

**COMMUNICATIONS WORKERS OF AMERICA**

**LOCAL 3902**

**210 SUMMIT PARKWAY**

**BIRMINGHAM, ALABAMA 35209**

**BY-LAWS**

**March 25, 2014**

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ARTICLE - 1 NAME

This local shall be know as Local 3902, Communications Workers of America.

## ARTICLE - 2 JURISDICTIONS

Jurisdiction of this local shall be the jurisdiction assigned by the Union and appearing on the face of the Local Charter.

## ARTICLE - 3 OBJECTS

The objects of Local 3902 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 - 4 LOCAL STRUCTURES

The structure of the local shall consist of the following:

A. The Membership

B. The Officers

The Officers of the local shall be:

1. President
2. Executive Vice President
3. Secretary-Treasurer

C. The Executive Board

The Executive Board shall consist of the following:

1. President
2. Executive Vice President
3. Secretary-Treasurer
4. Departmental Vice Presidents as follows:
  - a. Consumer/Finance/BBS/Small Business/Human Resources/Regulatory/Executive/External Affairs/Strategic Management/Auditing
  - b. Network/BCS/Supply Chain Management
  - c. IPOS – Interconnection/Public/Operator Services/Security
  - d. AT&T Mobility

D. Departmental Representatives as follows:

- a. Consumer/Finance/BBS/Small Business/ Human Resources/Regulatory/Executive/External Affairs/ Strategic Management/ Auditing

- b. Network/BCS/ Supply Chain Management
- c. IPOS - Interconnections/Public/Operator Services/Security
- d. AT&T Mobility

E. Chief Stewards

Each department may have as many chief stewards as the Vice President deems necessary to conduct the business of their department, subject to the approval of the President.

F. Job Stewards

G. COMMITTEES

ARTICLE - 5 MEMBERSHIPS

Section 1 - Eligibility

Any person eligible for membership in the Communications Workers of America, as defined in CWA's 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 if retired or on leave of absence from work within the local's assigned jurisdiction.

Section 2 - Applications

Membership in the local shall be obtained by Membership Committee approval, subject to membership approval.

Section 3 - Transfer

The transfer of membership from the local to the jurisdiction of another local and from another local to the jurisdiction of this local shall be made in accordance with the CWA Constitution.

ARTICLE - 6 LOCAL DUES, FINES & ASSESSMENTS

Section 1 - Local Membership Dues

Each member of the Local shall pay minimum membership dues as established by the CWA Constitution. 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 By-Laws. Membership dues may be changed only by a

majority of those voting on the question by secret ballot referendum or by majority secret ballot vote in a meeting where a quorum is present. If the question has been advertised on bulletin boards at least seven days in advance of the meeting or by notice mail postage prepaid to each member at least seven days in advance of the meeting.

Full time President's union dues shall be made by monthly deductions.

## Section 2 - Local Special Assessments

The membership of this local may levy special assessments in the same manner as provided for changing local dues. However, any special assessments levied shall be in compliance with the CWA Constitution.

## ARTICLE - 7 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. By actions and decisions of the Local Executive Board between membership meetings.
- C. In the event of re-engineering or the creation of a new company, the Executive Board shall have the responsibility to assign those work groups or members to the appropriate Departmental Vice President.

## ARTICLE - 8 LOCAL MEETINGS

- A. Regular meetings of this local shall be held at a time and place as determined by the local membership, subject to two-thirds (2/3) majority of those voting.
- B. Special meetings may be called by a majority vote of the Local Officers, or by a petition signed by twenty-five (25) members. Upon official receipt by the Local President or his designate of a proper petition, the Local Officers shall call a special meeting to be held within ten (10) days.
- C. Regular Executive Board meetings of this local shall be held at a time and place as determined by the Executive Board or the Local President.

- D. Special Executive Board meetings may be called by the Local President or upon request of four (4) or more of Executive Board members.

