

CWA LOCAL 6360

BYLAWS

Bylaw changes adopted July 6th, 2017

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Article I

Name

This local shall be known as Local 6360, Communication Workers of America.

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 6360 shall be to represent and serve the workers within its' jurisdiction in accordance with the Bylaws & Rules of the Local, the CWA Constitution and policies of the Union.

Article IV

Local Structure

The structure of the Local shall consist of the following:

- (1) The Membership
- (2) The Executive Board
- (3) Chief Stewards / Stewards
- (4) Committees

Article V

Membership

Section 1: Eligibility: Any person eligible to membership in the Communication Workers of America, as defined in Article V, Section 1. Of its' Constitution shall be eligible for membership in this Local, if performing (or retired from) work within the Local's assigned jurisdiction or if employed on a part-time or full time basis by the Union.

- Section 2: Application: Membership in the Local shall be obtained after payment of the Local Initiation Fee of \$2.00, and upon approval of any Membership Committee authorized to accept or reject membership in behalf of the Local, subject to right of the Local to overrule the decision of a Membership Committee.
- 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 Union Constitution, or by deposit of a PPMWS Traveling Card.
- Section 4: A member in good standing in the Local will meet the following qualifications:
- a. Sign a payroll deduction card for the Local.
 - b. Sign a Union Membership Card.
 - c. Be employed within the Local's jurisdiction, or be retired from such employment.
 - d. Shall have no charges with a guilty verdict pending against the member by the Local.

Article VI

Local Dues, Fines and Assessments

- Section 1: Local membership dues: Each member of the Local shall pay minimum membership dues in accordance with the CWA Constitution. Membership dues exceeding the established minimum amount may be changed by the majority of the Local membership voting on the question by a secret ballot referendum or by a secret ballot in a meeting where a quorum is present, if the question has been on bulletin boards at least seven days in advance of the meeting or by notice mailed postage prepaid to each member at least seven days in advance of the meeting.
- Section 2: Local Special Assessments: Special Assessment shall be levied in accordance with Article VI, Section 3, of the CWA Constitution.
- Section 3: PPMWS dues: Printing, Publishing and Media Workers Sector members dues shall be in accordance with Article VII of the PPMWS Bylaws.
- Section 4: Fines: For a Member to maintain status of a "Member in good standing", they must fully comply with the outcome of due process provided for in Articles XIX, and XX of the CWA Constitution.

Article VII

Governing Authority

- Section 1: The affairs of this Local shall be governed by its' membership in accordance with the CWA Constitution and the policies of the Union in the following manner:
- (a) Through action taken in membership meetings and by referendum of the membership.
 - (b) By actions and decisions of the Executive Board between meetings.
 - (c) The Executive Board shall consist of the following:
 - President
 - Executive Vice President
 - Secretary/Treasurer
 - First Vice President
 - Second Vice President
 - Third Vice President
 - (d) The actions and decisions of the Executive Board of the Local between membership meetings may be overruled by the membership in a Local meeting or by referendum.

Article VIII

Duties of the Local Officers, Chief Stewards and Stewards

- Section 1: Duties of the Local President: The Local President shall preside over meetings of the Local and shall be responsible for the conduct of the Local, including:
- (a) The prosecution of grievances and appealing them to higher level of the Union if not satisfactorily settled.
 - (b) The supervision of all committees of the Local.
 - (c) The approval of all bills to be paid by the Local Secretary-Treasurer and to countersign checks drawn on the treasury of the Local.
 - (d) The Local President shall have such additional duties as assigned by the Local or required by the Constitution or policies of the Union.
- Section 2: Duties of the Executive Vice-President:
- (a) Shall work under the direction of the Local President.
 - (b) Shall perform such duties as assigned by the Local President, the Executive Board and the Local.
 - (c) May cosign a check with the President or the Secretary-Treasurer in the event that one of the two (President or Secretary-Treasurer) is not available at the time.

