

**COLUMBUS MUNICIPAL ASSOCIATION OF GOVERNMENT  
EMPLOYEES/  
COMMUNICATIONS WORKERS OF AMERICA LOCAL 4502  
(CMAGE/CWA)**

**BY-LAWS**

**ARTICLE I - NAME**

This Local shall be known as the Columbus Municipal Association of Government Employees/Communications Workers of America Local 4502 (CMAGE/CWA 4502).

**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 CMAGE/CWA Local 4502 shall be to represent and serve members in accordance with the By-Laws and Rules of CMAGE/CWA Local 4502, and the Constitution and policies of the Union.

**ARTICLE IV - LOCAL STRUCTURE**

The structure of the Local shall consist of the following:

- A. Membership
- B. Executive Board
- C. Officers
- D. Committees

**ARTICLE V - MEMBERSHIP**

**SECTION 1**

Any person eligible for membership in CWA as defined in Article V of the CWA Constitution shall be eligible for membership in this Local, if performing work within the Local's assigned jurisdiction, or if employed on a full-time or part-time basis by the Union or the Local.

## **ARTICLE VI - LOCAL DUES**

### **SECTION 1**

Each member of the Local shall pay dues in an amount established by the Local membership; such dues shall not be less than the dues structure established by the CWA Convention. Member dues may be changed only by a majority of those voting on the question by a secret mail ballot, and if the question has been advertised on bulletin boards at least ten (10) days in advance of the meeting or by notice mailed postage pre-paid to each member at least ten (10) days in advance of the meeting.

## **ARTICLE VII – EXECUTIVE BOARD**

### **SECTION 1**

The Local Executive Board shall consist of the following:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Seven Trustees

Note: The current nine (9) Board members will become Trustees as described herein. The nine trustees will be reduced to seven by attrition; seven (7) trustees will become effective with the 2008 election. After the 2008 election this note will be removed from the By-Laws with no further action required.

### **SECTION 2**

The Executive Board shall have general supervision of the affairs of the Local between membership meetings; to make recommendations to the Local, and shall perform such duties as are specified in these By-Laws.

### **SECTION 3**

Unless otherwise ordered by the Executive Board, the Executive Board shall meet at least once per month on a day established by the Executive Board.

## **ARTICLE VIII – DUTIES OF OFFICERS AND TRUSTEES**

### **SECTION 1**

The Local officers shall be:

- A. Local President
- B. Local Vice President
- C. Local Treasurer
- D. Local Secretary

### **SECTION 2**

Trustees: No more than two (2) from a department shall be elected as a Trustee. Trustees can also serve as alternates at the CWA Annual Convention with the highest vote getter of the current term named first, if needed.

- A. All Trustees shall be elected at large by the general membership.
- B. No more than a maximum of two (2) members shall be elected as a Trustee from the same department at any time.
- C. The limitation in paragraph (B) above shall apply at the time of election. Once elected and installed, a Trustee shall not be rendered ineligible to serve out their term because of employment transfers between City departments.
- D. In the event that a trustee retires, leaves City employment, or is unable to complete his/her term, the President, with Executive Board approval, shall appoint a member to complete the term.
- E. Commencing with the 2005 election, the Trustee candidates receiving the highest votes shall be elected.

### **SECTION 3**

#### **The Local President**

The Local President shall be responsible for the conduct of all Local business;

- A. Supervise all Local committees.
- B. Serve as Chairperson of the Executive Board and any membership meetings (general, special, etc).
- C. Approve all bills to be paid, and may draw checks upon the Local treasury in the absence of the Treasurer.
- D. Perform whatever duties assigned by the Local or Executive Board or required by the policies of the Constitution and/or By-Laws of the Union.
- E. The President shall serve as first delegate and be the Chairperson of the delegation at the CWA Convention.

