



BYLAWS



Columbia Typographical Union No. 101-12

COMMUNICATIONS WORKERS OF AMERICA, LOCAL 14200

America's Oldest Labor Union
Organized January 7, 1815

2024

LOCAL UNION OFFICERS

President: *Michael Maher*
Executive Vice President: *Dolores Slack*
Secretary-Treasurer: *John Mogavero*

EXECUTIVE BOARD

Michael Maher Dolores Slack
John Mogavero Michael Divver
Timothy Terrell Mary Stanfield
Mary O'Brien

BYLAWS COMMITTEE

Richard Anderson Michael Divver Dolores Slack

These Bylaws have been adopted by Columbia Typographical Union, No. 101-12 for the regulation and procedure of members of this Union. Any provision herein which is found to be contrary to CWA laws, or by authoritative determination to be contrary to civil laws, shall not be enforced until such laws are changed to permit the intended application of the laws herein.

Revised to April 1, 2024, under supervision of the Bylaws Committee.

ORDER OF BUSINESS

Pledge Of Allegiance.
Reading of minutes of previous meeting.
Awarding of longevity emblems.
Reading of bills.
Reports of committees.
Reports of officers of the union.
Unfinished business.
New business.
Good and welfare of the union.

BYLAWS

ARTICLE I

Names, Jurisdiction, and Objectives

SECTION 1. This Local Union shall be known as Columbia Typographical Union No. 101-12. For internal union purposes this Local Union shall also be known as Local 14200 of the Communications Workers of America.

SEC. 2. The jurisdiction of this Local Union shall be the jurisdiction assigned by the Communications Workers of America and appearing on the face of the Local Charter.

SEC. 3. The objectives of Columbia Typographical Union No. 101-12 shall be to represent and serve the interests of all members of our Local Union and all other workers within our jurisdiction in accordance with Local Bylaws and Rules, and the Constitution and Policies of the Communications Workers of America.

SEC. 4. All official acts and publications shall be in the name of "Columbia Typographical Union No. 101-12." and be signed by the President and attested by the Secretary-Treasurer or Executive Vice President, under seal.

SEC. 5. The Local Union shall not be dissolved, or its charter surrendered except under the procedural steps outlined in Article XIII of the CWA Constitution.

SEC. 6. Words in these Bylaws indicating the masculine gender shall be deemed also to refer to the feminine gender.

ARTICLE II
Local Structure

SECTION 1. The structure of the Local Union shall consist of the following:

- (1) Membership
- (2) Executive Board
- (3) Officers
- (4) Committees and Delegates

SEC. 2. The membership shall consist of individuals working under collective-bargaining agreements negotiated by this Local Union (active members), individuals engaged in organizational activities within the jurisdiction of the Local Union, retired or disabled individuals (inactive members), and such other classifications of membership as provided for by the CWA or as determined to be in best interests of the Local Union.

SEC. 3. The officers of the Local Union shall be a President; Secretary-Treasurer; Executive Vice President; an Executive Board, and a Sergeant-at-Arms.

SEC. 4. The committees and delegates to be appointed by the President are:

Committees Bylaws—Three members.

Board of Elections—Three members. Organization—Three members.

Delegates

Allied Printing Trades Council—Full quota.

Metropolitan Washington Council, AFL-CIO— Full quota.

Maryland State and District of Columbia AFL- CIO—Full quota.

GPO Joint Council of Unions—One delegate and one alternate.

Mid-Atlantic Conference of Printers and Mailers—Full quota.

Newspaper Council of Unions—Full quota.

International Typographical and Mailer Conference President, Secretary-Treasurer.

CWA District, State and Area Meetings and Conferences-Full quota.

AFL-CIO Regional Conferences—President.

SEC. 5. The President may appoint other committees and delegates as he determines to be in the best interest of the Local Union.

SEC. 6. The chairmen of GPO chapels shall constitute a committee to be known as the GPO Chairmen's Chapel. It shall meet before the regular Local Union meeting and in special session at the call of its chairman (also known as the Union Steward of the GPO bargaining unit), to discuss conditions in the trade relating to their various chapels and make written reports to the union. The committee shall be governed by its Bylaws.

SEC. 7. The GPO Bargaining Committee shall be nominated and elected in accordance with the GPO Chairmen's Chapel Bylaws.

