

**BYLAWS of the  
COMMUNICATIONS WORKERS OF AMERICA - LOCAL 2204**

ARTICLE I - NAME

This Local shall be known as Local 2204, 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 2204 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.

ARTICLE IV - LOCAL STRUCTURE

Section 1

The structure of the Local shall consist of the following:

- (1) Membership
- (2) Officers
- (3) Executive Board
- (4) Committees

Section 2

(a)The membership within the Local shall be divided into groups constituting each major classification of work as follows:

- (1) Roanoke Area Commercial - Group 1
- (2) Roanoke Area Plant Inside - Group 2
- (3) Roanoke Area Plant Outside - Group 3
- (4) Roanoke Area Traffic - Group 4
- (5) Norton Area - Group 5
- (6) Radford Area - Group 6
- (7) Norton AT&T Virginia Relay Center - Group 7
- (8) Norton Area Traffic - Group 8
- (9) Radford Area Traffic - Group 9
- (10) Adelphia-Martinsville – Group 10
- (11) Adelphia-Norton – Group 11
- (12) Wise Area Commercial - Group 12

- (b) Each group within the Local shall be further divided into force groups, which shall consist of the workers doing the same or similar work in the same location and reporting to the same first-line management person.
- (c) Group or area Representatives shall be the member duly elected by the membership within each group or area to represent the workers of the group or area.
- (d) The Representatives shall be as follows:
  - (1) Roanoke Area Commercial - Group 1 - Three Representatives
  - (2) Roanoke Area Plant Inside - Group 2 - One Representative for 225 Franklin Road and all outlying Central Offices
  - (3) Roanoke Area Plant Outside - Group 3 - Two Representatives; one for the "Installation Group" and one for "Plant Outside - Other"
  - (4) Roanoke Area Traffic - Group 4 - One Representative for Directory Assistance
  - (5) Norton Area - Group 5 - One Representative for "East Norton Plant" and One Representative for "West Norton Plant"
  - (6) Radford Area - Group 6 - One Representative "Plant Forces"
  - (7) Norton AT&T Virginia Relay Center - Group 7 - Two Representatives
  - (8) Norton Area Traffic - Group 9 - Two Representatives for Norton Directory Assistance
  - (9) Radford Area Traffic - Group 9 - Two Representatives for Pulaski Directory Assistance
  - (10) Adelphia - Martinsville – Group 10 – One Representative
  - (11) Adelphia - Norton – Group 11 – One Representative
  - (12) Wise Area Commercial - Group 12 - One Representative for "Wise Call Center"
- (e) The Job Steward shall be the member or members within each force group appointed by the group or area representative to assist him in representing the workers within each force group. There shall be at least one (1) Job Steward appointed for each fifteen (15) members.

## ARTICLE V - MEMBERSHIP

### Section 1 - Eligibility

Any person eligible to membership in the Communications Workers of America, 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

Membership in the Local shall be obtained after payment of the Local initiation fee of \$2.00 provided application is made within sixty (60) days upon entering the jurisdiction of this Local, otherwise the initiation fee shall be \$10.00, and upon approval of any membership committee authorized to accept or reject membership in behalf of the Local, subject to the right of the Local to overrule the decision of a membership committee.

## Section 3 - Transfers

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

# ARTICLE VI - LOCAL DUES, FINES, AND ASSESSMENTS

## Section 1 - Local Membership Dues

- (a) Each member of the Local shall pay membership dues in the amount which has been established by the membership in a referendum and shall not be less than \$3.00 per month. Membership dues shall be collected in accordance with Article VI, Section I, Paragraph (a), of the Union Constitution. Membership dues may be changed by a majority of those voting on this question by secret ballot referendum.
- (b) In the event the membership becomes delinquent in dues due to the expiration of the Contract, the Company shall be instructed to increase payroll deduction by an amount determined by the Local Executive Board, not to exceed \$1.00 per month, until such dues are collected.
- (c) In the event the International Union raises its per capita dues, the members' per capita shall be raised in the same amount.

