

CWA Local 3645

Bylaws

ARTICLE I – NAME

This Local shall be known as Local 3645 Communications Workers of America.

ARTICLE II - JURISDICTION

Jurisdiction of this Local shall be Piedmont Fleet and Passenger Services Agents employed by Piedmont Airlines in CWA District 3 and such other jurisdiction assigned by the Union and appearing on the face of the Local Charter.

ARTICLE III – OBJECTS

The object of Local 3645 will be to represent and serve Piedmont Fleet and Passenger Service Agents within CWA Districts 3 in accordance with the Bylaws and Rules of the Local and the Constitution and policies of the Union.

ARTICLE IV - LOCAL STRUCTURE

The structure of the Local shall consist of the following:

Section 1 - Local

A. The Membership.

B. The Executive Board: The Officers, 5 Area Representatives

C. The Officers: President, Executive Vice President, Secretary-Treasurer and Vice President.

D. The Committees.

Section 2 - Areas:

There shall be five Area Representatives. The five areas of the Local will be defined by the President as follows:

Area 1 – AGS – HHH – GNV – DAB

Area 2 – AVL – TRI – TYS – SDF

Area 3 – CAE – GSP – FLO – MYR

Area 4 – EWN – OAJ – ILM – FAY – PGV

Area 5 – HSV – MGM – GPT – VPS

Any newly acquired stations will be added to the respective Areas based on proximity.

The area representatives shall be elected local-wide, any position unfilled will be appointed by the Executive Board and approved by the membership.

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, if employed on a part-time or full-time basis by the Union or the Local.

Section 2 - 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 CWA Constitution.

ARTICLE VI - LOCAL DUES AND ASSESSMENTS

Section 1 - Local Membership Dues:

A. Each member of the Local shall pay minimum membership dues as established by the CWA Convention.

B. Membership dues which exceed in amount of the minimum membership dues may be authorized by a majority of those voting on the question by secret ballot referendum.

C. Membership dues may be changed only by a majority of those voting on the question by secret ballot referendum.

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 assessment levied shall be in compliance with Article VI, of the Union Constitution.

ARTICLE VII - GOVERNING AUTHORITY

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 at membership meetings and by referendum of the membership.

B. Through actions and decisions of the Executive Board between membership meetings. The Executive Board shall establish administrative policies, which become necessary to insure that members can participate in the governance of the Local. The Executive Board will consist of the Officers and the Area Representatives.

C. Through actions and decisions of the Local Officers, between meetings of the Executive Board.

ARTICLE VIII - MEETINGS

Section 1 - Executive Board:

The Executive Board shall hold monthly meetings. Other meetings can be held as requested by the President or by five members of the Executive Board. Meetings requested by five members of the Executive Board must be held within ten (10) days of the request.

Section 2 - Local Meetings

There will be a monthly Town Hall Conference Call with Stewards, these meetings will be informational only.

Section 3 - Membership Meetings

Will be held Quarterly; January, April, July and October at the Local Union Hall. Notice of such meetings will be posted on the Union bulletin boards no later than 7 days prior to the scheduled meeting.

Section 4 - Special Area Meetings

Special Area Meetings shall also be called upon receipt of a petition signed by 10% of the area membership. Such meetings shall be held within ten (10) calendar days of receipt of the petition.

ARTICLE IX - LOCAL DELEGATES TO NATIONAL CONVENTIONS

A. Delegates to any CWA General or Special Convention shall be the Local Officers serving in the following order.

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

B. The Vice President shall become an Alternate automatically if the Local is allowed less than Four (4) delegates.

C. Upon recommendation of the Local Executive Board and approval of the membership, any additional delegates or alternates that the Local is entitled to may be elected by a special secret ballot election conducted not less than 30 days in advance of the Union Convention

D. Convention votes shall be distributed among all the Delegates in accordance with Article VIII of the CWA Constitution.

E. It shall be the duty of the Secretary -Treasurer of the Local to certify the Local Delegates to any General or Special Convention, to the Secretary-Treasurer of the National Union within the time limits specified in the National Constitution.