- Section 3: Duties of the Local Secretary/Treasurer:
- (a) Maintain a record of the Local membership and shall keep minutes of all Local meetings and meetings of Local Officers.
 - (b) Furnish both the District 6 Vice-President and the Secretary-Treasurer of the Union with two copies of any changes in the Local Bylaws within ten days after such changes are made.
 - (c) Be responsible for furnishing the Secretary-Treasurer of the Union with all proper forms signed by the Local Officers which are required by State and Federal laws immediately upon their execution.
 - (d) Perform such other duties as the Local or the Local President may assign.
 - (e) Shall be bonded, as must any other person who handles Local funds or other property, in accordance with the Union Constitution or any state or federal law, shall be the custodian of all the assets of the Local and maintain permanent and necessary records as required by state and federal law and shall make a report at each regular membership meeting.
 - (f) Shall cause the payment of all bills approved by the Local President. At no time may a check be drawn on the treasury without the signature of the President or the Secretary-Treasurer.
 - (g) Shall preserve all ballots and all other election records for a period of one year as provided by law.

- Section 4: Duties of the Vice-Presidents:
- (a) The Vice-Presidents shall work under the direction of the Local President and shall perform such duties as assigned by the Local President and the Local.

- Section 5: Duties of the Local Chief Stewards and Stewards;
- (a) The Chief Stewards and Stewards of the Local shall work under the direction of the Local President. They shall perform such duties and responsibilities as may be assigned by the Local President.
 - (b) Chief Stewards may handle grievances up to their Formal Level. They may go to a higher level at an Officer's discretion. They are also responsible for grievance research and minutes at meetings up to their respective Formal Level.
 - (c) All Chief Stewards will receive a monthly allowance, which is certified by the Treasurer, subject to a vote of the membership. Each monthly allowance is contingent upon attendance to either the monthly membership meeting, and/or the monthly Stewards meeting, unless unusual circumstances arise. The Executive Board will determine unusual circumstances.

Article IX

Local Committees

- Section 1: The Local shall have the following appointed committees:
- (a) Communications Committee
 - (b) Legislative Committee
 - (c) Organizing Committee
 - (d) Election Committee
 - (e) Education Committee
 - (f) Community Services Committee
 - (g) Bylaws Committee
 - (h) Membership Committee
 - (i) Apprentice Committee (PPMWS)
 - (j) Scale Committee (PPMWS)
 - (k) Joint Standing Committee (PPMWS)
 - (l) Women's Committee
 - (m) Committee on Equity
- Section 2: The Local shall have the following elected committees:
- (a) Finance Committee
 - (1) Operation of the Finance Committee is defined in Article XXI
 - (b) Stewards Committee
 - (1) The Stewards Committee shall consist of the Chief Stewards.
- Section 3: Members of all committees in Article IX, Section 1 shall be appointed by a majority vote of the Executive Board, subject to the right of the Local Membership to overrule such appointments.
- Section 4: A member of any committee in Article IX, Section 1 may be removed by a majority vote of the Executive Board, subject to the right of the Membership to overrule the action of the Executive Board. A committee member may also be removed by the action of the Local in a membership meeting.
- Section 5: Duties of Appointed Committees:
- (a) Communications Committee: The Communications Committee shall compile the Local's newsletter, maintain the Local's website, and assist the Executive Board in distributing pertinent information to the Membership.
 - (b) Legislative Committee: The Legislative Committee shall assist in developing and pursuing the programs of the Union and the Local in

the legislative field. The Legislative Committee shall be responsible for the Local's program to register each qualified voter.