ARTICLE - 9 LOCAL DELEGATES TO NATIONAL CONVENTIONS

- A. The Local President, Executive Vice President and Secretary-Treasurer shall be delegates to the National Convention and District 3 Meetings by virtue of office.
- B. Remaining delegates and alternates to the National Convention shall be nominated at the local's regular monthly meeting, four (4) months prior to said convention, including the convention month and after having been advertised by the legally accepted method for a period of not less than fifteen (15) calendar days.
- C. Election of delegates and alternates shall be conducted by secret ballot, by U.S. Mail. All ballots shall be mailed on the tenth (10) business day following nominations. In order to be counted, ballots must be returned to the Post Office Box no later than fifteen (15) days following the mail-out.
- D. Declared delegates to the National Convention will be those receiving the highest number of votes in descending order.
- E. Alternates shall be determined by number of votes in descending order. A maximum of two (2) alternates may be allowed to attend the National Convention at the discretion of the membership.
- F. Members voting on delegates to the National Convention may cast their vote for any candidate or candidates up to the maximum number of delegates allowed to the local as outlined in the Constitution.
- G. Delegates and alternates to a Special Convention shall be nominated and elected in the same manner as to a regular convention, except time not permitting, such nominations and elections may be held at a Special Meeting of the Local.
- H. The delegates and alternates, upon being notified of their elections, shall hold a meeting with the Chairman (the Chairman being the ranking officer of the delegation).
- I. Votes shall be equally distributed among the delegates, and any remaining votes shall be assigned to the Chairman of the delegation.
- J. It shall be the duty of the Secretary-Treasurer of the local to certify local delegates to the National Secretary-Treasurer within the time limits specified by the Constitution.

- K. Delegates and alternates to the District 3 Meetings not held in conjunction with the National Convention shall be elected from the Executive Board and by the Executive Board. When election of District Vice President is involved, nominations and election of delegates and alternates shall be at a regular or special meeting that is duly advertised.

ARTICLE - 10 LOCAL COMMITTEES

- A. The local shall have the following regular committees.
  - 1. Amusement & Entertainment Committee
  - 2. Community Services Committee
  - 3. Education Committee
  - 4. Election Committee
  - 5. Equity Committee
  - 6. External Organizing Committee
  - 7. Internal Organizing Committee
  - 8. Legislative Committee
  - 9. Membership Committee
  - 10. Public Relations Committee
  - 11. Retirees Committee
  - 12. Safety Committee
  - 13. Women's Committee
- B. The President shall appoint all regular committees, subject to the right of the local membership to overrule appointments. Names of the committee appointees shall be presented to the Executive Board at the first regular Board Meeting following their appointment in order to be recorded in the Executive Board Minutes. Any additional or deletions shall be handled in the same manner.
- C. Special Committees shall be elected by the membership at a regular monthly membership meeting whenever the need arises.
- D. Committees shall consist of not more than five (5) official members. Each committee shall retain associate members as required, provided each associate member is selected in the same manner as the official.
- E. Vacancies on committees shall be filled in the same manner as the original method of selection.
- F. A member of a local committee may be removed by a majority action at a Local Membership Meeting. The member shall be notified of the pending



action two (2) weeks prior to the meeting.

G. Duties of Committees

1. Amusement & Entertainment Committee - The Amusement Entertainment Committee shall assist in the development of entertainment and social activities of the local.
2. Community Services Committee - A committee of Community Services shall be established to carry on a program of Health and Welfare for our members and their families. It shall be the duty of this committee to plan and carry out the specified Community Services Program of the local.
3. Education Committee - The Education Committee shall assist in developing the local's educational program and with the local officers be responsible for putting into effect the union's and local's education program.
4. Election Committee - The Election Committee shall conduct all elections and referendums of this local, except the Election of Chief Stewards, in accordance with the By-Laws, the Union Constitution and all appropriate federal rules and regulations.
5. Equity Committee - The Equity Committee shall have the duty to identify any inequities within the local and to report to the membership these inequities, with a recommendation as to how they can be corrected. It shall further be charged with keeping the membership informed of changes that have been made.
6. External Organizing Committee - The External Organizing Committee shall assist the local officer's stewards in organizing all eligible employees not otherwise covered in the local's charter.
7. Internal Organizing Committee - The Internal Organizing Committee shall assist the local officer and stewards in organizing all non-members with the companies now represented by the local.
8. Legislative Committee - The Legislative Committee shall assist in developing and pursuing the program of the union and the local's program to register each qualified voter.
9. Membership Committee - The Membership Committee shall accept or reject membership applications in accordance with the By-Laws and rules of this local and the Constitution and policies of the union.

