

C.W.A. 1182
Communications Workers of America
AFL-CIO



By-Laws

INDEX

Article I	Name of Organization.....	Page 1
Article II	Jurisdiction.....	Page 1
Article III	Objects.....	Page 1
Article IV	Local Structure.....	Page 1
Article V	Membership	Page 1
Article VI	Local Dues and Special Assessments	Page 2
Article VII	Governing Authority	Page 2
Article VIII	Local Meetings.....	Page 3
Article IX	Local Delegates to CWA Convention.....	Page 3
Article X	Local Committees	Page 4
Article XI	Order of Business	Page 5
Article XII	Local Executive Board, Local Officers,..... Borough Delegates, Command Delegates, Job Stewards and Their Duties	Page 6
Article XIII	Conduct of Meetings,	Page 8
	Other Business and Quorum	
Article XIV	Nominations and Election of	Page 8
	Local Officers, Local Executive Board Members and Local Command Delegates	
Article XV	Strikes	Page 10
Article XVI	Charges, Trials and Appeals	Page 11
Article XVII	Recall of Local Officers.....	Page 11
Article XVIII	Amendments to Local By Laws	Page 11
Article XIX	Referendum of the Local	Page 11
Article XX	Fiscal Year and Audit.....	Page 11
Article XXI	Affiliation	Page 12
Article XXII	Compensation for	Page 12
	Union Business and Financial Rules	
Article XXIII	Gender.....	Page 12
Article XXIV	Adoption.....	Page 12
Article XXV	Oath of Office	Page 12
	Financial Rules for CWA 1182.....	Page 13

ARTICLE I - NAME

Section 1 - Name of Organization

This Local shall be known as Local 1182, Communications Workers of America, AFL-CIO.

Section 2 - Names by Reference

References in these By-Laws to "Local" shall refer to Local 1182 as set forth in Section 1 above, and references to "Union" shall refer to the Communications Workers of America, AFL-CIO.

Section 3 - Adherence to CWA Constitution

The Local shall have the right to adopt proper rules, regulations, policies and practices as are deemed necessary or appropriate to fulfill the purposes, for which the Local was chartered, provided such rules, regulations, policies and practices are not in conflict with the CWA Constitution. The Local, Local Officers, Local Executive Board Members, Command Delegates, Job Stewards, Committee members and all members of the Local shall recognize, observe and be bound by the CWA Constitution and inter-operations thereof rendered by the President or other appropriate Officers of the Union, the resolutions, decisions and directives of the Union Executive Board and the resolutions adopted and policies established at CWA Conventions.

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 - OBJECTS

The objects of Local 1182 shall be to represent and serve the workers within its jurisdiction in accordance with the By-Laws 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:

1. Membership
2. Executive Board
3. Officers
4. Committees

ARTICLE V – MEMBERSHIP

Section 1 - Eligibility

(A) Any person eligible for membership in the Communication Workers of America, as defined in Article V of the 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 Local.

(B) No person, otherwise eligible for membership, shall be denied membership in this Local because of sex, race, color, creed, nationality or sexual orientation.

Section 2- Application

(A) Membership in the Local shall be obtained after payment of the Local initiation fee and upon approval of any membership committee authorized to accept or reject membership on behalf of the Local, subject to the right of the Local to overrule the decision of the membership committee.

(B) The initiation fee for the Local shall be \$2.00. The Local Executive Board shall have the right, in its discretion, to waive the Local's portion of the initiation fee.

(C) In the event an application for membership is denied, the initiation fee shall be refunded to the applicant

(D) The Local shall not establish qualifications for membership which contravene qualifications set forth in the CWA Constitution.

Section 3 - 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, Section 3 of the CWA Constitution.

Section 4 - Termination

Membership in the Local shall be terminated in accordance with Article V, Section 4 of the CWA Constitution.

Section 5 - Retirees

Retired members may be entitled to membership in the Local's Retired Members' Club, with such rights and prerogatives as may be granted by the Executive Board of the Local.

ARTICLE VI - LOCAL DUES AND SPECIAL ASSESSMENTS

Section 1 - Local Dues

(A) Each member of the Local shall pay dues in the amount of 1.5% of basic weekly wages.

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

Section 2 - Local Assessments

The membership of this Local may levy a special assessment only in the same manner as provided for changing Local dues. However, special assessments levied shall be in compliance with Article VI, Section 3 of the CWA Constitution.

