



## **BYLAWS OF CWA LOCAL 3642**

### **ARTICLE I - NAME**

This Local shall be known as Local 3642, Communications Workers of America

### **ARTICLE II - JURISDICTION**

Jurisdiction of this Local shall be the jurisdiction assigned by the Communications Workers of America and appearing on the face of the Local Charter.

### **ARTICLE III - OBJECTS**

The object of Local 3642 will be to represent and serve the workers within its jurisdiction in accordance with the BY-LAWS and RULES of the Local and the Constitution and policies of the Union.

### **ARTICLE IV - LOCAL STRUCTURE**

The structure of the Local shall consist of the following:

#### **Section 1 – Local**

- A. The Membership
- B. The Executive Board: President, Executive Vice President, Secretary/Treasurer and Area Vice Presidents
- C. Stewards
- D. Committees

## **Section 2 - Areas**

- A. There shall be two (2) Areas of the Local defined as follows:
  - Area One (1) Office Based Area
  - Area Two (2) Home Based Area
- B. The composition of an Area can be changed, or additional areas created by recommendation of the Executive Board with membership approval.
- C. There shall be two (2) Area Vice Presidents, one elected from each Area.

## **ARTICLE V – MEMBERSHIP**

### **Section 1 - Eligibility:**

Any person eligible for membership in the Communications Workers of America, as defined in Article V of its Constitution, shall be eligible for membership in this Local, if performing work within the Local's assigned jurisdiction, or if employed on a part-time or full-time basis by the Local.

### **Section 2-Transfers**

The transfer of membership from the Local to the jurisdiction of another Local and from another Local to the jurisdiction of this Local shall be made in accordance with Article V of the CWA Constitution.

## **ARTICLE VI - LOCAL DUES AND ASSESSMENTS**

### **Section 1 - Local Membership Dues:**

- A. Each member of the Local shall pay minimum membership dues as established by the CWA Convention.
- B. Membership dues which exceed in amount of the minimum membership dues may be authorized by a majority of those voting on the question in accordance with the Local By-Laws.

- C. Membership dues may be changed only by a majority of those voting on the question by a secret ballot referendum, or a membership meeting with seven (7) days' notice.

## **Section 2 - Local Special Assessment:**

The membership of this Local may levy a special assessment only in the same manner as provided for changing Local dues: provided, however, that any special assessment levied shall be in compliance with Article VI of the CWA Constitution.

## **ARTICLE VII - GOVERNING AUTHORITY**

The affairs of this Local shall be governed by its membership in accordance with the Constitution and Policies of the Union in the following manner.

- A. Through action taken at membership meetings and by referendum of the membership.
- B. Through actions and decisions of the Executive Board between membership meetings. The Executive Board shall establish administrative policies, which become necessary to ensure that members can participate in the governance of the Local. The Executive Board will consist of the Officers and the Area Vice Presidents.
- C. The actions and decisions of the Local Executive Board between meetings may be overruled by the Membership in a Local meeting or by referendum.

## **ARTICLE VIII - MEETING**

### **Section 1 - Executive Board:**

The Executive Board shall hold meetings as may be necessary to properly transact the business of the Local, on the call of the President, by request of 50% of the Executive Board. The President must call a meeting within seven (7) days. The Executive Board shall meet at least quarterly and report to the Membership at the next regular business meeting.

## **Section 2 - Local Meetings**

Regular Membership meetings shall be held monthly on the second Tuesday of the month.

## **Section 3 - Special Local Meetings:**

Special meetings may be called by a majority vote of the Local Officers, or by a petition signed by ten percent (10%) of the members. Upon receipt of a proper petition the President shall call a special meeting to be held within seven (7) days for the purpose set forth in the petition.

## **ARTICLE IX - LOCAL DELEGATES TO THE NATIONAL CONVENTION**

- A. Delegates to any General or Special Convention/Meeting shall be the Local Officers serving in the following order.
  - 1. President
  - 2. Executive Vice President
  - 3. Secretary/Treasurer
  - 4. Area Vice President
- B. The Secretary/Treasurer shall become an Alternate automatically if the Local is allowed less fewer three (3) delegates.
- C. Upon recommendation of the Executive Board and approval of the membership, any additional delegates or alternates that the Local is entitled to may be elected at a membership meeting by a special secret ballot election conducted no more than 120 days, and not less than 30 days in advance of the Union Convention.
- D. Convention votes shall be distributed among all the Delegates in accordance with Article VIII of the CWA Constitution.
- E. The Local President shall be the chair of the Local's delegation to CWA National Conventions, CWA District Meetings, and all State Meetings.