10. Public Relations Committee - The Public Relations Committee shall be responsible for presenting the union's image to the members and the public by publishing the local Newspaper and newsletter and by any means available.
11. Retirees Committee - The Retirees Committee duties and responsibilities will be as outlined in the CWA Constitution.
12. Safety Committee - The Safety Committee shall protect the interest of the local in all safety matters and promote safety within the local.

#### ARTICLE - 11 ORDER OF BUSINESS

- A. The order of business at a local meeting shall be as follows:
  1. Call to order
  2. Invocation
  3. Pledge of allegiance
  4. Roll call of Officers and Executive Board members.
  5. Reading and action of minutes of previous meeting.
  6. Reading of Executive Board minutes
  7. Report of officers and Departmental Vice Presidents
  8. Report of Committees
  9. Monthly Financial Report
  10. Unfinished Business
  11. New Business
  12. Good and Welfare
  13. Adjournment
- B. The order of business may be suspended by a two-thirds (2/3)-majority vote of the members present.

#### ARTICLE - 12 DUTIES LOCAL OFFICERS, DEPARTMENTAL VICE PRESIDENTS, DEPARTMENTAL REPRESENTATIVES, CHIEF STEWARDS

- A. DUTIES OF THE LOCAL PRESIDENT
  1. The Local President shall preside at meetings of the local and meetings of the Local Executive Board, and shall be responsible for conducting all local business including:
    - a. Overseeing the handling of all grievances
    - b. Supervising all committees of the local

- c. Approving all bills to be paid by the Local Secretary-Treasurer and to counter sign checks drawn on the treasury of the local.
- d. Having such additional duties as assigned by the local or required by the Constitution or policies of the local.

B. DUTIES OF THE LOCAL EXECUTIVE VICE PRESIDENT

- 1. The Local Executive Vice President shall work under the direction of the Local President and shall perform such duties as assigned by the Local President, the Local Executive Board and the local.
- 2. The Local Executive Vice President shall relieve in President's absence, if available.

C. DUTIES OF THE LOCAL SECRETARY - TREASURER

The Local Secretary-Treasurer shall:

- 1. Maintain a record of the local membership and shall keep minutes of all local meetings and meetings of the Executive Board.
- 2. Furnish both the District Vice President and Secretary-Treasurer of the Union with two (2) copies of any changes in the Local Laws within ten (10) days after such changes are made.
- 3. Be responsible for furnishing the Secretary -Treasurer of the Union with all proper forms signed by Local Officers, which required by state and federal laws immediately upon their execution.
- 4. Be bonded and shall be custodian of all assets of local and shall make a report at each local meeting and at the close of each fiscal year or at any time when requested to do so by the membership.
- 5. Cause the payment of all bills approved by the Local President.
- 6. Shall conduct the regular local and/or Executive Board meeting in the absence of the President and Executive Vice President.

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7. Be responsible for making all air travel arrangements in Article 22.
8. Perform such other duties as may be assigned by the Local President, the Executive Board or by the membership.

D. DUTIES OF DEPARTMENTAL VICE PRESIDENTS, AND DEPARTMENTAL REPRESENTATIVES

1. Departmental Vice Presidents shall be responsible for the prosecution and appeal of grievances in their respective departments.
2. Departmental Vice Presidents shall hold regular meetings with the stewards in their departments.
3. Departmental Vice Presidents will perform other duties as assigned by the Local President.
4. Upon assuming office, the Departmental Vice President shall hold nominations and elections for Departmental Representatives at their  
first  
January Departmental Meeting
5. Departmental Representatives shall be delegated by the Local President and Departmental Vice President such duties and authority as may be necessary to carry out the local's business in their respective locations.
6. Departmental Vice Presidents shall appoint Chief Stewards as needed, subject to the approval of the President.