ARTICLE X - LOCAL COMMITTEES

The Local shall have the following regular Committees:

1. Education Committee
2. Election Committee
3. Organizing Committee
4. Legislative-Political Committee
5. Mobilization Committee
6. Community Services Committee
7. Committee on Equity/Women's Committee
8. Finance Committee
9. Health & Safety Committee
10. By-Laws Committee
11. Other Committees as determined by the Executive Board

B. Members of all committees shall be appointed by the President with the approval of the Executive Board; 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 Executive Board, subject to the right of the Local members to overrule the action of the Executive Board. 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 program and, with the Local Officers,

be responsible for effectuation of the Union and Local's educational program.

2. Election Committee: The Election Committee shall conduct all nominations and elections and referenda of the Local.

3. Organizing Committee: The Organizing Committee shall assist the Local Officers and Stewards in organizing all members within the Local's jurisdiction.

4. Legislative-Political 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. Mobilization Committee: The Mobilization Committee shall work to put in place a mobilization structure that enables communications, education and action.

6. Community Services Committee: The Community Services Committee shall assist in developing all Community Services programs.

7. Committee on Equity/Women's Committee: The Committee on Equity/Women's Committee shall study and report to the Local on ways and means of eliminating discrimination on the basis of sex, race or any other basis.

8. Finance Committee: The Finance Committee shall review the financial records of the Local and make a written report semi-annually to the Local. The Committee will assist the Local officers in preparing an annual budget.

9. Health & Safety Committee: The Health & Safety Committee shall study workplace health & safety issues and coordinate the Local's efforts in joint union/management health and safety programs.

10. Other Committees as determined by the Executive Board

ARTICLE XI - ORDER OF BUSINESS

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

1. Call to Order
2. Roll Call
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 vote of the members present.

ARTICLE XII- DUTIES OF OFFICERS AND STEWARDS

Section 1 - The officers of the Local shall be:

- A. President
- B. Executive Vice President
- C. Secretary-Treasurer

D. Vice President

Section 2 - Local Officers and Executive Board Members shall hold no other office.

Section 3 - Duties of Local President:

A. The Local President shall be on full-time Union leave and shall preside at the Membership meetings of the Local and meetings of the Local Executive Board and shall be responsible for the conduct of the Local including :

(i) The supervision of all Committees of the Local.

(ii) The approval of all bills to be paid by the Local Treasurer and to countersign checks drawn on the Treasury of the Local.

(iii) Select a location for the Local Union Office, where official correspondence will be sent, books and records maintained and Local business conducted, subject to the approval of the Executive Board.

B. The Local President shall have such additional duties as assigned by the Local, the Local Executive Board, or required by the Constitution or Policies of the Union.

Section 4 - Duties of Executive Vice President

A. The Executive Vice-President shall work under the direction of the Local President and shall perform such duties as assigned by the Local President, the Local Executive Board, and the Local.

B. The Executive Vice-President shall assume the duties of the President in his/her absence.

Section 5 - The Duties of the Vice President

A. The Vice president shall work under the direction of the President, Local Executive Board and the Local.

Section 6 - Duties of the Secretary-Treasurer:

- A. The Secretary-Treasurer shall maintain a record of the Local membership and shall keep minutes of all Local meetings and meetings of the Local Executive Board.
- B. The Secretary-Treasurer shall furnish both the District Vice-President and Secretary-Treasurer of the National Union with two (2) copies of any changes in the Local Bylaws.
- C. The Secretary-Treasurer shall be responsible for furnishing the Secretary Treasurer of the National Union with all of the proper forms signed by Local Officers which are required by State and Federal laws immediately upon completion.
- D. The Secretary-Treasurer shall be bonded and shall be custodian of all assets of the Local and shall make a report to each membership meeting.
- E. The Secretary-Treasurer shall cause the payment of all bills approved by the President.
- F. The Secretary-Treasurer shall perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President.

