

1 SAMPLE BYLAWS
2 FOR CWA RETIRED MEMBERS' CHAPTER

3
4 Note: Passages underlined are mandatory and all other text is recommended.

5 *Passages in italics are optional*
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7
8 **BYLAWS OF THE**
9 **CWA RETIRED MEMBERS CHAPTER XXXXX**
10 **AS ADOPTED [AMENDED] [DATE]**

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27 **ARTICLE I**
28 **Objective**

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30 The objective of this CWA Retired Members' Chapter shall be:

- 31 A. to unite CWA retired members in a cohesive organization that can, in
32 conjunction with the CWA Retired Members' Council, other unions
33 and like-minded organizations, develop effective support for
34 programs on federal, state-wide, and community levels to bring
35 about retirement security for all.
36 B. to foster fraternal ties of CWA members into the years of retirement;
37 C. to promote and support collective bargaining agreements and public
38 policy that assist retired members in securing medical care,
39 prescription drugs and other consumer goods and services at prices
40 they can afford to pay;
41 D. to promote active support of retired members for CWA objectives;

- 42 E. to keep CWA informed of special problems of retired members;
43 F. to affiliate with state chapters of the Alliance for Retired Americans.

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45 **ARTICLE II**

46 **Name**

47
48 This Chapter shall be known as CWA Retired Members' Chapter
49 _____ chartered on _____
50

51
52
53 **ARTICLE III**

54 **Jurisdiction**

55 The Chapter was sponsored by Local _____, but membership is open to all
56 CWA Retired Members' Council Lifetime members.
57

58
59 **ARTICLE IV**

60 **Structure**

61
62 The structure of the Chapter shall be:

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

65
66 **ARTICLE V**

67 **Membership**

68
69 Section 1-Eligibility

70 The qualifications for membership shall be that the individual is a lifetime
71 member of the CWA Retired Members' Council.
72

73 **ARTICLE VI**

74 **Dues**

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76 Each member of the Chapter shall pay dues in an amount established by the
77 membership.
78

79 **ARTICLE VII**

80 **Meetings**

82 Section 1-Regular Meetings
83 Regular meetings shall be held on the _____
84 _____ of each month, except when the meeting date
85 falls on a recognized holiday in which event a substitute day of meeting may be
86 set at the preceding meeting.

87 Section 2-Special Meetings

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

92 Section 3- Quorum

93 The number constituting a quorum for Chapter meetings shall be those
94 present.

95

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ARTICLE VIII
Executive Board

99 Section 1

100 The Executive Board shall consist of all Chapter officers. The President of
101 the Chapter shall be Chairperson of the Executive Board and the Chapter
102 Secretary or the Secretary-Treasurer shall be the Secretary of the Executive
103 Board.

104 Section 2

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

109 Section 3

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

114 Section 4

115 All vacancies of Officers between regular elections covering Officers and
116 Executive Board members shall be filled by appointment by the President of the
117 Chapter with the approval of the Executive Board.

118 Section 5

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

120 Section 6

121 An accurate record of all proceedings of the Executive Board shall be

122 maintained.

123 Section 7

124 A majority of the members shall constitute a quorum for Executive Board
125 meetings.

126

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ARTICLE IX
Officers and their Duties

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130 Section 1-Officers

131 1. The Officers of the Chapter shall be nominated and elected *during*
132 *the months of September, October, November, and December of*
133 *every even numbered year.*

134 2. Officers of this Chapter shall be at least a President, Vice President,
135 and Secretary-Treasurer or Secretary and Treasurer.

136 3. The term of office shall be for *two years* or until their successors
137 have been duly elected and installed.

138 Section 2-Duties

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

142 1. The duties of the Officers shall be as follows:

143 The Chapter President Shall-

144 1. Be responsible for the conduct of all Chapter business;

145 2. Preside at Membership and Executive Board meetings;

146 3. Supervise all Committees.

147 2. The Chapter Vice President Shall-

148 1. Work under the direction of the President.

149 3. The Chapter Secretary Shall-

150 1. Maintain a record of the Chapter membership;

151 2. Record and maintain the minutes of all meetings of the Chapter
152 and the Executive Board.

153 4. The Chapter Treasurer shall-

154 1. Be custodian of all assets of the Chapter;

155 2. Report to each membership meeting on the financial status of
156 the Chapter;

157 3. Cause the payment of all bill approved by the President and/or
158 the Executive Board.

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160

ARTICLE X
Committees

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- 162
163 A. The Chapter shall have at least the following regular Committees;
164 1. Audit/Finances
165 2. Elections
166 3. Organizing/Membership
167 4. Legislative/Political
168 5. Bylaws
169 6. *Community Services*
170 7. *Pension and Benefits*
171
172 2. Members of all Committees shall be appointed by the President with
173 the approval of the Chapter's Executive Board, subject to the right of
174 the Chapter membership to overrule such appointments.
175 3. The majority of the members shall constitute a quorum for meetings.
176

177 **ARTICLE XI**
178 **Rules**

179
180 Section 1

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

184 Section 2

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

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189 ARTICLE XII
190 **Oath of Office**

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192 Each elected officer of the Chapter, after meeting all other qualifications
193 shall be duly installed upon taking the following oath:

194
195 "I (give name) hereby accept the office of (name of office) of the
196 Retired Members' Chapter of the Communications Workers of
197 America, AFL-CIO, CLC with full knowledge of the responsibilities
198 and duties of such office. I promise to faithfully discharge my duties
199 according to the Bylaws and rules of the Chapter, the Council, the
200 Constitution and policies of the Union.
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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 Chapter and the Union to the best of my ability, so help me God."