



Communications  
Workers of America

# CWA Local 9509 Bylaws

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## Article I

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### NAME

This Local shall be known as Local 9509, Communications Workers of America, AFL-CIO.

## Article II

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### JURISDICTION

Jurisdiction of Local 9509 shall be in the jurisdiction assigned by the Union and appearing on the face of the Local Charter.

## Article III

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### OBJECTIVES

The objective of Local 9509 shall be to represent, and serve the workers within its jurisdiction in accordance with the bylaws and rules of the Local and the CWA Constitution and policies of the Union. The Local will represent members equally without regard to race, color, religion, sexual orientation, age or national origin.

## Article IV

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### LOCAL STRUCTURE

The structure of Local 9509 shall consist of the following:

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

## Article V

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### LOCAL MEMBERSHIP

#### Section 1 – Eligibility:

Any person eligible for membership in the Communications Workers of America, as defined in the CWA Constitution, shall be eligible for membership in Local 9509.

#### Section 2 – Application:

Membership in Local 9509 shall be obtained upon the approval of the membership committee in accordance with the CWA Constitution.

#### Section 3 – Transfers:

The transfer of membership to and from the jurisdiction of this local shall be made in accordance with the CWA Constitution and Local 9509 bylaws.

#### Section 4 – Members in Good Standing:

A member shall be considered in good standing when complying with the rules established by the CWA Constitution and Local 9509 bylaws.

## Article VI

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### LOCAL DUES AND ASSESSMENTS

#### Section 1 – Local Dues:

Minimum Local dues will be an amount in accordance with the CWA Constitution. Local dues may be increased above the minimum only by the majority of those voting by secret ballot referendum.

#### Section 2 – Local Special Assessments:

The membership of Local 9509 may levy a special assessment only in the same manner as provided for in Article XI, Section 1. However, any special assessments levied shall be in compliance with the CWA Constitution.

#### Section 3 – Local Finances:

A. Any member delegated to conduct Union business shall be reimbursed at that member's lost-time wage rate. Any member elected to conduct Union business, who does not incur lost-time wages, shall be reimbursed at a wage rate negotiated with the executive board.

B. With the exception of budgeted expenses, no obligations in excess of seven hundred fifty dollars (\$750.00) shall be incurred without the approval of a majority of the membership present at a membership meeting.

## Article VII

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### GOVERNING AUTHORITY

#### Section 1 – Membership:

The affairs of Local 9509 shall be governed by its membership in accordance with the CWA Constitution and policies of the Union in the following manner:

- A. Through action taken in general membership meetings or referendum of the membership.
- B. Through executive board action between general membership meetings.
- C. Through action by the president between executive board meetings.

#### Section 2 – Executive Board:

The Local Executive Board shall consist of the following:

1. President
2. Executive Vice President
3. Secretary-Treasurer
4. Two Vice Presidents, elected at large
5. Six Executive Board Members, elected at large

## Article VIII

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### LOCAL DELEGATES TO CWA CONVENTION

- A. The president, executive vice president, and secretary-treasurer of Local 9509 shall be automatic delegates of the CWA Convention. The president of Local 9509 shall be the chairperson of the delegation.
- B. The two elected vice presidents, chosen by plurality, shall be alternate delegates to the CWA Convention.

C. It shall be the duty of the secretary-treasurer of Local 9509 to certify the delegates to the CWA Convention within the time limits specified in the CWA Constitution.

## Article IX

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### LOCAL 9509 COMMITTEES

A. Local 9509 shall have the following active committees:

1. Organizing Committee
2. Education Committee
3. Legislative Committee
4. Election Committee
6. Finance Committee
7. Health and Safety Committee
8. Women's Committee
9. Equity Committee
10. Membership Committee
11. Bylaws Committee
12. Other Committees

B. All committee chairpersons shall be appointed by the president, subject to the approval of the executive board.

C. Other members of the committees shall be appointed by the chairperson of each committee.

D. Vacancies on committees shall be filled in the same manner as originally filled.

E. A member of any committee may be removed by the president subject to the approval of the executive board.

F. All committees shall be responsible for such duties as assigned by the president and/or the executive board including, but not limited to, the following:

1. Organizing Committee – The organizing committee will be responsible for organizing internal employees and external companies.
2. Education Committee – The education committee will be responsible for developing and implementing the Local's educational programs.
3. Legislative Committee – The legislative committee will be responsible for developing and pursuing the legislative program of the Union and the Local.
4. Election Committee – The election committee will be responsible for all nominations and referenda of Local 9509.
5. Community Service Committee – The community services committee will be responsible for functioning in accordance with the CWA Constitution and local policies.

