

## **CWA LOCAL 4671 OPERATING PRACTICES**

Amendments and Changes: The policies shall remain in effect until amended, eliminated or unless they are contradictory to the Constitution and/or Bylaws of CWA Local 4671. The following copy was amended August 23, 2006 (Mosinee); May 13, 2017 (Wausau); October 28, 2020 (via Zoom Conferencing); September 29, 2021 (Baraboo); and July 26, 2023 (Baraboo). Special note: As of January 01, 2024, the positions of Secretary and Treasurer are being combined and those changes have been incorporated.

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## I. LOCAL OPERATING PRACTICES

### A. DEVIATION FROM PRACTICES

There shall be no deviation from the Local Operating Practices except by a majority vote of the Executive Board and the deviation shall be reported in the next Executive Board Meeting minutes OR by a majority vote of the membership at a Local Membership Meeting.

### B. CHANGES IN PRACTICES

Changes in Local Operating Practices may be submitted by the Executive Board in its Executive Board minutes OR by a motion at a Local Membership Meeting. A simple majority of members voting on the question is required to adopt or amend a Local Operating Practice.

## II. ADMINISTRATIVE PRACTICES

### A. RECORDS

- a. The Local Secretary-Treasurer shall keep all local Government reports such as Federal income tax, State income tax and Social Security report to comply with Federal and State regulations.
- b. The Local Secretary-Treasurer shall keep all cancelled checks and vouchers for five (5) years.
- c. The Local shall destroy Local ballots and contract ratification votes after the next election or vote for the same office or contract.
- d. The Local shall keep grievances for a total of five (5) years and all arbitration cases regardless of date. Any grievances that may be of further value to the Local, regardless of date, may also be kept.
- e. The President shall keep all CWA Convention minutes.
- f. The Local Secretary-Treasurer shall keep all CWA dues breakdown sheets for one (1) year.

### B. LOCAL OFFICE PROCEDURES

The Local shall establish, equip, and operate a Local office or storage unit. The Secretary-Treasurer or his/her designated representative(s), shall be responsible for the operation of the Local office or storage unit.

### C. GRIEVANCE PROCEDURES

- a. A Local Steward will handle the initial investigation when contacted by a member. The Chief Steward (if applicable) and the Area Representative should be made aware of the situation. Attempts should be made to resolve the situation before a grievance is written if possible. All timelines in the appropriate collective bargaining agreement must be followed.
- b. If a written grievance needs to be filed, the Local Vice President should be contacted to assign a grievance reference number for tracking purposes. This step of the process could be handled by the Local Steward, Chief Steward, or Area Representative. Again all applicable timelines must be closely observed.

- c. Any grievance being met on at the top step should be handled by the Local President (or his/her designee) and the appropriate Area Representative.

### III. FINANCES AND EXPENDITURES

#### A. MEETING ATTENDANCE AUTHORIZATION

- a. The Local President or his/her designated representative is authorized to attend any conferences, meetings, or call to appear before any city, county, or state legislative body concerning workers' protection laws.
- b. In the interest of presenting the Local's viewpoint on matters of Local policy and procedures to stewards in training, the Local President is authorized to assist the CWA Staff at authorized CWA Training Schools.
- c. The Local President or his/her designated representative is authorized to call meetings of various work groups, expenses associated with these meetings are authorized.
- d. In case of strike, lockouts, walkouts, where the safety of a member is involved, where occurrences of these cases appear likely, or where a conference, Executive Board meeting, Local meeting, or special group meeting is scheduled to deal with such situations, the Local President or his/her designated representative is authorized to assign appropriate personnel and make necessary expenditures to respond to the situation. All such actions are to be reported to the Executive Board.
- e. The Local President or his/her designated representative is authorized to hold Planning Meetings of the Local Leadership for the purpose of reviewing problems, policy, and procedures concerning the Local. Necessary expenditures are authorized.

#### B. LOST TIME AUTHORIZATION

- a. The Local President or his/her designated representative is authorized to prepare and have filed "Unfair Labor Practices" with the NLRB. Necessary lost time and expenses are authorized. Activities and expenses relating to these projects are to be periodically reviewed by the Executive Board.
- b. The Local President or his/her designated representative is authorized to visit other job locations as requested by members. Necessary expenses are payable upon submission of a detailed voucher.

#### C. EXPENSE AUTHORIZATION

- a. The Executive Board shall authorize necessary expenditures to run the Local. Such expenditures will be reported on the monthly Financial Statement and given to the Area Representatives at the monthly Executive Board meeting.
- b. All Local checks will require two signatures. All Officers of the Local shall be authorized to sign Local checks.
- c. As of October 01, 2023, Executive Board members will no longer be reimbursed up to \$100 per month to offset the cost of a cellular telephone or \$30 per month for their internet service. The Local Webmaster will be reimbursed up to \$30 per month for their internet service. Proper documentation must be provided for reimbursement to be made.

