SAMPLE BYLAWS
FOR CWA RETIRED MEMBERS’ CHAPTER

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

Passages in italics are optional

**************************************************
INDEX

Article I-Objective
Article II-Name
Article III-Jurisdiction
Article IV-Structure
Article V- Membership
Article VI-Dues
Article VII-Meetings
Article VIII-Executive Board
Article IX-Officers and their Duties
Article X-Committees
Article XI-Rules
Article XII-Oath of Office

ARTICLE I
Objective

The objective of this CWA Retired Members’ Chapter shall be:

A. to unite CWA retired members in a cohesive organization that can, in
conjunction with the CWA Retired Members’ Council, other unions
and like-minded organizations, develop effective support for programs
on federal, state-wide, and community levels to bring about retirement
security for all.

B. to foster fraternal ties of CWA members into the years of retirement;

C. to promote and support collective bargaining agreements and public
policy that assist retired members in securing medical care,

prescription drugs and other consumer goods and services at prices
they can afford to pay;

D. to promote active support of retired members for CWA objectives;

E. to keep CWA informed of special problems of retired members;

F. to affiliate with state chapters of the Alliance for Retired Americans.

ARTICLE II
Name
This Chapter shall be known as CWA Retired Members’ Chapter ________ chartered on __________

ARTICLE III
Jurisdiction
The Chapter was sponsored by Local ________, but membership is open to all CWA Retired Members’ Council Lifetime members.

ARTICLE IV
Structure
The structure of the Chapter shall be:
(1) Membership (3) Officers
(2) Executive Board (4) Committees

ARTICLE V
Membership
Section 1-Eligibility
The qualifications for membership shall be that the individual is a lifetime member of the CWA Retired Members’ Council.

ARTICLE VI
Dues
Each member of the Chapter shall pay dues in an amount established by the membership.

ARTICLE VII
Meetings
Section 1-Regular Meetings
Regular meetings shall be held on the ______________________ of each month, except when the meeting date falls on a recognized holiday in which event a substitute day of meeting may be set at the preceding meeting.

Section 2-Special Meetings
1. Special meetings may be called by a majority vote of the Chapter officers or by the President.

2. Members shall be notified by email, postal mail or other appropriate methods at least 48 hours before special meetings are due to be held.

Section 3- Quorum
The number constituting a quorum for Chapter meetings shall be those present.

ARTICLE VIII
Executive Board

Section 1
The Executive Board shall consist of all Chapter officers. The President of the Chapter shall be Chairperson of the Executive Board and the Chapter Secretary or the Secretary-Treasurer shall be the Secretary of the Executive Board.

Section 2
The Executive Board shall meet at least once a ________ to transact any business referred to it by this Chapter. The Chairperson and Secretary of the Executive Board may call a special meeting by notifying all members of the Board

Section 3
It shall be the duty of the Executive Board to deliberate upon all matters referred to it by this Chapter and other matters coming to its attention for the good and welfare of the Chapter and report as soon as possible its recommendations to the Chapter.

Section 4
All vacancies of Officers between regular elections covering Officers and Executive Board members shall be filled by appointment by the President of the Chapter with the approval of the Executive Board.

Section 5
No one should hold more than one office at a time.

Section 6
An accurate record of all proceedings of the Executive Board shall be maintained.

Section 7
A majority of the members shall constitute a quorum for Executive Board meetings.

ARTICLE IX
Officers and their Duties

Section 1-Officers
1. The Officers of the Chapter shall be nominated and elected during the months of September, October, November, and December of every even numbered year.

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

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

Section 2-Duties

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

1. The duties of the Officers shall be as follows:
   - The Chapter President Shall-
     1. Be responsible for the conduct of all Chapter business;
     2. Preside at Membership and Executive Board meetings;
     3. Supervise all Committees.

2. The Chapter Vice President Shall-
   1. Work under the direction of the President.

3. The Chapter Secretary Shall-
   1. Maintain a record of the Chapter membership;
   2. Record and maintain the minutes of all meetings of the Chapter and the Executive Board.

4. The Chapter Treasurer shall-
   1. Be custodian of all assets of the Chapter;
   2. Report to each membership meeting on the financial status of the Chapter;
   3. Cause the payment of all bill approved by the President and/or the Executive Board.

ARTICLE X
Committees

A. The Chapter shall have at least the following regular Committees;

1. Audit/Finances
2. Elections
3. Organizing/Membership
4. Legislative/Political
5. Bylaws
6. Community Services
7. Pension and Benefits
2. Members of all Committees shall be appointed by the President with the approval of the Chapter’s Executive Board, subject to the right of the Chapter membership to overrule such appointments.

3. The majority of the members shall constitute a quorum for meetings.

ARTICLE XI
Rules

Section 1
All meetings and other business of this Chapter shall be conducted under these bylaws and rules of the Chapter. On questions where the bylaws and the rules do not clearly apply, Robert’s rules of Order shall govern.

Section 2
There shall be no bylaws, rules, or actions taken by the Chapter that would conflict with the CWA Constitution or policy.

ARTICLE XII
Oath of Office

Each elected officer of the Chapter, 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 the Retired Members' Chapter of the Communications Workers of America, AFL-CIO, CLC with full knowledge of the responsibilities and duties of such office. I promise to faithfully discharge my duties according to the Bylaws and rules of the Chapter, the Council, 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 times endeavor to serve my Chapter and the Union to the best of my ability, so help me God."