SEC. 8. In all other bargaining units within the jurisdiction of the Local Union, bargaining (scale) committees shall be composed of the Local Union President, the Union Steward (chairperson) and Bargaining Committee members selected from the bargaining unit.

SEC. 9. The Local, in May and September, if requested, will provide to the membership the following:

- (1) Current number of working members;
- (2) Current number of retired members who are eligible to run for and vote for all local matters;
- (3) Current number of retired members who are only eligible to vote for all local matters except delegates to the convention;
- (4) Current number of Not-At-Trade (NAT) members.

The Local will provide this information in one of the following three ways:

- A. Printed in the May and September bulletins;
- B. Mailed to the membership on CTU 101-12 official letterhead; or
- C. Emailed to members who provide their email address to the Local.

ARTICLE III

Dues and Assessments

SECTION 1. Members of the Local Union shall pay local dues of one percent of such members' regular projected straight-time earnings plus all dues and assessments required by the CWA. Dues shall not be paid on shift differential pay, bonus pay or extra pay received for work performed on holidays.

SEC. 2. Proprietor members, Not-at-Trade members, others employed but not engaged in production work in the graphic arts, printing, publishing, electronics and communications industries, or those precluded from the collective bargaining process, may retain their membership with the approval of the local Union and payment of \$35.00 per month plus all CWA dues and assessments.

SEC. 3. Members who are unemployed and unable to secure work, and members who are listed as sick during an entire calendar month shall pay local dues of \$1.00 per month and all necessary CWA dues and assessments.

SEC. 4. All delinquent members shall be required to pay a cumulative fine of \$10.00 per month on each delinquent card for each month of delinquency and their names and the amounts collected shall be published in the Bulletin. A service charge of equal to the bank charge shall be levied upon any member who pays his or her dues with a check that is returned by the bank upon which it is drawn, and the service charge shall be collected on the next month's card following the return of such check.

SEC. 5. A special assessment may be levied by a majority of those members voting in a referendum, in accordance with Article VI, Section 3, CWA Constitution.

SEC. 6. During the first month of retirement, members shall determine their future dues structure: Full membership in the Communications Workers of America including membership in the Columbia Typographical Union No.101-12 will pay \$24.00 per year. Retaining membership in Columbia Typographical Union 101-12 only will pay \$12.00 per year.

ARTICLE IV
Governing Authority

SECTION 1. The affairs of this Local Union shall be governed by its membership in accordance with the CWA Constitution and the policies of the Union in the following manner:

- A. Through action taken in membership meetings or by referendum of the membership.
- B. Through actions and decisions of the Executive Board between meetings.
- C. Through actions and decisions of the Local President between meetings of the Executive Board.

ARTICLE V
Local Union Meetings

SECTION 1. Regular meetings shall be held at 9 a.m. on the third Saturday of January, May, September and November. If the regular meeting falls on a legal holiday, the meeting shall be held on the following Saturday.

SEC. 2. Special meetings may be called by the President at his discretion and shall be called on the written request of 15 members in good standing, representing at least 3 chapels. Nothing can be proposed or acted on at such meetings which is not stated in the call. Provided, that question for the consideration of which a special meeting has been held having been decided, a second special meeting for the same purpose shall not be called, unless, in the opinion of the President, or 50 members, the welfare of the Local Union requires it.

SEC. 3. Any member who signs a call for a special meeting and then is absent without sufficient reason shall be fined \$25.00, which must be charged and collected with his or her dues. Such fines may be remitted by unanimous consent at the meeting at which it is imposed.

SEC. 4. Meetings and other business of this Local Union shall be conducted under these Bylaws and Rules of the Local Union and in conformity with the CWA Constitution. On questions where the Local Bylaws, the Local Rules or the CWA Constitution do not clearly apply, Robert's Rules of Order shall govern.

SEC. 5. Minutes from the Local Union Meeting shall be made available to the membership by way of email, upon request from members. Printed copies of the minutes from the previous meeting will be made available to members at the next Local Union Meeting.

ARTICLE VI
Quorum

SECTION 1. Seven members in good standing shall constitute a quorum for the transaction of all business of the Local Union.