- d. For round trips under eight hundred (800) miles members authorized to represent the Local will be reimbursed at a rate per mile set by the Finance Committee plus other transportation costs such as parking, cab fare, road tolls, bus fares, ... For round trips over eight hundred (800) miles reimbursement to members authorized to represent the Local for use of their personal vehicle will be at economy airfare. Any deviation needs to be discussed and approved in advance by the Executive Board.
- e. Members driving to Local Membership Meetings or their respective Area Meetings will be reimbursed at a rate per mile set by the Finance Committee in excess of 30 miles round-trip.
- f. The Local Vice President or his/her designated representative is authorized to contract for facilities for Executive Board and Local Membership Meetings.
- g. The Local shall pay reasonable and customary board and lodging expense including meal expenses, for those authorized to represent it, consistent with the costs in the locale of the meeting or event attended. Receipts for the expenditures are required before reimbursement will be made. The Executive Board will review those expenditures when asked to do so by the Local President and/or the Local Secretary-Treasurer. The Local President may ask the Executive Board to render judgment as to the appropriateness or conformity of any expense submitted to the Local for reimbursement. Such judgment may be amended or set aside by a simple majority vote at a Local Membership Meeting.
- h. Any member authorized and excused to conduct the Local's business will be reimbursed for any lost wages arising from regularly scheduled hours, at a rate equal to Schedule Q of the current CWA/Frontier contract.

D. INSURANCE AUTHORIZATION

The Local Secretary-Treasurer is authorized to purchase insurance policies to cover the Local's needs.

E. AUTHORIZATION TO ATTEND UNION SCHOOLS

- a. The CWA Steward's School is for the purpose of training and qualifying members to carry out the responsibilities of the position of Job Steward. Potential attendees' names shall be submitted by their respective Area Representative and approval to attend will be the responsibility of the Executive Board.
- b. The Executive Board may authorize member(s) to attend other Union related schools(s) deemed necessary.

IV. LOCAL PROGRAMS

A. WEBSITE/SOCIAL MEDIA

- a. The Local shall have a website (cwa4671.org) and shall maintain a Facebook page.
- b. The domain name cwa4671.org is the property of the Local. It is the duty of the Webmaster, upon leaving the position, to transfer the domain name to the new Webmaster without cost to the Local.

## V. MEETINGS

### A. EXECUTIVE BOARD

Executive Board Meetings will be held monthly and any member may attend as an observer. There may be times when members will need to be excused if the Board needs to go into closed session.

### B. AREA/MEMBERSHIP

a. Area Meetings may be held monthly at the discretion of the Area Representative at a location of his/her choosing or via video/audio conferencing.

b. Membership Meetings will be held minimally on a quarterly basis with the location or method to be determined by the Executive Board.

### C. SERGEANT-AT-ARMS

The President or Area Representative may appoint as many Sergeants-at-Arms as deemed necessary for any meeting.

## VI. RETIREMENTS AND DEATH

### A. RETIREMENT CHECK

A \$50.00 check shall be given to each retiring Local member, providing he/she has been a member in good standing for a minimum of one year immediately preceding the retirement date.

### B. MEMORIAL CHECK

A \$100.00 memorial shall be made to the estate upon the death of a member in good standing.

### C. MEMORIAL CHECK UNDER BEREAVEMENT CLAUSE

A \$50.00 memorial shall be made to a member in good standing upon the death of any immediate family member (child, spouse, parent, sibling). Amended January 2, 2007.

## VII. WEEK-LONG LOCAL LEADERSHIP CONFERENCE

### A. ATTENDANCE REQUIREMENTS AND AUTHORIZATION

a. Before a member attends the Week-Long Local Leadership Conference, he/she should typically be trained as a Local Steward and have at least one year's experience in attending grievance meetings.

b. Regular attendance at Area or Membership Meetings will also be expected.

c. Attendance must be authorized by the Board in advance.

## VIII. MONTHLY SALARIES

A. SALARIES ARE AS FOLLOWS: (Amended 01/08/2009; 10/28/2020; 10/01/2023, and 01/01/2024)

OFFICE \_\_\_\_\_ SALARY

President	\$700.00
Vice President	\$500.00
Secretary-Treasurer	\$650.00
Area Representative	\$300.00
Web Master	\$ 75.00

B. MEETING LOCATION FEE

Reasonable and customary costs at the location where Area or Membership Meetings are held will be authorized, as determined by the Executive Board.

C. MISCELLANEOUS

- a. In cases where any of the above salaried positions is unable to fulfill the duties of their office, salaries and/or expenses will be allowed only upon approval of the Executive Board.
- b. Any Executive Board Member who accepts a temporary supervisor's differential in management shall forfeit the amount of their monthly salary and expenses for the month (or months), regardless of the duration of such acceptance.

D. LOCAL OFFICE WORK - LOCAL OFFICERS

All Officers of the Local shall be authorized up to sixteen (16) hours each lost wages per month, for Local office work, to be used at his/her discretion.

IX. DUES

A. CASH DUES PAYMENT

Any member who is on cash dues is required to make this payment directly to the Local annually.