- (c) Organizing Committee: The Organizing Committee shall assist the Local Officers and Stewards in internal and external organizing.
- (d) Election Committee: The Election Committee shall conduct all nominations and elections and referendums of the Local. The Election Committee shall insure that all elections are held in compliance with all pertinent local, state, and federal laws.
- (e) Education Committee: The Education Committee shall assist in developing the Local's educational program, and with the Local Officers, be responsible for effectuating the Union's and Local's educational programs.
- (f) Community Services Committee: The Community Services Committee shall assist in the developing of all community services programs.
- (g) Bylaws Committee: The Bylaws Committee shall handle any amendments necessary to the Bylaws in accordance with Article XX of the Bylaws.
- (h) Membership Committee: The Membership Committee shall recommend, to the membership, acceptance or rejection of membership applications in accordance with the bylaws and rules of the local and the Constitution and Policies of the Union.
- (i) Apprentice Committee (PPMWS): The duties of the Apprentice Committee shall be in conformity with the PPMWS Bylaws. The members shall also serve as the Union's representatives to the Joint Apprentices Committee.
- (j) Scale Committee (PPMWS): The Scale Committee shall have the responsibility of negotiating contracts in the PPMW Sector.
- (k) Joint Standing Committee (PPMWS): The Joint Standing Committee shall have the responsibility of representing the members formally or informally in all grievance matters.
- (l) The Women's Committee shall assist in developing and pursuing programs concerning women's issues in our Local and our community.
- (m) The Committee shall ensure that the Local is aware of and deals with issues involving unequal treatment.

Section 6: Duties of Elected Committees

- (a) Finance Committee: The Finance Committee shall conduct the Local's quarterly audit, prepare annual budget proposals and assist the Executive Board in preparing any financial reports they or the local membership deem necessary.
- (b) Stewards Committee: Oversee Steward selections in the workgroups; investigate complaints about Stewards made by members and make recommendations for approval or removal of Stewards to the Executive Board for membership approval.

Article X

Conduct of Meetings and Quorum

- Section 1: Membership meetings of this Local shall be conducted under these Bylaws and rules of this Local and in conformity with the Union Constitution. On questions where the Local Bylaws, the Local rules or the Union Constitution do not clearly apply, Robert's Rules of Order shall govern.
- Section 2: Any number of members present at a Local membership meeting shall constitute a quorum, provided due notice of the meeting has been given the membership. "Due Notice" shall mean a notice given by bulletin board and /or U.S. Mail, postage prepaid.
- Section 3: A mailing at least seven (7) days prior to the meeting is considered due notice.
- Section 4: In the event due notice has not been given, the number constituting a quorum for Local meetings shall be 5% of the Local membership.
- Section 5: A majority of the Officers or a majority of the members of the committee shall constitute a quorum for those bodies.

Article XI

Order of Business

- Section 1: The order of business at a Local meeting shall be as follows:
Call to order
Pledge of Allegiance
Roll call (optional)
Approval of the minutes and financial report of the previous month
Report of Officers
Report of Committees
Unfinished Business
New Business
Good and Welfare
Adjournment
- Section 2: The order of business may be suspended by a two-thirds vote of the members present.

Article XII

Local Meetings

- Section 1: Regular meetings of the Local shall normally be held on the first Thursday of each month. Special meetings may be called by the majority vote of the Executive Board or by a petition signed by At least 5% of the Local Membership. Upon receipt of a proper petition, the Local Officers shall call a special meeting to be held within ten days.
- Section 2: Stewards Meetings: The Stewards meetings shall be attended by at least one Officer of the Local and shall normally be held on the first Thursday of each month. The Local President, provided at least one Stewards meeting shall be held each quarter, may cancel meetings.
- Section 3: The Local will place a card on all work location bulletin boards to inform the members of the time and place of the meetings.

Article XIII

Referendum of the Local

- Section 1: When directed to do so by action of a regular or special meeting, the Local Election committee shall be required to submit any question to a referendum of the Membership.
- Section 2: Propositions submitted to a referendum vote shall be conducted by the Election Committee. The vote shall be submitted to the entire membership by secret ballot. The outcome shall be determined by a majority of those voting on the question.

Article XIV

- Section 1: Delegates
- (a) The President of the Local shall be elected First Delegate of the Local.
 - (b) In the event of more than one Delegate, the President shall be the Chairperson.
 - (c) The election of a person for the Office of Executive Vice-President shall constitute the election of the same person as the Second Delegate to the CWA Convention held during the term of office for which the election is being conducted.
 - (d) The election of a person for the office of Secretary-Treasurer shall constitute the election of the same person as the Third Delegate to the CWA Convention held during the term of office for which the election is being conducted.

