

ARTICLE I - NAME:

This shall be known as Local 3176, 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. Embarq Inc. DBA CenturyLink Inc, AT&T mobility LLC,

ARTICLE III - OBJECTS:

A. The objects of Local 3176 shall be to represent and serve the workers within its jurisdiction in accordance with the By-Laws and Rules of the Local and Constitution and polices of the Union.

B. To guarantee and maintain equitable relations between members. To assure membership control and the democratic right to assemble, voice their views and discuss among themselves and take action on, matters of mutual interest.

ARTICLE IV - LOCAL STRUCTURE:

The structure of the local shall consist of the following:

- ~~(1) Membership~~
- ~~(2) Executive Board~~
- ~~(3) Officers~~
- ~~(4) Committees~~
- (1) Membership**
- (2) Executive Board**
- (3) Executive Officers**
- (4) Unit Representative(s)**
- (5) Chief Stewards / Stewards**
- (6) Committees**

ARTICLE V - MEMBERSHIP:

Section 1 - **Eligibility:**

Any person eligible for 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 (\$0.00) and upon the approval of any membership by the Membership Committee to accept or reject membership in the local subject to the right of the local to overrule the decision of a membership committee.

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 V of the Union Constitution.

Section 4 - DUTIES OF MEMBERS:

- A.** Present grievances and other matters involving relations with their management to the Local for consideration and adjustment.
- B.** Keep all business of the union strictly confidential from persons outside of the Union, unless authorized to publicize the same.
- C.** Carry their membership card at all times
- D.** Keep the Local Secretary or President informed of their correct address and place of employment.
- E.** Bring to the attention of Officers or Stewards any activity considered to be not in the interest and welfare of the Union.
- F.** Inform the Officers or Stewards of any eligible person or persons at these work locations who are not members of the Union.
- G.** Abide by the Constitution and By-Laws
- H.** Comply with and police the provisions of any contract duly ratified and signed in accordance with the Constitution and By-Laws.

ARTICLE VI - LOCAL DUES AND ASSESSMENTS:

Section 1 - Local Dues:

Each member of the Local shall pay dues in an amount established by the national executive board. Membership dues may be changed only by a majority of those voting on the question by secret ballot referendum, or by a majority secret ballot vote in a meeting where a quorum is present, If the question has been advertised on bulletin boards at least seven (7) days in advance of the meeting, or by notice mailed postage prepaid to each member at least seven days in advance of the meeting. Minimum dues will be established at the International Convention.

Section 2 - Local Special Assessments:

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

ARTICLE VII - GOVERNING AUTHORITY:

Section 1 - Membership:

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

- (a) Through action taken in general membership meetings or by referendum of

the membership.

(b) Through actions and decisions of the Executive Board between general membership meetings.

(c) Through actions and decisions of the Local Officers between meetings of the Executive Board.

(d) The actions and decisions of the Executive Board and Officers of the Local, between general membership meetings may be overruled by the membership in a general membership meeting or by referendum.

Section 2 - **Executive Board:**

The Local Executive Board shall consist of the following: President, Executive Vice President, Secretary, Treasurer, ~~Unit Vice President(s).~~ **Unit Representative(s)**

~~Section 3—Chief Stewards:~~

~~The Local executive Board shall appoint as many Chief Stewards as required to conduct local and unit duties.~~

ARTICLE VIII - LOCAL MEETINGS:

A. General Membership meeting of this Local shall be held on the second Tuesday of each month of the year alternating between Ocala and Leesburg. All meeting locations, date and time will be posted on the local web site at the beginning of each year.

B. Special meetings may be called by a majority vote of the Local Officers, or by a petition signed by 20% of the membership. Upon the receipt of a proper petition the Local Officers shall call a Special meeting to be held within ten (10) days.

C: Unit meetings, Unit Meetings may be held prior to each monthly general membership meeting, the purpose of this meeting is for the membership of each bargaining unit to address/discuss relevant issues related to motions that can be presented in the general membership meetings, The Executive Board shall endeavor to attend a minimum of one meeting for each unit each calendar quarter, the unit meeting place/time is to be determined by the unit VP of each unit under the locals' jurisdiction.