## **SECTION 4**

### **The Local Vice President**

The Vice President will work under the direction of the President and perform whatever duties that may be assigned. If the President is unable to preside at a membership or Executive Board meeting, then the Vice President shall preside in his/her place. If the President vacates his/her position, then the Vice President will assume the duties of the office of President for the remainder of the term. The Vice President shall also recommend, appoint and preside over the Representatives with the approval of the Executive Board. The Vice President shall serve as second Delegate at the CWA Convention. In the absence of the President or Treasurer, the Vice President shall be authorized to countersign vouchers and checks.

## **SECTION 5**

### **The Local Treasurer**

The Local Treasurer shall be custodian of all assets of the Local and will:

- A. Report the financial status of the Local at all membership meetings.
- B. Cause the payment of all bills approved by the Local President.
- C. Perform such other duties as may be assigned.
- D. Present a monthly report for the Executive Board.

In the event the Treasurer's absence from a meeting, he/she shall provide the Secretary with the financial report. The services of a professional accounting firm shall be employed in the preparation of financial reports of the Local. The Treasurer shall 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. The Local Treasurer will serve as the Chair of the Finance Committee, and as third Delegate at the CWA Convention.

## **SECTION 6**

### **The Local Secretary**

The duties of the Local Secretary shall be to:

- A. Maintain a record of the Local's membership.
- B. Record and maintain the minutes of all meetings of the Local and Executive Board.
- C. Write the correspondence as directed by the President and/or the Executive Board.
- D. Perform such other duties as may be assigned by the President, and as the fourth Delegate at the CWA Convention.

## **SECTION 7**

### **The Local Executive Board**

The duties of the Local Executive Board are to:

- A. Meet at least once per month on a day established by the Executive Board.
- B. Serve as the policy-making body of CMAGE/CWA Local 4502.
- C. Make rules for their own governance.
- D. May call and conduct a general membership meeting to comply with statutes (SERB, arbitration, fact finding, etc.).
- E. Approve the annual operating budget of the organization. Non-routine expenses, not included in the annual operating budget, shall be reviewed and approved by the Executive Board prior to incurring the obligation.

## **SECTION 8**

Officers and Executive Board members are to be elected for terms of three (3) years, and their terms will commence the Monday following the certification of the election.

## **SECTION 9**

No members shall hold more than one (1) elected office at a time, or hold an elected office as described in Sections 1 and 2, of another organization who may be in conflict with the Rules, By-Laws, Constitution or policies of CWA.

## **SECTION 10**

Compensation for Officers, Trustees, Representatives, and Committee Members shall be determined and modified by the Executive Board.

## **ARTICLE IX**

### **Representatives**

#### **SECTION 1**

The Local shall have seven (7) designated Representatives to represent the six (6) major departments, and one (1) "at large" for all other City departments. Representatives shall be appointed by the Local Vice President.

## **SECTION 2**

The duties of Local Representatives shall be as follows:

- A. Work under the direction of the Local Vice President.
- B. Perform duties as may be assigned by the Local, the Local Executive Board, or the Local President.
- C. Representatives shall identify an alternate to fulfill their duties in their absence, as approved by the Vice-President.

## **SECTION 3**

Representatives shall serve at the discretion of the Local Vice President.

## **ARTICLE X - Committees**

### **SECTION 1**

The standing committees will be as follows and an Executive Board member shall be assigned to each committee:

- A. Finance Committee
- B. Election Committee
- C. Membership Committee
- D. Community Services Committee
- E. Education Committee
- F. Social Committee
- G. Legislative – Political Committee
- H. Organizing Committee
- I. Women’s Committee
- J. Equity Committee

### **SECTION 2**

The Finance Committee shall work at the direction of the Executive Board and be responsible for reviewing the Local’s financial records, vouchers, audits and budgets. The Finance Committee shall consist of at least three (3) but no more than five (5) members in good standing. Committee members shall be from different divisions unless no one can be found to serve from a particular division. In that case, the President shall appoint in such a manner to dissipate any one division’s control over the committee. The Local Treasurer will be the Chair of this committee.

