

Washington Alliance of Technology Workers
The Newspaper Guild
Local 37083
Communications Workers of America

BYLAWS

Article 1. Name

This Local shall be known as Washington Alliance of Technology Workers, hereinafter referred to as WashTech/CWA Local 37083, WashTech, or this Local.

Article 2. Jurisdiction

Jurisdiction of the WashTech/CWA Local 37083 shall be the jurisdiction assigned by the Union and appearing on the face of the WashTech/CWA Local 37083 Charter.

Article 3. Object, Goals, and Mission

The object of WashTech/CWA Local 37083 shall be to represent and serve the workers within its jurisdiction in accordance with the Bylaws and Rules of the WashTech/CWA Local 37083 and the Constitution and policies of the Union.
(added 9/04)

The principal goals of the WashTech/CWA Local 37083 shall be to make heard the voices and advance the interests of high-tech workers, both as organized and as individual workers, in corporate, judicial, legislative, and media arenas and to provide a safe forum within which to discuss the workplace.

Our Mission Statement

WashTech/CWA Local 37083 is an innovative, influential, and democratically member-driven union, whose members advocate for all technology workers in Washington State and beyond.

We are a visionary community of activists and a leading voice for our members in the global economy.

We help build economic security and fair working conditions through collective action, bargaining, education, and legislative advocacy.

Article 4. WashTech/CWA Local 37083 Structure

The structure of WashTech/CWA Local 37083 shall consist of the following:

1. General Assembly comprised of Voting Members in good standing
2. Executive Committee comprised of the Elected Officers
3. Planning Council comprised of the Elected Officers, Committee Chairs, and representatives of Workplace Group and Collective Bargaining Units
4. Standing Committees and Task Forces
5. Collective Bargaining Units
6. Workplace Groups for unorganized workers

The goal of a Workplace Group is to provide a congenial, safe, and receptive forum for workers to discuss problems specific to working at a particular company or location (physical workplace), or in a given category of work (logical workplace) and to identify possible solutions for such problems, whether the solutions would require broader WashTech involvement or not.

A Workplace Group shall be organized around a physical and/or logical workplace, such that its members possess shared interests and experience. Workplace Groups and their members can decide how and when their Workplace Group will meet and make decisions. Other rules of governance (such as what would constitute the removal of a member) must be referred to the Planning Council and the general governance rules in these Bylaws.

The duties and responsibilities of the Planning Council, including the Elected Officers and Chairs, and the Standing Committees and Task Forces, are defined in Article 12 of these Bylaws.

Article 5. Membership

A. Eligibility

1. Any individual who meets the following requirements is eligible to become a Voting Member in good standing of WashTech:
 - a. The candidate must explicitly and in good faith affirm his or her ongoing support for the goals of WashTech.
 - b. The candidate must apply as a representative of himself or herself, or as a member of a Collective Bargaining Unit.

- c. The candidate must undertake to submit an application and pay such membership dues as WashTech levies in accordance with CWA dues structure.
- d. The candidate's membership eligibility must not have been revoked by vote of the General Assembly at any time.

B. Application

- 1. The Membership Committee shall be authorized to accept or reject an application for membership on behalf of WashTech/CWA Local 37083, subject to the right of this Local to overrule the decision of the Membership Committee.

C. Guiding Principle

- 1. Voting Members in good standing may serve on WashTech Standing Committees and Task Forces and may participate fully in their decision-making, as occurs by consensus and by voting.

D. Revocation of Membership

- 1. The following requirements must be met by a person in order to retain their good standing as a Voting Member, who has voting rights in WashTech elections, General Assembly meetings, and Standing Committees or Task Forces to which they belong:
 - a. The person's dues must not be more than three (3) months in arrears.
 - b. If three or more Voting Members find that a member is consistently disruptive to the achievement of our goals, or if the member has misrepresented their position in the industry or support of WashTech's goals or other pertinent information to WashTech, these Voting Members may ask the Planning Council to vote on expelling this person. A vote of two-thirds (2/3) majority of Voting Members on the Planning Council is required to expel such a person from WashTech.

Article 6. Dues

WashTech/CWA Local 37083 dues shall be the amount set in accordance with the CWA national constitution for at-large members and collective bargaining units.

Article 7. Governing Authority and Decision Making

A.

1. All decision-making authority in WashTech derives from its Voting members, gathered together in the General Assembly.
2. Voting members conditionally delegate such decision-making authority to the Planning Council and Elected Officers, Standing Committees, and staff between meetings of the General Assembly.
3. Notification of the Planning Council meetings shall occur in a timely fashion and are open to all WashTech Voting Members in good standing. The General Assembly shall be notified in a timely fashion of the decisions. Twenty percent (20%) or more of the Voting Members are required to request that actions of WashTech/CWA Local 37083 with which there is some disagreement be put to a vote, either by referendum or by vote at a meeting where a quorum is present. Notice of such vote shall be given by prepaid postage mail at least fifteen (15) days in advance of the ballot or the meeting.