SEC. 2. Provided that the Local Union has made available a functioning video-conferencing platform that can verify the identity of members (the "invitation" process), members who are in good standing who choose to attend a regularly scheduled or special meeting of the Local Union via video conferencing software shall be included in the quorum count and shall have full participatory rights and privileges had they been physically present.

ARTICLE VII

Nominations, Elections and Referendum Vote

SECTION 1. The nominations for the regular election in November shall be made at the regular September meeting of the Local Union. The nomination of a person for the office of Local Union President shall also constitute the nomination of the same person as a delegate to CWA Conventions held during the term of office for which the election is being conducted. The election of officers of the Local Union shall be held the first Wednesday of November every third year. A vote cast for a candidate for the office of Local Union President, shall also constitute a vote for such candidate to serve as a delegate to CWA Conventions and Conferences held during the term of office for which the election is being conducted, in the event such candidate is elected to office. The at large delegate to the Communications Workers of America Convention shall be elected on the first Wednesday of November every third year. Qualifications for any office in Columbia Typographical Union No. 101-12, shall be membership in good standing and attend the meeting when nominations are held. A proxy will be allowed.

SEC. 2. All elections of officers and delegates and all referenda shall be conducted by U.S. Mail. Election material shall be mailed no sooner than 21 days prior to the date of the election or referendum. All material distributed to the members must contain the Union label. The Board of Elections shall conduct the counting and final tally of all votes. No member of the Board of Elections can be a candidate for any office at the time of balloting. All material mailed to the membership for the election of officers must contain a return prepaid-postage envelope.

SEC. 3. No member of the Local Union shall be allowed to vote for local officers unless he or she shall have been a member of the Local Union at least thirty days immediately preceding said election and must be in good standing.

SEC. 4. The nominees for President, Executive Vice President and Secretary-Treasurer receiving a majority of the votes cast shall be declared elected. If no nominee has a majority on the first ballot, the vote shall be taken again and the two nominees having the greatest number of votes on the first ballot for each office shall be nominees on the second ballot.

SEC. 5. The nominees for all other positions on the ballot who receive a plurality of votes shall be declared elected.

SEC. 6. The officers elect shall be installed at the regular Local Union Meeting in January.

SEC. 7. Should a vacancy occur in the office of President, Executive Vice President or Secretary-Treasurer six (6) months or more before the regular election, said vacancy shall be filled by a special election. Nominations and a date for the special election shall be established at the next regular meeting of the Local Union.

SEC. 8. Should a vacancy occur in the office of President within less than six (6) months of the time for holding the next election, said vacancy shall be filled by the Executive Vice President.

SEC. 9. Should a vacancy occur in the office of Executive Vice President or Secretary-Treasurer within less than six (6) months of the time for holding the next election, said vacancy shall be filled by appointment of the local President with the approval of the Executive Committee.

SEC. 10. To become and remain eligible for offices which specify representation of a particular sector of the Local Union shall require employment in that sector during nomination, election and during term of office. Members retiring from a particular sector shall be eligible for nomination and election from the sector from which they retired.

SEC. 11. The resignation of any officer or member authorized to receive or disburse money for the Local Union, shall not be accepted until the accounting firm employed by the Local Union has examined his or her accounts and pronounced them correct. The Executive Board shall then be authorized to accept the resignation.

SEC. 12. In case of death, or inability to act, of a delegate-elect to the CWA Convention, the at large delegate with the next highest vote total shall be entitled to the same authority, privileges, and remuneration accorded a delegate.

SEC. 13. The President shall have the power to fill a vacancy in any office by appointment until the vacancy is filled by election with the approval of the Executive Committee.

SEC. 14. Any member desiring to appeal the results of any election shall do so in accordance with the CWA Constitution. If a member files an appeal to any election, the Local must carry out the appeal process as stated in the CWA Constitution, Article XV_Elections, Section 4_General Provisions_(b).

SEC. 15. A referendum vote may be ordered by the Executive Board, by a majority of the members present and voting at a regular or special meeting of the Local Union.