- (e) The election of a person for the office of First Vice President shall constitute the election of that person as Delegate or Alternate to the CWA Convention held during the term of office for which the election is being conducted.
- (f) The election of a person for the office of Second Vice President shall constitute the election of that person as Delegate or Alternate to the CWA Convention held during the term of office for which the election is being conducted.
- (g) The election of a person for the office of Third Vice President shall constitute the election of that person as Delegate or Alternate to the CWA Convention held during the term of office for which the election is being conducted.
- (h) Should the Local be eligible for more than three delegates, the Secretary/Treasurer shall certify the additional Delegates as directed by the Executive Board subject to approval by the membership. All Delegates and remaining Alternates will be certified as such within the time limits specified in the Union Constitution.

Section 2: Notice of Election and Ballots shall read as follows:

- (a) President and 1st Delegate to CWA Convention
- (b) Executive Vice-President and 2nd Delegate to CWA Convention
- (c) Secretary-Treasurer and 3rd Delegate to CWA Convention
- (d) First Vice President as Delegate or Alternate to the CWA Convention.
- (e) Second Vice President as Delegate or Alternate to the CWA Convention.
- (f) Third Vice President as Delegate or Alternate to the CWA Convention.

Section 3:

- (a) All Delegates and Alternates may attend all Conventions; financial condition of the Local permitting, pending approval of the membership at least 60 days prior to the Convention.
- (b) The financial condition not permitting; the Membership shall decide at least 60 days prior to the Convention, how many Delegates shall attend the Convention
- (c) In the event of a Special Convention Call, in the absence of a membership meeting, the President shall be sent as 1st Delegate and the Executive Board shall determine other delegates and/or Alternates to be sent, financial condition permitting.

Section 4: PPMW Sector: The first delegate to the PPMW Sector Conference, Allied Printing Trades Council, and the National Mailers Conference Meetings shall be the Local President with the 1st Alternate selected from the Delegates/Alternates in Article XIV Section 1.

Article XV

Nomination and Election of Local Officers And Other Officials

- Section 1: Nomination:
- (a) Local Officers, Chief Stewards and Finance Committee members shall be nominated at the regular (or special) meeting in the month of October each three years. Notice of office to be filled, time and place will be posted on the Local's web site and/or union bulletin boards 15 days prior to nominations.
 - (b) All nominees shall return the nominee acceptance form to the Election Committee within one (1) week after the nominations.
 - (c) Failure to return the acceptance form will be considered a declination of said nomination.
- Section 2: Term of office:
- (a) The term of office for the following positions shall be three years or until their successors have been duly elected and qualified:
 - (1) Executive Board Members
 - (2) Chief Stewards
 - (3) Finance Committee Members and 1 Alternate
- Section 3: Elections will be conducted in one of the following methods:
- (1) Via electronic ballot at least 15 days prior to the date the Election Committee determines to be the last date ballots will be received for the election.
 - (2) Via walk-in ballot at location(s), date, and time determined by the Election Committee with at least 15 days prior notice.
 - (3) All elections shall be by a secret ballot which shall contain all of the offices a member is entitled to vote on and other required information.
 - (4) A general election shall be held in the month of October of every third year. The date for tallying ballots shall be determined by the Election Committee. A member cannot be a candidate for more than one office in the general election.
 - (5) In the event a run-off is necessary, it shall be held prior to December 31st of the election year. The date for tallying ballots shall be determined by the Election Committee.

(6) The sequence of nomination and election of Union Officers shall be as follows:

- (1) President
- (2) Executive Vice-President
- (3) Secretary/Treasurer
- (4) First Vice President
- (5) Second Vice President
- (6) Third Vice President

(7) In the event that no candidate for the office of President, Executive Vice President, Secretary/Treasurer or Vice President receives a majority of the votes cast in the general election, the candidates receiving the two highest vote count totals shall be in a run-off election. The candidate receiving the majority number of votes cast shall be declared elected.