ARTICLE VII – GOVERNING AUTHORITY

Section 1 - Membership

The affairs of this Local shall be governed by its membership in accordance with the By-Laws and Rules of the Local and the Constitution and policies of CWA in the following manner.

(A) Through action in membership meetings or by referendum of the membership.

(B) Through actions and decisions of the Local Executive Board between membership meetings.

(C) Through actions and decisions of the Local Officers between meetings of the Local Executive Board, subject to being overruled by the Local Executive Board.

(D) The action and decisions of the Local Executive Board and Officers of the Local between Local membership meetings may be overruled by the membership in a Local meeting or by referendum.

Section 2 - Local Executive Board

The Local Executive Board shall consist of the Local Officers and Executive Board Members, as follows:

1. Local President
2. Vice President
3. Secretary-Treasurer
4. Six Borough Delegates as follows:
 - Two (2) Manhattan Delegates
 - Two (2) Bronx/Queens Delegates
 - Two (2) Brooklyn/ Staten Island Delegates

ARTICLE VIII LOCAL MEETINGS

Section 1 - Regular Meetings

(A) Regular meetings of the Local shall be held at least two (2) times each year, once in each of the following time periods: January-March and September-November. The date, time and place of the regular meetings shall be determined by the Local President subject to the approval of the Executive Board of the Local.

(B) Due notice shall be given by notice mailed postage prepaid to each member at least Fifteen (15) days prior to a regular membership meeting, or by notice posted on Bulletin Boards at least Seven (7) days prior thereto.

Section 2- Special Meetings

(A) Special meetings of the Local may be called by the Local President at any time, or by a majority vote of the Local Executive Board. Due notice shall be given by notice posted on Bulletin Boards at least Seven (7) days prior to such special meeting, or by notice mailed postage prepaid to each member at least Seven (7) days prior to such special meeting.

(B) Special meetings of the Local may also be called by a petition signed by one-fifth (1/5) of the members in good standing. Each signature shall be dated in the handwriting of the member. Upon receipt of the proper petition, the Local Officers shall call a special meeting within thirty (30) days thereof. Due notice shall be given to each member by notice posted on bulletin boards at least seven (7) days prior to such special meeting.

ARTICLE IX LOCAL DELEGATES TO CWA CONVENTION

(A) The Local President, Vice President and Secretary- Treasurer shall be delegates to Union Conventions and the President shall be Chairperson of the Local's delegation.

(B) It shall be the duty of the Local Secretary- Treasurer to certify the Local's delegates to the CWA 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:

1. Community Services & Public Relations
2. Women's Committee
3. Education
4. Election
5. Finance
6. Legislative- Political
7. Membership
8. Occupational, Safety and Health
9. Organizing
10. Committee on Equity

(B) The Local shall establish such other committees as may be necessary to effectuate the policies of the Local and the Union.

(C) Chairpersons and members of all committees shall be appointed by the Local President, subject to the right of the Local Officers or of the membership in good standing to overrule such appointments. Vacancies on committees shall be filled in the same manner as the original appointments.

(D) A member of any committee of the Local may be removed by the Local President, subject to the approval of the Executive Board. Any such removal is subject to the right of the majority of the members in good standing to overrule such removal.

(E) A member of any committee of the Local may be removed by action of a majority of the members in good standing at a membership meeting.

(F) The duties of the foregoing committees shall be as follows:

1. Community Services and Public Relations Committee - The Community Services and Public Relations Committee shall assist in developing community service programs and, with the Local Officers shall be responsible for effectuating all community service programs and policies of the Local and the Union.

2. Woman's Committee - The Women's Committee shall assist the Local in focusing on issues that affect women and are of concern to women in the Local, and with the Officers, shall be responsible for effectuating the policies and programs regarding women in the Local.

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

4. Election - The Election Committee shall be responsible for the conduct and supervision of all Local nominations, elections and certifications thereof, and referenda and certifications of this Local.

5. Finance - The Finance Committee shall include the Local Secretary-Treasurer who shall be the Chairperson of the Committee. The Local Secretary-Treasurer shall be the only member of this Committee who is a Local Officer and a member of the Executive Board. The Committee shall meet prior to all regular membership meetings at the call of its chairperson to review the financial operations of the Local and to report to the membership.