E. DUTIES OF CHIEF STEWARDS

1. Chief Stewards shall be delegated by the Departmental Vice President, such duties and authority as may be necessary to carry out the local's business in their respective locations.
2. Chief Stewards shall assist the Departmental Vice President in handling grievances. They will also assist Stewards and coordinate information pertaining to grievances.

F. DUTIES OF THE STEWARDS

1. This local shall have as many stewards as may be appointed by the President with the approval of the local.
2. The stewards of this local shall work under the direction of the

Local President, respective Departmental Vice Presidents and respective Chief Stewards.

ARTICLE - 13 CONDUCT OF MEETING AND QUORUM

- A. Membership meetings of this local shall be conducted under these By-Laws and rules of the local and in conformity with the Constitution. On questions where the Local By-Laws, the Local Rules or the Constitution do not clearly apply, Roberts Rules of order shall govern.
- B. The number constituting a quorum for local meetings shall be twenty-five (25).
- C. A majority of the Executive Board members or a majority of the members of a committee shall constitute a quorum for those bodies.
- D. Members who propose to make a motion at a meeting that would involve an expenditure of more than fifty dollars (\$50.00) for the same cause must present the proposed motion in writing to the Local President to be presented to the Local Executive Board not less than ten (10) days prior to the meetings at which they intend to submit the motion in order for the Executive Board to make a recommendation.

ARTICLE -14 NOMINATIONS AND ELECTIONS

Section 1 - Executive Board

Local Officers and members of the Executive Board shall be nominated at the regular membership meeting in the month of September of each election year, after having been advertised by the legally accepted method for a period of not less than fifteen (15) calendar days.

Section 2 - Departmental Representatives

Departmental Representatives shall be nominated and elected from their respective departments at the January departmental meeting following the general election. Notice of nominations shall be posted on **Union Bulletin Boards** for fifteen (15) days prior to the January departmental meeting.

### Section 3 - Elections

Elections of Local Officers and Executive Board members shall be by secret ballot of the membership by U. S. Mail.

- A. Ballots shall be mailed on the tenth (10th) business day following nominations.
- B. In order to be counted, ballots must be returned to the Post Office Box no later than fifteen (15) calendar days following the mail-out.
- C. The nominee in any election of Local Officers and Executive Board members receiving the majority of votes cast shall be declared elected.
- D. If no one nominee has a majority of the first ballot, the vote shall be taken again and the two (2) nominees having the greatest number on the first ballot shall be nominees on the second ballot.
- E. Run-off ballots shall be mailed on the tenth (10th) business day following completion of the initial vote count.
- F. In order to be counted, run-off ballots must be returned to the Post Office Box no later than fifteen (15) calendar days following the mail-out.
- G. The Election Committee shall notify all candidates of the results as soon as possible.
- H. The results of all elections shall be available to interested members during regular business hours at the Local Office.

### Section 4 - GENERAL PROVISIONS

- A. Only members of the local in good standing shall be eligible to vote or hold office.
- B. The term of office for Local Officers, Executive Board members and Departmental Representatives shall be for three (3) years, or as provided in the Constitution.
- C. A member shall not hold two (2) or more positions concurrently on the Executive Board.
- D. To be eligible to be nominated for the office of Departmental Vice President or Departmental Representative, a member must work or be retired within the same department as defined in Article 4.
- E. A member shall not be permitted to serve on the Election Committee if he or she is a candidate.
- F. All questions concerning the conduct and challenges of elections shall be determined by the Election Committee, subject to the right of appeal to the Executive Board and membership of the local.
- G. Newly elected Officers and Executive Board members shall take the oath of office and shall assume the duties of the office at the first regular meeting following tentative certification, even if no quorum is present, and even if there will be run-off elections in other offices.

Tentative certification is assumed to take place when the counting of the ballots indicates a candidate has received a majority of the votes cast for the respective office.

