

COMMUNICATIONS WORKERS OF AMERICA  
LOCAL 9413

LOCAL RULES

Local Rule I - Local Expenses, Lost Wages, Vouchers and Bills

A. All vouchers submitted for payment of lost wages time or expenses may be reviewed for approval by the Finance Committee, subject to appeal to the Executive Board and the Membership.

B. Payment of any and all vouchers or bills submitted to the Local Treasurer for payment shall be subject to the financial condition of the Local.

C. Meal allowance, per diem, mileage allowance:

1. The Local will reimburse mileage at the current IRS rates, incurred while attending to Union business. If your mileage is less than your normal commute to your work location, you will not be reimbursed for mileage. If your mileage is more than your normal commute, the difference will be reimbursed.

2. A meal allowance of \$50.00 per day or the IRS allowed rate, (at the individual's option), will be paid for each 24-hour day spent out of town on Union business except conventions and conferences. A higher rate may be granted by the Executive Board.

3. A meal allowance of \$50.00 per day or the IRS allowed rate, (at the individual's option), will be paid for each day spent traveling to, attending and returning from convention and conferences.

4. On trips out of town involving less than 24 hours, all meals will be charged or vouched at a maximum of \$15.00 for breakfast, \$15.00 for lunch and \$20.00 for dinner, provided expenses are substantiated with records. When conducting Union business in town, but at locations that do not allow reasonable time to leave and return during a meal break, (i.e. large hotels), a meal allowance may also be granted.

5. A charged meal, will be allowed for any trips of 3 or 4 days duration. Any trip of 5 or more days duration will be allowed 2 charged meals.

6. There shall be no payments of local treasury funds to non-members or members in bad standing.

7. Lost wage time may be taken from the company and not charged to the Local.

8. Reasonable charges for airport limos, taxis, rental cars or busses will be paid on out of town trips.

9. Receipts are required for all commercial transportation.

10. Meals provided by the Local for training sessions held on weekends will be limited to a maximum of \$15.00 including tax and tip, per person.

Local Rule II - Credit Cards

- 1) The Local shall hold only four credit cards with a combined usable limit of no more than eighteen thousand dollars (\$18,000)
- 2) Credit Cards will be exclusively held by the following titles.
  - a. President
  - b. Treasurer or Secretary
  - c. Vice President North
  - d. Vice President South
- 3) All charges will be brought with receipts and statements to the next Executive Board meeting after purchase.
  - a. The Treasurer and/or Executive Board will have the authority to allow single expenditures between General membership meetings.
- 4) Users shall be personally responsible to the Local for all charges signed for by them.
- 5) Substantiating vouchers, sales tickets, receipts, cash register slips, charge copies or other appropriate supporting information will be required.
- 6) Local expense vouchers will be submitted monthly to the Local Treasurer. Such vouchers will be paid after receipt and reconciliation of the credit card charge statement, if any.
- 7) Possession of a credit card makes that person responsible for its security.
- 8) Loss of a card is to be reported immediately to the bank or company issuing the card and the Local Treasurer.
- 9) Maximum unpaid balance of the credit card account shall be no more than five thousand dollars, (\$5000.00), except for overage due to budgeted or preplanned expenses.
- 10) Whenever possible, the account will be kept current, (paid off), to prevent unnecessary interest costs.
- 11) Credit cards shall not be used to obtain cash advances.

Local Rule III - Officer's Salaries

A. An officer shall receive payment for the complete month except in the case of an Officer leaving office. If a person is selected to fill in for an absence, vacation, etc., it will be up to the Officer and the person selected to determine pay treatment.

B. Officers shall receive a monthly salary as follows: President \$650.00, Secretary \$350.00, Treasurer \$350.00, Vice Presidents North and South \$350.00, Executive Board members will be paid \$50.00, provided they have attended the Executive Board and General Membership meetings the prior month or were granted an excused absence.

C. In this Article, the term "Officer" shall mean: President, Secretary, Treasurer and Vice Presidents.

Local Rule IV - Election Committee Rules

A. Using a current membership list, check off the name on the envelope before opening, then put secret ballot envelopes in ballot box.

B. Keep a tally of the number of people voting. At the end of voting, the number of ballots and the number of people who voted should be the same.

C. A ballot is not counted if anything other than a check mark or an X is found on it. If certain boxes that were to be checked are blank, only that section of the ballot will be void.

D. The Election Committee is to do any preliminary work necessary for the election.

E. The Election Committee is to attend any pre-election meetings.

F. Any questionable ballots will be decided upon by the Election Committee at the time of the elections.

G. Any and all other situations regarding elections will be handled within the guidelines of the Federal Laws, CWA Constitution, Local Bylaws and these rules.