## Section 2 - Local Special Assessments

The membership of this Local may levy a special assessment by a majority of those voting on the question by referendum. However, any special assessments levied shall be in compliance with Article VI, Section 3 of 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 and by referendum of the membership.
- (b) Through actions and decisions of the Executive Board between membership meetings.
- (c) Through actions and decision of the Local Officers between meetings of the Executive Board.
- (d) The Local Board shall be composed of the Local Officers and Representatives.

## ARTICLE VIII - LOCAL MEETINGS

- (a) There shall be a minimum of four (4) regular Local membership meetings each year. Time and place of meetings to be established by the Local President.
- (b) Special Local membership meetings may be called by the Local President or by the majority of the Local Board members, or by a petition signed by twenty-five (25) members. Upon receipt of a proper petition, the Local Officers shall call a special meeting to be held within fifteen (15) days.
- (c) There shall be a minimum of two (2) Local Executive Board meetings each year. Time and place of meetings to be established by the Local President.

## ARTICLE IX - LOCAL DELEGATES TO INTERNATIONAL CONVENTION

- (a) Delegates and Alternate Delegates to the Union Convention shall be nominated by a nominating committee composed of the Local Executive Board. Following the meeting of the nominating committee, a general membership meeting shall be held for the purpose of hearing the report of the nominating committee and receiving further nominations from the floor. A notice of this meeting shall be sent to the membership at least fifteen (15) days prior to the meeting.

- (b) Delegates and Alternate Delegates to the Union Convention shall be elected by the membership voting by secret ballot conducted not less than 30 days in advance of the Union Convention.
- (c) The President of the Local by virtue of his election as President shall automatically be designated as a delegate to the Union Convention and as chairman of the delegation.
- (d) In the event the Local elects more than one delegate to the Union Convention, the Local shall assign an equal number of votes to each delegate with the chairman being delegated to cast odd votes.
- (e) 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 Article VIII of the Union Constitution.
- (f) The Secretary-Treasurer by virtue of his election as Secretary-Treasurer, shall automatically be designated as a delegate to the Union Convention.

#### ARTICLE X - LOCAL COMMITTEES

- (a) The Local shall have the following regular committees:
  - (1) Education Committee
  - (2) Election Committee
  - (3) Finance Committee
  - (4) Legislative Committee
  - (5) Membership Committee or Committees
  - (6) Organizing Committee
  - (7) Publicity Committee
  - (8) Social and Entertainment Committee
  - (9) Community Services Committee
- (b) Members of all committees shall be appointed by a majority vote of the Local Officers, subject to the right of the Local membership to overrule such appointments.
- (c) Vacancies on committees shall be filled in the same manner as the original appointments.
- (d) A member of any Local committee may be removed by a majority vote of the Local Officers, subject to the right of the Local to overrule the action of the Local officers. A committee member may also be removed by action of the Local in a membership meeting.

(e) Duties of committees:

- (1) Education Committee - The Education Committee shall assist in developing the Local's education programs; and, with the Local Officers, be responsible for effectuating the Union's and Local's educational program.
  
- (2) Election Committee - The Election Committee shall conduct all nominations and elections and referenda of the Local.
  
- (3) Finance Committee:
  - (a) The Finance Committee shall consist of five (5) members, no one of whom shall be a member of the Local Board.
  
  - (b) The Finance Committee shall meet prior to the last regular Local Board meeting of the year and review the financial operations of the Local for the preceding year.
  
  - (c) The Finance Committee shall make a report of its findings to the Local Board for the succeeding year's operation.
  
- (4) Legislative Committee - The Legislative committee shall assist in 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) Membership Committee:
  - (a) The Membership Committee shall accept or reject membership applications in accordance with the Bylaws of this Local and Article V of the CWA Constitution and policies of the Union.
  
  - (b) The Membership Committee shall consist of the Local Secretary-Treasurer and the Job Steward or Job Stewards in the force group in which the application for membership originates.
  