6. Legislative/Political - The Legislative/Political Committee shall assist in developing and pursuing the program of the Local and the Union in the Legislative field. It shall be responsible for the Local's Program to register each qualified voter.

7. Membership - The Membership Committee shall accept or reject membership applications in accordance with the By-Laws and Rules of the Local and with Article V of the CWA Constitution and policies of the Union. The Secretary/Treasurer of the Local shall be the Chairperson of this Committee.

8. Occupational, Safety and Health - The Occupational, Safety and Health Committee shall assist in developing the Local's occupational, safety and health programs, and, with the Local Officers, shall be responsible for effectuating the Local's and the Union's occupational, safety and health program. The Committee shall also review the rules, policies and practices of the Occupational, Safety and Health Act since its enactment in 1970, shall support the Local's Unions efforts to secure adequate inspection services and programs under the Act, and, in the event the administration of said Act is taken over by State Government, shall work to insure that there is no lessening of standards or of endorsement thereof.

9. Organizing - The Organizing Committee shall assist the Local Officers and members in organizing all non-union employees, both within and outside the Local's jurisdiction.

10. Committee on Equity – The Committee on Equity shall assist the Local on focusing on issues of equity within the Local, and with the Local Officers, shall be responsible for effectuating the policies and programs regarding equity within the Local. An elected Officer of the Local shall be the Chairperson of this Committee.

(G) Duties of additional committees shall be assigned by the Local Officers or the Local President.

ARTICLE XI - ORDER OF BUSINESS

(A) The order of business at a Local meeting shall be as follows:

1. Call to order
2. Salute to the Flag
3. Quorum Call
4. Reading and action on Minutes of previous meeting
5. Report of Officers
6. Report of Committees
7. Unfinished Business
8. New Business
9. Good and Welfare
10. Adjournment

(B) The order of business at a Local meeting may be suspended by a Two-Thirds (2/3) vote of the members in good standing present, provided there is a quorum.

**ARTICLE XII - LOCAL EXECUTIVE BOARD LOCAL OFFICERS,
BOROUGH DELEGATES, COMMAND DELEGATES AND THEIR DUTIES**

Section 1- Local Executive Board

(A) The Local Executive Board shall consist of three (3) Local Officers, and six (6) Local Borough Delegates.

(B) The duties of the Local Executive Board shall be as follows:

1. Be responsible for making decisions and taking actions in behalf of the Local between membership meetings on all matters concerning the good and welfare of the members.

2. Interpret the By-Laws and Rules of the Local.

3. A majority vote of the Local Executive Board may institute a referendum by mail for any reason or if a lack of a quorum at a regular or special membership meeting has caused failure to conduct Local business.

4. Be responsible for the operation of strike action procedures as set forth in the CWA Constitution.

5. Adhere to all financial rules that have been established in accordance with Article XXII of the bylaws.

6. Cause an annual budget to be prepared and presented to the membership.

7. Hold a regular meeting of the Local Executive Board not less than once a month. A special meeting of the Local Executive Board may be called by the President at any time. Upon receipt of written request signed by a majority of the members of the Local Executive Board, the Local President shall also call a special meeting of the Local Executive Board within Ten (10) days thereof.

8. A majority of the Local Executive Board shall constitute a quorum.

9. Actions and decisions of the Executive Board shall be subject to the approval of the membership.

Section 2 - Local Officers

(A) The Officers of the Local shall be as follows:

1. President

2. Vice President

3. Secretary/Treasurer

(B) The duties of the Local Officers shall be as follows:

1. The Local President shall:

(a) Be responsible for the conduct of all Local business and, in keeping with that responsibility, shall have the power to employ, subject to the approval of the Executive Board and bond such employees as may be necessary for the efficient operation of the Local;

(b) Preside at meetings of the Local membership, Local Executive Board and Local Officers;

(c) Prosecute grievances and appeal them to higher levels of the Union when not satisfactory settled. The Local President may designate such other alternate(s), one (1) of whom must be the Vice President, to prosecute said grievances as he may deem necessary;

(d) Serve as ex-officio member and supervise all Local committees;

(e) Approve all bills to be paid, and countersign all checks drawn on the Local Treasury;

(f) Perform whatever additional duties as may be assigned by the Local Executive Board, the membership or required by the Constitution and policies of the Union;

(g) Be spokesperson for the Local;

(h) Be Delegate and Chairperson of the delegation to the CWA Convention; and

(i) Hold no other elective office in the Local.