ARTICLE VIII

Affirmation of Office

SECTION 1. Each elected officer of the Local Union, after meeting all other qualifications, shall be duly installed upon taking the following affirmation of office:

I (give name) hereby accept the office of (name of office) of Columbia Typographical Union No. 101-12, Communications Workers of America, with full knowledge of the responsibilities and duties of such office. I affirm to diligently discharge my duties according to the Bylaws and Rules of the Local Union and the Constitution and policies of the CWA. I further affirm to give my successor in office all books and records in my possession. I shall at all times endeavor to serve my Local Union and the Communications Workers of America to the best of my ability.

ARTICLE IX

Delegates to International Conventions

SECTION 1. Effective with the Local Union election of 2000, delegates to the CWA Convention shall be the Local President. The alternate delegate will be the nominee receiving the next highest number of votes.

ARTICLE X

Funds

SECTION 1. There shall be established a General Fund, a Defense Fund and such other funds of the Local Union as determined by the Executive Board.

SEC. 2. All dues, interest and other moneys received by the Local Union shall be deposited into the General Fund unless specifically designated for another Local Union fund.

SEC. 3. The funds of the Local Union may be expended by the officers up to the amount of the approved budget in each category. Any increase in the approved budget must be approved either by the Executive Board or the general membership. Available funds of the Local Union may also be appropriated in an amount of up to \$1,000.00 by the Local Union President, the Executive Board, or the Local Union. Available funds of the Local Union may also be appropriated for other purposes as may be directed by three-fourths vote of the members present and voting at a regular or special meeting of the Local Union. Proposals calling for the appropriation of more than \$1,000.00 must be printed on the call in the Bulletin or may be adopted by a majority referendum vote. There shall be no motion entertained by the presiding officer for an appropriation unless the amount asked for is available in excess of the amount necessary for the current expenses of the month. Proposals calling for the expenditure of funds in excess of \$3,000.00 must receive a majority vote in a local referendum.

SEC. 4. Each year the President shall submit, at the May Local Union meeting, a proposed budget for the next fiscal year. It may be amended by a majority vote at the September meeting. If there is no majority vote in objection at that meeting the budget shall be in effect and the President shall disburse funds as authorized by said budget. Any proposal to expend additional funds shall require a majority vote of the members in attendance at a regular or special meeting.

SEC. 5. The President shall print a report in the January Bulletin comparing actual expenditures for the previous year with the approved budget.

SEC. 6. The President shall have an Accountant/Auditor examine the financial records of the Local Union at the end of each fiscal year and prepare an annual financial report which must be examined by the Local Executive Board and presented at the regular January membership meeting. The President shall ensure that all required reports are filed with the appropriate authorities.

SEC. 7. Upon being notified of the death of any member of Columbia Typographical Union No. 101-12, a floral or other appropriate tribute will be sent during the bereavement period.

ARTICLE XI

Amendments

SECTION 1. Proposed amendments to the Bylaws shall be submitted to the Bylaws Committee no later than the May Local Union meeting. All amendments shall have a recommendation of a majority of the Committee.

SEC. 2. Propositions must specify the article and section of the Bylaws of all sections to be altered, in any manner, and must be submitted in duplicate.

SEC. 3. All propositions shall be read at the May Local Union meeting, and unless ruled out of order, must be printed in the September Bulletin. Propositions shall then be voted on at the September meeting of the Local Union.

SEC. 4. Amendments of the Bylaws shall require concurrence of two-thirds of the members present and voting at a Local Union meeting, and then by a majority of those voting in a referendum vote and shall be printed in the November Bulletin. All material mailed to the membership for a referendum vote for changing the Bylaws must contain a return prepaid-postage envelope and sent to the membership for approval or disapproval no later than twenty-one (21) days after the September meeting. Results of

the referendum vote shall be printed in the Bulletin with Bylaw changes approved by the membership becoming effective on the first (1st) day of the month following the referendum vote.

SEC. 5. When in the opinion of the President an emergency exists, and such opinion is concurred in by the Executive Board, a proposal to amend the Bylaws may be submitted at a time other than stated above for ratification at either a regular or special meeting and then by a referendum of the membership.