6. Finance Committee – The finance committee will be responsible for providing oversight of Local 9509 finances.
7. Health and Safety Committee – The health and safety committee will be responsible for providing members with health and safety information.
8. Women's Committee – The women's committee will be responsible for keeping the membership informed and making recommendations on women's issues.
9. Equity Committee – The equity committee will be responsible for keeping the membership informed and making recommendations on equity issues.
10. Membership Committee – The membership committee will be responsible for processing membership applications in accordance with the CWA Constitution.
11. Bylaws Committee – The bylaws committee will be responsible for processing amendments in accordance with the CWA Constitution and Local 9509 Bylaws.
12. Other Committees – The president and/or executive board may establish other committees as may be necessary for the welfare of Local 9509.

## Article X

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### THE LOCAL OFFICERS, EXECUTIVE BOARD MEMBERS, STEWARDS AND THEIR DUTIES.

#### Section 1. – Local Officers and Executive Board Members:

- A. The principle executive officers of Local 9509 shall be:
  1. President
  2. Executive Vice President
  3. Secretary-Treasurer
- B. Other officers of Local 9509 shall include two vice presidents, elected at large.
- C. Duties of the president:
  1. The president shall work under the direction of the executive board and/or the membership and shall preside at all general membership and board meetings. The president shall be responsible for the conduct of the Local, including:
    - a. The responsibility for the escalation of grievances to the National Union.
    - b. Act as official spokesperson for Local 9509.
    - c. Appoint delegates to attend affiliation councils, union training, conferences and other district state and area meetings.
    - d. Supervise all full and part-time employees.
    - e. Supervise and be an ex officio member of all committees.

- f. Report all actions and activities of the executive board to the membership.
- g. Review and approve all expenditures to be paid by the Local 9509 treasury.
- h. Appoint the chief stewards(s), area stewards and stewards of Local 9509 with the approval of executive board.
- i. Supervise all stewards of Local 9509.
- j. Present all correspondence addressed to Local 9509 at the executive board meetings, with the exception of documents that are of a personal/confidential nature.

2. Be bonded in accordance with the CWA Constitution or any state and federal laws.

D. Duties of the executive vice president:

1. The executive vice president shall work under the direction of the president.

2. In the absence of the president, the executive vice president shall review and approve all expenditures to be paid by the Local 9509 treasury.

3. Be bonded in accordance with the CWA Constitution or any state and federal laws.

E. Duties of the secretary-treasurer:

1. The secretary-treasurer shall work under the direction of the president.

2. Maintain a record of the Local 9509 membership and keep minutes of all general membership and executive board meetings.

3. Furnish sufficient copies of the bylaws to the District and National Offices as required.

4. Be responsible for furnishing the National Union with all forms which are required by the state and federal laws or Union policy immediately upon their execution.

5. Generate the payment of bills and expenses when evidenced by satisfactory statement, voucher and approved by the president or executive board.

6. Generate and present to the executive board, an annual line-item budget and annual audit.

7. Act as custodian of all assets of Local 9509.

8. Begin each fiscal year for Local 9509 on October 1.



9. Be bonded in accordance with the CWA Constitution or any state and federal laws.

F. Duties of the vice presidents:

1. The vice presidents shall work under the direction of the president.
2. Be bonded in accordance with the CWA Constitution or any state and federal laws.

G. Duties of the executive board:

1. The executive board shall work under the direction of the Local 9509 membership.
2. The executive board shall be responsible for making decisions and taking action on behalf of the membership between general membership meetings.
  - a. A majority of the executive board members shall constitute a quorum.
  - b. Executive board meetings shall be regularly scheduled and held monthly.

Section 2 – Local Representation:

A. Steward Structure:

1. A maximum of three chief stewards – appointed by the president.
2. Area stewards – appointed by the president.
3. Stewards – appointed by the president.

B. Duties of the chief steward(s):

1. The chief steward(s) shall work under the direction of the president.
2. Be responsible for the establishment and maintenance of an adequate stewards structure.
3. Be responsible for the processing of grievances.
4. Be responsible for conducting stewards meetings.
5. Be responsible for the training and continued education of all stewards with cooperation of the education committee.

C. Duties of the area stewards:

1. The area stewards shall work under the direction of the president and the chief stewards(s).
2. Be assigned specific areas of responsibility.
3. Be responsible for all stewards working within their areas.

D. Duties of the stewards:

1. The stewards shall work under the direction of the president as well as the chief and area stewards assigned to their work locations.

## Article XI

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### GENERAL MEMBERSHIP MEETINGS

General membership meetings of Local 9509 shall be held on the third Tuesday of every month. Special meetings may be called by the president with the approval of the executive board or by a petition signed by ten percent of the membership. Upon receipt of a petition, the president shall call a special meeting to be held within fifteen calendar days.

## Article XII

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### ORDER OF BUSINESS

A. The Order of Business for general membership meetings shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Introduction of Visitors
4. Review of Minutes
5. Reports of Officers
6. Reports of Committees
7. Unfinished Business
8. Nominations and Elections
9. New Business
10. Good and Welfare
11. Adjournment

B. The order of business may be suspended and/or changed by a two-third majority vote of the members present.

## Article XIII

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### CONDUCT OF MEETINGS

A. General membership meetings shall be conducted using Robert's Rules of Order.

- B. The number constituting a quorum for general membership meetings shall be twenty-five members present.