2. The Local Vice President shall:

(a) Perform whatever duties as may be assigned by the Local, the Local Executive Board, or the Local President;

(b) Work under the direction and supervision of the Local President;

(c) Shall be delegate to the CWA Convention; and

(d) Shall hold no other elective office in the Local.

3. The Local Secretary-Treasurer shall:

(a) Maintain a record of the Local membership;

(b) Record and maintain the Minutes of all meetings of the Local, the Local Executive Board, or Local Officers;

(c) Furnish the District Vice President and Secretary Treasurer of the Union with copies of any changes in the By-Laws of the Local within ten (10) days after such changes are made;

(d) Be custodian of all assets of the Local;

(e) Report to each membership meeting and Executive Board meeting on the financial status of the Local;

(f) Be bonded, as must any other person who handles Local funds or other property, in accordance with the CWA Constitution or any State or Federal Law;

(g) Cause the payment of all bills approved by the Local President in accordance with the financial rules of the Local; sign all checks drawn upon the Local treasury.

(h) Perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President;

(i) Work under the direction and supervision of the Local President;

(j) Shall be a delegate to the Union Convention; and

(k) Hold no other elective office in the Local.

Section 3 - Local Borough Delegates

(A) There shall be six (6) Local Borough Delegates, two (2) from Manhattan, two (2) from Bronx/Queens and two (2) from Brooklyn/Staten Island, whose duties shall be as follows:

1. Perform whatever duties may be assigned by the Local Executive Board or the Local President;

2. Supervise the Command Delegates; and

3. Work under the direction and supervision of the Local President.

(B) The Local Borough Delegates shall be nominated and elected for a term of three (3) years in the manner provided for in Article XIV of these bylaws.

Section 4 – Command Delegates

(A) Each work or job location should have a Command Delegate. Additional Command Delegates can be designated by the Local President. The duties of the Command Delegates shall be as follows:

1. Perform whatever duties as may be assigned by the Local, Local Executive Board or the Local President or Borough Delegate;
2. Act as liaison between the members they represent and the Borough Delegate; and
3. Work under the direction of the Local President.

(B) Command Delegates shall be nominated and elected for a term of two (2) years in the months of February and March of each odd year by the membership they represent in the manner provided for in Article XIV of these bylaws.

Section 5 - Job Stewards

The Local President may appoint as many Job Stewards as necessary to conduct Local business as determined by the Local President. The duties of the Job Stewards shall be as follows:

1. Perform whatever duties as may be assigned by the Local, Local Executive Board, or the President or Local Chief Delegate;
2. Work under the direction of the Local President.
3. Job Stewards may be removed by a majority vote of the Executive Board.

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 by-Laws and Rules of the Local and in conformity with the CWA Constitution. On questions where the Local by-Laws, the Local Rules or the CWA Constitution do not clearly apply, Robert's Rules of Order shall govern.

(B) The number constituting a quorum for Local meetings shall be five (5) percent of the membership in good standing.

(C) A majority of the Local Officers or a majority of the members of the Local Executive Board, or a majority of the members of a Local Committee shall constitute a quorum for these bodies.

ARTICLE XIV NOMINATION AND ELECTION OF LOCAL OFFICERS, LOCAL EXECUTIVE BOARD MEMBERS AND LOCAL COMMAND DELEGATES.

Section 1 - Nominations

(A) Local Officers and Local Borough Delegates shall be nominated in the months of September, October or November of each election year. Reasonable notice, which will be no less than fifteen (15) days, shall be given for the purpose of nominations.

(B) All Command Delegates shall be nominated in the months of February or March of each odd year.

(C) Nominations for the office of Local President, Vice-President and Secretary-Treasurer shall also constitute nominations for Delegate to the CWA Conventions held during the term of office for which the election is being conducted.

(D) Candidates for the Office of President, Vice President and Secretary-Treasurer, shall be nominated by a minimum of one hundred (100) nominating signature of members in good standing. Each signature shall be dated in the handwriting of the members.

(E) Candidates for the Office of Borough Delegates shall be nominated by a minimum of fifty (50) nominating signatures of members in good standing who work in the area that they are being nominated to represent. At the time of the nomination, candidates must be assigned within the borough of the position that they are seeking. Each signature shall be dated in the handwriting of the members.

