

43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83

This Chapter shall be known as CWA Retired Members' Chapter
_____ chartered on _____

**ARTICLE III
Jurisdiction**

The Chapter was sponsored by Local _____, but membership is open to all
CWA Retired Members' Council Lifetime members.

**ARTICLE IV
Structure**

The structure of the Chapter shall be:

- | | |
|---------------------|----------------|
| (1) Membership | (3) Officers |
| (2) Executive Board | (4) Committees |

**ARTICLE V
Membership**

Section 1-Eligibility

The qualifications for membership shall be that the individual is a lifetime
member of the CWA Retired Members' Council.

**ARTICLE VI
Dues**

Each member of the Chapter shall pay dues in an amount established by the
membership.

**ARTICLE VII
Meetings**

Section 1-Regular Meetings

Regular meetings shall be held on the _____
_____ of each month, except when the meeting date
falls on a recognized holiday in which event a substitute day of meeting may be set
at the preceding meeting.

Section 2-Special Meetings

- 84 1. Special meetings may be called by a majority vote of the Chapter
85 officers or by the President.
86 2. Members shall be notified by email, postal mail or other appropriate
87 methods at least 48 hours before special meetings are due to be held.

88 Section 3- Quorum

89 The number constituting a quorum for Chapter meetings shall be those
90 present.

91

92

ARTICLE VIII
Executive Board

94

95 Section 1

96 The Executive Board shall consist of all Chapter officers. The President of
97 the Chapter shall be Chairperson of the Executive Board and the Chapter Secretary
98 or the Secretary-Treasurer shall be the Secretary of the Executive Board.

99 Section 2

100 The Executive Board shall meet at least once a _____ to transact any
101 business referred to it by this Chapter. The Chairperson and Secretary of the
102 Executive Board may call a special meeting by notifying all members of the Board

103 Section 3

104 It shall be the duty of the Executive Board to deliberate upon all matters
105 referred to it by this Chapter and other matters coming to its attention for the good
106 and welfare of the Chapter and report as soon as possible its recommendations to
107 the Chapter.

108 Section 4

109 All vacancies of Officers between regular elections covering Officers and
110 Executive Board members shall be filled by appointment by the President of the
111 Chapter with the approval of the Executive Board.

112 Section 5

113 No one should hold more than one office at a time.

114 Section 6

115 An accurate record of all proceedings of the Executive Board shall be
116 maintained.

117 Section 7

118 A majority of the members shall constitute a quorum for Executive Board
119 meetings.

120

121

ARTICLE IX
Officers and their Duties

122

123

124 Section 1-Officers

- 125 1. The Officers of the Chapter shall be nominated and elected *during the*
126 *months of September, October, November, and December of every*
127 *even numbered year.*
- 128 2. Officers of this Chapter shall be at least a President, Vice President,
129 and Secretary-Treasurer or Secretary and Treasurer.
- 130 3. The term of office shall be for *two years* or until their successors have
131 been duly elected and installed.

132 Section 2-Duties

133 In addition to the duties listed below all Officers shall perform whatever
134 additional duties that may be assigned by the Chapter, Executive Board, or the
135 Chapter President.

- 136 1. The duties of the Officers shall be as follows:
137 The Chapter President Shall-
- 138 1. Be responsible for the conduct of all Chapter business;
 - 139 2. Preside at Membership and Executive Board meetings;
 - 140 3. Supervise all Committees.
- 141 2. The Chapter Vice President Shall-
- 142 1. Work under the direction of the President.
- 143 3. The Chapter Secretary Shall-
- 144 1. Maintain a record of the Chapter membership;
 - 145 2. Record and maintain the minutes of all meetings of the Chapter
146 and the Executive Board.
- 147 4. The Chapter Treasurer shall-
- 148 1. Be custodian of all assets of the Chapter;
 - 149 2. Report to each membership meeting on the financial status of
150 the Chapter;
 - 151 3. Cause the payment of all bill approved by the President and/or
152 the Executive Board.

154 **ARTICLE X**

155 **Committees**

- 156
- 157 A. The Chapter shall have at least the following regular Committees;
- 158 1. Audit/Finances
 - 159 2. Elections
 - 160 3. Organizing/Membership
 - 161 4. Legislative/Political
 - 162 5. Bylaws
 - 163 6. *Community Services*
 - 164 7. *Pension and Benefits*
- 165

- 166 2. Members of all Committees shall be appointed by the President with
167 the approval of the Chapter's Executive Board, subject to the right of
168 the Chapter membership to overrule such appointments.
169 3. The majority of the members shall constitute a quorum for meetings.
170

171 **ARTICLE XI**
172 **Rules**

173
174 Section 1

175 All meetings and other business of this Chapter shall be conducted under
176 these bylaws and rules of the Chapter. On questions where the bylaws and the
177 rules do not clearly apply, Robert's rules of Order shall govern.

178 Section 2

179 There shall be no bylaws, rules, or actions taken by the Chapter that would
180 conflict with the CWA Constitution or policy.
181

182
183 **ARTICLE XII**
184 **Oath of Office**

185
186 Each elected officer of the Chapter, after meeting all other qualifications
187 shall be duly installed upon taking the following oath:
188

189 "I (give name) hereby accept the office of (name of office) of the
190 Retired Members' Chapter of the Communications Workers of
191 America, AFL-CIO, CLC with full knowledge of the responsibilities
192 and duties of such office. I promise to faithfully discharge my duties
193 according to the Bylaws and rules of the Chapter, the Council, the
194 Constitution and policies of the Union.
195

196 I further promise to give my successor in office all books and records
197 in my possession. I shall at all times endeavor to serve my Chapter
198 and the Union to the best of my ability, so help me God."