**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, WI & May 13, 2017 Wausau WI)

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# LOCAL OPERATING PRACTICES

## 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.

## 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.

# ADMINISTRATIVE PRACTICES

## RECORDS

1. The Local 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.
2. The Local Treasurer shall keep all cancelled checks and vouchers for five (5) years
3. The Local shall destroy Local ballots and contract ratification votes after the next election or vote for the same office or contract.
4. 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.
5. The President shall keep all CWA Convention minutes.
6. The Local Treasurer shall keep all CWA dues breakdown sheets for one (1) year

## LOCAL OFFICE PROCEDURES

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

## GRIEVANCE PROCEDURES

1. 1ST step – The steward starting the grievance shall first contact his/her Area Representative or Chief steward to establish what settlement the Union wants. In the event a grievance is to be filled, the Local Secretary is to be contacted to assign a grievance reference number to the grievance. Every effort should be made to settle the grievance with appropriate supervisory personnel at the first step. If the grievance is to go on to the second step, the Area Representative or Chief Steward will submit it within applicable time limits.
2. 2nd step – The Chief Steward or Area Representative should review the grievance with the Steward to see if the grievance position has been changed or modified as a result of the first step. Again, every effort should be made to settle the grievance at the second step. If the grievance is to go on to the third and final step it will be forwarded to the Local President as soon as possible.
3. 3rd step – This final step will be handled by the Local President and his/her designee.

# FINANCES AND EXPENDITURES

## MEETING ATTENDANCE AUTHORIZATION

1. 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.
2. 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.
3. The Local President or his/her designated representative is authorized to call meetings of various work groups, expenses associated with these meetings are authorized.
4. 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.
5. 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.

## LOST TIME AUTHORIZATION

1. 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.
2. 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.

## EXPENSE AUTHORIZATION

1. 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.
2. The Local President and Treasurer shall sign all Local checks. All executive Board members shall be authorized to sign Local checks in the absences of the President, Vice President, Secretary, and Treasurer.
3. Any telephone charges incurred by the Officers, Area Representatives, Chief Stewards, or Committee Chairs while conducting Local business shall be paid by the Local.
4. 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.
5. Members driving to Local Membership Meetings will be reimbursed at a rate per mile set by the Finance Committee in excess of 30 miles round-trip for attending Local quarterly meetings.
6. The Local Vice President or his/her designated representative is authorized to contract for facilities for Executive Board and Local Membership Meetings, he/she is also authorized to arrange for the transfer of necessary Local property.
7. The Local shall pay reasonable and customary board and lodging expense 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 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.
8. Any Local Officer, Area Representative, Executive Board member, Chief Steward, Job Steward, Local Committee member, or other rank and file member authorized and excused to conduct the Local’s affairs will be reimbursed for any lost wages arising from lost, regularly scheduled hours, at a rate equal to Schedule Q of the current CWA/Frontier contract.

## CONVENTION/CWA AUTHORIZED FUNCTIONS

Delegates to a CWA Convention or an authorized CWA function will be paid at a rate equal to Schedule Q of the current CWA/Frontier contract, plus lodging and transportation expense. Transportation expense will be the cost of a round trip air coach ticket, where applicable.

## INSURANCE AUTHORIZATION

The Local Treasurer is authorized to purchase insurance policies to cover the Local’s needs.

## AUTHORIZATION TO ATTEND UNION SCHOOLS

1. 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 and/or the Education Committee.
2. The Executive Board may authorize member(s) to attend other Union related schools(s) deemed necessary.

## MISCELLANEOUS

The Local Treasurer is authorized to notify the financial institution where our checking account is held to stop payment on any checks that are outstanding for a period longer than ninety (90) days.

# LOCAL PROGRAMS

## BENEFICIAL

1. The Local shall have a website (cwa4671.org).
2. 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.

# MEETINGS

## EXECUTIVE BOARD

Executive Board Meetings will be held monthly and any member may attend as an observer.

## MEMBERSHIP MEETINGS

1. Area Meetings will be held monthly at the discretion of the Area Representative.
2. Membership Meetings will be held quarterly with the location to be determined by the Executive Board.

## SERGEANT-AT-ARMS

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

# RETIREMENTS AND DEATH

## 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.

## MEMORIAL CHECK

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

## 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 2nd 2007.

# WEEK-LONG LOCAL LEADERSHIP CONFERENCE

The following conditions are to be used as a guide before a person goes to the Week-Long Local Leadership Conference:

1. A member shall have at least one (1) year experience after attending the three (3) day Steward’s School.
2. Have experienced at least two (2) grievances at the first step.
3. Have attended at least 2/3 of the regular Area Meetings and one regular Membership Meeting during the previous year.

# MONTHLY SALARIES

## SALARIES ARE AS FOLLOWS: (Amended January 8th 2009)

OFFICE SALARY

President $850.00

Vice President $800.00

Treasurer $750.00

Secretary $700.00

Area Representative $400.00

Chief Steward $50.00

Web Master $75.00

## MEETING LOCATION FEE

The location where the Area Meetings are held will be paid whatever price is reasonable and customary as determined by the Executive Board.

## MISCELLANEOUS

1. In cases where any of the above Executive Board Members is unable to fulfill the duties of their office, expenses will be allowed only upon approval of the Executive Board.
2. Any Executive Board Member who accepts a temporary supervisor’s job in management shall forfeit the amount of their monthly salary and expenses for the month (or months), regardless of the duration of such acceptance.

## PROBATIONARY PERIOD

When it becomes necessary to appoint a member to a non-elective position that includes a salary, at the discretion of the Executive Board, it may impose a ninety (90) day probationary period before said appointment is declared permanent. After that, said appointment can be declared null and void and the appointee removed from said position by a simple majority vote of the Executive Board, subject to appeal of the membership.

## LOCAL OFFICE WORK; PRESIDENT AND VICE PRESIDENT

The Local President and Vice President shall be authorized up to sixteen (16) hours each lost wages per month, for Local office work, to be used at his/her discretion.

## LOCAL OFFICE WORK; SECRETARY AND TREASURER

The Local Secretary and Treasurer shall be authorized up to sixteen (16) hours each lost wages per month, for Local office work, to be used at his/her discretion.

# DUES

## CASH DUES PAYMENT

Any member who is on cash dues is required to make this payment directly to the Local Treasurer by the 27th of the month

## PAYROLL DEDUCTION

CWA policy requires members to pay by payroll deduction where the check-off system exist.