(F) Candidates for Command Delegates shall be nominated by a minimum of fifteen (15) nominating signature of members in good standing who work in the Command that they are assigned to and that they are being nominated to represent.

Section 2 - Election

(A) Not less than fifteen days prior to an election of Local Officers or Borough Delegates, a notice thereof shall be mailed to each member at their last known address.

(B) Election of Local Officers and Local Borough Delegates shall be by secret ballot of the membership in the months of October, November or December of each election year.

(C) Command Delegates shall be elected in the month of March of each odd year.

(D) Ballots shall state that the candidates elected Local President, Vice-President and Secretary-Treasurer shall be Delegates to the CWA Conventions held during the term of office from which the election is being conducted.

(E) Nominees can only appear on the ballot for one office (other than delegate to the Union convention).

(F) Nominees shall state that they will serve if elected.

(G) Only members of the Local in good standing as of the day nominations are opened shall be eligible to vote, to be nominated or to hold office.

Section 3 - Local Election Committee

(A) The nomination and election of Local Officers and Local Borough Delegates 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 the CWA Constitution and the By-Laws and Rules of the By-Laws of the Local, with reasonable opportunity for each member to nominate and vote for the candidate of his or her choice.

(B) The Election Committee shall also conduct any referenda submitted to the membership.

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

(D) All questions concerning the conduct and challenges of election shall be determined by the Election Committee, subject to the right of appeal to the Local Executive Board and subject to the further right of appeal to the membership of the Local. The Election Committee shall certify the results of any election.

Section 4 - General Provisions

(A) Election of Local Officers and Borough Delegates shall be by secret ballot of the entire membership. Command Delegates shall be elected by the membership regularly working in the Command that the Command Delegate will represent.

(B) In any election for the offices of Local President, Local Vice President and Local Secretary/Treasurer the nominees receiving a majority of the votes cast shall be declared elected.

(C) In any election for the offices of Borough Delegate, the nominees receiving a plurality of the votes cast shall be declared elected.

(D) In any election for the offices of Command Delegates, the nominees receiving a plurality of the votes cast shall be declared elected.

(E) In the case of elections requiring a plurality vote, if a tie renders the election indecisive for any position, a run-off election shall be conducted and the nominees who tie for such positions on the first ballot shall be the nominees on the second ballot.

(F) The term of office for Local Officers and Borough Delegates shall be for three (3) years, or until their successors have been duly elected and qualified. The term of office for Command Delegates shall be for two (2) years, or until their successors have been duly elected and qualified.

(G) Local Officers and Local Borough Delegates shall take the oath of office prior to assuming office. The term of office shall commence on the 1st day of January of the next year. Those elected in a special election shall assume office upon taking the oath of office.

(H) The Office of any elected or appointed official of the Local shall be declared vacant when such elected or appointed official of the Local accepts a provisional or permanent position outside the collective bargaining unit.

(I) Whenever there is an unopposed candidate duly nominated for any office or elected position in the Local, such a candidate shall be considered elected without the necessity of an election. Write in votes for other than duly nominated candidates shall not be permitted. Only members duly nominated shall appear on the ballot.

Section 5 – Vacancies

(A) A vacancy in the office of Local President occurring less than six (6) months prior to the end of the term shall be filled by the Vice President for the remainder of the term.

(B) A vacancy in the office of Vice-President, Secretary- Treasurer or Borough Delegate occurring less than six (6) months before the end of the term shall be filled by a majority vote of the Executive Board subject to the right of the membership to overrule the decision of the Executive Board.

(C) A vacancy in the office of President, Vice-President, Secretary- Treasurer or Borough Delegate where the unexpired terms exceeds six (6) months shall be filled by an election in the same manner as required for a regular election, and the election shall be held within sixty (60) days of such vacancy occurring.

(D) Any temporary appointment to the position of President, Vice-President or Secretary-Treasurer will not entitle them to serve as a Convention Delegate. To become a Convention Delegate, they must be elected as such.

(E) A vacancy in the position of Command Delegate shall be filled either by a majority of the Executive Board or by election in the same manner as required for a regular election within sixty (60) days.

ARTICLE XV - STRIKES

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

**ARTICLE XVI - CHARGES, TRIALS
AND APPEALS**

Section 1 – Charges

Members of the Local may be fined, suspended or expelled, in the manner provided in these By-Laws, for any of the acts enumerated in Article XIX of the CWA Constitution.

