

**By-Laws  
Communications Workers of America  
Local 4730**

**Article I: Name**

This Local shall be known as Local 4730 of the Communications Workers of America, hereinafter referred to as the “Local”. The Communications Workers of America is herein referred to as the “Union”.

**Article II: Jurisdiction**

The jurisdiction of this Local shall be the jurisdiction assigned by the Union on the face of the Local Charter.

**Article III: Objects**

The objects of Local 4730 shall be to represent and serve the workers within its jurisdiction in accordance with the By-Laws and Rules of the Local and the Constitution and policies of the Union.

**Article IV: Structure**

The structure of the Local shall consist of the following:

- (1) The membership
- (2) Stewards
- (3) Executive Board
- (4) Officers
- (5) Committees

**Article V: Membership**

Section 1- Eligibility

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

Section 2- Application

- A. Membership in the Local shall be obtained after payment of the Local initiation fee of \$2.00 upon the approval of any membership committee authorized to accept or reject membership on behalf of the Local, subject to the right of the Local to overrule the decision of a membership committee.
- B. After obtaining approval of the International Executive Board, the Local may waive its portion of the initiation fee during an organizing drive by a majority vote of the Local Executive Board.

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 Article 5, section 3, of the Union Constitution.

Section 4- Resignation

A member must serve written notice of resignation by certified mail or email to Local 4730 Staff Representative. Resignation shall not be effective until the close of the business day upon which written notice is received by the Local.

## **Article VI: Local Dues and Assessments**

- A. Each member of the Local shall pay minimum membership dues of two hours pay per month, in accordance with Convention action.
- B. Membership dues which exceed in amount the minimum membership dues may be authorized by the majority of those voting on the question, either by secret ballot referendum, or by majority secret ballot vote in a meeting where a quorum is present, if the question has been advertised on bulletin boards or website at least ten (10) days in advance of the meeting or by email or notice mailed postage prepaid to each member at least seven (7) days in advance of the meeting.

## **Article VII: Governing Authority**

### Section 1- Membership

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. Through action of the Local Executive Board, between Local Membership Meetings. The Executive Board shall establish administrative policies which become necessary between Membership Meetings.
- C. Through action of the Local Officers between meetings of the Executive Board.
- D. The actions and decisions of the Executive Board and the Local Officers may be overruled by the membership at a Local meeting when a quorum is present or by referendum.

### Section 2- Executive Board

The Local Executive Board shall consist of the following: President, Executive Vice President, Secretary, Treasurer, three (3) Executive Board Members at Large, and one Vice President from each regional campus represented by the Local.

## **Article VIII: Local Meetings**

Regular Meetings of this Local shall be held at least once a month. Special meetings may be called by a majority vote of the Local officers, or by a petition signed by (10%) of the members. Upon receipt of a proper petition, the Local officers shall call a special meeting to be held within 10 days.

## **Article IX: Local Delegates to the Union Convention**

- A. The President of the Local shall be the first delegate to the Union Convention and chairperson to the delegation, which shall be so indicated on the Presidential ballot.
- B. The Executive Vice President of the Local shall be the second delegate to the Union Convention, in the event there is more than one delegate, which shall be so indicated on the ballot for the Executive Vice President.
- C. The Secretary of the Local will be third delegate to the Union Convention in the event there are more than two delegates, which shall be so indicated on the ballot for Secretary.
- D. The Treasurer of the Local will be the fourth delegate to the Union Convention, in the event there are more than three delegates, which shall be so indicated on the ballot for Treasurer.
- E. The number of alternates, if any, sent to the Union Convention shall be determined by the Executive Board subject to membership approval and shall be elected by secret ballot not less than 30 days prior to the Union Convention.

- F. The Local shall determine the convention votes assigned to each delegate in accordance with Article VIII of the Union Constitution.
- G. It shall be the duty of the Secretary 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 Article VIII of the Union Constitution.

## **Article X: Local Committees**

**A.** The Local shall have the following regular committees:

1. Education/Training
2. Organizing/Membership
3. Communication
4. Steward's Council

**B.** The Local shall have the following ad-hoc committees:

1. Election
2. By-Laws
3. Community Service
4. Legislative/Political
5. Equity Diversity

**C.** All Committee Chairs will be appointed by the President with a majority vote of the Local Executive Board. Members of the committees shall be appointed by the Committee Chair.