(8) The number of Chief Stewards in position 30 days in advance of nominations shall constitute the number of positions to be voted upon for the office of Chief Steward. Between elections, the Executive Board may increase/decrease the number of Chief Stewards, subject to approval by the membership. Chief Stewards may be recalled by action of the Executive Board, subject to the approval of the Members present at a Membership meeting without respect to Article XVII of the Local Bylaws.

(9) Finance Committee- Shall consist of three (3) members and one (1) Alternate. Finance Committee members may be recalled by action of the Executive Board, subject to approval of the Members present at a Membership meeting without respect to Article XVII of the Local Bylaws.

(10) Stewards may be selected by the group they represent.

Section 4: Eligibility Requirements for Nomination:

(a) Only members of the Communications Workers of America in good standing for the twelve (12) months prior to nomination shall be eligible to hold office. Write-in candidates shall not be permitted.

- (b) No elected officer of the Local shall be qualified to take office unless and until he/she has executed all compliance forms necessary to permit the Local and the Union to exercise its full rights under state and federal law.

Section 5: Vacancies:

- (a) The Executive Vice-President shall fill a vacancy in the office of Local President.
- (b) The Executive Board subject to approval by the membership will appoint vacancies in other Executive Board offices.
- (c) The Executive Board subject to approval by the membership will appoint Chief Steward and Committee vacancies.
- (d) Steward vacancies may be appointed by the Executive Board in the absence of an election by the work group the steward represents.

Section 6: General Provisions:

- (a) Election shall be done by secret ballot.
- (b) Any nominee whose name is submitted for any office, and declines the nomination before the ballots are printed, shall not appear on the ballot as a nominated candidate.
- (c) Notification of elections shall be made via the Local's newsletter mailed to members last known address as well as at least 2 of the 3 listed methods: (Local's website, Local's Social Media pages, or workplace bulletin boards), at least 15 days prior to the last date ballots will be received. Notification shall consist of method of election as well as the dates ballots will be received.
- (d) In the event of a walk-in ballot is utilized the election committee will specify the date, time, and polling place(s) of the elections. The polls shall be open for a 12-hour period.
- (e) The newly elected Officers shall take office at the monthly meeting in November and in no case later than December 31st, of every third year.
- (f) The outgoing President and/or Treasurer may, with their concurrence, perform whatever duties the newly elected President requires of them, for thirty (30) days following the installation of the new Officer or Officers. During the transition period the outgoing Officers shall be compensated for lost time only if necessary.
- (g) 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 or membership of the Local.
- (h) The Election Committee shall also conduct any referenda submitted to the membership.
- (i) A member shall not be permitted to serve on the Election Committee if he/she is a candidate for any office of the Local or delegate and/or alternate to the Union Conventions and/or meetings.

Article XVI

Oath of Office

A person elected to an Office of the Local, after meeting all other qualifications, shall be duly installed upon taking the following oath:

“I (given name) hereby accept the Office of (name of Office) of Local 6360, Communication 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 abilities, so help me God.”

Article XVII

Recall of Local Officers

An elected Officer of this Local may be recalled in conformity with the provisions of Article XX, Section 2 and Article XXII of the Union Constitution.

Article XVIII

Charges, Trials, and Appeals

- Section 1: Charges: Members of this Local may be fined, suspended or expelled for any of the acts enumerated in Article XIX of the Union Constitution.
- Section 2: Trial: Any accused person shall be tried under the provisions in Article XXI of the Union Constitution.
- Section 3: Appeals: A member or Officer of this Local, upon being found guilty by the Local, may appeal as provided in Article XXI, Section 4 of the Union Constitution.
- Section 4: Local Trial Court:
(a) A trial court of this Local shall be composed of five members who are members of this Local and not parties to the proceedings.
(b) The Executive Board of the Local using a random selection process shall select members of the trial court.