Section 2 - Trials

Any accused members including Officers, of the Local shall be tried under the provisions of Article XX of the CWA Constitution.

Section 3 - Appeals

Any member or Officer of the 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 the Local shall be composed of Five (5) persons who are members of the Local and not parties to the proceeding and who shall be randomly selected by the Local Executive Board of the Local.

ARTICLE XVII - RECALL OF LOCAL OFFICERS

Any elected officer of this Local may be recalled in accordance with the provisions of Articles XXI and XXII of the CWA Constitution.

**ARTICLE XVIII - AMENDMENTS
TO LOCAL BY-LAWS**

After adoption, these By-Laws may be amended by either of the following methods.

(A) Secret ballot majority vote of the members present at a Local meeting at which a quorum is present, if the proposed amendment has been introduced at a previous membership meeting, or has been advertised to the membership by use of Bulletin Boards at least fifteen (15) days in advance of the meeting or has been mailed postage prepaid to the membership at least fifteen (15) days in advance of the meeting; or

(B) Secret ballot referendum of the membership by mail or otherwise.

**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 at which a quorum is present.

(B) Questions submitted to a referendum of the membership shall be determined by a majority vote of those members in good standing voting on the question.

**ARTICLE XX - FISCAL YEAR
AND AUDIT**

(A) The fiscal year of the Local shall be from October 1st of each year to and including September 30th of the succeeding year.

(B) The financial records of the 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 at the Offices of the Local for the inspection by any member of the Local in good standing.

FINANCIAL RULES FOR CWA LOCAL 1182

A. GENERAL

New rules may be adopted or the present rules may be changed by a majority of the members present at a membership meeting where a quorum is present provided the proposed new rule was introduced at a previous membership meeting or by referendum of the membership.

Recurring and routine bills and expenses associated with the day to day operation of the union office (e.g. payroll, rent, electric, phones, office supplies, equipment leases, insurance etc.) will be reviewed by the Executive Board monthly. Non-routine bills and expenditures under \$2,500 will be reviewed by the Executive Board monthly.

All non-recurring, non-routine expenditures in excess of \$2,500 shall require approval by a majority vote of the Local Executive Board.

B. COMPENSATION:

Compensation for lost time and/or benefits for Local Officers, Stewards and members, can be authorized by the President or Executive Board for actual time spent engaged in duly authorized business or in an elected capacity. The amount of compensation will be determined by the Executive Board but will not exceed the value of the actual lost wage or benefit. Proof of loss, showing that the individual lost time and or benefits from their employer will be submitted, along with the current paystub showing the individuals hourly rate of pay will be required for reimbursement of lost time/benefits. Vouchers must be submitted within 90 days to be considered timely.

C. EXPENSES:

- 1) Coach class airfare, train, bus or other common forms of public transportation and hotel will be paid on the actual expense for duly authorized union business.
- 2) While traveling on union business, actual expenses for meals and incidental expenses, up to the IRS per-diem amount may be reimbursed if authorized in advance by the President or Executive Board. Any reimbursement for meals and incidental expenses shall not exceed the maximum amount established by the IRS for the locality. Itemized receipts and a description of the business purposes must be submitted with the request for reimbursement to substantiate the expense.
- 3) Officers, Stewards and members may be reimbursed for mileage incurred on their personal vehicle for traveling necessary to conduct duly authorized union business outside of their normal reporting location. A description of the business purpose and the starting and ending points will be submitted with the request for reimbursement. Reimbursement shall not exceed the Internal Revenue Service (IRS) standard mileage rate.
- 4) Any other expenses related to duly authorized union business must be submitted along with an explanation of the business purpose/ need and an itemized receipt.
- 5) Vouchers must be submitted within 90 days to be considered timely.

D. OFFICER COMPENSATION:

In addition to any compensation provided in paragraph B above, the Executive Board may authorize monthly taxable stipends to the Local Officers not to exceed the following amounts:

- 1) President: up to \$2,500
- 2) Vice- President: up to \$2,000
- 3) Secretary- Treasurer: up to \$2,000
- 4) Borough Delegate: up to \$1,200

In no event shall the total amount of stipends exceed –20% of the average monthly dues received by the Local. Downward adjustments for stipends may be required if the dues fall below this level.

E. CELL PHONES:

The Executive Board may authorize reasonable expenses for one cell phone per Local officer, if it is needed to perform their job.