- (6) Organizing Committee - The Organizing Committee shall assist the Local Officers, Representatives, Stewards and Members in organizing all non-union employees within the Local's jurisdiction.
  
- (7) Publicity Committee - The duties of the Publicity Committee shall be assigned by the Local Officers.

- (8) *Social and Entertainment Committee* - The Social and Entertainment Committee shall assist the Officers in effectuating suitable social and entertainment activities when so requested.
- (9) *Community Services Committee* - The Community Services Committee shall assist in developing and pursuing the program of the Union and the Local in the Community Services field.

#### 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 the previous meeting.
  3. Report of officers
  4. Report of committees
  5. Unfinished business
  6. New business
  7. Adjournment
- B. The order of business may be suspended by a two-thirds vote of the members present.

#### ARTICLE XII - DUTIES OF LOCAL OFFICERS, REPRESENTATIVES, & STEWARDS

- A. The officers of the Local shall be:
  1. President
  2. Three Vice Presidents - Roanoke Area, Radford Area, Norton Area
    - (a) Vice Presidents are to be elected by members within their area. After the election of the three Vice Presidents, the Executive Board will designate one of the three Vice Presidents to fill the vacancy of the President, should it occur.
  3. Secretary-Treasurer

B. The duties of Local officers shall be as follows:

1. The Local President shall:

- (a) Be responsible for the conduct of all Local business;
- (b) Preside at Local Membership, Local Executive Board, and Local Officers' meetings;
- (c) Shall direct the prosecution of grievances and see that they are appealed to higher levels of the Union when not satisfactorily settled;
- (d) Supervise all Local Committees;
- (e) Approve all bills to be paid;
- (f) Attend all conferences and conventions of our Union to which the Local elects to send a Representative;
- (g) Perform whatever additional duties as may be assigned by the Local or required by the policies or Constitution of the Union;
- (h) Shall receive a monthly salary, the amount to be determined by the Executive Board.

2. The Local Vice-Presidents shall:

- (a) Work under the direction of the Local President;
- (b) Perform whatever duties as may be assigned by the Local, the Local Executive Board, or the Local President;
- (c) Shall receive a monthly salary, the amount to be determined by the Executive Board;
- (d) Prosecute grievances in their respective areas and appeal them through the Local Office of the President to higher levels of the Union when not satisfactorily settled.

3. The Local Secretary-Treasurer shall:

- (a) Act under the direction of the Local President
- (b) Receive all monies due the Local and deposit them in a bank approved by the Local Executive Board;
- (c) Pay the proper bills and expenses of the Local, when evidenced by satisfactory statements or vouchers, by check countersigned by the Local President or by such other persons who may be thereunto authorized by the Local Executive Board;
- (d) Attend all meetings of the Local Board and cause a faithful record to be made of the proceedings. Furnish both the District Director and the Secretary-Treasurer of the Union with two copies of any changes in the Local Bylaws within ten (10) days after such changes are made;
- (e) Maintain a current membership file of all members of the Local including Officers, Representatives, and Job Stewards;
- (f) Furnish the Union Secretary-Treasurer with changes of address of any member of the Local;
- (g) Notify the Local President when any member of the Local becomes delinquent for a period of thirty (30) days in the payment of any financial obligation to the Local;
- (h) Keep all contracts, books, records, and all other property of the Local;
- (i) Collect all fines, dues and assessments due the Local. The method of collection to be determined by the Local Executive Board subject to the mandates of the Union Convention and any contract negotiated by the Union;
- (j) See that the President, Vice President, Secretary-Treasurer, and any employees of the Local are bonded in an amount established by the Local Executive Board;
- (k) Turn over all funds, books, records, and all other documents and property of the Local in his custody to his successor in office;
- (l) Be responsible for furnishing the Secretary-Treasurer of the Union with all proper forms signed by Local officers which are required by State and Federal Laws immediately upon their execution;

- (m) Mail a copy of the minutes of the Local Executive Board meeting to each Officer, Representative, and Job Steward within 15 days after the meeting;
- (n) The duties of the Secretary-Treasurer may be performed by the Office Secretary provided adequate supervision is maintained by the Secretary-Treasurer
- (o) Shall receive a monthly salary, the amount to be determined by the Executive Board.