Local Rule V - Appeals Committee

A. The Appeals Committee members shall be selected in accordance with the Bylaws, Article 10, Section 2, with the stipulation that they meet all requirements in the rules for the Appeals Committee.

B. It shall be announced at the General Membership meeting that the committee is official and that people are needed to serve.

C. All members interested shall submit their names in writing to the President. If there are no volunteers or those interested are not eligible under the Bylaws or the Appeals Committee Rules, the Local Executive Board shall select members to be approached for the committee.

D. When an appeal is submitted to the Secretary or the President, the person filing the appeal will be notified of the persons on the committee. If for any reason, the person filing the appeal objects to any person on the committee they will submit, in writing, to the President the reasons for their objections. If the objections are found to be valid, alternates to the committee will be asked to serve on that particular appeal.

E. Appeals shall be handled in accordance with the CWA Constitution.

#### Local Rule VI - Website Coordinator

A. The Website Coordinator shall be appointed by the Local President with the approval of the Local Executive Board and subject to the approval of the Local Membership.

B. The Website Coordinator will have full access to make any/all changes to the website pending Executive board approval.

C. The-Website Coordinator shall be responsible for the following:

1. Gathering and/or soliciting informational material such as General Membership meetings, Stewards meetings, Executive Board meetings, District and National site etcetera.
2. Preliminary mastering
3. Having material proofread by the Executive Board.
4. Properly maintain the website to reflect a proper image of the local.

#### Local Rule VII – Vacancies/Absences

All appointments will be subject to approval by the Executive Board and the Membership. Recommendations will be accepted from/for any member in good standing after the announced opening.

Local Rule VIII - Non-Member Policy Statement

The Membership of CWA Local 9413 has established the following as our policy for providing services to non-members:

CWA Local 9413 will fulfill our legal obligations to represent all of the employees in our bargaining units through collective bargaining and grievance processing. As required by the contracts, if a non-member requests that we file and process a grievance, we will do so, provided the grievance has merit. The determination of merit will rest with the Local Officers. In addition, we will advise non-members of their right to file and process their own grievances.

Since the Local jurisdiction includes territory primarily in a right-to-work state, we do not have the resources to provide a level of service for non-members beyond that which is required by law. It is imperative that we funnel our services and resources to those who pay for them, our members.

Local Rule VIII – Stewards

1) If a steward misses two (2) meetings unexcused, they will be placed on inactive status and sent a last chance letter. If a third (3<sup>rd</sup>) consecutive Stewards meeting is missed the individual will be relieved of their steward title and will not be eligible for stewardship for no less than six (6) months.

2) Stewards shall not miss more than four (4) Stewards meetings unexcused total in a rolling twelve (12) months. If a steward misses more than four (4) meetings unexcused in a rolling twelve (12) month period, the individual will be relieved of their steward title and will not be eligible for stewardship for not less than six (6) months.

3) All stewards must follow the chain of command.

- a. President (fourth report)
- b. Vice president (third report)
- c. Chief Steward (second report)
- d. Head Steward (first report)

4) All stewards have the right to address any issues to any Chief/Head steward in the event of conflict with the Chief/Head steward he or she falls under.

5) Excused absences must be approved by their respective chain of command.

Local Rule X Executive Board Polling

- 1) Polls must be for emergency purpose or for something that cannot wait until the next Executive Board meeting.
  - a. Polls will be conducted by text message, conference call or E-Mail.  
B The following will not apply to conference calls beside time/date stamp
- 2) Any Officer, Executive Board member or Member in good standing can request a poll.
  - a. All polls will be submitted to the President and/or the Secretary.
- 3) All polls must include all seated members of the Executive Board and Officers.
- 4) All polls must contain:
  - a. Time/Date stamp.
  - b. Reason for poll (full description).
- 5) Polling process after submission:
  - a. sixty (60) minute question period.
    - i. All polls will be conducted in parliamentary procedure.
  - b. after sixty (60) minutes has elapsed final call for vote will be given.
  - c. vote will be cast.
    - i. only cast votes will be counted.
    - ii. votes will be fifty percent plus one (50% + 1) to be considered pass/fail.
    - iii. voting time will be no more than 15 minutes after final voting is called for before decision is called.
- 6) The Officer who sent out the poll will send out a recap after 15 minutes voting period.

These local rules revised and adopted August, 2015  
Local Rules Revised and adopted December 8<sup>th</sup> 2016