- F. It shall be the duty of the Secretary of the Local to certify the Local Delegates to any General or Special Convention, to the Secretary-Treasurer of the National Union within the limits specified in the National Constitution.
- G. All delegates, alternates, and guest attending Conventions/Meetings on behalf of the Local are required to give a report from the Convention/Meeting at the next regular membership meeting.

## **ARTICLE X - LOCAL COMMITTEES**

A. The Local shall have the following regular committees:

1. Education
2. Election
3. Organizing
4. Legislative - Political
5. Mobilization
6. Community Services
7. Equity & Women
8. Finance/By-Laws
9. Health/Safety
10. Other Committees as determined by the Executive Board

B. Members of all committees shall be appointed by the President with the approval of the Executive Board, subject to the right of the Local membership to overrule such appointments.

C. Vacancies on committees shall be filled in the same manner as the original appointments.

D. A member of any Local Committee may be removed by a majority vote of the Executive Board, subject to the right of the Local members to overrule the action of the Executive Board. A committee member may also be removed by action of the Local in a membership meeting.

### **E. Duties of Committees:**

**Education Committee:** The Education Committee shall assist in developing the Local's education program and, with the Local Officers, be responsible for effectuation of the Union and Local's educational program.

**Election Committee:** The Election Committee shall conduct all nominations and elections and referenda of the Local.

**Organizing Committee:** The Organizing Committee shall assist the Local Officers and Stewards in organizing all members within the Local's jurisdiction.

**Legislative-Political Committee:** The Legislative Committee shall assist in developing and pursuing the program of the Union and the Local in the Legislative field. It shall be responsible for the Local's program to register each qualified voter.

**Mobilization Committee:** The Mobilization Committee will work to put in place a mobilization structure that enables communications, education and action for the Local and its members.

**Community Services Committee:** The Community Services Committee shall assist in developing all Community services programs.

**Committee on Equity & Women:** The Committee on Equity & Women shall study and report to the Local on ways and means of eliminating discrimination on the basis of sex, race or any other basis including but not limited to studying and reporting to the Local on ways to unite women for the purpose of addressing their concerns and issues in the workplace and at home.

**Finance/By-Laws Committee:** The Finance/By-Laws Committee shall review the financial records of the Local and make a written report semi-annually to the Local. The Committee will assist the Local Officers in preparing the annual budget, maintain the By-Laws and recommend any updates. The Committee will maintain Local By-Laws and recommend any needed changes.

**Health/Safety Committee:** The Health & Safety Committee shall study workplace health & safety issues and coordinate the Locals efforts in joint Union / Management health and safety programs.

Any member elected Chair of a Local Committee will be limited to serving as Chair of one Committee at a time.

## **ARTICLE XI- ORDER OF BUSINESS**

- A. The order of business at a Local or Membership Meeting shall be as follows:
  - 1. Call to Order
  - 2. Roll Call (optional)
  - 3. Reading of previous meeting minutes and financial report
  - 4. Report of Officers
  - 5. Report of Committees
  - 6. Unfinished business
  - 7. New business
  - 8. Good and Welfare
  - 9. Adjournment
- B. The order of business may be suspended by a two-thirds vote of the members present.

## **ARTICLE XII- DUTIES OF LOCAL OFFICERS & STEWARDS**

### **Section 1-The Officers of the Local shall be:**

- A. Local President
- B. Local Executive Vice President
- C. Local Secretary/Treasurer
- D. Area Vice Presidents

### **Section 2 - Local Officers shall hold only one office at a time.**

### **Section 3 - Duties of Local President**

The Local President shall be on full time Union leave from the Company and shall preside at meetings of the Local and at meetings of the Local Executive Board and shall be responsible for the conduct of the Local including:

- 1. The prosecution of grievances and appealing them to higher levels of the Union, if not satisfactorily settled.
- 2. The supervision of all Committees of the Local.
- 3. The approval of all bills to be paid by the Local Treasurer and to countersign checks drawn on the Treasury of the Local.