Article 8. Order of Business

A. The order of business at a General Assembly shall be as follows:

1. Call to order
2. Reading and action on minutes of the previous General Assembly meeting
3. Reports by Officers, Standing Committees, and Task Forces
4. Unfinished business
5. New business
6. Adjournment

- B. The order of business may be suspended by a two-thirds (2/3) vote of the Voting Members present or as otherwise specified in these Bylaws.
- C. We will use Robert's Rules of Order. We will strive for all attending Voting Members to be heard, but will use majority rule if necessary to further business.

Article 9. General Assembly Meetings of WashTech/CWA Local 37083

- A. The General Assembly consists of all present Voting Members in good standing of the WashTech/CWA Local 37083.
 - 1. The General Assembly shall meet in person at least once each calendar year; it is the responsibility of the Planning Council to set the dates. Other meetings of the General Assembly shall be convened by action of the Planning Council.
 - 2. The General Assembly shall meet either in person if a meeting place suitable and convenient for Members can be found, or through such virtual means as the Technology Committee devises, or in a combination of the two means, provided that the manner of holding the meeting does not unreasonably restrain Voting Members from stating their views or from casting their votes.
 - 3. Staff shall make all practicable efforts to ensure that every Voting Member receives written notification of the time, location, and purpose of any meeting of the General Assembly at least fifteen (15) days prior to the meeting.
 - 4. No meeting of the General Assembly can occur unless a quorum 5% of the Voting Membership in good standing is present. The presence of a quorum shall be presumed unless there is a call for a quorum count.
 - 5. Meetings of the General Assembly shall be chaired by the President of WashTech/CWA Local 37083 or by their designee. If neither is present, the meeting shall be chaired by such Voting Member elected by those present at that meeting as the first order of business.
- B. All minutes of the General Assembly will be made available to Voting Members in good standing in a timely fashion.

Article 10. Planning Council

- A. The Elected Officers and Committee Chairs constitute the Planning Council. Workplace Group, Collective Bargaining Unit Vice Presidents

(CBUVP) and At-large Vice Presidents may be added to the Council, up to the maximum of twenty (20) Voting Members of WashTech. The number of CBU VP's will be determined for each 300 members and agency fee payers in the specific unit. The number for at-large VP will be determined by one for each 300 at-large members. The VPs must be members in good standing of the respective units.

- B. The Planning Council shall meet regularly, at least once a month.
- C. The Chair of the Planning Council shall be the Vice President and shall chair all meetings of the Planning Council. If the Chair is absent, the Chair's designee shall chair the meeting. If neither is present, such Voting Member so elected, as the first order of business, shall chair the meeting.

Article 11. WashTech/CWA Local 37083 Standing Committees and Task Forces

- A. Standing Committee's and Task Forces shall have broad authority to carry out the activities of WashTech/CWA Local 37083 in their specific areas.
- B. WashTech/CWA Local 37083 shall have the following Standing Committees:
 - 1. Executive Committee
 - 2. Communications Committee
 - 3. Finance Committee
 - 4. Membership Committee
 - 5. Legislative Committee
 - 6. Education Committee
 - 7. Technology Committee
- C. The Committee Chair elected for that purpose shall chair each Standing Committee.
- D. Task Forces shall be formed by the Planning Council, or by the General Assembly by a two-thirds (2/3) majority vote, and its chair then elected by simple majority.
- E. Each Standing Committee shall be formed to take responsibility for performing those functions assigned by WashTech/CWA Local 37083. Each Task Force shall be formed to undertake specific project(s) or set of tasks and shall serve at the discretion of this Local's Membership.

- F. Each Standing Committee and Task Force shall report its activities fully and in a timely fashion (no less often than monthly) to the Planning Council, and to the General Assembly no less often than yearly.
- G. The elected Local officer assigned to head each Standing Committee or the elected Chair of a Task Force holds primary responsibility for forming, organizing, and chairing such body, including staffing such Standing Committee or Task Force with WashTech members and staff, subject to the approval of the Planning Council.
- H. Standing Committees and Task Forces shall operate on democratic principles and meetings shall be conducted in accordance with the rules, policies, and procedures established by WashTech/CWA Local 37083 and, where indicated, in the WashTech/CWA Local 37083's Bylaws.
- I. Standing Committees and Task Forces shall coordinate their activities to avoid duplication of work and to ensure that the WashTech/CWA Local 37083's efforts are aligned efficiently with the strategies and tactics that it has adopted.
- J. Duties of the Standing Committees
 - 1. The Administrative Committee shall be chaired by the elected Secretary of WashTech/CWA Local 37083 and shall perform the following:
 - a. Ensures that the following work is accomplished by staff or volunteers:
 - b. Organizes, schedules and calls General Assembly Meetings in accordance with this Local's Bylaws.
 - c. Keeps and publishes minutes and records of all General Assembly meetings.
 - 2. The Communications Committee shall be chaired by the elected Communications Chair and shall oversee publication of WashTech/CWA Local 37083's Newsletter, maintenance of the website, production of public letters and news releases, and provide editing and production services for any other document issued by WashTech, including updates to the Bylaws.
 - 3. The Finance Committee shall be chaired by the elected Treasurer and shall be responsible for signing off on expenses, conducting internal audits, making budget recommendations, and working with