ARTICLE IX - LOCAL DELEGATES TO INTERNATIONAL CONVENTIONS AND DISTRICT MEETINGS:

A. The Local President or designee shall be a delegate and Chairman of all delegations to all official conventions and meetings of the Union. The Executive Vice President of the Local shall be a delegate to the National Convention. They shall be elected concurrently with elections to the office of President and Executive Vice President.

B. Additional delegates and alternate delegates or guest to the Union Convention shall be elected by the membership in general membership meetings not less than thirty (30) days in advance of the Union Convention.

C. In the event the Local elects more than one (1) delegate to the Union Convention, the Local shall determine the Convention votes assigned to each delegate in accordance with Article VIII of the Union Constitution.

D. It shall be the duty of the Secretary of the Local to certify the Local delegates to the Union Convention to the Secretary -Treasurer or the Union within the time limits specified in Article VIII of the Union Constitution.

ARTICLE X - LOCAL COMMITTEES:

A. The Local has the following regular committees:

1. Education / Equity / Organizing / Membership
2. Election Committee
3. Legislative Committee
4. Community Services / Retired Members Committee
5. By-Laws Committee
6. Budget / Auditing Committee
7. Safety Committee
8. Bargaining Committee
9. Women's Committee

B. Members of all committees shall be appointed by the President with the advice and consent of the Executive Board, subject to the right of the Local membership to overrule such appointments.

C. Vacancies on the committees shall be filled in the same manner as the original appointments.

D. A member of any Local committee may be removed by 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. The number of committee members shall be as determined by the Executive Board of the Local.

F. Duties of Committees:

1. Education / Equity / Membership / Organizing Committee:

A) Education Committee: Shall assist in developing the Locals educational program and, with the Local Officers, be responsible for effectuation of the Union and Local's educational programs.

The education committee shall assist in developing the Locals multimedia program consisting of any collection of data including text, graphics, images, audio and video, or any system for processing or interacting with such data to be shared with the local members.

B) Equity Committee: To ensure the equitable treatment of all members of the local regardless of Age, gender or race.

C) Membership Committee:

(a) The membership committee or membership committees shall accept or reject membership application in accordance with the by-law's and Rules of this Local and Article V of the CWA Constitution and policies of the Union.

(b) Shall convene immediately following adjournment of all meetings for the above stated purpose.

(c) Shall consist of all members in good standing present.

(d) Organizing Committee:

The Organizing Committee shall assist the Local Officers and members in organizing all non-union employees within the Locals jurisdiction.

2. Elections Committee:

(a) The Elections Committee shall conduct all nominations and elections and referenda of this Local.

(b) The election committee shall abide by Federal Law requirements for all reasonable requests of any candidate to distribute campaign literature at the candidate's expense (No Local Funds) to all members in good standing of the union and to refrain from discrimination in favor of or against any candidate with respect to the use of lists of members. Whenever the Local authorizes the distribution of campaign literature on behalf of any candidate, similar distribution at the request of any other bona fide candidate shall be made by the Local, with equal treatment as to the expense of such distribution. Any distribution by the local is not an endorsement of a candidate, nor is the Local responsible for the content of the candidate's campaign literature.

(c) Any distribution list required by a candidate will not be given to a candidate; they will have to submit letters through the election committee for distribution at their expense.

3. 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.

4. Community Services / Retired Members Committee:

A) The Community Services Committee: shall assist in developing all community services programs.

B) Retired Members Committee: To maintain a listing of the retirees who were members of this Local and keep them notified of all items of interest to them.

5. By-Law's Committee:

The By-Law's Committee shall review and approve all bylaw changes to the CWA 3176 Local Union Constitution. Review and update the Locals bylaws for conformance with the International

CWA Union.

6. Budget / Auditing Committee:

A) The Budget Committee: shall meet annually to set budgetary goals for the Local Union for the incoming year. The President or his designee and the Treasurer shall be members of this committee, as shall the chairperson of all active committees.

B) Audit Committee: The financial records of this Local shall be audited by a Certified Public Accountant at the end of the current working contract, and by the audit committee selected by the Local, at the end of the first and second year of the current working contract. The results of such audit shall be made available for the inspection of any member of the Local.

7. Safety Committee: Insure that all work place safety concerns are brought to the attention of the appropriate authority.

8. Bargaining Committee:

The committee shall:

- a. Gather Information
- b. Obtain comparisons of the local's collective agreement provisions with contracts of workers in the same sector from the Local Representative.
- c. Obtain information on public sector settlement trends.
- d. Obtain a list of unresolved complaints.
- e. Survey the membership to determine bargaining priorities.

