

## **ARTICLE I - NAME**

This Local shall be known as Local 4299, Communications Workers of America.

## **ARTICLE II – JURISDICTION**

Jurisdiction of this Local shall be Passenger Service Employees eligible for Union membership employed by Envoy Air in the states of Illinois, Indiana, Michigan, Ohio and Wisconsin and such other jurisdiction as may be assigned by the Executive Board of the Union.

## **ARTICLE III – OBJECTS**

The objects of Local 4299 shall be to represent and serve the workers within its jurisdiction in accordance with the Bylaws and Rules of the Local and the Constitution and policies of the Union.

## **ARTICLE IV - LOCAL STRUCTURE**

Section 1: The structure of the local shall consist of the following:

- A. The membership
- B. The Executive Board, consisting of the President, Vice President, Secretary Treasurer, and Area Representatives as provided for in these by-laws.
- C. The officers
- D. Committees, as required by the CWA constitution and others as adopted by the Executive Board of Local 4299.

Section 2: Executive Board Area Representative Locations

- A. For the purposes of defining Executive Board areas, stations (airports) in District 4 will be organized as follows:
  - 1. Group 1: Michigan (AZO, FNT, GRR, MQT and TVC)
  - 2. Group 2: Ohio (CLE, CVG, DAY and TOL)
  - 3. Group 3: Wisconsin (ATW, CWA, GRB, LSE, MKE and MSN)
  - 4. Group 4: Illinois except ORD (CMI, MLI and PIA) and Indiana (EVV and FWA)
  - 5. Group 5: Chicago, IL (ORD)
- B. Stations may be re-classified as staffing patterns and company locations change by action of the Local 4299 Executive Board as needed to assure efficient operation of the Local.
- C. Each group will nominate and elect area representatives as a single unit. Area representatives will be elected at large within each group.

## **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 or the Local.

Section 2: Application

Membership in the Local shall be obtained after payment of the Local initiation fee of \$2.00 and completion of a membership application. Where the eligibility for membership of a potential member is challenged by any current member, the matter shall be referred to the Executive Board.

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 minimum membership dues as established by the CWA convention (currently 1.3% or two and one-quarter hours pay per month for full time employees)
- B. Membership dues which exceed in amount the minimum membership dues may be authorized by a majority of those voting on the question, in accordance with the Local bylaws.

#### 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, Section 3 of the Union Constitution.

#### **ARTICLE VII - GOVERNING AUTHORITY**

The governing authority of Local 4299 will be, in order of precedence:

- A. The membership of the Local, acting in properly scheduled membership meetings or through secret ballot referendum and in accordance with the CWA Constitution. Such action by the members will be the highest governing authority of Local 4299.
- B. The Local Executive Board, acting in regular or special meetings.
- C. The officers of Local 4299 between meetings of the Executive Board.
- D. The President of Local 4299 will have the power to act on matters authorized in these by-laws or by the Executive Board or the membership.

#### **ARTICLE VIII - LOCAL MEETINGS**

- A. Regular meetings of this Local shall be held at such time and place as determined by the Executive Board. Special meetings may be called by a majority vote of the Executive Board or by a petition signed by at least 30% of members. Upon receipt of a proper petition, the Local officers shall call a special meeting for the purpose set forth in the petition to be held within ten (10) days.

#### **ARTICLE IX - LOCAL DELEGATES TO THE CWA CONVENTION AND OTHER HIGHER BODIES**

- A. Delegates to CWA conventions shall be the local officers, serving in the following order:
  - 1. President
  - 2. Vice President
  - 3. Secretary-Treasurer
- B. If the Local is allotted less than 3 delegates, one or more officers will serve as alternates, in reverse order of Article IX – A.
- C. If the local is allotted more than 3 delegates, and upon approval of the Executive Board, additional delegates may be elected by secret ballot of the members no less than thirty days prior to the convention.
- D. It shall be the duty of the Secretary-Treasurer of the Local to certify the Local delegates to the Union Convention to the Secretary-Treasurer of the Union within the time limits specified in Article VIII of the Union Constitution.

#### **ARTICLE X - LOCAL COMMITTEES**

- A. The Local shall have the following regular committees and other such committees as may be required by the CWA Executive Board or adopted by the Local Executive Board or members of Local 4299:
  - 1. Education Committee