#### Section 5 - VACANCIES

- A. A vacancy in the office of Local President shall be filled by the Local Executive Vice President for an interim period in order for an election to be held to elect a new President to complete the un-expired term.

Vacancies in the office Executive Vice President or Secretary-Treasurer shall be filled for an interim period by appointment by the Executive Board of the local, in order for an election to be held.

A special meeting of the local shall be called within twenty (20) days of the day the vacancy occurs for the purpose of accepting nominations.

Election of the new President, Executive Vice President, or Secretary-Treasurer shall be conducted in accordance with Article 14, Section 3.

The newly elected President, Executive Vice President, or Secretary-Treasurer shall be sworn in and shall assume office at the first regular monthly meeting following the election

Should the vacancy occur with less than 180 days remaining of the term, the Executive Vice President or interim officer selected by the Executive Board shall serve as President, Executive Vice President or Secretary-Treasurer for the remainder of the term.

- B. Vacancies in other offices of the local shall be filled by an election in a local meeting, or in the event it is a departmental vacancy, it shall be filled at a regular departmental meeting within sixty (60) days after the advertising on Union Bulletin Boards for not less than fifteen (15) days.

#### ARTICLE - 15 STRIKES

- A. The calling, conduct, and termination of strikes shall at all times be carried on in compliance with the rules prescribed by the communications Workers of America and its Constitution.
- B. A strike called by and affecting only this local may be terminated by a majority vote of the members present at a Special Called Meeting for that purpose with the approval of the District Vice President.
- C. The convention or Executive Board may terminate such strike by majority affirmative vote.

#### ARTICLE - 16 CHARGES, TRIALS AND APPEALS

##### Section 1 - Charges

Members of this local may be fined, suspended or expelled for any acts



enumerated in the CWA Constitution.

#### Section 2 - Trials

Any accused person shall be tried under the provisions 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 the CWA Constitution.

#### Section 4 - Local Trial Court

- A. 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.
- B. Members of the trial court shall be selected by the Executive Board.
- C. All decisions must be unanimous.

### ARTICLE - 17 RECALL OF OFFICERS

An elected officer of this local may be recalled in conformity with the provisions of the CWA Constitution.

### ARTICLE - 18 BY-LAW CHANGES

#### Section 1 - Changes

After adoption, these By-Laws may be amended as follows:

- A. Action at a regular local membership meeting after such proposed changes have been read by the Local By-Law Committee at two (2) consecutive membership meetings, and notice of the readings having been advertised fifteen (15) days on union bulletin boards prior to first reading. Amendments in this manner require a majority of those voting.
- B. Referendum of the membership:

#### Section 2 - Adoption

These By-Laws Adopted January 29, 1951  
 Revised By-Laws Adopted October, 1954  
 Revised By-Laws Adopted September, 1956  
 Revised By-Laws Adopted March 19, 1959  
 Revised By-Laws Adopted September 19, 1960  
 Revised By-Laws Adopted June 17, 1963  
 Revised By-Laws Adopted April 19, 1965  
 Revised By-Laws Adopted May 10, 1965  
 Revised By-Laws Adopted November 28, 1967  
 Revised By-Laws Adopted August 26, 1969  
 Revised By-Laws Adopted November 24, 1970  
 Revised By-Laws Adopted October 1, 1972  
 Revised By-Laws Adopted October 23, 1973  
 Revised By-Laws Adopted October 26, 1976  
 Revised By-Laws Adopted December 28, 1976  
 Revised By-Laws Adopted July 26, 1983  
 Revised By-Laws Adopted July 24, 1984  
 Revised By-Laws Adopted February 25, 1986  
 Revised By-Laws Adopted December 17, 1986  
 Revised By-Laws Adopted March 27, 1990  
 Revised By-Laws Adopted September 19, 1990  
 Revised By-Laws Adopted April 26, 1994  
 Revised By-Laws Adopted January 23, 1996  
 Revised By-Laws Adopted October 28, 1997  
 Revised By-Laws Adopted July 27, 1999  
 Revised By-Laws Adopted June 05, 2007  
     - Article 22, Sec 1, Paragraph B, sub paragraph 1  
     - Article 22, Sec 2, Paragraph B, sub paragraph 1  
 Revised By-Laws Adopted March 25, 2008  
     - Article 24, Paragraph B  
     - Article 24, Paragraph C  
     - Article 24, Paragraph D  
 Revised By-Laws Adopted March 31, 2009  
     - Article 26  
 Revised By-Laws Adopted November 16, 2010  
     - Article 4  
 Revised By-Laws Adopted January 26, 2012  
     - Article 12, Section A, Paragraph 1 & 2  
     - Article 14, Section 4 G changed  
     - Article 23 Delete Section 1 Number 1 through 5  
     - Article 24 – Section A changed  
 Revised By-Laws Adopted March 25, 2014  
     - Article 4C-4d changed  
     - Article 4C-4e eliminated  
     - Article 4D-d changed

