

COMMUNICATIONS WORKERS OF AMERICA  
LOCAL 9413

BY-LAWS

Article I - Name

This Local shall be known as Local 9413, 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 - Objectives

The objectives of Local 9413 shall be to represent and serve the workers within the jurisdiction, 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:

- A. The Membership
- B. Executive Board
- C. Officers
- D. Chief Steward(s)
- E. Committees
- F. Head Steward(s) and Steward(s)

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, or performing work within the Local's assigned jurisdiction, or if employed on a full or part time basis by the Union.

## Section 2 - Application

Membership in the Local shall be obtained after payment of the Local initiation fee of five dollars (\$5.00), effective January 1, 1972 and upon approval of any Membership Committee authorized to accept or reject membership on behalf the Local, subject to the right of the Local to overrule the decision of the Membership Committee.

## Section 3 - Transfers

The transfer of membership from this 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 and Assessments

### Section 1 - Local Dues

A. Each member of the local shall pay membership dues in the amount of at least the minimum amount set forth in the CWA Constitution. Dues are figured on "base" wages and exclude overtime and premium pay.

B. Any changes of membership dues by Convention action shall apply under this Article.

C. Printing, Publishing and Media Workers Sector members must also pay all additional dues and assessments which are levied against Sector members. (Sector Defense Fund where applicable.)

D. Membership dues may be changed only by a majority of those voting in a secret ballot referendum; or by a majority of those voting in a secret ballot vote in a meeting where a quorum is present if the question has been advertised on the bulletin boards at least fifteen (15) days in advance of the meeting; or by notice mailed postage prepaid to each of the members at least fifteen (15) days in advance of the meeting.

### Section 2 - Local Special Assessments

The membership 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 Constitution.

Section 3 - Local Finances

A. Finances for the operation of this Local shall be obtained from:

1. The Treasurer of the Union from those members paying dues by payroll deduction.
2. Dues income from members who are unable to pay dues by payroll deduction and are billed monthly the Local Treasurer. The Local Treasurer shall forward all required per capita payments and assessments and Sector assessments to the International Union.
3. Assessments levied by the Local on its members in accordance with Local Bylaws and the Union Constitution.

B. No obligation over two hundred dollars (\$200.00) shall be incurred, with the exception of budgeted expenses, without the approval of the membership at the General Membership meeting.

1. Single obligations up to two hundred dollars may be approved by the Treasurer or Executive Board.

C. Officers, Committee persons, Stewards and Members serving on committees may be reimbursed for lost wages or compensated for union activity and expenses incurred while acting on Local business, excluding overtime. The activities shall be approved by the Local President, his/her designee and/or the Executive Board.

1. If a member is part time or per diem, in no instance shall they be compensated for more than 40 hours per week including employer paid and union paid compensation.
2. Prior Executive Board approval is required for any payments other than lost wages.
  - a) Lost wages will be approved by at least two Officers or the Executive Board.
3. For dues-paying retired members, wages will be based on the current contract at the title and wage scale and step from which the employee retired. As subsequent contracts are negotiated, wages will be adjusted accordingly.
  - a) Titles and wages will be adjusted as titles are merged or surplus.
  - b) If title is completely dissolved an Officer will receive yearly increases based on the same percentage of the increase that the highest paid Officer in the local receives, pending member referendum.

D. Any budget line item subject to a monthly monetary limit shall be approved by the Treasurer and may be subject to Executive Board and Membership action. Any non-budgeted activity shall be approved in advance by the Executive Board and subject to Membership approval except meetings required by the International Union, or as required to properly represent the Membership of this Local where insufficient notice is given to obtain approval.

E. Any and all activities conducted by or for the below listed organizations or purposes shall be financed by the organization or activity.

1. Nevada AFL-CIO
2. Northern California Nevada Council
3. Northern Nevada Central Labor Council
4. Southern Nevada Central Labor Council
5. Any non-union election
6. External organizing over budgeted expenses
7. Political Action Fund (P.A.F.)
8. CWA International Union Business

F. All Union meetings and committee meetings shall be held at such time as to cause the least amount of U. A. expense to the Local.