Article XIX

Strikes

- Section 1: The calling, conduct and termination of strikes shall, at all times, be carried on in compliance with the rules prescribed by the Communication Workers of America and its' Constitution. However, a strike called by and affecting only this Local may be terminated either upon:
- (a) Approval of a majority of the Local's Executive Board.
 - (b) By a majority vote of the affected members present in a membership meeting.
 - (c) Upon discretion of the Executive Board of the Union.

Article XX

Amendments to Local Bylaws

- Section 1: After adoption, these bylaws may be amended by either of the following methods:
- (a) By a majority vote of the members present in a Local meeting if the proposed amendment has been introduced at a previous membership meeting or has been advertised to the membership at least two of the following methods: Local's Newsletter, workplace bulletin boards, the Local's website, Local's social media pages, or U.S. mail, at least 7 days in advance of the meeting.
 - (b) By referendum of the membership.
 - (c) Each copy of the Local Bylaws shall show the date of the last revision.
 - (d) The Local will maintain a current copy of the Local Bylaws on the Local's website, incorporating any modifications within 30 days of approval. The Local shall make available to each member, upon request, a copy of the Local Bylaws within 120 days of any approved changes. Any pages with changes will be reprinted.

Article XXI

Financial Operations Fiscal Year Budget and Audit

- Section 1: The fiscal year of this Local shall be from October 1st to and including September 30th of the succeeding year.

- Section 2: The financial records of this Local shall be audited by an independent Certified Public Accountant at the end of each fiscal year. The results of each audit shall be available for the inspection of any active member in good standing of the Local.
- Section 3: At each general election, a Finance Committee consisting of three (3) members and one (1) alternate (not to include Local Officers), shall be elected.
- (a) This committee shall meet at least quarterly to review the financial records and vouchers of the Local and bring any irregularities of discrepancies found to the attention of the Executive Board.
 - (b) Any irregularities or discrepancies unresolved by the Executive Board would then be reported to the membership for action.
 - (c) This committee will accept and/or revise annual budget proposals submitted.
 - (d) The Finance Committee shall present the budget for review at the July membership meeting. The membership will vote on the proposed budget at the August meeting. If not approved at the August meeting it will be voted on at the September meeting. If the proposed budget is not ratified, the budget of the preceding year shall be reinstated for the upcoming fiscal year.
 - (e) Ratification will be the acceptance by the membership by a majority vote of the membership present at the August membership meeting.
 - (f) A notification will be posted on the Local's web site and/or union bulletin boards 15 days prior to the September meeting advising of these events taking place.
 - (g) This committee will meet following the close of the second quarter of the fiscal year, and prepare a report as to the current status of the budget for the May membership meeting.
- Section 4: The elected alternate shall fill the first vacancy of this committee. If subsequent vacancies occur between the normal election cycles, those positions shall be filled by persons recommended by the Executive Board subject to approval of those members present at the membership meeting when the replacements are announced.
- Section 5: Each member of the Local shall be held accountable for any voucher that they submit to this Local. Proper documentation shall be attached to all vouchers and shall be under the scrutiny of the Finance Committee.

Article XXII

Lost Time

Section 1: Wages lost because of authorized union activities shall be reimbursed by the Local at the applicable wage rate of the Union Representative who incurs the lost time. Elected Officers, Chief Stewards and Stewards only shall be reimbursed lost time to attend regular membership meetings during their regularly scheduled hours. This is not to include time lost while on strike.

Article XXIII

Printing, Publishing, and Media Workers Sector

Bylaws and working practices, which are unique to the Printing, Publishing, and Media Workers Sector, (PPMWS) shall be listed under Appendix "A" of the Local's Bylaws.

Appendix A

Printing, Publishing, and Media Workers Sector Provisions

Article I

Definition of Terms

- Section 1: Sector member – A member of this Local who is a member of the Printing, Publishing, and Media Workers Sector of the Communications Workers of America (PPMWS).
- Section 2: Chapel – The members of the Union employed in a bargaining unit.
- Section 3: Chairman – The chief shop steward in a bargaining unit.