C. Representatives of the Local shall perform duties as follows:

1. With the assistance of his Job stewards, he shall represent the workers within his group or area
2. Attend all membership meetings within his group or area; and, with the assistance of his Job Stewards determine the majority opinion of the members in order to properly represent the workers at meetings of the Local Executive Board;
3. Attend all Local Executive Board meetings
4. Supervise the negotiations of all grievances within his group or area. Issues which are not settled to the satisfaction of the group or area shall be referred to the Local President for further consideration;
5. Appoint no less than one (1) Job steward for each fifteen (15) people in his group or area;
6. Act under the direction of the Local President and perform such other duties as may from time to time be assigned him by the Local Executive Board.

D. Stewards of the Local and their duties shall be:

1. Act under the direction of the group or area Representative and assist him in representing the workers within the force group or area;
2. After having consulted with his group or area representative he shall be delegated with the authority to negotiate grievances with first-line management;

3. All issues or grievances of individual workers or groups of workers not settled to the satisfaction of the individual or group shall be referred to the Local President for further consideration;
4. Assist in carrying out the programs of the Local under the direction of the Officers, Representatives, or Committee Chairmen; and
5. Act as organizers of the Union. All non members shall be contacted the first day upon entering the force group for the purpose of securing their membership in the Union.

#### ARTICLE XIII - CONDUCT OF MEETINGS. OTHER LOCAL BUSINESS & QUORUM

- A. Membership meetings and any other business of this Local shall be conducted under these Bylaws and in conformity with the Union Constitution. On questions where the Local Bylaws or the Union Constitution do not clearly apply, Robert's Rules of Order shall govern.
- B. Any number of members present at a Local Membership meeting shall constitute a quorum for Local meetings.
- 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 & REPRESENTATIVES

##### Section 1 - Nominations

- (a) Local Officers - Beginning with the election held in 1972, Local Officers shall be nominated in the month of October of each third year by a nominating committee composed of the Local Executive Board. Following the meeting of the nominating committee, a general membership meeting shall be held for the purpose of hearing the report of the nominating committee and for receiving further nominations from the floor. A notice of this meeting shall be sent to the membership at least fifteen (15) days prior to the meeting.

- (b) Representatives - Beginning with the election held in 1971, Representatives shall be nominated in the month of October in each third year. The Job Stewards in a group shall constitute a nominating committee for the group and shall submit names of nominees to the Chairman of the Election Committee. Following the meeting of the nominating committees, a general membership meeting shall be held for the purpose of hearing the report of the nominating committees and for receiving further nominations from the floor. A notice of this meeting shall be sent to the membership at least fifteen (15) days prior to the meeting.

### Section 2 - Local Elections

- (a) Local Officers. The Local shall elect its Officers during the month of November of each election year by secret ballot of the membership following nominations by the Nominating Committee and in Membership meetings. The elected Officers shall take office on January 1st of the following year.
- (b) Representatives. Representatives shall be elected by secret ballot during the month of November of each election year.
- (c) All elections shall be conducted by United States mail.
- (d) No write in votes on an uncontested election will be accepted.

### Section 3 - Local Election Committee

- (a) The nomination and election of Local Officers, members of the Local 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 Bylaws.
- (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 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 Local Executive Board or membership of the Local.