#### 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 in Membership meetings or by referendum of the Membership.
- B. Through actions and decisions of the Executive Board between Membership meetings.
- C. Through actions and decisions of the Local Officers between Membership meetings.
- D. The actions and decisions of the Executive Board and Officers of the Local between Local Membership meetings may be overruled by the Membership in Local meetings or by referendum.

Article VIII - Local Meetings

Section 1 - Regular Meetings

Regular meetings of this Local shall be held monthly, at a time and place and on a date as determined by the Local.

Section 2 - Special Meetings

Special meetings may be called by a majority of the Local Officers, majority vote of the Executive Board or by a petition signed by twenty (20) members. Upon receipt of a proper petition, the Local Officers shall call a special meeting to be held within twenty (20) days.

Section 3 - Agenda

The agenda for the General Membership meeting shall be established by the Executive Board.

- A. All agenda items with the exception of Good and Welfare will be reviewed by the Executive Board.
- B. No motions shall be accepted under Good and Welfare. Motions may be made under Committee Reports, Old Business or New Business.
- C. The agenda will be announced at the beginning of each meeting and at that time items may be added to it.

Article IX - Local Delegates to the Union Conventions and Conferences

A. The following, in order, shall be eligible to serve as Delegates and/or alternates to the Union Convention, Printing, Publishing and Media Sector Conference, the District 9 Conference and any other related Conferences:

- 1. President
- 2. Any member in good standing pending Executive Board approval and Member Referendum

B. Should the Local be entitled to additional delegates and alternates, per the CWA Constitution, Article VIII, they shall be nominated and elected by the Membership, voting by secret ballot, at a general Membership meeting held not less than thirty (30) days in advance of the Convention or Conference.

C. The number of delegates to attend the Conventions, Conferences and meetings shall be subject to the financial condition of the Local as determined by the Finance Committee and the Executive Board and subject to the approval of the General Membership.

D. It shall be the duty of the Local Secretary to certify the Local Delegates and Alternates to the Union Convention to the Secretary-Treasurer of the Union within the limits specified in Article VIII of the Union Constitution.

### Article X - Local Standing Committees

#### Section 1 - List of Standing Committees

- A. Organizing Committee
- B. Education Committee
- C. Legislative Committee
- D. Membership Committee
- E. Election Committee
- F. Community Services Committee
- G. Finance Committee
- H. Audit Committee
- I. Appeals Committee
- J. Bylaws and Rules Committee
- K. Safety Committee
- L. Women's Committee
- M. Equity Committee
- N. Retirees' Committee

#### Section 2 - Appointments to Committees:

A. All Committee Chairpersons shall be appointed by the President or Executive Board.

B. Members of all Committees shall be appointed by the Committee Chairperson, subject to the right of the Local Membership to overrule such appointments.

C. Salaried Officers shall not serve on the Finance Committee, except the Local Treasurer, who can assume the Chairperson position. The Executive Board may make temporary exceptions if necessary to keep the Finance Committee at full strength.

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

E. A member of a Standing Committee may be removed by the Committee Chairperson, by a majority of the salaried Local Officers or by action of the Executive Board or the Local in a Membership meeting. The Local Membership has the right to overrule the removal of a Committee member.

F. The President shall be ex-officio member on all committees. The President shall serve as a non-voting advisor to all Committees.

### Section 3 - Duties of Committees

A. Organizing Committee - The Organizing Committee shall receive the assistance of the Local Officers, Executive Board, Stewards and Members in organizing all non-union employees within the Local's jurisdiction.

B. Education Committee - The Education Committee shall assist in developing the Local's educational programs and, with the Local Officers, be responsible for effectuating the Union's and the Local's educational programs.

C. Legislative Committee - The Legislative Committee shall assist in developing and pursuing the program of the Union/Local in the Legislative field. It shall be responsible for the Local's program to solicit voluntary political contributions and to register each qualified voter.

D. Membership Committee - The Membership Committee shall accept or reject membership applications in accordance with the Bylaws and Rules of this Local and Article V of the Union Constitution and policies of the Union

E. Election Committee - The Election Committee shall conduct all nominations, elections and referenda of the Local.

F. Community Services Committee - The Community Services Committee shall assist in developing all Community Services programs. It shall function in accordance with resolution 11A-57-17 and be responsible to function effectively during strikes.