ARTICLE XII

Duties of Officers

President

SECTION 1. The Local President, as the principal executive officer of the Local Union, shall have full authority to execute the policies of the Union; shall preside at all meetings of the Local Union and of the Executive Board; shall enforce the CWA Constitution, Local Bylaws and Rules; shall appoint committees and delegates except as otherwise provided for in these Bylaws; shall have the responsibility of negotiating all contracts for the Local Union; shall decide all questions on contracts and on Local or CWA laws, his decisions to be binding until reversed by the Union on appeal; shall issue a Bulletin which must be circulated to the membership; shall have the authority to employ with the approval of the executive committee, necessary employees of the Local Union and to retain necessary professional services for the Local Union; shall be custodian of all Local Union property; shall represent the Local Union at official meetings of the AFL-CIO and its subordinate bodies, CWA or other organizations with whom the Local Union is associated; shall have such additional duties as assigned by the Local Union or required by the Constitution or policies of the Union.

SEC. 2. All printed communications from Columbia Typographical Union 101-12 to the membership, must be on CTU 101-12 official letterhead; all communications from Columbia Typographical Union 101-12 by email, must be through the CTU 101-12 official email account.

Executive Vice President

SECTION 1. The Executive Vice President shall work under the direction of the President and shall perform such duties as may be assigned by the President; shall have the authority to countersign all checks drawn on the Local Union treasury in the event the President and/or the Secretary-Treasurer is unable to perform such duty; shall fill a vacancy in the office of President caused by death, resignation or disability.

Secretary-Treasurer

SECTION 1. The Secretary-Treasurer shall work under the direction of the President and shall perform such duties as may be assigned by the President; shall maintain a record of the Local Union membership; record all dues paid by retired members, distribute receipts of same; and shall keep minutes of all Local Union meetings and Executive Board meetings; shall furnish the District Vice President and the CWA Secretary-Treasurer with two copies of any changes in the Local Union Bylaws within ten (10) days after such changes are adopted; be responsible for furnishing the CWA Secretary-Treasurer with all proper forms signed by the Local Officers which are required by city, state or federal laws immediately upon their execution; shall pay all bills approved by the Local Union President, Local Executive Board or the Local Union.

ARTICLE XIII
Executive Board

SECTION 1. The Executive Board of the Local Union shall consist of the President, Executive Vice President, Secretary-Treasurer, and four (4) members elected at large from the entire membership of the Local Union.

SEC. 2. The President shall preside over the meetings of the Executive Board and shall call meetings when required in accordance with Local Union Bylaws.

SEC. 3. The Executive Board shall be responsible for making decisions and taking actions on behalf of the Local Union between membership meetings not otherwise provided for in these Bylaws and CWA Constitution.

SEC. 4. The President shall notify each chapel in the Local Union as to a scheduled meeting and the agenda for said meeting at least five (5) working days in advance of said meeting. Interested members may attend and voice their opinions on any business on the meeting agenda. Only members of the Executive Board may vote on matters before the Executive Board.

SEC. 5. A quorum of four (4) Executive Board members is required to hold an official meeting of the Executive Board. If a video-conferencing software platform is available, the presiding officer shall have authority to permit the Executive Board to meet utilizing this method of telecommunication.

ARTICLE XIV
Membership

SECTION 1. Any person eligible for membership in the CWA shall be eligible for membership in this Local Union.

SEC. 2. Membership in this Local Union may be obtained after completion of an application for membership, payment of the Local Union initiation fee of \$10.00, subject to the right of the Local Union to overrule the application. In the event an application for membership is denied, the initiation fee shall be refunded.

ARTICLE XV
Bonding

SECTION 1. All Local Union officers, employees and chapel chairman shall be bonded in accordance with Federal laws and the CWA Constitution. All costs for such bonds shall be paid by the Local Union.

ARTICLE XVI
Compensation

SECTION 1. The President shall be paid \$25,000.00 per annum, payable quarterly. The President shall also receive \$200.00 per month for incidental expenses; shall be allowed 15 days annual leave, to be taken at his/her discretion, but not more than 10 days may be carried over to a following year; shall be allowed 10 days of sick leave annually and, if hospitalized or seriously ill, shall be allowed not more than 20 additional days in any one term of office; shall have contributions made into the CWA/ITU Pension Plan on his behalf; and shall be allowed such other reimbursed expenses as authorized by the Executive Board. When employed by the Union, the President shall be compensated for actual loss of time during their regular working hours at the rate received at their regular employment.

SEC. 2. The Executive Vice President shall be paid \$1,250 per annum. When employed by the Union, the Executive Vice President shall be compensated for actual loss of time during their regular working hours at the rate received at their regular employment.