2. Election Committee
  2. Election Committee
  3. Organizing Committee
  4. Legislative-Political Committee
  5. Membership Committee
  6. Community Services Committee
  7. Women's and Equity Committee
- B. Members of all committees shall be appointed by the Local President and approved by a majority vote of Local 4299's Executive Board and may be removed in the same manner.
- C. Duties of Committees:
1. Membership Committee - The Membership Committee or Membership Committees shall accept or reject membership applications in accordance with the bylaws and rules of this Local and Article V of the CWA Constitution and policies of the Union.
  2. Legislative-Political Committee -- The Legislative-Political Committee shall assist in developing and pursuing the program of the Union and the Local in the Legislative-Political field. It shall be responsible for the Local's program to register each qualified voter.
  3. Organizing Committee - The Organizing Committee shall assist the Local officers and members in organizing all non-union employees within the Local's jurisdiction as well as unorganized workers in external units.
  4. Election Committee - The Election Committee shall conduct all nominations and elections and referenda of this Local.
  5. Education Committee - The Education Committee shall assist in developing the Local's education program and, with the Local officers, be responsible for effectuating the Union's and Local's educational programs.
  6. Community Services - The Community Services Committee shall assist in developing all Community Services programs.
  7. Women's and Equity Committee - The Women's and Equity Committee shall study and report to the Local on the ways and means of eliminating discrimination on the basis of sex, race or any other basis.

#### **ARTICLE XI - ORDER OF BUSINESS**

- A. The order of business at a Local meeting shall be as follows:
1. Call to order
  2. Roll Call (optional)
  3. Reading and action on minutes of previous meeting
  4. Report of officers and Executive Board
  5. Report of committees
  6. Unfinished business
  7. New business
  8. Adjournment
- B. The order of business may be suspended by a two-thirds (2/3) vote of the members present.

#### **ARTICLE XII – LOCAL EXECUTIVE BOARD AND STEWARDS**

##### Section 1: Composition and Eligibility

- A. The Executive Board of Local 4299 shall consist of the elected local officers and the elected Area Representatives.
- B. The elected officers of Local 4299 will be President, Vice President and Secretary Treasurer.
- C. Area representatives: one area representative will be elected by the members in each of the areas described in Article IV Section 2.
- D. Eligibility: All members in good standing will be eligible to run for local officer positions. Candidates for an area representative position must be employed at a location in that area.

#### Section 2: Duties of the Local Executive Board

- A. It is the policy of Local 4299 that the members of the Executive Board will function as a collective decision-making body for the Local as a whole, and that all members accept as their duty to place the highest priority on the overall strength and welfare of the local and all of its members.
- B. The duties of the Local Executive Board include:
  - i. To meet as necessary to conduct the business of Local 4299.
  - ii. To consider and approve an annual budget.
  - iii. To be responsible for the coordination of any strike action procedures as provided by the Constitution of the CWA.
  - iv. All elected and appointed officials of Local 4299, including Executive Board members, committee leaders, and stewards, agree specifically that all records, documents, sums of money, or other tangible resources of the Local held or created by them are the property of Local 4299, and will be surrendered to Local 4299 or to their successor in office when they leave office for any reason.

#### Section 3: Duties of the specific Executive Board members

- A. The Local President:
  - i. Is responsible for the conduct of all Local business;
  - ii. Presides at Local Membership and Local Executive Board meetings;
  - iii. Supervises the prosecution of grievances and their appeal to higher levels of the Union when not satisfactorily settled;
  - iv. Supervises all Local committees;
  - v. Approve all bills to be paid and countersign all checks drawn on the Local treasury;
  - vi. Is bonded in accordance with the CWA constitution.
  - vii. Performs other duties as may be assigned by the Local Executive Board or the membership.
- B. The Local Vice President:
  - i. Performs the duties of the Local President in his/her absence;
  - ii. Works under the leadership of the Local President and performs additional duties as may be assigned by the Local President, the Local Executive Board or the membership.
  - iii. Is bonded in accordance with the CWA constitution.
- C. The Local Secretary Treasurer:
  - i. Maintains a record of the Local membership;
  - ii. Records and maintain the minutes of all meetings of the Local, the Local Executive Board or Local officers;
  - iii. Certifies the Local delegates to the Union Convention to the International Secretary-Treasurer within the time limits specified in Article VIII of the Union Constitution; and
  - iv. Is custodian of all assets of the Local;
  - v. Reports to each membership meeting on the financial status of the Local;
  - vi. Pays bills approved by the Local President and counter-signs checks;
  - viii. Files all reports and documents required by law; and

- viii. Works under the leadership of the Local President and perform additional duties as may be assigned by the Local President, the Local Executive Board or the membership.
- ix. Is bonded in accordance with the CWA constitution.

D. Area Representatives:

- i. Maintain communication and share information with members in their area;
- ii. Coordinate regular meetings of members in their area no less than three times per year;
- iii. Work under the leadership of the Local President and perform additional duties as may be assigned by the Local President, the Local Executive Board or the membership.

Section 4: Local Stewards

- A. The Local shall have as many Stewards as may be appointed by the Local 4299 Executive Board.
- B. The duties of Local Stewards are as follows:
  - I. To work under the direction of the Local President and appropriate Area Representative; and
  - II. To perform additional duties as may be assigned by the membership, the Local Executive Board or the Local President or the appropriate Area Representative.