**D.** Vacancies on committees will be filled on the same manner as the original appointments.

**E.** All committee appointments must be approved of the Local Executive Board and all committee members may be removed by the Local Executive Board. A committee member may also be removed by action of the Local in a membership meeting.

**F.** Duties of the standing committees:

1. Education/Training – The education/training committee shall assist in developing the Local's education program and, with the Local officers, be responsible for instituting the Union's and Local's education programs. This includes but is not limited to stewards and officers training programs, self improvement programs, leadership training, and new member orientation. The committee is also responsible for seeing that members are aware of training and educational opportunities offered through IU and HR.

2. Organizing/Membership – The organizing/membership committee assist the Local stewards, officers, and members in recruiting and organizing all non-union employees within the Local's jurisdiction. They shall develop and facilitate mobilization activities at the direction of the President and his/her designee. They shall make sure that the education/training committee is aware of all new members.

3. Communication – The communication committee shall publish the Local's newsletter and maintain the Local's website. Through these and other means they shall keep the members and the public informed of Local activities and issues affecting the members and issues concerning labor in general.

4. Steward's Council- The Steward's Council shall provide information, training, and other assistance to and serve as a network for the Stewards. All Stewards shall be members of the Council, and shall be expected to participate in the actions and decisions of the council. The council may recommend one or more members in each area to be appointed to Stewardship.

**G.** Duties of the ad-hoc committees:

1. Election – The election committee shall conduct all nominations, elections and referenda for the local.

2. Bylaws – The bylaws committee shall periodically review the bylaws of the Local and make recommendation to the membership of changed to the bylaws that they deem necessary.

3. Community Service – Identify ways the Local can serve in the community to meet member’s needs outside of the workplace and work to address those needs.

4. Legislative/Political – The legislative committee will respond to legislative issues on the local, state and federal levels that affect the membership, either through direct impact on members, the university or labor in general.

5. Equity/Diversity – The equity/diversity committee shall respond on a case by case basis to equity and diversity issues that affect membership, with a particular emphasis on addressing inequalities and issues of fair treatment. The committee will work with the steward council and the education/training committee when issues of equity and diversity coincide with those committees and councils missions.

**H. IU-CWA Committees:**

1. Safety
2. Parking
3. TPAC
4. Child Care
5. Mutual Gains
6. Mutual Gains Training
7. Search and screen as well as taskforces as requested by the University Chancellor or President.

**Article XI- Order of Business**

**A.** The order of business at a Local meeting shall be as follows:

1. Call to order
2. Roll Call and/or Introductions (optional)
3. Reading and action on minutes of previous meeting
4. Report of officers
5. Report of committees
6. Unfinished business
7. New business
8. Good and Welfare
9. Adjournment

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

**Article XII-Local Officers, Executive Board, Stewards and Their Duties**

**Section 1- Local Officers**

**A.** The officers of the Local shall be:

- a. Local President
- b. Local Executive Vice President
- c. Local Secretary
- d. Local Treasurer

**B.** The Duties of Local Officers shall be as follows”

1. The Local President shall:

- a. Be responsible for all Local business:
- b. Preside at Local Membership, Local Executive Board, and Local Officers’ meetings:
- c. Prosecute grievances and appeal them to higher levels of the Union when not satisfactorily settled:
- d. Serve on the Bargaining Committee to represent the members of the Local in contract negotiation:

- e. Appoint representatives to the bargaining team, with concurrence of the Executive Board
  - f. Supervise all Local committees
  - g. Approve all bills to be paid and countersign all checks drawn on the Local Treasury:
  - h. Perform whatever additional duties may be assigned by the Local or required by the policies or Constitution of the; and
  - i. Strive, generally, to advance the welfare and solidarity of the Local.
2. The Local Executive Vice President shall:
- a. Work under the direction of the Local President:
  - b. Perform whatever duties may be assigned by the Local, the Local Executive Board, or Local President:
  - c. Succeed to the office of President in the event the office becomes vacant, and:
  - d. Strive, generally, to advance the welfare and solidarity of the Local.
3. The Local Secretary Shall
- a. Maintain a record of the Local membership:
  - b. Record and maintain the minutes of all meetings of the Local, the Local Executive Board, or Local Officers:
  - c. Furnish the Local Executive Board and the Vice President and Secretary-Treasurer of the Union with copies of any changes in these by-laws within ten (10) days after such changes are made:
  - d. Perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President, and:
  - e. Strive, generally, to advance the welfare and solidarity of the Local.
4. The Local Treasurer shall:
- a. Be custodian of all assets of the Local
  - b. Report to each membership meeting on the financial status of the Local:
  - c. Be bonded, as must any other person who handles Local funds or other property in accordance with the Union Constitution or any State or Federal law:
  - d. Cause the payment of all bills approved by the Local President:
  - e. Cooperate with the auditor in the annual audit of the Treasurer's books and such other audits as may be directed by the Executive board.
  - f. Perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President, and:
  - g. Strive, generally, to advance the welfare and solidarity of the Local.

## Section 2- Local Executive Board

- A.** In addition to the President, Vice President, Secretary, and Treasurer, the Executive Board shall consist of:
- 1. One Vice President from each regional campus represented by the Local.
    - a. The regional Vice Presidents shall
      - 1. Act as direct representatives of the members on their respective campuses.
      - 2. Work under the direction of the Local President and the Executive Vice President.
      - 3. Serve on the Bargaining committee to represent the members of the Local in contract negotiations.
      - 4. Strive, generally, to advance the welfare and solidarity of the Local.
  - 2. Three (3) Executive Board Members At Large
- B.** The Duties of the Local Executive Board shall be as follows:
- 1. The Local Executive Board Shall

- a. Be responsible for making decisions and taking action in behalf of the Local membership between local meetings on all matters concerning the good and welfare of the members;
- b. Meet prior to the next Local meeting and with the Local Officers be responsible for the development of the next Local meeting agenda;
- c. Attend all Executive Board and Membership meetings.
- d. Cause an annual budget to be prepared and presented to the membership;
- e. Be responsible for the operation of the strike action procedures as outlines in the Union Constitution.
- f. Actions and decisions of the Executive Board shall be subject to approval by the membership.
- g. A majority of the Executive Board shall continue a quorum.
- h. Strive, generally, to advance the welfare and solidarity of the Local.

**Section 3- Local Stewards**

- A. The Local shall have as many Areas as deemed necessary by the Local Executive Board, subject to membership approval.
- B. The President shall appoint one or more Stewards to each Area
- C. Any member in good standing in an area shall be eligible for appointment to the office of Steward.
- D. Duties of the Local Stewards shall be as follows:
  - 1. Assist the Local Executive Board and act under their direction.
  - 2. At their direction, initiate grievances for the members for whom they are responsible and shall refer unsettled grievances to the appropriate Executive Board member in writing if the Executive Board member requests that they be in writing.
  - 3. Report to the Executive Board the violation of any agreements or contracts existing between the Union and employer.
  - 4. Advise the Executive Board of the particular desires of the members for Local action and other happenings within the Area which may be considered to be of importance to the Local.
  - 5. Attend Steward Council meetings.
  - 6. Strive, generally, to advance the welfare and solidarity of the Local.

**Article XIII: Conduct of Meetings, Other Local Business and Quorum**

- A. Membership meetings and other business of this Local shall be conducted under these by-laws and rules of the Local and in conformity with the Union Constitution. On questions where the Local by-laws, and Local rules, or the Union Constitution do not clearly apply, Robert’s Rules of Order shall govern.
- B. The number constituting a quorum for the Local meetings shall be any number present at a Local membership meeting provided due notice has been posted on bulletin boards, the Local’s website, or emailed to the membership at least 10 days in advance of the meeting.
- C. A majority of the Executive Board or a majority of the members of a committee shall constitute a quorum for those bodies.

**Article XIV: Nomination and Election of Local Officers and Members of the Executive Board**

**Section 1- Nominations**

Local officers and members of the Executive Board shall be nominated in the month of September of each election year.

**Section 2-Elections**

Election of the Local officers and Executive Board members shall be by secret ballot of the membership in the month of October of each election year.