Article II

Jurisdiction

- Section 1: Sector members are printers and mailers performing work attendant to type composition and the mailing of printed matter, and others in the graphic arts, news and advertising media, and communications industry.
- Section 2: Specific printing processes covered are all photo and hot metal typesetting, photo unit and printing press tending and maintenance, proofreading, manual markup, layout and paste makeup of ads and pages, and all other forms of composition and imposition accompanying these operations.
- Section 3: Specific mailing processes covered shall be work of inserting, addressing, tagging, stamping, labeling, bundling, wrapping, and boxing; preparing lists, labels, wrappers, dealers' agents or carriers' envelopes or sheets; routing, distributing, counting, tying, delivering papers to mailers, carries, agents or newsboys; taking bundles of papers, magazines, books or circulars from conveyors, escalators or travelers; folding, stacking, and banding of skids or platforms; handling or stacking of bundles, mail sacks, circulars, magazines or books; operation, maintenance and demonstration of all machinery for making stencils, lists and computerized lists, direct imprint, wire tying, string tying, inserting, stamping, single wrapping, counting, stacking, feeding, conveying and transporting; and the operation and maintenance of any future machinery introduced to implement or substitute these processes.

Article III

Chief Steward

Section 1: The Chief Steward position will be recommended by the Executive Board to the Stewards Committee for approval by the membership to oversee the PPMWS Sector.

Article IV

Committees

Section 1: Committees required by collective bargaining agreements, such as Apprentice Committees, Scale Committees, and Joint Standing Committees shall be appointed pursuant to Article IX Section 3 of the Local Bylaws.

Section 2: Duties of Committees

1. Apprentice Committee – The duties of the Apprentice Committee shall be in conformity with PPMWS Bylaws. These members shall also serve as the Union’s representatives to the Joint Apprentice Committee.
2. Scale Committee – A Scale Committee shall consist of three (3) and shall be formed with the President being the first member and the PPMWS Chief Steward being the second member and the remaining position being appointed from the members in good standing of the affected bargaining unit 120 days prior to the expiration of the current agreement. When bargaining initial contracts following organization of new bargaining units, the President, based on the recommendation of the Sector Chief Steward, shall appoint members from these units to their Scale Committee.
3. Joint Standing Committee – The Joint Standing Committee shall have the responsibility of representing the members formally or informally in all grievance matters. The Joint Standing Committee shall consist of the Sector Chief Steward and one (1) representative from the respective bargaining unit.

Article V

Meetings Of The Unit

- Section 1: The PPMWS unit members shall meet when necessary for the purposes of discussion and recommendations on Sector's matters, reporting to the Local Executive Board meeting.
- Section 2: The unit meeting may not take any action, which would conflict with the CWA Constitution or Local Bylaws or the Governing Authority of the Local.
- Section 3: The number of members constituting a quorum at a PPMWS unit meeting shall be a majority of the members present at the call to order.
- Section 4: During the months of June, July, and August, no meetings will be held unless called for by the Sector Chief Steward.
- Section 5: A special meeting of the unit may be called by the President at the request of the Chief Steward. Upon presentation of a petition to the Chief Steward of 10 members in good standing, he shall be required to notify the President, who shall call a special meeting. The matter to be considered shall be clearly indicated in the notice of such meeting.

Article VI

Dues And Assessments

- Section 1: The computation of Sector Members' dues shall be done in accordance with their classification as follows:
- a) Members Temporarily in Other Pursuits – Members absenting themselves from an office in which they hold situations or have established priority to engage in an outside pursuit are required to pay \$5.00 as Local dues, dues as prescribed by PPMWS law and shall be liable for special assessments.
 - b) Proprietors actively engaged in the business (working as journeymen) shall pay on the prevailing full-time wage. Proprietor members who perform no work over which the unit claims jurisdiction, \$5.00 as Local dues as prescribed by PPMWS law and shall be liable for special assessment.
 - c) Stockholders working as journeymen and receiving a stated salary must pay dues on their salaries, but in no case shall they pay on less than the prevailing full-time wage.
 - d) Members wishing to be kept on the active list but not working at the trade shall pay dues as follows: \$5.00 as Local dues, dues as prescribed by PPMWS law and shall be liable for special assessments.