**ARTICLE XIII - MEETINGS**

- A. Membership, Executive Board and other meetings of Local 4299 shall be conducted in accordance with these bylaws, the CWA Constitution and any rules adopted by Local 4299. On procedural questions where the bylaws, the CWA Constitution or local rules do not clearly apply, Robert's Rules of Order shall govern.
- B. The Executive Board shall meet at times and places to be determined by the Executive Board, but no less than four (4) times per year. Dates, times, and places of Executive Board meetings will be made available to members by electronic message (email) at least 14 days prior to the meeting. A meeting requested by a majority of the Executive Board shall be held within 10 days of receipt of the request by the Local President or their designee.
- C. A majority of the Executive Board will constitute a quorum for meetings of the Executive Board.
- D. Regular membership meetings will be held at such times and places as determined by the Executive Board. Special meetings may be called by a majority vote of the Executive Board or by a petition signed by at least 30% of the members.
- E. The members present will constitute a quorum for a membership meeting.
- F. Area Representatives will call meetings at time and places accessible to the members in their respective areas no less than three times in each calendar year.
- G. Area meetings may discuss and adopt recommendations and requests to the membership meeting or to the Executive Board of the Local.

**ARTICLE XIV - NOMINATION AND ELECTION OF LOCAL OFFICERS AND MEMBERS OF THE LOCAL EXECUTIVE BOARD**

Section 1: Nominations

- A. Local officers and members of the Executive Board shall be nominated in the month of September each election year.

Nomination for election as a Local Executive Board member will be made in writing by a member in good standing and must contain the name of the person being nominated and the position being nominated for as well as the name of the person making the nomination. Self-nominations are permitted. All nominations must be received by the Election Committee by the deadline established by the Election Committee.

## Section 2: Elections

Elections of Local officers and Executive Board members shall be by secret ballot of the membership in the month of November of each election year.

## Section 3: Local Election Committee

- A. The nomination and election of the Local Executive Board shall be conducted under the supervision of the Election Committee. This committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with federal law, the CWA Constitution and these bylaws and any rules adopted by Local 4299, 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 membership.
- B. The Election Committee will be appointed by the Local President with approval by the Local Executive Board. A member shall not be permitted to serve on the Election Committee if he/she is a candidate for any office of Local 4299.
- C. 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 body and membership of the Local in accordance with Article XV of the CWA Constitution.
- D. Only members of the Local in good standing shall be eligible to vote.
- E. The nominee in any election receiving the majority of the votes cast shall be declared elected. If no one nominee receives a majority on the first ballot, a run-off election shall be conducted and the two nominees receiving the greatest number of votes on the first ballot shall be the nominees on the second ballot. If no one nominee receives a majority on the first ballot and there is a tie for second place, a run-off election shall be conducted and the person receiving the greatest number of votes on the first ballot and the two persons who tied for second place shall be the nominees on the second ballot.
- F. The term of office shall be for three (3) years or until or until their successors have been duly elected and qualified.
- G. The officers shall take office on January 1, with the exception of the initial term. The initial term of office shall begin after the election is held and shall continue until December 2020.

## Section 4: Vacancies

In case of a vacancy in the office of Local President, the Local Vice President shall immediately assume all responsibilities of that office. Vacancies in other Local offices shall be filled by appointment of the Executive Board of the Local, subject to approval of the appointment by the Local membership within sixty (60) days.

## **ARTICLE XV – STRIKES**

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

## **ARTICLE XVI - CHARGES, TRIAL AND APPEALS**

### Section 1: Charges

Members of this Local may be fined, suspended and/or expelled, in the manner provided in these bylaws, for any of the acts enumerated in Article XIX of the CWA Constitution.

### Section 2: Trials

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

### Section 4: Local Trial Court

A Trial Court of this Local shall be composed of 5 persons, who are members of this Local and not parties to the proceedings, and who shall be selected by the Local Executive Board using a random method.

### **ARTICLE XVII - RECALL OF LOCAL OFFICERS**

Any elected officer or executive board member of this Local may be recalled in accordance with the provisions of Articles XXI, Section 2, and XXII, Section 8, of the CWA Constitution.

### **ARTICLE XVIII - AMENDMENTS TO LOCAL BYLAWS**

After adoption, these bylaws may be amended by either of the following methods:

- A. Majority vote of the members present in the Local meeting, if the proposed amendment has been introduced at a previous membership meeting or has been advertised to the membership by use of the Local newsletter, Bulletin Boards or U.S. Mail, postage prepaid, at least seven (7) days in advance of the meeting; or
- B. 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 Executive Board of the Local or 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, or by a committee established by the Local, at the end of each fiscal year. The results of such audit shall be made available for the inspection of any member of the Local and a copy thereof shall be sent to the 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, (name), hereby accept the office of (name of office) of Local (number), 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 have been adopted by the Local Organizing Chair under the authority of the CWA Executive Board, pursuant to Article IX, Section 5 of the CWA Constitution.