4. Select a location for the Local Union Office, where official correspondence will be sent, books and records maintained and Local business conducted, subject to the approval of the Executive Board.
5. The Local President will be required to obtain membership approval for all expenditures outside of normal operating procedures in excess of \$500.

The Local President shall have additional duties as assigned by the Local, the Governing Board or required by the Constitution or Policies of the Union.

In addition to base pay per his/her bargaining unit position, the President will receive an incentive of 10% of top of craft pay, plus any premiums per current contract. The President may contribute to the Local's 401(k) plan, and we will match the contribution at the rate established by the current CBA. The President is entitled to number of holidays and number of sick days will equivalent to his/her entitlement under the current CBA. The President will participate in medical, dental, life insurance and other benefits provided by the Company. American will bill the Local for the cost of the President's participation in those benefits costs.

#### **Section 4 - Duties of the Local Executive Vice President**

- A. The Executive Vice-President shall work at the direction of the Local President and shall perform such duties as assigned by the Local President, the Local Executive Board, and the Local.
- B. The Executive Vice President shall assume duties of the President in his/her absence.
- C. The Executive Vice President is required to attend all Executive Board meetings.

#### **Section 5 -Duties of the Secretary/Treasurer**

- A. The Secretary/Treasurer shall keep minutes of all Local meetings of the Local Executive Board.
- B. The Secretary/Treasurer shall furnish both the District Vice President and Secretary-Treasurer of the National Union with two (2) copies of any changes in the Local By-Laws, within ten (10) days after such changes are adopted.



- C. Certify the Local delegates to the Union Convention to the International Secretary Treasurer within the time limits specified in Article VII of the Union Constitution.
- D. The Secretary/Treasurer shall be responsible for furnishing the Secretary• Treasurer of the National Union with all the proper forms signed by Local Officers which are required by State and Federal laws immediately upon completion.
- E. The Secretary/Treasurer shall be bonded and shall be custodian of all assets of the Local and shall make a report to each membership meeting.
- F. The Secretary/Treasurer shall cause all payment of all bills approved by the President. The Secretary/Treasurer shall be authorized to counter sign all checks drawn on the Treasury.
- G. Cause the filling of all reports or filings required by federal, state or local law.
- H. The Secretary/Treasurer shall perform such other duties as may be assigned by the Local, the Executive Board, or the Local President.
- I. Maintain the membership records of the Local.
- J. The Secretary/Treasurer is required to attend all Executive Board Meetings.

#### **Section 6 - Duties of the Area Vice Presidents**

- A. The Area Vice Presidents shall work under the direction of the Local President and shall perform such duties as assigned by the Local, the Executive Board and the Local President. The Area Vice Presidents will be responsible to assist the Stewards in their area. Area Vice Presidents are required to attend all Executive Board Meetings.

#### **Section 7 - Chief Stewards and their duties:**

- A. This Local shall have as many Chief Stewards as may be deemed necessary by each Area Vice President.
- B. The Chief Stewards of the area shall work under the direction of the Area Vice President of their respective area. They shall perform such duties and responsibilities as may be assigned by their Area Vice President.

#### **Section 8 - Job Stewards:**

- A. Each area shall have as many Job Stewards as may be deemed necessary by the Executive Board.

B. The Stewards of the area shall work under the direction of the Area Vice President of their respective Area. They shall perform other duties and responsibilities as may be assigned by their Area Vice President.

## **Section 10 - Local Executive Board**

A. The duties of the Local Executive Board shall be as follows:

1. Be responsible for making decisions and taking action on behalf of Local Membership between Local or Area meetings on all matters concerning the good and welfare of members.
2. Meet as necessary. The Local President shall call a meeting of the Executive Board whenever requested by a majority of the board members to do so.
3. Cause an annual budget to be prepared and presented to the membership.
4. Be responsible for the operation of strike action procedures as outlined in the Constitution.
5. Actions and decisions of the Executive Board are subject to the approval of the membership.
6. A majority of the Executive Board shall constitute a quorum.

## **ARTICLE XIII- CONDUCT OF MEETINGS AND QUORAM:**

### **Section 1:**

Local and membership meetings of the Local shall be conducted under these By- Laws and in conformity with the National Union Constitution. On questions where the Local By-Laws or the National Constitution does not clearly apply, Roberts Rules of Order shall govern.