Bargaining Proposals

- a. Based on the information gathered, develop bargaining proposals in conjunction with the Local Representative.
- b. Write up the proposals in contract language.
- c. Develop arguments for why each proposal should be incorporated into the collective agreement.
- d. Explain to the members how the proposals reflect their priorities and concerns.

Bargaining Strategy

- a. In conjunction with the Local Representative develop a bargaining strategy aimed at improving the chances that the employer will accept the most important bargaining proposals in Negotiations.
- b. Sit in on negotiations. Note that the Local Representative usually acts as the Union's chief spokesperson.
- c. Decide which proposals to withdraw, which ones to revise and which ones to leave as is during negotiations.
- d. Recommend acceptance or rejection of a tentative agreement and explain to the membership how their priorities and concerns are reflected in the settlement.
- e. Explain to members the meaning and intent of any new contract language.

9. Women's Committee: The Local Union shall establish a Committee comprised of members which will take actions that will benefit all the members in the Local. The Local Union shall ensure that some money be made available for activities as determined by the Committee.

- a. Shall meet three (3) times per year and report to the Board the actions that have been taking place.
- b. Shall provide all members of Local with support, information and education to inspire them to become more active in their union and their communities.
- c. Shall have input and report to the Executive Board on a quarterly basis.
- d. Encourage involvement of all members in Local activities.
- e. Be concerned with the rights of all members in the work force who face discrimination, lack of equal opportunity, unfair treatment and/or harassment in the workplace and union.
- f. Cooperate and liaise with other union committees and Federations of Labor.
- g. Participate and/or recommend attendance to meetings, conferences, conventions and education courses concerning all members.
- h. Promote and recommend the organization of educational programs concerning members in the workplace, home and the community.
- i. Promote equality in the workplace and the community.
- j. Participation will not exclude any members of the local regardless of age, gender or race.

ARTICLE XI - ORDER OF BUSINESS:

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

1. Call to Order
2. Open discussion (15-minute maximum)
3. Roll call (optional)
4. Reading and action on minutes of previous meeting
5. Report of Officers
6. Report of Committees
7. Unfinished business
8. New business
9. Good and Welfare Reports
10. Adjournment (membership committee convene immediately)

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

~~ARTICLE XII – LOCAL OFFICERS, STEWARDS, AND THEIR DUTIES:~~

ARTICLE XII – LOCAL EXECUTIVE OFFICERS, UNIT REPRESENTATIVE(S), CHIEF STEWARDS, STEWARDS, AND THEIR DUTIES:

Section 1 - **Local Officers:**

A. The **Executive** officers of the local shall be:

- ~~1. Local President~~
- ~~2. Executive Vice President~~
- ~~3. Local Secretary~~
- ~~4. Treasurer~~

~~5. Unit Vice President – Embarras DBA Centurylink~~

~~6. Unit Vice President – AT&T Mobility, LLC~~

1. President

2. Executive Vice President

3. Secretary

4. Treasurer

B. The duties of Local **Executive** Officers shall be as follows:

1. The Local President shall:

- (a) Act at all times in the best interest of the local and membership
- (b) Be responsible for the conduct of all Local business;
- (c) Preside at local membership, local executive board, and local **Executive** officers meeting;
- (d) Prosecute grievances and appeal them to higher levels of the Union when not satisfactorily settled;
- (e) Supervise **and be ex-officio member** all local committees
- (f) Approve all bills, incidentals, wage reimbursements, and vouchers to be paid by local treasury;
- (g) Perform whatever additional duties as may be assigned by the local or required by the policies of constitution of the union.
- (h) Be the first delegate to conventions and chairman of the delegations.
- (i) Present all changes to the contract (letters of agreement) to the Executive Board Members and or General Membership for approval before sign off.