G. Finance Committee - The Finance Committee shall review the finances of the Local and recommend a budget and dues structure appropriate to the Local. It shall recommend appropriations for all necessary expenditures of Local Funds. It shall evaluate all proposals for new expenditures. The Finance Committee shall approve all vouchers and bills.

H. Audit Committee - The Audit Committee shall audit the financial records of the Local at the end of the fiscal year and such other times as Membership may require. No members of the Finance Committee or any elected Officers may serve on the Audit Committee.

I. Appeals Committee - The Appeals Committee shall be responsible for reviewing and recommending solutions regarding any appeal submitted to the Local in accordance with the CWA Constitution, Local Bylaws and the Local Rules.

J. Bylaws and Rules Committee - The Bylaws and Rules Committee shall be responsible for reviewing and recommending proposed changes to the Local Rules and amendments to these Bylaws. It shall periodically review and update the Bylaws to keep them timely. It shall supply a copy of the Local Rules and Bylaws to any member who requests one.

K. Safety Committee - The Safety Committee shall act in accordance with the Union and District Policies.

L. Women's Committee - The Women's Committee shall be responsible for raising issues of special concern to women and developing programs and strategies to make these issues a priority in the workplace, the community and our Union.

M. Equity Committee - The Equity Committee will promote the National CWA Civil Rights program - building a Union where members of all cultures, religions, sexual orientations, genders, disabilities, ages and nationalities feel welcome, respected and heard. The Committee shall report to the Local on the ways and means of eliminating discrimination and handle complaints from members concerning alleged discrimination by the Company or the Local.

N. Retiree's Committee - The Retiree's Committee shall be responsible for involving CWA retired members in legislative work and other areas that will benefit the community. It shall also be a source of information on retiree programs and problems related to retiree health care, pensions, Social Security and more.

## Article XI - Order of Business

### Section 1 - Meetings

The order of business and content of Local Meetings shall be in accordance with the following: All meetings are to be conducted in an organized, business-like manner so as not to waste time. The order of business may be suspended by a two-thirds (2/3) majority vote of the Members present.



Section 2 - General Membership Meetings

- A. Call to Order
- B. Introduction of Guests
- C. Roll Call of Officers
- D. Approval of Minutes
- E. Communications
- F. Setting of the Agenda
- G. Officers Reports
- H. Committee Reports
- I. Old Business
- J. New Business
- K. Good and Welfare
- L. Adjourn

Section 3 - Executive Board Meetings

- A. Organizing
- B. Review New Steward Applications
- C. Business of the Local
- D. Prepare Agenda for General Membership meetings
- E. Adjourn

Section 4 - Stewards Meetings

- A. Organizing
- B. Grievances
- C. Review Stewards List
- D. Adjourn

Section 5 - Committee and Special Meetings

- A. Specific purpose for which called
- B. Other items to be set at meeting

Article XII - Local Officers, Executive Board, Stewards

Section 1 - Local Officers

A. The Local Officers of the Local shall be:

1. President
2. Vice President Northern Nevada
3. Vice President Southern Nevada
4. Secretary
5. Treasurer

B. The Duties of the Local Officers:

1. The Local President shall:

- a. Be responsible for the conduct of all Local Business.
- b. Preside over ~~at~~ Local meetings: General membership meetings, Executive Board meetings, Local Officers activities and special activities or meetings called for by the Executive Board majority.
- c. Uphold and abide by the Union Constitution, Local Bylaws and Local Rules.
- d. Advise all Local Committees.
- e. Perform whatever duties are necessary to properly administer the Local and protect the welfare of the Local Membership.
- f. Be the only Officer to make appointments within the Local except as provided by these Bylaws.
- g. Appoint Chief Stewards, Head Stewards and committee Chairpersons.
- h. Perform whatever other duties as may be required by action of the Local Membership.
- i. Serve as a delegate to the CWA National Convention and as Chairperson of the delegation.
- j. Be authorized to countersign checks drawn on the treasury of the Local.
- k. Appoint from the Vice Presidents who will fill in for him or her in the event of their absence.