### **Section 2:**

The members in attendance at a Local or membership meeting shall constitute a quorum, provided due notice is given.

### **Section 3:**

A majority of the Executive Board, or the majority of the members of a Committee shall constitute a quorum for those bodies.

## **Section 4:**

Motions made at membership meetings that affect the entire membership shall be referred to the Executive Board for the purpose of determining whether or not the motion is in order under these By-Laws and the Union Constitution. The Executive Board may refer motions to committee or to the membership through all of the membership meetings. Action taken by the Executive Board on Motion shall be part of the Executive Board report.

## **ARTICLE XIV - NOMINATION AND ELECTION OF LOCAL OFFICERS AND AREA VICE PRESIDENTS**

### **Section 1 - Nomination/Elections**

- A. Nominations for President -First Convention Delegate, Executive Vice President - Second Convention Delegate, Secretary/Treasurer - Third Convention Delegate shall be Local wide. Area Vice President nominations must come from the respected Area.
- B. The President, Executive Vice President, Secretary/Treasurer and Area Vice President shall serve as Local delegates during their term of office. In the absence of any above listed officer, the respective Alternate Delegate shall serve as Delegate.
- C. The term of office shall be three years or until their successors have been duly elected and qualified.
- D. President, Executive Vice President, Secretary/Treasurer and Area Vice President shall be elected by a majority of votes cast.

Each election year, the Election Committee shall conduct nominations and Local elections in the following manner:

- 1. Nominations for Local Officers and Executive Board shall be held at the regular scheduled membership meeting on the 2<sup>nd</sup> Tuesday in September.
- 2. Nominations may be made by a nominating committee, with the right of members to nominate from the floor, or by petition.
- 3. If there is only one (1) nominee for any position, the nominee shall be elected by acclamation. Write-in votes are not permitted.

4. Election shall be conducted via U.S Mail in the month of October with ballots being mailed to the last known address of each member in good standing.
5. The Local Executive Board shall take office on the 2<sup>nd</sup> Tuesday in December.

## **Section 2 - Local Election Committee:**

- A. The nominations and election of Local Officers, Executive Board members and delegates to CWA Conventions/Meetings shall be conducted under the supervision of the Election Committee. The Committee shall have the authority and responsibility to see nominations and elections are conducted in accordance with federal and/or provincial law, the CWA Constitution and these Bylaws with reasonable opportunity for each member to nominate and vote for the candidate of his/her choice.
- B. The Election Committee shall also conduct any referendums submitted to the membership. The Committee shall preserve the ballots and all other election records for one year.
- C. A member shall not be permitted to serve on the Election Committee if he/she is a candidate for any office of the Local or a delegate to the CWA Convention/Meetings.
- D. All questions concerning the conduct and challenges of the elections shall be determined by the Election Committee, subject to the right of appeal to the Executive Board and Membership of the Local in accordance with Article XV of the CWA Constitution.

### **Section 3 - General Provisions**

- A. In the case of elections requiring a majority vote, if no one nominee receives a majority on the first ballot, a runoff election shall be conducted, and the two nominees receiving the greatest number of votes on the first ballot shall be the nominees on the second ballot.
- B. Only members in good standing shall be eligible to vote or hold office.
- C. Prior to the year leading up to elections to be nominated for office, you are required to have attended two membership meetings.
- D. No elected officer of the Local shall be qualified to take office until he or she meets the qualifications and requirements set forth in these BY-LAWS, the CWA Constitution, or any state or federal law.
- E. The term of office shall be three years.

### **Section 4- Vacancies:**

- A. A vacancy in the office of the Local President shall be filled by the Executive Vice President.
- B. Vacancies in other Local Offices will be filled through appointment of Local officers or by election (same manner as required for regular elections).

## **ARTICLE XV - STRIKES**

The calling, conduct, and termination of strikes affecting this Local shall at all Times be carried on in compliance with rules Prescribed by the Union and Article XVIII of the CWA Constitution.

## **ARTICLE XVI - CHARGES, TRIALS AND APPEALS**

**Section 1** -Members of this Local may be fined, suspended, and/or expelled for any of the Acts enumerated in Article XIX of the Union Constitution.

**Section 2** - Any accused person shall be tried under the provisions of Article XX of the Union Constitution.

**Section 3** - A member or officer of this Local, upon being found guilty by a Local Trial Court, may appeal as provided in Article XX of the Union Constitution.