Section 6 - Duties of the Area Representatives:

- A. The Area Representatives shall work under the direction of the Local President and shall perform such duties as assigned by the Local President, the Local Executive Board or the Local.
- B. The Area Representatives may call meetings of the area, when necessary and shall preside at meetings of the respective area.

Section 7 - Chief Stewards and their duties:

- A. This Local shall have as many Chief Stewards as may be deemed necessary by the Executive Board of the Local.
- B. The Chief Stewards shall be appointed by the President subject to approval of the Executive Board.
- C. The Chief Stewards of the area shall work under the direction of the Area Representative. They shall perform such duties and responsibilities as may be assigned by the Local Executive Board or the President.

Section 9 - Stewards:

- A. Each area shall have as many Job Stewards as may be deemed necessary by the Executive Board.
- B. The Stewards will be appointed by the President and will be sent to training and paid for any lost time wages.
- C. The Stewards of the area shall work under the direction of the Area Representative. They shall perform such duties and responsibilities as may be assigned by the Local Executive Board or the President.

Section 10 - Local Executive Board:

- A. The duties of the Local Executive Board shall be as follows:
 - 1. Be responsible for making decisions and taking action on behalf of Local membership between the Local membership meetings on all matters concerning the good and welfare of members.
 - 2. Cause an annual budget to be prepared and presented to the membership.
 - 3. Be responsible for the operation of strike action procedures as outlined in the Union Constitution.

4. Actions and decisions of the Executive Board are subject to the approval of the membership.

5. A majority of the Executive Board shall constitute a quorum.

ARTICLE XIII -CONDUCT OF MEETINGS & QUORUM

Section 1:

Local and Area Meetings of this Local shall be conducted under these Bylaws and Rules of the Local and in conformity with the CWA Constitution. On questions where the Local Bylaws, the Local Rules, or the CWA Constitution does not clearly apply, Robert's Rules of Order shall govern.

Section 2:

The members in attendance at a Local Membership or Special Area meeting shall constitute a quorum, provided at least 7 days notice of meeting is given.

Section 3:

A majority of the Executive Board, or the majority of the members of a Committee, shall constitute a quorum for those bodies.

Section 4:

Motions made at area meetings that effect the entire membership shall be referred to the Executive Board for the purpose of determining whether or not the motion is in order under these bylaws and the Union Constitution. The Executive Board may refer motions to committee, a Local membership meeting referendum vote or to the membership through all of the Area Meetings. Action taken by the Executive Board on such motions shall be part of the Executive Board Report.

XIV - NOMINATION AND ELECTION OF LOCAL OFFICERS AND AREAREPRESENTATIVES

section 1 – Nominations/Elections:

A. Nominations for President/First Convention Delegate, Executive Vice President/Second Convention Delegate, Secretary-Treasurer/Third Convention Delegate and Vice President/Fourth Convention Delegate shall be local-wide. Nominations for Area Representatives shall be local wide.

B. The President, Executive Vice President, Secretary-Treasurer and Vice President shall serve as Local delegates to the CWA Convention during their term of office, in accordance with the allocated Delegates. In the absence of any above-listed officer, the respective Alternate Delegate shall serve as the Delegate.

C. The term of office shall be three years.

D. The President, Executive Vice President, Secretary-Treasurer and Vice President shall be elected by a majority of votes cast. The Area Representatives shall be elected by plurality.

E. The Local Executive Board shall take office on the first day of December except in cases where there is a run-off in which case the person shall take office the first day of January.

Section 2- Local Election Committee:

A. The nominations and election of Local Officers and Executive Board members shall be conducted under the supervision of the Election

Committee. The Committee shall have the authority and responsibility to see

nominations and elections are conducted in accordance with the Union Constitution, Local Bylaws and federal law, with reasonable opportunity for each member to vote.

B. The Election Committee shall also conduct any referendums submitted to the membership. The Committee shall preserve the ballots and all other election records for one year.

C. A member shall not be permitted to serve on the Election Committee if he/she is a candidate for any office of the Local.