2. The Executive Vice President shall:

- (a) Work under the direction of the Local President;
- (b) Perform whatever duties may be assigned by the local, the Executive Board, or the Local President.
- (c) Attend Executive Board and membership meetings and assume duties of Local President when not present at meetings.
- (d) Chair or Co-Chair committees assigned by the president or local.
- (e) **Be the second delegate to conventions and vice chairman of the delegations.**

~~**3. Unit Vice President shall:**~~

- ~~(a) Work under the direction of the Local President;~~
- ~~(b) Perform duties as may be assigned by the local, the Executive Board, or the Local President.~~
- ~~(c) Attend Executive Board, Secretary, Treasurer and general membership meetings.~~
- ~~(d) Chair or Co-Chair committees assigned by the president or local.~~
- ~~(e) Oversee and direct all Chief Stewards who work under the appropriate Unit Vice President.~~

4. 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 District Director 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.~~

(a) Maintain a current record of the local membership;

(b) Record and maintain the minutes of all meetings of the local, the Local Executive Board, Executive Officers, and Committees.

(i) A designee, appointed by the President, can record minutes in lieu of the Local Secretary if the Local Secretary is not available.

This designee shall provide the original and final draft of the record to the Secretary prior to the General Membership meeting for archiving.

(c) Maintain and/or archive all files, records, reports, grievances/arbitrations, and any other documents of the local.

(d) Furnish the District Director, International, and Secretary-Treasurer of the union with copies of any changes in these by laws within ten (10) days after such changes are made as well as any other records and reports as required.

(e) Assist the President in preparing any agendas for meetings of the Local Membership.

(f) Perform such other duties as may be assigned by the local, the Local Executive Board, or the Local President.

5. The Local Treasurer shall:

(a) Be the 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, **incidentals, wage reimbursements, and vouchers approved by the Local President or his appointed representative.**

(e) Perform such other duties as may be assigned by the local, the Local Executive board, or the Local President

(f) Serve on budget Committee.

Section 2 - ~~The Chief Stewards shall:~~ Unit Representative(s), Chief Stewards and Stewards

1. Unit Representative shall:

(a) Work under the direction of the Local President;

(b) Perform duties as may be assigned by the local, the Executive Board, or the Local President.

(c) Ensure grievances are appealed to higher levels of the Union when not satisfactorily settled;

(d) Communicate regularly with the Executive Board on any grievances and subjects of interest of the unit.

(e) Mentor all Chief Stewards for your unit.

2. Chief Steward shall:

- (a) Work under the direction of the Executive Board;**
- (b) Perform duties as may be assigned by the local, the Executive Board, or the Local President.**
- (b) Communicate regularly with the Executive Board on any grievances and subjects of interest of the unit.**
- (c) Mentor all Stewards for your assigned area.**
- (d) Ensure stewards in your assigned area process grievances in a timely manner in accordance to the CBA.**
- (e) The local shall have as many chief stewards as determined by the Executive Board and shall be appointed by the president with the advice and consent of the Executive Board.**
- (f) Chief Stewards may be removed in the same manner as the appointment.**

3. Local Stewards Shall:

- (a) Work under the direction of the Executive Board;**
 - (b) Perform duties as may be assigned by the local, the Executive Board, or the Local President.**
 - (b) Communicate regularly with the Executive Board on any grievances and subjects of interest of the unit.**
 - (c) Mentor all members for your assigned area.**
 - (d) Ensure grievances in your assigned area process in a timely manner in accordance to the CBA.**
 - (e) The local shall have as many stewards as determined by the Executive Board and shall be appointed by the president with the advice and consent of the Executive Board.**
 - (f) Stewards may be removed in the same manner as the appointment.**
- ~~(a) Work under the direction of the Local President, or Unit VP.~~
 - ~~(b) Perform duties as may be assigned by the Local;~~
 - ~~(c) Plan and conduct a quarterly meeting within their respective area for the purpose of bringing before the members matters of mutual concern and recruit new members.~~
 - ~~(d) Serve on committees as appointed by the Local President.~~
 - ~~(e) Oversee all local stewards in their respective areas.~~

Section 3—Local Stewards:

- ~~(a) The local shall have as many stewards as needed to meet conditions at the time;~~
- ~~(b) Stewards shall be appointed by the President of the Local with the advice and consent of the Executive Board;~~
- ~~(c) Should a vacancy occur in the job of stewards, the vacancy shall be filled in the same manner as provided for in section 3, Local Stewards paragraph (b);~~
- ~~(d) Stewards may be removed from that office by the Executive Board of the local subject to the approval of the majority vote at any regular meeting of the membership.~~
- ~~(e) Processing of grievances and be responsible for transferring them to higher levels of the Local Union.~~
- ~~(f) Post bulletin board notices and perform other duties as signed~~

~~by the Executive Committee or covered in the Job Steward Manual.~~

ARTICLE XIII - Conduct of Meetings, Other Local Business and Quorum:

- (a) Membership meetings and any 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, the Local rules or the Union Constitution do not clearly apply, Robert's Rules of Order shall govern.
- (b) The number constituting a quorum for Local meetings shall be those members present with at least one member or board member of represented units under the local jurisdiction.
- (c) A majority of the Officers or a majority of the members of a committee shall constitute a quorum for those bodies.