**Section 4** - A trial court of this Local shall be composed of five (5) persons in accordance with the Constitution must be randomly selected from among the members of this Local who are not parties to the proceedings.

## **ARTICLE XVII - RECALL OF OFFICERS**

- A. The President, Executive Vice President, Secretary/Treasurer and Area Vice President may be recalled in conformity with the provisions of Article XXI, Section 2 and XXI, Section 8 of the Union Constitution.

## **ARTICLE XVIII-AMENDMENTSTO LOCAL BY-LAWS**

After adoption, these BY-LAWS may be amended by a majority of the members voting in a referendum of the Local.

## **ARTICLE XIX-REFERENDUM OF THE LOCAL**

- A. The Local Election Committee shall submit any questions to a referendum of the membership, when directed to do so by action of the Executive Board or by Motion approved by the membership at membership meetings.
- B. Questions submitted to referendum shall be determined by a majority vote of those voting on the questions.

## **ARTICLE XX - FISCAL YEAR AND AUDIT**

- A. The fiscal year of this Local shall be from October 1<sup>st</sup> of each year to and including September 30th of the succeeding year.
- B. The financial records of this Local shall be audited by a Certified Public Accountant and the Finance Committee of the Local, at the end of each fiscal year. The results of such audit shall be made available for the inspection of any member of the Local and a copy thereof shall be sent to the District Vice President.

## **Article XXI – REIMBURSEMENTS**

- A. Lost wages will be reimbursed at the rate of pay of the member's current bargaining unit position including any premiums they are entitled to.
- B. Any member authorized to attend out of town functions will be reimbursed for all mileage and per diem at the IRS maximum rate.
- C. Any member authorized to attend out of town functions will be reimbursed for incidentals with proper receipts such as taxi, airport parking, authorized rental cars, subway, buses, or similar expenses.
- D. Any member authorized to attend out of town functions will be reimbursed with proper receipts for hotel room charges only.
- E. When traveling all members are required to use the most economical mean of transportation available.
- F. If the Company denies a member's deployment authorized by the Local President, the member may swap off from their regularly scheduled shift for Union activity and will be reimbursed for lost wages.
- G. Executive Board Members will be able to contribute to the Local's 401(k) plan and receive the match provided by the current CBA.
- H. Local 3642 will pay \$225.00 per month stipends for the President, Executive Vice-President, Secretary/Treasurer. The Area Vice-President's and all ~~Area Representatives~~ \$125.00 stipend per month. The finance committee reserves the right to revisit the said stipends if the local begins to have a financial crisis and adjust as finances dictate with committee and membership approval. 1/23/26 revised Tammy Scott



- I. Any Officers (President, Vice-President, Secretary/Treasurer or Area Vice President) who is retired from bargaining unit employment will be paid a salary using the pension formula below:  
Hourly rate of American Airlines last bargaining unit position  
Minus hourly rate of pension equals hourly rate paid for time worked at CWA Local 3642.
- J. Retired members who wish to remain active in CWA Local 3642 may pay \$4.00 per month until the PBGC determines what their monthly pension will be.
- K. All Employees including those on Voluntary Leave of Absence are limited to a total of 40 hour combined compensation per week.

## **ARTICLE XXII - OATH OF OFFICE**

Each elected officer of the Local, 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 Local 3642, Communications Workers of America, with full knowledge of the responsibilities and duties of such office."

"I promise to faithfully discharge my duties according to the By-Laws and Rules of the Local and the Constitution and policies of the Union."

"I further promise to give my successor in office all books and records in my possession. I shall at all time's endeavor to serve my Local and the Union to the best of my ability, so help me God."

## ARTICLE XXIII - ADOPTION

These By-Laws shall be adopted upon the approval of a majority of the members voting upon their adoption in the Membership meeting called for that purpose or by referendum of the membership.

BYLAWS Revised by TA *G. Redd.* 4/1/2021

Revised BYLAWS Adopted Revised by President *Tammy Scott* 9/14/2021

Revised BYLAWS Adopted Revised by President *Tammy Scott* 8/13/2024

Revised BYLAWS Adopted Revised by *Tammy Scott* 12/10/2024

Revised BYLAWS Adopted Revised by *Tammy Scott* 1/ 23/2026

Revised BYLAWS Adopted \_\_\_\_\_

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