3. The Local Vice President(s) shall:

- a. Work under the direction of the President
- b. Assist the President in organizing within their assigned area of responsibility.
- c. Uphold and abide by the Union Constitution, Local Bylaws and Local Rules.
- d. Perform such other duties as may be assigned by the Local, the Local President or the Local Executive Board.
- e. In the case of vacancy/absence of the Office of the President assume the duties of the President until return or election as provided in Article XV Section 3 Subsection (d) of the CWA National Constitution as amended April
- f. Be authorized to countersign checks drawn on the treasury of the Local.

2. The Local Secretary shall:

- a. Maintain a record of the Local Membership.
- b. Record and maintain minutes of all meetings of the Local.
- c. Certify the Local delegates to the Union Convention to the International Secretary-Treasurer within the time limits specified in Article VIII of the Union Constitution.
- d. Furnish the District 9 Vice President with two (2) copies of any changes in these Bylaws within ten (10) days after such changes are made.
- e. Uphold and abide by the Union Constitution, Local Bylaws and Local Rules.
- f. Perform such other duties as may be assigned by the Local, the Local President or the Local Executive Board.
- g. Be authorized to countersign checks drawn on the treasury 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 person who handles Local funds or other property, in accordance with the CWA Constitution, or any State or Federal Laws.
- d. Cause payment of all bills and vouchers approved by the Finance Committee.
- e. May act as Chairperson of the Finance Committee or delegate a substitute in the temporary absence of the Treasurer, subject to the approval of the Executive Board.
- f. Uphold and abide by the Union Constitution, Local Bylaws and Local Rules.
- g. Perform such other duties as may be assigned by the Local, the Local President or the Local Executive Board.
- h. Be authorized to countersign checks drawn on the treasury of the Local.

Section 2 - Executive Board

A. The Local Executive Board shall be composed of:

1. The Officers of the Local
2. Executive Board members shall be dues paying members in good standing of his or her work unit. elected from each of the following bargaining units of the Local:
  - a. Printing, Publishing and Media Workers Sector.
  - b Churchill County Telephone Company.
  - c. AT&T Core.
  - d. Southern Nevada-DSL Call Center, Mobility and all other Southern Nevada units not specifically identified in A, B, C, E or F.
  - e. Northern Nevada Mobility and all other Northern Nevada units not specifically identified in A, B, C, D, or F.
  - f. St. Mary's Hospital.
  - g. Directv

B. The Local Executive Board Shall:

1. Be responsible for making decisions and acting on behalf of the Local Membership between Local meetings on all matters concerning the good and welfare of the members.
2. Consider a majority of the seated Executive Board members to be a quorum.
3. Meet prior to the Local General Membership meeting and shall be responsible for the preparation of the agenda for the next Local General Membership meeting.
4. Create and present an annual budget to the Membership.
5. Be responsible for the operation of strike action procedures as outlined in the Union Constitution.
6. Be aware that all actions and decisions of the Executive Board shall be subject to approval by the Membership.
7. Request the resignation of any Executive Board member missing three (3) un-excused meetings annually.
8. Require each Executive Board member to serve on at least one (1) committee.
9. Real-Time video will be considered present but not physically present. Speaker phone will only be considered present if ratified through a majority vote of Executive Board members meeting at that time.

Section 3 - Resignations

Resignations from an Officer or an Executive Board Member shall be in writing and dated. Resignations shall be given to the Local President. If the resignation is that of the Local President, the written resignation shall be given to the Local Secretary. The resignation will be reported at the first Executive Board meeting and the first General Membership meeting following the receipt of said resignation.

Section 4 - Local Stewards

A. The Local Chief Steward(s) shall:

1. Be appointed by the President, subject to Executive Board approval.
2. Attend the Stewards' meetings held each month.
3. Work under the direction of the President and Vice Presidents.
4. Maintain an accurate record of grievances under the jurisdiction.
5. Assist the President and Vice Presidents in internal organizing within their assigned area of responsibility.

B. The Local Head Steward(s) shall:

1. Be appointed by the President, subject to Executive Board approval.
2. Attend the Stewards' meetings held each month.
3. Work under the direction of the President, Vice Presidents and appropriate Chief Stewards.
4. Maintain an accurate record of grievances under their jurisdiction.
5. Assist the President and Vice Presidents in internal organizing within their assigned area of responsibility.