D. All questions concerning the conduct and challenges of elections shall be determined by the Election Committee, subject to the right of appeal to the Executive Board and membership of the Local in accordance with Article XV of the CWA Constitution.

E. President, Executive Vice President, Secretary/Treasurer and Vice

President shall be elected by a majority of votes cast. Area Representatives shall be elected by a plurality of votes cast.

F. Each election year, the Election Committee shall conduct nominations and Local elections in the following manner:

A Notice of Election / Nominations will be posted in the Month of August on the official Local's Website. You may be nominated; self nominate or send a request of nomination to the Election chair.

1. The Candidates for Local Officers and Executive Board shall be announced at the scheduled membership meeting in the month of September.

2. If there is only one (1) nominee for any position, the nominee shall be elected by acclamation.

3. Write-in votes are not permitted.

4. Elections shall be conducted by electronic voting method and instructions will be sent U.S Mail in the month of October with ballots being mailed to the last known address of each member in good standing. The members shall be responsible for maintaining their address to the Local.

5. The election ballots shall be mailed to the members after the close of nominations and shall be counted by the end of November.

6. The Local Executive Board shall take office on the 1st day of December.

7. Run-off elections, if necessary, shall be held in December.

Section 3 - General Provisions:

A. The nominee in any election receiving the majority of the votes cast, or in the case of Area Representatives, a plurality 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 ballots shall be nominees on the second ballot.

B. Only members in good standing shall be eligible to vote or hold office.

C. No elected officer of the Local shall be qualified to take office until he or she meets the qualifications and requirements set forth in these Bylaws, the CWA Constitution, and any state or federal law.

D. The term of office shall be for three years in accordance with Article XV of the CWA Constitution.

Section 4 - Vacancies:

A. A vacancy in the office of Local President shall be filled by the Executive Vice-President.

B. Vacancies in other Local Offices shall be filled by appointment of the Executive Board, subject to approval of the membership within 60 days.

ARTICLE XV – STRIKES:

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

ARTICLE XVI - CHARGES, TRIALS AND APPEALS:

Section 1 - Members of this Local may be fined, suspended, and/or expelled for any of the Acts enumerated in Article XIX of the Union Constitution.

Section 2 - Any accused person shall be tried under the provisions of Article XX of the Union Constitution.

Section 3 - 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 - A trial court of this Local shall be composed of five persons who are members of this Local and not parties to the proceedings. The trial court shall be randomly selected.

ARTICLE XVII - RECALL OF LOCAL OFFICERS:

A. Any member of the Local Executive Board may be recalled in conformity with the provisions of Articles XXI, Section 2 and XXII, Section 8 of the Union Constitution.

ARTICLE XVIII – AMENDMENTS TO LOCAL BYLAWS:

After adoption, these Bylaws may be amended by referendum of the Membership.

ARTICLE XIX – REFERENDUM OF THE LOCAL:

A. The Local Election Committee shall submit any question(s) to a referendum of the membership when directed to do so by the local Executive Board or by action of the Local Convention.

B. The Local Election Committee shall also submit any question to a referendum of the Membership upon receipt of a petition signed by 25% of the members in good standing.

C. 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 1 of each year up to and including September 30 of the succeeding year.

B. The financial records of this Local shall be audited by a Certified Public Accountant at the end of each fiscal year. The results of such audit shall be made available for the inspection of any member and a copy thereof shall be sent to the CWA District Vice President.

ARTICLE XXI - OATH OF OFFICE

Each elected officer of the Local, after meeting all other qualifications, shall be duly installed upon taking the following oath:

“I, (Your name) , hereby accept the office of (name of office) of Local 3645 , 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 XXIII- 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 or by referendum of the membership.

These Bylaws Adopted - Original Bylaws / Mar 2014 Jimmy Tarlau

Amended Bylaws – Daniel Jackson 8/10/2015

Revised Bylaws – Changed by TA Vonda Hardy 7/15/17 Due to
dividing the Local