staff as necessary to keep good accounting records and make financial reports as needed.

4. The Membership Committee shall be chaired by the elected Membership Chair and shall be responsible for or work with staff to design and implement membership renewal and recruitment drives, keep membership records, and provide Membership services.
5. The Legislative Committee shall be chaired by the elected Legislative Chair of WashTech and shall be responsible for political action campaigns.
6. The Technology Committee shall be chaired by the elected Chief Engineer of WashTech and shall be responsible for investigating new ways that technology can be used to help reach WashTech/CWA Local 37083's goals, including computer systems for WashTech databases and accounting, new web-based systems for WashTech communications, and designing online solutions for large-scale group meetings and voting.

Article 12. Elected Officers and Committee Chairs

The officers of WashTech/CWA Local 37083 and elected Committee Chairs, who all serve on the Planning Council, include the following:

PRESIDENT

- Oversees the strategic direction of the union.
- Reviews strategic plan twice a year.
- Develops the strategic plan as defined by Planning Council and the membership
- Responsible for legally required forms and reports.
- Responsible for identifying and directing research for the union.
- Chief spokesperson for the union.
- Responsible for day-to-day operations for the union.
- Chairs membership meetings.
- Liaison between WashTech and the CWA Staff
- Serves on the Executive Committee

EXECUTIVE VICE-PRESIDENT

- Works in support of the president.
- Prepares the agenda and chairs the monthly Planning Council meetings.
- Serves on the Executive Committee.
- Serves on Membership Committee.

COLLECTIVE BARGAINING UNIT VICE PRESIDENTS

- Work in support of the president
- By coordinating with other vice presidents and stewards they are responsible for prompt, timely grievance processing and subsequent appeals at higher levels of the Union. Including thorough grievance preparation with all appropriate documentation, cover letters, meeting notes, etc, within the assigned area of responsibility.
- Conduct monthly Area Representative and/or Steward meetings for the purpose of passing on pertinent information, education and mentoring.
- Facilitate New Member Orientation within the assigned area of responsibility.
- Conduct member worksite meetings, providing information about Union policies, programs, bargaining, political action, legislation and any other important union activities.
- Perform such other duties as assigned by the President, Executive Board or membership.
- Responsible for company/union committees pursuant to the collective bargaining agreement.

ATLARGE UNIT VICE PRESIDENTS

- Work in support of the president
- Conduct at-large membership meetings for the purpose of passing on pertinent information, education and mentoring.
- Perform such other duties as assigned by the President, Executive Board or membership.

SECRETARY

- Takes minutes at all Planning Council and Membership meetings.
- Responsible for this WashTech's records.
- Writes member and Planning Council correspondence as needed.
- Updates and reports WashTech Calendar.
- Serves on the Executive Committee.

TREASURER

- Assists in directing financial resources in budgeted categories and maintaining benchmarks.
- Signs checks
- Responsible for accounting, budgeting and auditing of all financial records.
- Responsible for taxes.
- Updates and reports LM2.
- Responsible for all legally required forms and reports.
- Serves on the Executive Committee.

EXECUTIVE COMMITTEE MEMBERS

- Consists of the four principal officers—President, Executive Vice President, Secretary, and Treasurer, who are legally responsible to the union.
- Reviews project-based contract bids and submits to Planning Council for consideration.
- Deals with ongoing issues between Planning Council meetings.
- Serves on and is the oversight of the Personnel Committee, which includes:
 - Hiring and Firing
 - Employee Reviews
 - Employee training
 - Policy Manual
 - Rewards
 - Organization Development
 - Procurement
 - Staffing Levels