C. The Local Stewards shall:

1. Organize in cooperation with the President and Vice Presidents
2. Report all grievances immediately and process grievances in a timely manner, working under the direction of the President, Vice Presidents, Chief Steward(s) and Head Steward(s).
3. Serve on Committees.
4. Perform other duties as may be assigned by the President.
5. See that Membership is informed at all times about Union policies, programs, political action, legislation and other important Union activities.
6. Encourage participation by the Membership.

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 Bylaws and the Local Rules and in conformity with the Union Constitution.

B. The number constituting a quorum for Local Membership meetings shall be seven (7), excluding Officers, as defined in Article XII, Sec. 1 (A).

- i) If due notice of membership meeting is given at least seven days' prior to the meeting, the language in Section B of the Article will imply:  
"The number constituting a quorum for Local meetings shall be those Local dues paying members in good standing who are physically present
- ii) Notice will be by Union bulletin board, Certified mail, E-mail or monthly newsletter posted to Union website/paper print.

C. A majority of the Officers or a majority of the members of a committee shall constitute a quorum for those bodies.

Article XIV - Nominations and Elections

Section 1 -Nominations

Local Officers and Executive Board Members shall be nominated in the month of September of each third year beginning in 1972. Notice of such nominations shall be by bulletin board or by mail, postage pre-paid. Nominations will be made by the Election Committee with the right of any member to nominate from the floor at the Membership meeting. After the close of nominations, any office with no candidate shall be deleted from the ballot. Write in candidates are not permitted.

Section 2 - Elections

Election for Local Officers and Executive Board Members shall be by secret ballot of the Membership each third year following, beginning in 1972. For dispersal of ballots, any method which actually provides each eligible voter with one (1) blank ballot would be in conformance with the law, so long as the secrecy of the ballot is maintained.

Section 3 - Local Election Committee

- A. The nomination and election of the 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 that nominations and elections are conducted in accordance with the Union Constitution and these Bylaws with reasonable opportunity for each member to nominate and vote for the candidate of their choice.
- B. Notification of an election may be either a mailed notice to the member's home address or a notice posted on bulletin boards or a combination thereof.
- C. The Local Election Committee or the Secretary must preserve the ballots and other election records for the span of one (1) year.
- D. The Election Committee shall also conduct any referenda submitted to the Membership.
- E. A Member shall not be permitted to serve on the Election Committee if they are an Officer or Executive Board Member or a candidate for any office of the Local or Executive Board.
- F. All questions concerning the conduct and the challenge of elections shall be determined by the Election Committee, subject to the right of appeal to the Membership of the Local.

Section 4 - General Provisions

- A. The nominee of any election receiving a majority of the votes cast shall be declared elected. If no one nominee for an office listed in Article XII, Section 1 (A) has a majority on the first ballot, the vote shall be taken again and the two (2) nominees having the greatest number of the votes on the first ballot shall be the nominees on the second ballot. Executive Board Members shall be elected on a plurality basis, i.e., the nominee with the greatest number of votes shall be declared elected. A majority vote is 50% plus 1.
- B. Only members in good standing shall be eligible to vote.
- C. Nominees must be Members in good standing for at least one (1) year and must have been active within the year prior to nominations by serving on a committee, as a steward or attending membership meetings. Nominees must accept or decline the nomination and can only run for one (1) office per term.
- D. Verification of Membership shall be by the H-166 or equivalent record or a copy of dues authorization cards recently processed by the Local.
- E. The term of office shall be for three (3) years.
- F. The Officers shall take office at the regular December meeting.
- G. It shall be the Members' responsibility to keep a current address on file with the Secretary.
- H. All nominees must accept the nomination, preferably by a signed letter properly identified, as in person.
- I. When notification of an election contains a mailed ballot, included also shall be a secret ballot envelope to be used by the member to return the ballot in a second envelope, which is prepaid and pre-addressed.
- J. Officer nominations: The President, Vice President North, Vice President South, Secretary and Treasurer shall be nominated at large and must be dues paying members in good standing.
- K. Executive Board nominations: A nominee for one of the Executive Board positions must be a member in good standing and shall be nominated from within his/her respective Bargaining Unit of the local, i.e., Printing, Publishing and Media Workers Sector, AT&T Core, St. Mary's Hospital, Directv etc.
- L. It shall be required that all Members have a reasonable opportunity to receive a ballot. It is required that this language be included in the notice for nominations: "The nomination of a person for the office President shall also constitute the

nomination of the same person as a delegate to the CWA Conventions and Printing, Publishing and Media Workers Sector Conferences held during the term of office for which the election is being conducted.”