ARTICLE XIV - Nomination and Election of Local Officers:

Section 1 - Nomination of Officers:

- (a) In each election year after the adoption of these By-Laws the Local shall hold nomination for the following offices:

President, First Delegate and Chairman of the delegation to the CWA Convention, Executive Vice President, and second delegate to the CWA Convention. Secretary: Treasurer: Unit Vice President:

The nominations shall be held in accordance with the following procedure.

- (b) Not less than fifteen (15) days prior to the general membership meeting held in September or October, the election committee shall notify each member the time and place of the meeting stating that the nomination and election of Officers will take place.

- (c) Nominations will be made from the floor. If the nominee is present and does not immediately ask that his or her name be withdrawn, he or she signifies that he or she will faithfully perform the duties of the office if elected. If he or she is not present, the one who make the nomination must have a written acceptance from the nominee.

- (d) Any member, unable to attend the meeting and desiring to make nominations may do so by stating in a letter the person or persons he wished to nominate and the office for which each is nominated together with a statement of acceptance from each nominee. This letter may be delivered in person or sent by registered mail to any member of the Elections Committee. This

letter must be in the hands of the committee member before the meeting.

Section 2 - Election of Officers:

(a) Election of Officers shall be held by secret ballot during the months of September, October, November or December of each Election year, as provided in the CWA Constitution. Elections are to be conducted by either of the following methods:

1. Ballot conducted by US Mail.

(a) Approved Electronic Ballot by State Rules/OLMS Rules.

2. Ballot by use of established polling places and Ballot boxes.

(b) The Ballot shall contain a space for the choice of nominee for each of the offices

(c) Each member shall indicate his choice for each office and place in a sealed ballot box. The Election Committee must check off the name of each eligible voter receiving a ballot from a list of members eligible to vote.

(d) The polls shall be closed immediately after the stated time of polling.

(e) The Election Committee will / shall determine the method of voting either at designated polling places or by mail. The committee will tabulate the results of the election and certify the same to the President of the Local on the day the closing of the polls, except that if the first day falls on a Sunday, then they may tabulate the report on the second day thereafter.

(f) Tabulation of the votes shall be as follows:

1. Check against the membership register the names of voters eligible to vote.

2. Remove the Ballots one by one and tally the results.

3. 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 nominees on the second ballot.

4. Certify the tabulated results, in writing to the President and Secretary immediately, and post

the results of the election on all bulletin boards.
They shall also notify the successful nominee of
their election.

Section 3 - Local Election Committee:

(a) The nomination and election of Local officers and delegates to the CWA Convention shall be conducted under the supervision of the Election Committee. The 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 the candidate of their choice.

(b) The Election Committee shall also conduct any referenda submitted to the committee.

(c) A member shall not be permitted to serve on the Election Committee if he or she 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 governing board and the membership of the Local.

(e) Certify voting eligibility of membership under provisions of the by-law's

(f) Committee shall consist (1) chair person, (2) minimum of two eligible members of each contract that falls under the local's jurisdiction. Committee must be an odd number of members for the purpose of tie breaker if needed.

Section 4 – General Provisions

(a) Only members of the Local in good standing shall be eligible to vote or hold officer.

(b) Voting eligibility shall only be limited, as prescribed herein in accordance with the CWA constitution; shall only be limited in that voting eligibility in regards to contract ratification and election of Officers shall be for members in good standing for a minimum period of ninety (90) days. This is in accordance with the Constitution. Voting on all other matters before the membership at general membership, special meetings (called in accordance to these By-Laws) or by referendum shall not be so limited.

(c) The newly elected officers shall assume office immediately upon their compliance with National Labor Relations Board requirements, State, and Federal laws, the By-Laws of the Local and CWA Constitution. They shall serve for a period of three (3)

years from date of their election or until their successors have become qualified as provided in this section.

