisdiction.
- (c)** To attend all Local meetings, if possible.
- (d)** To advise the President immediately if he shall be appointed as relieving supervisor or acting supervisor of the Company.
- (e)** To perform such other duties as may be assigned by the membership, Executive Board or President.

Section 6 – Duties of the Stewards

- (a)** This local shall have as many Stewards as needed.
- (b)** All Stewards shall be approved by the Executive Board and approved by the membership.
- (c)** Before the Stewards are appointed by the Executive Board, it shall consult the Vice President who has jurisdiction.
- (d)** The Vice Presidents shall advise those Stewards who are to post bulletin boards.
- (e)** All Stewards shall police the Contract and report to the Vice Presidents all conditions that might arise which affect the members.
- (f)** Certified Stewards shall process and prosecute grievances on their respective local level of the Union.
- (g)** All Stewards shall advise the President if they should be appointed a relieving supervisor or acting supervisor of the company.
- (h)** The Stewards shall work under the direction of their Vice Presidents who have jurisdiction.
- (i)** Stewards shall perform such other duties as may be assigned by the membership, Vice Presidents, Executive Board or President.

ARTICLE XIII – NOMINATIONS AND ELECTION OF LOCAL OFFICERS AND VICE PRESIDENTS

Section 1 – Nominations

Local Officers and Vice presidents shall be nominated orally or in writing at the regular membership meeting in September, and each three (3) years thereafter. Each nominee must be present or have a letter of intent or notify the Chairman of the Election Committee by 8:00 p.m. the night of nominations.

Section 2 – Elections

- (a) Elections of Local President, Executive Vice President, First Vice President and Secretary-Treasurer shall be by secret ballot of the membership during the months of September, October, November and December each three (3) years thereafter.
- (b) Elections of Area and/or Departmental Vice Presidents shall be by secret ballot of the membership during the months of September, October, November and December each three (3) years thereafter, within the particular local area and/or department represented by that office as defined in Article 7 of the Local Bylaws.
- (c) Voting shall be conducted by first class U.S. Mail or manual balloting, electronic voting or phone voting.
- (d) A notice of elections specifying time and place of election shall be mailed to each member at his last known address not later than fifteen (15) days prior to the election. This notice may also be included in the ballot.
- (e) Manual balloting may be conducted at the designated location and in Key West.
- (f) Manual ballot hours will be held from 8:30 a.m. to 7:00 p.m.

Section 3 - Term of Office

The term of office shall be for three (3) years commencing January 1, 1974, after regular election.

Section 4 – Vacancies

A vacancy in the office of President shall be filled by the Executive Vice President. The office of Executive Vice President shall be filled by First Vice President. All other Executive Board vacancies shall be filled by a two-thirds (2/3) vote of the Executive Board and the concurrence of the Membership, within sixty (60) days or by election in the same manner as that required for regular elections and within sixty (60) days. Any vacancies filled will serve the balance of the term.

Section 5 – General Provisions

- (a) The nominee in any election receiving the majority of the votes cast shall be declared elected. If no one nominee has a majority of the first ballot, a run-off election will take place. The two nominees, having the greatest number of votes on the first ballot shall be the nominees on the second ballot.
- (b) Only members of the Local in good standing at the time of nomination shall be eligible to be nominated, vote and hold office.
- (c) No elected Officer of the Local shall be qualified to take office unless or until he has executed all compliance forms necessary to permit the local and the Union to exercise its full rights under the State and Federal Laws.
- (d) The order of nominations and election of Officers shall be as follows:
 1. President
 2. Executive Vice President
 3. First Vice President
 4. Secretary-Treasurer
 5. AT&T Mobility/C&T Vice President
 6. **Headquarters Vice President I**

7. Headquarters Vice President 2

8. North Area Vice President

9. South Area Vice President

10. Central Area Vice President

11. AT&T Advertising and Publishing Vice President

- (e)** The Secretary-Treasurer shall be instructed to cast a unanimous vote for any unopposed office.
- (f)** The President shall be instructed to cast a unanimous vote for the office of Secretary-Treasurer if unopposed.
- (g)** All unopposed nominees shall be placed on the ballot.
- (h)** Write in candidates will not be tallied.
- (i)** No member may be nominated or hold more than one elected office at a time.
- (j)** A candidate will be allowed, if needed, unpaid Union time for campaigning.