#### Section 3- Local Election Committee

- A. The nomination and election of Local officers, members of the Executive Board, and delegates to the CWA Convention shall be conducted under the supervision of the election committee. This committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with the Union Constitution and these by-laws, with reasonable opportunity for each member to nominate and vote for their candidate of choice.
- B. The election committee shall also conduct any referenda submitted to the membership.
- C. A member shall not be permitted to serve on the election committee if s/he is a candidate for any office of the Local or 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 or membership of the Local.

#### Section 4- 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 on the first ballot, the vote shall be taken again and the two nominees having the greatest number of votes on the first ballot shall be on the second ballot.
- B. Only members of the Local in good standing shall be eligible to vote or hold office.
- C. The term of office shall be for 3 years.
- D. The officers shall take office immediately following each election on January 1.
- E. All write-in votes shall be void.

#### Section 5-Vacancies

- A. A vacancy in the office of Local President shall be filled by the Local Executive Vice President.
- B. In the event of a vacancy in the office of Executive Vice President, Secretary, Treasurer, or Executive Board Member, an election will be held, providing the remainder of the term of office exceeds twelve (12) months.
- C. The officers shall take office immediately following the election.
- D. In the event that the remainder of the term of office of the Executive Vice President, Secretary, or Treasurer is less than twelve (12) months, the vacancy will be filled by Executive Board appointment, subject to the approval of the general membership.
- E. In the event that the remainder of the term of office of the Executive Board member is less than twelve (12) months, the vacancy will be filled by Executive Board appointment, subject to the approval of the members of the unit.

### **Article XV: Strikes**

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

### **Article XVI: Charges, Trials, and Appeals**

#### Section 1- Charges

Members of this Local may be fined, suspended, or expelled, in the

manner provided in these by-laws, for any of the acts enumerated in Article XIX of the Union Constitution.

**Section 2-Trials**

Any accused member, including officer, of this local shall be tried under the provisions of Article XX of the Union Constitution.

**Section 3- Appeals**

A member or officer of this Local, upon being found guilty by a Local trial court, may appeal as provided in Article XX of the Union Constitution.

**Section 4- Local Trial Court**

A trial court of this Local shall be comprised of five (5) persons, who are members of this Local and not parties to the proceedings, and who shall be selected by the Executive Board of the Local, subject to the approval of the membership.

**Article XVII: Recall of Local Officers, and Executive Board Members**

Any local officer or Executive Board member of this Local may be recalled in accordance with the provisions of Articles XXI and XXII Of the Union Constitution.

**Article XVIII: Amendments to Local By-Laws**

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

- A. Majority vote of the members present in a Local meeting, if the proposed amendment has been introduced at a previous membership meeting or has been advertised to the membership by use of Bulletin Boards, Website, Email or U.S. Mail, postage prepaid, at least 10 days in advance if the membership meeting.
- B. Referendum of the membership

**Article XIX: 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 in accordance with the provisions of Article XXII of the Union Constitution.
- B. Questions submitted to referendum shall be determined by a majority vote of those voting on the question.
- C. Proposed referendum can be introduced to the membership via use of Bulletin Boards, Website, Email or U.S. Mail, postage prepaid, at least 10 days in advance of the membership meeting.
- D. Membership may vote on the proposed referendum by use of polling places or by ballots mailed, postage prepaid, to each member's home address. This decision will be the choice of the Local Executive Board on the manner in which the election is held one month prior to the election.

**Article XX: Fiscal Year and Audit**

- A. The fiscal year of the Local shall be from October 1st of each year to September 30<sup>th</sup> of the following year.
- B. The financial records of this Local shall be audited by a Certified Public Accountant, or by a Committee selected by the Local, at the end of each fiscal year. The results of such audit shall be made available for the inspection of any member of the Local.

## **Article XXI: Oath of Office**

- A. A person elected to an office of the Local, after meeting all other qualifications, shall be duly installed upon taking the following oath:

“I (give name) hereby accept the office of (name of office) of Local 4730, 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 Constitution and policies of the Union.”

“I further promise to give my successor in office all books and records in my possession. I shall at all times endeavor to serve my Local and the Union to the best of my ability, (so help me God.”)

## **Article XXII: Adoption**

These bylaws shall be adopted upon the approval of a majority of the members voting upon their adoption in the membership meeting called for that purpose.

These Bylaws Adopted June 24, 1993

Revised and Adopted April 23, 1998

Revised and Adopted October 22, 2005

Revised and Adopted June 14, 2011