### **SECTION 3**

The Election Committee shall be appointed by the President and approved by the Executive Board. The Election Committee shall oversee all nominations and elections held by the

Local and conduct the elections in accordance with CWA Constitution as outlined in the "Election Committee Responsibilities Handbook".

#### **SECTION 4**

The Membership Committee shall be responsible for establishing a membership recruitment program for the Local.

#### **SECTION 5**

The Education Committee shall be responsible for presenting educational programs to the membership.

#### **SECTION 6**

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

#### **SECTION 7**

The Social Committee shall be responsible for establishing and administering social, fundraising and member appreciation efforts of the Local.

#### **SECTION 8**

The Legislative-Political Committee shall have the duty of informing the membership of political and legislative issues of importance or interest to working people.

#### **SECTION 9**

The Organizing Committee shall be responsible for any organizing efforts required by the National office.

#### **SECTION 10**

The Women's Committee shall be responsible for addressing the needs of women in today's workforce.

#### **SECTION 11**

The Equity Committee shall promote the CWA Civil Rights program.

#### **SECTION 12**

All chairpersons and members of committees shall be appointed by the Local President.

## **SECTION 13**

All Committees shall consist of a chairperson and two (2) or more members from the Local.

## **SECTION 14**

All Committees shall meet at least once every three (3) months. The committee shall be convened by a request from the President, Executive Board, and/or chairperson of the committee or by a signed petition by a majority of the committee.

## **SECTION 15**

Special Committees shall be appointed by the President at his/her own discretion; however, a special committee shall not usurp the duties of any standing committee.

## **ARTICLE XII – Governing Authority**

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

- A. Through actions taken in membership meetings or referendum of membership.
- B. Through action and decisions of the Local's Executive Board between membership meetings.
- C. Through actions and decisions of the local officers between meetings of the Executive Board.
- D. The actions and decisions of the Local Executive Board and officers between Local meetings may be overruled by the membership in a Local meeting upon a motion passed by the majority of the body in attendance at said meeting.

## **ARTICLE XIII – Local Membership Meetings**

### **SECTION 1**

The Local shall call meetings of the membership at least every quarter. The date and time of such meetings shall be set by the Executive Board. The meetings must be announced to the membership at least fifteen (15) days prior to the meeting.

### **SECTION 2**

Special membership meetings may be called by the Local President, by a majority vote of the Executive Board, or by a petition signed by ten percent (10%) of the members. Upon receipt of the petition, the special meeting shall be held within ten (10) days if proper notification can be given, but shall not exceed twenty-one (21) calendar days total. The petition and written call to the membership will state the reason for the special meeting.

### **SECTION 3**

All meetings of the Local shall be conducted under parliamentary procedures as outlined in "Roberts Rules of Order". A quorum for all meetings will be ten percent (10%) of the eligible voting membership.

## **ARTICLE XIV – Order of Business**

### **SECTION 1**

Order of Business at the quarterly meetings shall be as follows:

- A. Roll Call of Officers.
- B. Reading and action on minutes of previous meetings, and reading of communications.
- C. Reading and action on the Financial Report.
- D. Reading and action on the Executive Board Report.
- E. Reading and action on the Committee and Representatives Reports.
- F. President's Report.
- G. Old Business.
- H. New Business.
- I. Adjournment.

### **SECTION 2**

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

## **ARTICLE XV – Local Delegates to the Union Convention**

### **SECTION 1**

Delegates and alternate delegate(s), as described in Article 8, will be attendees at the CWA Convention.

### **SECTION 2**

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

### **SECTION 3**

The election of a person to the office of President, Vice President, Secretary and Treasurer shall also constitute the election of that same person as a delegate to all CWA Conventions held during the term of office for which the election is being held.

## **ARTICLE XVI – Elections**

### **SECTION 1**

Nominations for Local Officers and Trustees shall be conducted by the Election Committee in accordance with the dates prescribed by the Executive Board for the elections (September through December as per the CWA Constitution). Notice of nominations shall be mailed to each member's last known address not less than fifteen (15) days prior to the nomination meeting.