Section 6 – Appeals

(a) Election Committee

- 1.** An observer of an election must be a member in good standing of this Local (3122).
- 2.** All questions concerning the conduct and challenges of elections of Officers and Executive Board must be received by the chairman of the Election Committee, in writing, by U.S. Mail within ten (10) days from the postmarked date from the announced results of the election.
- 3.** A meeting will be called by the Election Committee Chairman and the Local Secretary-Treasurer within ten (10) days.
- 4.** The Chairman of the Election Committee will write a final decision within ten (10) days after the meeting.

(b) Executive Board

- 1.** A reply to the final decision of the Election Committee must be received in writing by U.S. Mail to the Local Secretary-Treasurer within ten (10) days from the postmarked date of the final decision of the Election Committee
- 2.** If appealed, the Local president will schedule a meeting of the Executive Board within ten (10) days. The Executive Board shall review the appeal and the Local Secretary-Treasurer will reply, in writing, the final decision of the Executive Board within ten (10) days of the meeting.

(c) Membership Meeting

- 1.** A reply to the Membership must be received in writing, by U.S. Mail by the Local Secretary-Treasurer within ten (10) days from the postmarked date of the Executive Board's final decision.
- 2.** If appealed, the appeal will be presented at the next regular Membership Meeting.

ARTICLE XIV – STRIKES

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

ARTICLE XV – CHARGES, TRIALS AND APPEALS

Section 1 – Charges

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

Section 2 – Trials

An accused person shall be tried under the provisions of the Union Constitution.

Section 3 – Appeals

A member or Officer of this Local, being found guilty by a Local Trial Court, may appeal as provided under the provisions of the Union Constitution.

Section 4 – Local Trial

(a) A Trial Court of this Local shall be composed of not less than three (3) nor more than seven (7) members in good standing of this Local and not parties of the proceedings.

(b) Members of the Trial Court shall be selected in accordance with the Union Constitution.

Section 5 – Recall of Local Officers

An elected officer of this Local may be recalled in conformity with the provisions of the Union Constitution.

ARTICLE XVI – AMENDMENTS TO LOCAL BYLAWS

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

(a) By a majority vote of the members present in a Local Meeting if the proposed amendment has been referred to the Bylaws Committee by a previous Membership Meeting, or if presented to the Bylaws Committee not less than fifteen (15) days in advance of the Membership meeting and advertised by use of bulleting boards at least seven (7) days in advance of the meeting.

(b) By referendum of the Membership

ARTICLE XVII – REFERENDUM OF THE LOCAL

(a) The Local Election Committee shall submit any question to a referendum of the Membership, when directed to do so by action of a regular or special Membership Meeting.

(b) Proposals submitted to referendum shall be determined by a majority vote of those voting on the question.

ARTICLE XVIII – FISCAL YEAR AND AUDIT

Section 1 – Fiscal Year

The Fiscal Year of this Local shall be from October 1st and concluding September 30th of the succeeding year.

Section 2 – Audit

The financial records of the Local shall be audited quarterly by the Financial Committee. At the end of each fiscal year the financial records shall be submitted to a Certified Public Accountant for review. The results of such audit

shall be available for the inspection of any member of the Local in the presence of a Local Officer.

ARTICLE XIX – OATH OF OFFICE

A person elected into any office of this 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 3122, Communications Workers of America, with full knowledge of the responsibility 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 abilities, so help me God.”

ARTICLE XX – FINANCES

Section 1 – Bank Accounts

(a) The Local shall have the following bank accounts:

1. Building Fund Savings if applicable
2. Building Fund Checking if applicable
3. General Fund Savings
4. General Fund Checking

(b) All monies received shall be deposited in the specific account for the monies involved.

Section 2 – Accounts Breakdown

(a) General Breakdown – All monies spent on office supplies, material and expenses necessary in the operation of the Local Office.

(b) All monies received shall be deposited in the specific account for the monies involved.

Section 3 – Expense

(a) All expenses incurred by the Local President in the execution of the duties of the office of President shall be submitted by voucher.

(b) Expenses of any kind incurred by Officers or Stewards shall be charged against the account for the specific expenses involved. All expenses shall have prior approval of the Local President.

ARTICLE XXI – ADOPTION

These Bylaws shall be adopted upon the approval of a majority of the members voting upon their adoption in the Membership Meeting or special meeting called for that purpose.

These Bylaws amended on 02/03/2011 and approved 08/30/2011