SEC. 3. The Secretary-Treasurer shall be paid \$4,000 per annum, payable at the close of each quarter. When employed by the Union the Secretary-Treasurer shall be compensated for actual loss of time during their regular working hours at the rate actually received at their regular employment.

SEC. 4. The Delegate to the convention of the Communications Workers of America shall receive coach air or rail fare plus hotel expense and \$35 per day per diem.

SEC. 5. Sergeant-at-Arms shall be paid \$10 for each meeting he or she acts in that capacity.

SEC. 6. Members of Committees—Every effort shall be made to eliminate loss of time by committees. If necessary, committee members shall be compensated for actual loss of time during their regular working hours at the rate actually received at their regular employment.

SEC. 7. Delegates to the Maryland State and District of Columbia AFL-CIO and any other official conferences of the AFL-CIO or CWA, shall receive coach public transportation or mileage at the current authorized level of the Federal Government, plus hotel expense and \$35 per day per diem.

SEC. 8. Each member of the Board of Elections shall volunteer for services rendered in a local election.

SEC. 9. The Chairpersons of chapels shall be compensated by 5 percent of the gross amount of Local Union dues collected. Provided that a chairperson shall not be paid less than \$5.00 nor more than \$400.00 per month. Commissions will be paid to the chairperson at the close of each quarter.

SEC. 10. Any employee hired by the Local, full time, part time or contractor, must be approved by the Executive Board. Any benefits such as vacation time, sick time, health plans or pension contributions, must be approved by the Executive Board.

SEC. 11. For compensation purposes, the calendar quarters are defined as follows:

- A. **1st quarter:** January, February, and March
- B. **2nd quarter:** April, May, and June
- C. **3rd quarter:** July, August, and September
- D. **4th quarter:** October, November, and December

ARTICLE XVII

Interpreter for the Deaf

SECTION 1. The Local Union shall provide an interpreter for deaf members at all regular and special meetings of the Local Union. The interpreter must be fully qualified for the task. Preference shall be given to a member of the Local Union who is a registered R.I.D. interpreter.

ARTICLE XVIII

Bargaining Units and Union Stewards

SECTION 1. Bargaining Units shall be administered in accordance with the CWA Constitution. In all cases where a decision is desired members must apply first to the Union Steward for such decision. The Union Steward shall render a decision in writing within ten (10) working days after receiving a written request for his or her decision.

ARTICLE XIX

Appeals

SECTION 1. A member may appeal a decision of a chapel chairperson to the Local President by submitting such appeal in writing to the Local President within 10 calendar days of receipt of the decision. The Local President shall render a decision on the appeal within 15 days of receipt of the appeal.

SEC. 2. A member may appeal a decision of the Local President to the Local Executive Board by submitting such appeal in writing within 10 calendar days of receipt of the decision. The appeal shall be considered at the next meeting of the Local Executive Board, which shall be scheduled within 30 days of receipt of the appeal.

SEC. 3. The decision of the Local Executive Board shall be printed in the Local Bulletin and acted on at the next regularly scheduled meeting of the Local Union.

SEC. 4. A member may appeal a decision of the Local Union in accordance with the provisions of Article I, Section C of CWA Internal Appeals Procedures.

ARTICLE XX

Charges and Trials

SECTION 1. Members of this Local Union may be fined, suspended, or expelled for any of the acts enumerated in Article XIX of the CWA Constitution.

SEC. 2. Any accused person shall be tried under the provisions of the CWA Constitution as defined in the Uniform Operating Practice Manual.

SEC. 3. A trial Court shall be composed of five members of this Local Union who are not parties to the proceedings.

SEC. 4. A member or officer upon being found guilty by a Local Union Court may appeal as provided in Article XX of the CWA Constitution.

ARTICLE XXI

Complaints

SECTION 1. The purpose of this procedure is to provide reasonable regulations for the consideration and review of complaints of members regarding actions of the International Union, Local Union, Local officers or governing bodies, which are alleged to be in violation of the CWA Constitution, Local Bylaws, rights and privileges of members, a copy of which may be obtained by a request in writing to the Local Union office.

SEC. 2. Procedures shall follow Article I of CWA's Internal Appeals Procedures.

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