Section 5 - Vacancies:

(a) A vacancy in the office of Local President shall be filled by the Local Vice President. Vacancies in other offices shall be appointed by the Local President within sixty (60) days with the advice and consent of the Executive Board.

(b) An officer that has been appointed may be removed from office by the Executive Board of the Local subject to the approval of the majority vote at any regular meeting of the membership.

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 the 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 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 of the Union Constitution.

Section 4 - Local Trial Court:

A trial court of this Local shall be composed of five (5) persons, who are members of this Local and not parties to the proceedings, and who shall be selected by the governing body of the Local.

ARTICLE XVII - RECALL OF OFFICERS:

Any elected Officer of this Local may be recalled in accordance within provisions of Article XX 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 general membership meeting or by electronic balloting if the proposed amendment has been introduced at a pervious membership meeting or has been advertised to the membership by use of Bulletin Boards, electronic communications or US Mail postage prepaid at least seven (7) days in advance of the meeting, or

(b) Referendum of the membership.

ARTICLE XIV - 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) Questions submitted to referendum shall be determined by a majority vote of those voting on the question.

ARTICLE XX - FISCAL YEAR AND AUDIT:

(A) The fiscal year of this Local shall be from October 1st of each year to and including September 30th of the succeeding year.

(b) The financial records of this Local shall be audited by a Certified Public Accountant at the end of the current contract, and by the audit committee selected by the Local, at the end of **each fiscal** year of the contract. The results of such audit shall be made available for the inspection of any member of the Local.

ARTICLE XXI - ALLOWANCE AND EXPENSES:

(a)	President	\$475.00 \$575 monthly
	Vice President	\$300.00 \$400 monthly
	Secretary	\$300.00 \$400 monthly
	Treasurer	\$300.00 \$400 monthly
	Unit Representative	\$400 monthly
	Unit Vice President	\$300.00 monthly

(b) Executive Board members will receive a \$35.00 allowance for each Executive Board meeting they attend not related to the monthly meeting,

(c) Executive Board may approve up to \$ 500.00 incidental expenses between general membership meeting.

(d) Per Diem shall be \$35.00 in Local Jurisdiction or GSA outside of Local Jurisdiction per day. Reference <http://www.gsa.gov/portal/category/100120>

(e) Compensation for mileage will be what is allowable by the Federal Government without being taxed.

(f) Union members will be reimbursed for lost scheduled work time while attending Union functions and schools. Lost wage will not be reimbursed unless approved by the Local President.

(g) Union members will be reimbursed for expenses incurred when working under the direction of the Local President or membership of the Local. (Office supplies, telephone calls, reproduction of grievances) these expenses must be put on a voucher and accompany with a paid receipt.

(h) Benevolence Fund: Union members will be reimbursed from the Benevolence

Fund for expenses incurred upon submission of paid receipts or membership approval, not to exceed \$100. Reimbursement is for deceased members/dependents or a member/dependent with an illness, reimbursement can be substituted with a donation to charity or equivalent benefit at the request of the member/members' family. The contract will be the guideline for qualification of dependents.

(i) Stewards will be paid mileage plus \$35.00 allowance for each steward and/or membership meeting attended once a month, and mileage plus \$35.00 allowance for Executive Board meeting attended authorized by the Local President.

(j) Committee members will be paid mileage plus \$ 35.00 allowance in months when conducting union business, attending committee meetings and work sessions authorized by the Local President.

(k) Grievances - Members or Stewards will be paid mileage allowance when gathering information on Grievances and when attending Grievance meeting, if a company vehicle is not used with a minimum approval of Unit Representative.

(l) Allowance will not be paid when the local covers meals/food and beverages when attending committee meeting, work sessions, events, or training of local members in the local jurisdiction, when authorized by the Local President.

ARTICLE XXII - OATH OF OFFICE:

Each elected Officer of this Local, after meeting all other qualifications, shall be duly installed upon taking the following oath.

“ I (give full name) hereby accept the office of (give office) of Local 3176 Communication Workers of America, with full knowledge of the responsibilities and duties of such office.”

“I promise to faithfully discharge my duties according to the By-Laws 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.”

Revised Jan 10th 2017 – Revisions are in Bold / Redacted is ~~Struck through~~