## Article XIV

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### NOMINATION AND ELECTION OF LOCAL OFFICERS AND EXECUTIVE BOARD MEMBERS

A. Nominations:

1. Officers and executive board members shall be nominated during the month of September in the election year. Nominations will be conducted in the following order:

1. President
2. Executive Vice President
3. Secretary-Treasurer
4. Vice Presidents
5. Executive Board Members

2. The notice of nominations and the ballots shall indicate that nominations for president, executive vice president and secretary-treasurer, also constitute nominations for delegates to the CWA National Conventions held during the term of office for which the election is being conducted.

3. The notice of nominations and ballots shall indicate the nominations of the vice presidents and executive board members also constitute the nominations for alternate delegates to the CWA National Conventions held during the term of office for which the election is being conducted.

B. Elections:

1. Officers and executive board members shall be elected by secret ballot the month of October in the election year.

2. For the offices of president, executive vice president and secretary-treasurer, the candidate receiving the majority vote for each position will be declared elected. If no candidate has a majority vote for the position on the first ballot, a run-off election shall be conducted. The top two candidates having the greater number of votes shall be the two candidates on the second ballot.

3. For the offices of vice president, the two candidates receiving the plurality of votes will be declared elected. If a tie renders the results of the election inconclusive, a run-off election shall be conducted. The candidates who tied on the first ballot shall be the candidates on the second ballot.

4. For the offices of executive board member, the six candidates receiving the plurality of votes will be declared elected. If a tie renders the results of the election inconclusive, a run-off election shall be conducted. The candidates who tied on the first ballot shall be the candidates on the second ballot.

5. The term of office shall be three years.
6. Officers and executive board members will be sworn in at the December general membership meeting of the election year.

C. Vacancies:

1. In the case of a vacancy in the office of president, the executive vice president shall assume all duties and responsibilities of the office of president.
2. All other vacancies shall be filled by appointment of the executive board with the approval of membership.

D. General Provisions:

1. The nominations and elections of officers and executive board members shall be conducted under the supervision of the election committee. The election committee shall have the authority and responsibility to see that nominations, elections and mail referenda are conducted in accordance with the CWA Constitution and these bylaws. All questions concerning conduct and all challenges shall be determined by the election committee, subject to the right of appeal in accordance with the CWA Constitution.
2. A member must have the following qualifications to be eligible for nomination to any elected position.
  - a. Candidates must be a member in good standing.
  - b. Candidates must have attended 50% of the general membership meetings for the last twenty months prior to the nominations.
3. Members may be excused from general membership meetings in the case of absence by submitting a written request, by mail or in person, for consideration to the Local. These requests must be made within two subsequent general membership meetings from the date of absence. Members who are unable to submit request by mail or in person, are asked to call the Local for alternate delivery methods.
4. Requests to be excused from the monthly general membership meeting must be submitted on a per meeting basis, as needed.
5. All elections will be conducted in accordance with the Labor Management Reporting and Disclosures Act (LMRDA).
6. No individual shall be a candidate for more than one elected office.
7. No member running for an elected Local 9509 office shall be, or remain, a member of the election committee.
8. Members in good standing may nominate themselves and/or other members to any of the offices for which nominations are open and being conducted.
9. Write-in votes are not permitted.

10. In the event that there is only one nominee for any open position, that individual may be elected through acclamation.

11. Oath of Office:

"I (give name) hereby accept to the office of (name of office) of Local 9509, Communications Workers of America with full knowledge of the responsibilities and duties of such office. I promise to faithfully discharge my duties according to the bylaws and rules of the Local and the CWA Constitution and polices 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 XV

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### CHARGES, TRIALS AND APPEALS

All charges, trials and appeals shall be held in accordance with the CWA Constitution.

## Article XVI

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### REFERENDUM AND RECALL

Referendum and recall shall be conducted in accordance with the CWA Constitution.

## Article XVII

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### STRIKE

A. The calling, conduct and termination of strikes shall at all times be carried out in compliance with the rules prescribed by the CWA Constitution and/or CWA Executive Board.

B. All members shall refrain from crossing a sanctioned picket lines or be subject to trial court action in accordance with the CWA Constitution.

C. It shall be the responsibility of every member to follow strike assignments from the Local 9509.

## Article XVIII

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### AMENDMENTS TO LOCAL BYLAWS

Amendments to these bylaws shall be accepted by the bylaws committee. The bylaws committee shall review and evaluate each proposed amendment. The bylaws committee will

present the amendments, along with a recommendation, on the general membership meeting following the proposal submission date. A vote will be conducted on the subsequent general membership meeting following the general membership meeting where the bylaws committee presented the proposal(s).

## Article XIX

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### ADOPTION

These bylaws shall be adopted at the special membership meeting held on March 23, 2010.

Date amended:

March 1991  
October 1991  
November 1994  
February 1996  
February 1997  
February 2005  
July 19, 2011  
March 2016  
August 2016