#### Section 4 - General Provisions

- (a) The nominee in any election receiving the majority of votes cast, other than the nominees for Delegate and Alternate Delegate which shall be by a plurality of the votes cast, shall be declared elected. If no one nominee has a majority on the first ballot, the votes shall be taken again and the two nominees having the greatest number of votes on the first ballot shall be nominated on the second ballot.
- (b) In the event there is a tie for second place on the first ballot and no one received a majority, the second ballot shall include the name of the individual leading the ballot and the two who tied for second place.
- (c) In the case of election for Delegate and Alternate Delegate requiring a plurality vote, if a tie renders the election indecisive for any position, a Runoff election shall be conducted and the nominees who tied for such position on the first ballot shall be the nominee on the second ballot.
- (d) Only members of the Local in good standing shall be eligible to vote or hold office.
- (e) The term of office shall be for three (3) years.
- (f) No elected officer of the Local shall be qualified to take office unless and until he or she has executed all compliance forms necessary to permit the Local and the Union to exercise its full rights under State and Federal Law.

#### Section 5 - Vacancies

- (a) A vacancy in the office of Local President shall be filled by the Local Vice President.
- (b) Vacancies of other Local Officers shall be filled in the same manner as that required for regular elections and within 60 days as required by Article XV of the Union Constitution.
- (c) Vacancies in the position of Local Representatives shall be filled by appointment of the governing body of the Local for any unexpired term of less than six (6) months' duration, otherwise paragraph (b) of this section shall apply.

## ARTICLE XV - STRIKES

### Section 1

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 for any of the acts enumerated in Article XIX of the Union Constitution.

### Section 2 - Trials

Any accused member, including Officers, of this Local shall be tried under the provisions of Article XXI 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 XXI, Section 4 of the Union Constitution.

### Section 4 - Local Trial Court

A trial court of this Local shall be composed of not less than three nor more than seven persons, who shall be members of this Local and not parties to the proceedings, and who shall be selected by the Executive Board of the Local. Trial shall be conducted in accordance with Article XXI of the Union Constitution.

## ARTICLE XVII - RECALL OF LOCAL OFFICERS AND REPRESENTATIVES

An elected Officer of this Local may be recalled in conformity with the provisions of Article XX and Article XXII of the Union Constitution.

## ARTICLE XVIII - AMENDMENTS TO LOCAL BYLAWS

After adoption, these Bylaws 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 or U. S. Mail, postage prepaid at least seven (7) days in advance of the meeting;
- (b) Referendum of the membership; or
- (c) Automatically amended to comply with any changes made necessary by International Convention action.

## ARTICLE XIX - REFERENDUM OF THE LOCAL

### Section 1

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 Local Executive Board or Membership meeting.

### Section 2

Propositions submitted to referendum shall be determined by a majority vote of those voting on the question.

## ARTICLE XX - FISCAL YEAR AND AUDIT

### Section 1

The fiscal year of the Local shall be October 1st, to and including September 30th of the succeeding year.

### Section 2

The financial records of this Local shall be audited by a Certified Public Accountant or by the Local Finance Committee at the end of the fiscal year. The results of such audit shall be available for the inspection of any member of the Local.

### Section 3 - Lost Time Wages

- (a) A person employed on Union business shall be reimbursed for all wages lost from the Company.
- (b) A person employed on Union business for more than four hours on a non-scheduled day shall receive one day's pay.
- (c) A person employed on Union business while on vacation from the Company shall be compensated for that time.

### ARTICLE XXI - OATH OF OFFICE

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 2204, 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 abilities, 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 membership meetings called for that purpose.

These Bylaws adopted January, 1951.

## Record of Amendments

Amended December, 1956  
Amended May, 1963  
Amended October, 1971  
Amended February, 1975  
Amended November, 1976  
Amended April, 1979  
Amended April, 1980  
Amended April, 1982  
Amended February, 1984  
Amended January 13, 1986  
Amended February 2, 1987  
Amended June 24, 1988  
Amended November 18, 1988  
Amended May 30, 1989  
Amended March 6, 1990  
Amended July 19, 1991  
Amended November 7, 1991  
Amended May 7, 1993  
Amended August 13, 1993  
Amended October 29, 1997  
Amended October 26, 1999  
Amended May 13, 2003  
Amended May 24, 2004

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