LEGISLATIVE CHAIR

- Plans and implements legislative action.
- Organizes membership political involvement.
- Meets with elected officials.
- Organizes political action campaigns.
- Provides updates and status of WashTech’s legislative agenda for members while legislature is in session.
- Spokesperson for WashTech legislative plan.
- Serves as a liaison with media (print and broadcast journalists) about our legislative agenda.
- Serves as a liaison with WashTech about our legislative agenda.
- Meets with members to exchange information on our legislative agenda.
- Researches and keeps up to date on issues related to our legislative agenda (i.e., the history and status of H1B and L1 visa workers, offshoring, contract workers).
- Testifies in legislative hearings and meet with legislators, which involves travel, half-day, daylong, and multi-day trips to Olympia and DC.
- Represents WashTech and helping schedule meetings with legislators at national conferences, such as the CWA convention in the end of March.
- Requires a commitment of 6 hours per week during the legislative session, with additional hours required for trips to Olympia and DC. Some weeks may require additional hours to prepare testimony, help members prepare testimony, or follow bills affecting our members are being considered.
- Speaks one-on-one and to small group and large groups.

COMMUNICATIONS CHAIR

- Develops editorial plan for print and electronic publications.
- Manages editorial process for WashTech
- Responsible for writing, editing and presenting WashTech PR.

- Manages all press releases.
- Edits newsletter
- Manages updates to the Web site.
- Gatekeeper for publicity about WashTech.
- Oversight of WashTech message to ensure it is in alignment with Vision, Mission, and strategies of the Union.

MEMBERSHIP

- Coordinates member activists.
- Plans and coordinates member social action (e.g., picnics, community activities, etc.)
- Responsible for organizing and mobilization activities.
- Chairs quarterly meetings for membership committee.
- Generates organizing message for potential members and works with Communications chair to communicate message.
- Handles grievances.

EDUCATION CHAIR

- Plans and implements WashTech's training classes.
- Plans monthly workshops
 - Coordinates
 - Finds speaker
 - Works with Communications Chair to publicize
- Develops annual training schedule.
- Defines objectives for courses and coordinates with instructors.
- Responds to members email about training opportunities.
- Maintains overall accountability with instructors.

TECHNOLOGY CHAIR

- Determines and implements technology needs for WashTech.
- Continually works to keep technology up to date.
- Identifies trends in tech employment and seek to train to these needs.
- Overall technical support and liason for this Local.
- Oversees technical support for the training labs and the office.
- Responsible for Internet security.
- Works with Communications Chair to update the web site.
- Responsible for Web site design.

Article 13. Nominations and Elections

- A. Nominations for WashTech/CWA Local 37083 officers shall be held in September of and the election shall be held in October. Those elected shall take office in November and shall serve a term of three (3) years.

- B. The nominee receiving the majority of votes cast shall be declared elected. If no nominee has a majority of the first ballot, the vote shall be taken again and the two (2) nominees having the greatest number of votes on the first ballot shall be the nominees on the second ballot.
- C. The Membership Committee, who can form an ad hoc Election Committee, shall conduct the WashTech/CWA Local 37083 Election. Any member of that committee who is a candidate for office will not participate in the election process.
- D. All questions concerning the conduct of and/or challenges to an election shall be determined by the Membership Committee, subject to the right of appeal to the General Assembly.
- E. The Membership Committee shall also conduct any referenda of WashTech/CWA Local 37083 conducted under these Bylaws.
- F. In case of a vacancy in the office of President, the Executive Vice President shall immediately assume all responsibilities of that office. Vacancies in any other elected position shall be filled with appointments by the Planning Council, subject to approval by the General Assembly, by consensus or, if necessary, by majority vote.

Article 14. Amendments to WashTech/CWA Local 37083's Bylaws

A motion which will alter these by-laws must be presented in writing at a regular membership meeting or at a special meeting called for that purpose. Said motion, if seconded, shall be postponed until after it has been advertised in the next newsletter. Voting on the proposed amendment shall take place at a membership meeting, or at a special meeting, called for that purpose; following advertisement in the newsletter. Passage shall require a two-thirds [2/3] vote of the members that are present.

Article 15. Fiscal Year and Audit

The fiscal year of WashTech/CWA Local 37083 shall be from October 1st to and including September 31st of the succeeding year.

The financial records of WashTech/CWA Local 37083 shall be audited by competent persons at the end of each fiscal year, and the results of the audit shall be made available for the inspection of any member of this Local.

Article 16. Oath of Office

Each elected officer of WashTech/CWA Local 37083, after meeting all other qualifications, shall be duly installed upon taking the following oath:

"I (give name) hereby accept the office of (name of office) of WashTech/CWA Local 37083, with full knowledge of the responsibilities and duties of such office. I promise to faithfully discharge my duties in accordance with the Bylaws of this Local and the Constitution and Policies of the Union.

I further promise to give to my successor in office all books and records in my possession and endeavor at all times to serve to the best of my ability."

Article 17. Adoption

These Bylaws shall be adopted upon the approval of a majority of the members voting upon their adoption.

These Bylaws adopted as revised:

September 13, 2005