ARTICLE - 19 REFERENDUM OF THE MEMBERSHIP

- A. The Local Election Committee shall submit any questions referendum of the membership, when directed to do so by action of a regular or special membership meeting.
- B. Propositions submitted to referendum shall be determined by a majority vote of those voting on the question.

ARTICLE - 20 FISCAL YEAR AND AUDIT

- A. The fiscal year of this local shall be from October 1st and including September 30th of the succeeding year.
- B. The financial records of this local shall be audited by a Certified Public Accountant at end of each fiscal year.

ARTICLE - 21 OATH OF OFFICE

"I, (GIVE YOUR NAME), HEREBY ACCEPT THE OFFICE OF  
(NAME OF OFFICE) OF LOCAL 3902, 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 BY-LAWS 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 ABILITIES, SO HELP ME GOD."

ARTICLE - 22 EXPENSES

Section 1 - National Convention Delegates & Alternates

A. Travel Expense

1. Transportation shall be the least expensive ticket available on a union airline, or reputable airline; or, if air travel is declined, the member may elect to travel by any means and the actual cost be paid up to the airfare amount (except that miles actually driven by car be paid); but their selection shall not incur any additional salary loss or expense than would otherwise be required had he/she traveled by air.
2. Expenses for transportation to and from the Birmingham airport shall be mileage.
3. Expenses for transportation to the hotel or motel from the airport in the distant city and back shall be the actual cost of the airport limousine or bus service.
4. All mileage shall be determined from the member's home or work location, whichever is nearer, and shall be at the rate of the amount per miles accepted by the IRS for private automobile.

B. Per Diem

1. Meals

Per diem for meals and incidentals shall be the amount established by the IRS.

2. Lodging

The local shall pay for reasonably priced hotel or motel rooms.

C. The local shall bear the cost of all registration and reasonable participation fees.

Section 2 - State, District and other Meetings and Seminars outside the local's jurisdiction.

A. Travel Expense

Transportation expense shall be as described in Section 1-A, 1-4

B. Per Diem

1. Per diem for meals and incidentals shall be the amount established by the IRS.

2. Lodging

The local shall pay for reasonably priced hotel or motel rooms.

C. The local shall bear the cost of all registration and reasonable participation fees.

### Section 3 - Expenses within the Local's Jurisdiction

A. Officers and members required to use their personal vehicles while conducting business for the local shall be reimbursed for mileage at the rate of the amount per mile accepted by the IRS for private automobile.

B. Other necessary travel expenses incurred shall be subject to the approval of the Executive Board.

C. Meal allowances for state, district and other meetings and seminars (except grievances and local committees) shall be ten dollars (\$10.00) per day, provided no other meal allowance has been made.

D. Lodging expenses will not be paid under this section.

E. The local shall bear the cost of all registration and reasonable participation fees.

### Section 4 - Salary Reimbursements

A. Officers and members shall suffer no loss of pay due to performing their official duties, the combined total hours paid for by the local and the company shall not exceed the length of a scheduled work day.

Hours worked for the company on a non-scheduled basis shall not be computed in the above.

Pay shall include all appropriate differentials.

Members required to travel on non-scheduled days shall be paid the equivalent of their basic hourly wage not to exceed the length of a normal tour.

