

**CWA Local 3207 Proposed Bylaw changes
Motion to be made at the Membership meeting November 4, 2008**

Summary

What does this document do?

This document proposes to replace the current CWA Local 3207 Bylaw XXII which outlines how we, as a Local handle our money and clarifies how the Local Stewards and Officers shall be reimbursed for wages and expenses while performing Union Business.

What does this document change?

- Standardizes the method the Local Members and Officers used to track mileage.
- Creates a Local Expense Area for in town expenses
- States what type of expenses will be covered for out-of-town travel
- Deletes per diem for out of town lodging expenses and adds actual expenses.
- Deletes the Wage Scale 36 for the Local President and defines lost wages.
- Suspends reimbursements during a strike.

All of the other wording states practices already being followed today.

Why the changes?

Currently, the bylaws are incomplete and are left to a lot different interpretations. This leads to different spending habits, record keeping and increased difficulty in budgeting. These changes will remove many of the questions that keep coming up about how the Local 's finances are used and give Members a clearer view of expenses when making decisions in the future.

The pages that follow contain the entire proposal.

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Current Article is as follows:

Article XXII
Finances

Section 1

- A. The Local Secretary-Treasurer shall receive all monies and shall deposit such sums in banks approved by the Local Executive Board.
 - B. A record of all expenses incurred in behalf of the Local shall be made on expense vouchers furnished for such purposes.
 - C. All checks and drafts drawn on Local funds shall be signed by the Local Secretary-Treasurer, Local President and/or the Executive Vice President.
 - D. The fiscal year of this Local shall be from October 1st to September 30th.
 - E. The financial records of this Local shall be audited by the finance committee selected by the Local at the end of each fiscal year. The results of such audit shall be available for inspection by any Member of the Local.
 - F. The approval or disapproval of any pay raises to the Local Officers shall be by a majority vote of the Members present in a Local meeting if the proposed amendment has been introduced at the previous membership meeting and posted on bulletin boards for three weeks.
 - G. All expenditures excluding maintenance and standard operating expenses exceeding \$1000 (one thousand dollars) shall be brought to the Members for an approval vote.
 - H. Expenses for UA will be paid at the IRS rate.
 - I. The Local President will be paid on UA time at the highest wage scale of their contract.
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**Changes to be proposed by a motion at the November 4, 2008 Union Meeting --
Replace the entire article with the following:**

**Article XXII
Finances**

**Section 1
General**

- A. The Local Secretary-Treasurer shall receive all monies and shall deposit such sums in banks approved by the Local Executive Board.
- B. A record of all expenses incurred in behalf of the Local shall be made on expense vouchers furnished for such purposes.
- C. All checks and drafts drawn on Local funds shall be signed by the Local Secretary-Treasurer, Local President and/or the Executive Vice President.
- D. The fiscal year of this Local shall be from October 1st to September 30th.
- E. The financial records of this Local shall be audited by the finance committee selected by the Local at the end of each fiscal year. The results of such audit shall be available for inspection by any Member of the Local.
- F. All expenditures excluding maintenance and standard operating expenses exceeding \$1000 (one thousand dollars) shall be brought to the Members for an approval vote.

**Section 2
Compensation and Reimbursement of Officers**

A. Lost Wages (UA)

Lost wages incurred by CWA Local 3207 Officers or Members while performing authorized Union business which is not paid by that Officer or Union Member's current CWA represented employer shall be reimbursed as follows:

- 1. Money paid in lieu of member's lost wages shall be equal to that Officer or Member's hourly wage rate lost during a scheduled standard tour, at the rate of pay for the job title currently held by the Local Officer or Member at their CWA represented company.
- 2. Money paid shall not include differential, overtime, or other amounts that would cause reimbursed hourly wages to be in excess of the standard tour amount.

B. Local Expenses: (Local Expense Area : Augusta Area 35 Mile Radius)

CWA Local 3207 Officers or Representatives who have incurred personal expenses necessary for performing authorized Union business shall be reimbursed such expenses that have been properly submitted on a Local expense voucher provided required receipts support them.

All vouchers must be submitted within sixty calendar days (60) of occurrence.

1. Travel Expenses:

Travel performed for authorized Union business utilizing an officer or representative's personal vehicle will be reimbursed at the current IRS mileage rate for the Local Expense Area indicated above. (This excludes travel to and from the Union Hall at the beginning or end of the workday, or any travel for personal reasons.)

2. Other Expenditures:

All other expenses incurred in the Local Expense Area that are necessary for conducting the business of the Local must be pre-authorized and submitted on a Local expense voucher with accompanying receipts.

C. Out of Town Expenses

CWA Local 3207 Officers or Representatives who are authorized to attend any meeting or convention that is outside of the Local Expense Area will be reimbursed only for the following expenses:

1. Lodging

CWA Local 3207 Officers or Representatives requiring hotel/motel accommodations shall be reimbursed actual expense (receipt required) for such accommodations.

2. Transportation

Commercial travel shall require prior approval of the Secretary/Treasurer and shall require valid receipt(s). Personal car allowances shall be paid in the amount determined by the IRS approved per mile chart or be reimbursed actual expenses when required receipts are provided.

3. Meals:

Local Officers or Representatives shall receive a per diem rate equal to the IRS allowance for per diem in the traveled city or region for meals while performing approved Union activity.

4. Parking Fees:

A Local Officer or Representative shall be reimbursed actual expense(s) for parking fees or charges. (Receipt required.)

D. Responsibility for Arrangement

The Secretary/Treasurer, under the direction of the Local Executive Board, shall be responsible for making all arrangements for CWA Local 3207 officers or representatives authorized to attend District, State, Bargaining Conventions, Conferences, and Meetings. These shall include hotel/motel accommodations,

the mode of transportation to be used, taking into account the reasonableness of accommodations, length of time the representative will be away from home, distance to be traveled and the economy of the Local.

E. Advances

Upon a hardship request, a check may be written in the amount to cover per diem, vehicular mileage, and accommodations to the representative performing business for the Local. All requests must have approval of the Secretary/Treasurer and the Local President. All requests will be handled on an individual basis.

F. Strike

All Officer or Representative expense reimbursements and compensations are suspended for the duration of a work stoppage which affects more than 50% of the Local's Members. Any expenditures during a work stoppage must be approved by a 2/3 majority of the Executive Board.

G. Effect

These bylaw changes, upon being passed by a 2/3 vote, shall supersede any motion passed before this date.