### **SECTION 2**

Election of Local Officers and Executive Board Members shall be conducted by secret mail ballot as prescribed by the Executive Board (September through December as per the Constitution) of each election year. Notice of the election shall be posted not less than fifteen (15) days prior to the election.

### **SECTION 3**

The nominee in any election receiving the majority of the votes shall be declared elected. If no nominee has a majority of the votes on the first ballot, the vote shall be taken again, and the two (2) nominees having the greatest number of votes on the first ballot shall be the only nominees on the second ballot.

### **SECTION 4**

Any member of the Local in good standing may run and hold office.

### **SECTION 5**

Vacancies in all offices of the Local, except President and Representatives, shall be filled for the balance of the term by appointment by the President and approved by the Executive Board and the membership.

## **ARTICLE XVII – Strikes**

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

## **ARTICLE XVIII – Charges, Trials and Appeals**

### **SECTION 1**

#### **Charges**

Members of this Local may be fined, suspended or expelled in the manner provided for in the CWA Constitution.

### **SECTION 2**

#### **Trials**

Any accused member, including Officers of this Local, shall be tried under the provision of Article XX of the CWA Constitution.

### **SECTION 3**

#### **Appeals**

A member of this Local, upon being found guilty by a Local trial court may appeal as provided in Article XX of the CWA 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 President of the Local and approved by the Executive Board.

## **ARTICLE XIX – Recall of Local Officers**

### **SECTION 1**

Any elected Officer may be recalled in accordance with the provision of Articles XXI and XXII of the CWA Constitution.

### **SECTION 2**

Any elected Officer may be removed in accordance with the provision of Articles XXI and XXII of the CWA Constitution.

### **SECTION 3**

Members elected as Officers or Trustees are obligated to attend scheduled meetings. Any Officer or Trustee who does not attend at least two-thirds (2/3) of the scheduled meetings may be charged under Article XVIII of these Bylaws and removed from office.

## **ARTICLE XX – Referendum of the Local**

### **SECTION 1**

The Local's Election Committee shall submit any question to referendum of the membership when directed to do so by action of a regular or special membership meeting or Executive Board meeting.

### **SECTION 2**

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

## **ARTICLE XXI – Fiscal Year and Audit**

### **SECTION 1**

The fiscal year of this Local shall be from January 1<sup>st</sup> of each year and ending on December 31<sup>st</sup> of the same year.

Note: No later than October 1, 2007, the fiscal year will be October 1st, through September 30<sup>th</sup> of the next year. Once the fiscal year is changed, this section shall be corrected by changing January 1<sup>st</sup> to October 1<sup>st</sup> and December 31<sup>st</sup> to September 30<sup>th</sup> without any further action and this note shall then be removed.

### **SECTION 2**

The financial records of the Local shall be audited at the end of each fiscal year by a professional accounting firm or by a certified public accountant selected by the Local. The results of such audit shall be made available for inspection by any member of the Local.

## **ARTICLE XXII– Amendments to Local By-Laws**

The membership shall be the governing body over the By-Laws. Amendments or changes to the wording shall require a majority approval of the membership voting on the issue; provided that notice of any proposed alteration or amendment of the By-Laws shall have been read at a previous membership meeting.

## **SECTION 1**

Amendments or changes may be submitted to the Secretary for posting and vote by:

- A. The Executive Board
- B. By a petition signed by a minimum of ten percent (10%) of the members in good standing.

## **SECTION 2**

The proposed amendment(s) or change(s) shall:

- A. Be presented in writing.
- B. State the Article and Section number to be amended or changed.
- C. The wording to be amended or changed as it now exists, and the proposed change or amendment.
- D. Include a detailed statement delineating why the amendment or change is necessary or proposed.

## **SECTION 3**

Proposed amendment(s) shall be presented to the membership in writing and posted on the website for thirty (30) days. After the thirty (30) day posting, a secret vote shall be conducted by the Executive Board.