B. Any salary or benefits normally received in stock or non-cash

compensation that is lost due to union paid time shall be reimbursed at the actual rate lost, to be computed by the Secretary-Treasurer after having been provided the information necessary to make the computation.

This compensation must be requested and the employee information provided by the employee in the calendar year following the loss.

- C. None of the above salary reimbursements and/or expenses shall be paid until a voucher is prepared and the appropriate receipts attached.

Vouchers shall be approved by both the President and Secretary-Treasurer prior to payment.

- D. Expenses not covered in these By-Laws, including any extra ordinary expenses, shall be subject to the approval of the Executive Board.

## ARTICLE - 23 BENEFITS

### Section 1 - Benefit of Membership

- A. A memorial Bible shall be provided by the local in the event of the death of a **member, or a member of his immediate family, meaning wife, husband, children, mother, father, step-parents, step-children, grandparents, mother-in-law, father-in-law, brother or sister.**
- B. Any member or officer (other than full time), who becomes sick and exhausts his full pay from the company shall be refunded his union dues as long as he remains on half-pay. Such refunds shall be made on presentation of each company check reflecting half-pay each time union dues are deducted, or if so desired, refunds may be accumulated.

## ARTICLE - 24 SALARIES

- A. The Local President shall receive a monthly stipend of \$750.00.
- B. Executive Vice President and Secretary-Treasurer shall receive a monthly salary of \$300.00 for services rendered as local officers.
- C. Other executive board members shall receive a monthly salary of \$200.00 for services rendered as members of the executive board.
- D. Departmental Representatives shall receive a monthly salary of

\$100.00

for services rendered as Departmental Representatives.

ARTICLE - 25 BUILDING BOARD OF TRUSTEES

Section 1

The Building Board of Trustees shall be composed of three (3) members elected by the membership. The Board shall manage and control all real estate owned by the local under the direction of the Local President.

Section 2

Nominations and election of Building Board of Trustee

- A. Nomination and election of Building Board of Trustees shall be held at the regular monthly membership meeting October, 1983 and each October thereafter.

Initially, the election shall be staggered terms for three (3) years, two (2) years and one (1) year, determined by the descending order of votes received. Thereafter, the term of office shall be three (3) years.

- B. The nominations and elections shall be in conformity with Article 14, Section 4-A, E and F of the Local By-Laws.
- C. A vacancy of the Building Board of Trustees shall be filled by the election of a new member to serve the remainder of the unexpired term. This election shall be held at the first regular or special membership meeting held after the vacancy occurs, after having been duly advertised for fifteen (15) days.

ARTICLE - 26 CONTINGENCY FUND OVERSIGHT BOARD OF TRUSTEES

Section 1

Contingency Fund Oversight Board of Trustees shall be composed of three (3) members elected by the membership. The board shall oversee the Contingency Fund under the direction of the Local President and Local Secretary-Treasurer and report back to the membership. This Board of Trustees shall make recommendations to the membership on payout for strike duty.

The control of the Contingency Fund shall stay with the Local President and Secretary-Treasurer.

No disbursements shall be made without the approval of the Contingency Fund Oversight Committee, President, and Secretary-Treasurer, subject to the approval of the membership. The Contingency Fund Oversight Board of Trustees shall meet a minimum of once in each six-(6) month period and report to the membership.

## Section 2

### Nominations and elections of the Contingency Fund Oversight Board of Trustees

- A. Nominations and election for the Contingency Fund Oversight Board of Trustees shall be held at the regular monthly membership meeting January, 1996 and each January thereafter.

Initially, the election shall be staggered terms for three (3) years, two (2) years, and one (1) year, determined by the descending order of votes received. Thereafter, the term of office shall be three (3) years.

- B. The nominations and elections shall be in conformity with Article 14, Section 4-A, E and F of the Local By-Laws.
- C. A vacancy on the Contingency Fund Oversight Board of Trustees shall be filled by the election of a new member to serve the remainder of the unexpired term.

This election shall be held at the first regular or special membership meeting held after the vacancy occurs, after having been duly advertised for fifteen (15) days.