- e) Sick and Disabled Members – Members incapacitated because of sickness or any disability, and who have no earnings during the month must pay dues as prescribed by PPMWS law. The Secretary-Treasurer is authorized to pay the monthly PPMWS per capita dues of such members from the General Fund of the Local. Such members shall make timely reports to the Secretary-Treasurer of the continuation of their illness.
- f) Retirees – For any retired member, or member residing at the Union Printers Home, the Union will pay the amount of monthly dues allocated to the PPMWS mortuary benefit from the General Fund; provided such member has relinquished any priority and has been a dues paying member of the unit for at least five (5) years immediately preceding retirement or admittance to the Home, and has received no wages for work over which the unit claims jurisdiction. A retiree who has received wages for work over which the unit claims jurisdiction must pay dues and assessments.
- g) Members who are employed less than full-time shall pay the appropriate percentage only on what they earn.

Section 2: Dues in each organized chapel shall be collected by the Chapel Chairperson.

Section 3: The Chairperson of the Chapel shall report the earnings of the members to the Secretary-Treasurer on forms provided by the Union, as soon after close of the dues period as possible. The Chairperson may use Company payroll data if available, but shall also be authorized to accept the statements of members as to their own earnings. Any member found guilty of making false returns of earnings shall be subject to trial and discipline.

Section 4: In offices where no Chapel exists, members are required to keep account of their earnings, and furnish statement of same monthly to the Secretary-Treasurer. They shall pay their dues to the Secretary-Treasurer at the Local office on or before the 15th of each month.

Section 5: The Secretary-Treasurer shall compute the dues of each member and shall provide each Chapel Chairperson a list of dues for members of the Chapel. When all dues and assessments are paid in full for any month the Chairperson shall transmit to the member paying same a receipt from the Secretary-Treasurer.

Article VII

Chapels – Their Formation And Government

- Section 1: Chapels shall be formed in accordance with and governed by PPMWS Bylaws.
- Section 2: The Chairperson shall collect union dues and assessments from all members of the Chapel and transmit dues receipts prepared by the Secretary-Treasurer. The Chairperson shall deliver all money collected to the Secretary-Treasurer as soon as possible and obtain a receipt therefore. The Chairperson shall also perform such other duties as the Union may direct.
- Section 3: Company supervisors may not serve as Chairmen.
- Section 4: The Chairperson of Chapels shall be protected by the Union in the faithful discharge of their duties. Chairperson shall be bonded in compliance with the Labor Management Reporting Disclosure Act of 1959.
- Section 5: All appeals from the Chairperson's decision on matters not confined to Chapel rules shall be in writing, signed by the appellants, and forwarded to the Sector Chief Steward of the Local within 10 days of the Chairperson's decision. The ruling of the Sector Chief Steward shall be subject to appeal to the Sector unit and from there to the Local Union.
- Section 6: Unless restricted by the working agreement, Chapel meetings shall be held at least once in three months. Special Chapel meetings shall be held at the requisition of three members.
- Section 7: Chapels may maintain a list of members who wish to be excused from working overtime. Such excusing shall be determined by priority standing; provided, this section shall in no way interfere with those members who may be excused for health reasons.
- Section 8: Notices of regular and special meetings of the Local and other notices of interest to the members shall be posted in each Chapel in a place where they can be seen by every member.

Article VIII

Apprentices

- Section 1: Apprenticeships shall be regulated (a) in accordance with the contract under which they are employed; (b) in accordance with Sector Bylaws; (c) in accordance with Local Bylaws; in that order.