M. It is required that this language be included on the notice of election and the ballot: “A vote cast for a candidate for the office of President, shall also constitute a vote for such candidate to serve as a delegate or alternate to the CWA Conventions and the Printing, Publishing and Media Workers Sector Conferences held during the term of office for which the election is being conducted, in the event such candidate is elected to office.”

#### Section 5 – Vacancies/Absence

A. A vacancy/absence in the office of the Local President shall be filled in accordance with Article XV Section 3 Subsection (d) of the CWA National Constitution as Amended April 2013

B. Vacancies/absence in all other elected offices shall be filled by appointment by the Local President, subject to approval by the Executive Board and the Local Membership, until the next general election.

C. A Member of a newly organized unit or newly affiliated unit may be considered to fill a vacancy on the Executive Board.

D. In the event of a vacancy of a Local officer position or an executive board position, where no one from the specific bargaining unit volunteers to fill the position, a qualified member, (see Art XIV, Sec. 4, C), from any bargaining unit may be appointed.

E. See Local Rules.

#### 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, Article XVIII, of its constitution.

#### Article XVI - Charges, Trials, Appeals

##### Section I - Charges

Members of this Local may be fined or expelled in the manner provided in the Bylaws for any item enumerated in Article XIX of the Union Constitution.



## Section 2 - Trials

Any accused Member, including Officers, of this Local may be tried under the provision 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 composed in accordance with Article XX of the Union Constitution.

## Article XVII - Recall of Local Officers

Any elected Officer of this Local may be recalled in accordance with the provisions of Article XXII of the Union Constitution.

## Article XVIII - Amendment to Local Bylaws

A. After adoption, these Bylaws may be amended by either of the following methods:

1. Majority vote of the Members present in a Local Meeting, if the proposed amendment has been introduced at a previous meeting, or has been advertised to the Membership by use of the bulletin boards or United States mail, postage prepaid, at least fifteen (15) days in advance of the meeting, or
2. Referendum of the Membership.

B. Any proposed amendments to these Bylaws shall be first reviewed by the Bylaws Committee and/or the Executive Board.

## 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.

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 1<sup>st</sup> of each year and including September 30<sup>th</sup> of the succeeding year.

B. The financial records of this Local shall be audited by a Public Accountant, or by a Committee selected by the Local, at the end of each fiscal year. The results of each audit shall be made available for the inspection of any member of the Local.

Article XXI - Financial Responsibility

A. It shall be a primary responsibility of all members of the Local to:

1. Safeguard funds and property of the Local.
2. Assure that the Union receives maximum return on all monies expended.
3. Apply various financial Articles of these Bylaws in the manner in which they were intended.

B. Advance, Cash, Credit Cards, Airline and other Travel Tickets, Union Property.

1. Receipt, by members, of any Local money, financial instrument, or property, including, but not limited to the above, makes that member personally responsible for its safekeeping.
2. Upon the Local's request, any item must be returned to the Local President.
3. In the event of loss, the responsible member will be liable for reimbursement to the Local.
4. Any loss, may, at the discretion of the Local, be deducted from any salary, allowances or expenses due to the member.
5. In the event a member does any work for the Local outside time normally paid by the Company, no time will be paid for by the Local without advance approval of the Local President and Local Executive Board.

Article XXII - Oath of Office

Each Elected Officer 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 9413, 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 - Merger

Any merger involving this Local will require at least the following:

1. A financial audit of all Locals involved approved by the Executive Board of CWA Local 9413.
2. A mail ballot of the Membership to approve a merger.

Article XXIV Adoption of Bylaws

These Bylaws shall be adopted upon approval of a majority of the Members voting upon their adoption.

**These Bylaws revised and adopted November 2015**  
**Bylaws revised and adopted December 8<sup>th</sup> 2016**