Article I. NAME.
This union shall be known as United Campus Workers – Communications Workers of America (UCW-CWA) Local 7799, referred to throughout as UCW 7799 or simply “the local”.

Article II. MISSION.
UCW 7799 unites the University of Colorado’s diverse workforce – including part-time and full-time university staff, faculty, and graduate and undergraduate laborers – to address the critical issues we all face. Our mission is to champion and defend the interests and well-being of all University labor, as well as to build and sustain social and economic justice in our workplaces and in our communities.

Article III. AFFILIATION.
The union shall be affiliated with the Communications Workers of America (AFL–CIO) per the affiliation agreement signed March 3rd, 2020.

Article IV. JURISDICTION.
The jurisdiction of the union shall be workers employed by the University of Colorado, on any campus, who are not already part of the union mandated by the laws of the State of Colorado.

Article V. STRUCTURE.
The structure of the union shall consist of the following:
1) The Membership.
2) The Executive Board.
3) The Local Officers.
4) Various Work Committees.

Article VI. GOVERNING AUTHORITY.
The affairs of the union shall be governed by its membership in accordance with the Constitution and policies of CWA 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 membership meetings.
(c) Through actions of the Local Officers between meetings of the Executive Board.
Article VII. MEMBERSHIP.

Section 1. Eligibility.
(a) All workers within the union’s jurisdiction who support the organization’s mission are eligible for membership, regardless of employer, craft, skill, age, race, gender, sexual orientation, religious or political beliefs or affiliation, disability, or immigration status. Even workers with disciplinary power over other workers are eligible for membership. Wherever possible, in the event of a dispute between union members that are supervisors/managers and regular employees, the dispute shall be mediated by a union member from another section of campus.
(b) Partners and spouses of members and workers who have retired from public service employment may join as regular members with minimum dues set at the part-time rate.

Section 2. Admission to Membership.
Membership in the union shall be obtained upon the approval of a Membership Committee authorized to accept or reject membership on behalf of the union, subject to the right of the membership to overrule the decision of the Membership Committee. The Membership Committee shall have no fixed size, but must include at least one Local Officer and one member of the Executive board.

Section 3. Retirement and Resignation.
(a) Members in good standing who retire or otherwise leave public service employment may have their membership continue with minimum dues set at the part-time rate.
(b) A member may resign in writing to her/his Chapter Vice-President or member of the organizing staff.

Section 4. Membership Meetings.
(a) Membership meetings shall be held at least quarterly. The membership shall have the power to determine the actual frequency and/or number of membership meetings to be held each year.
(b) All decisions made in membership meetings shall be made by a method to which all present members consent.
(c) The time and place of membership meetings shall be set by the Executive Board.
(d) Special membership meetings may be called by the Executive Board, or by petition of ten percent (10%) of the members, submitted to any member of the Executive Board or Local Officers.
Section 5. Membership data

(a) Membership data shall include but is not limited to information collected on membership forms, through grievance processes, and interest lists.
(b) Membership data shall be held in trust by UCW 7799
(c) Membership data shall not be disclosed to any outside organization for any reason other than as required for administration of the local. In the event that data must be disclosed for this reason, members shall be provided a transparent and up-to-date record of all such disclosures.
(d) The local’s Executive Board and staff shall take all reasonable precautions to maintain the confidentiality of membership data.

Section 6. Rights of Membership.

(a) The membership shall have full power over all matters, including the election of Local Officers, setting the amount of Local monthly dues, and otherwise amending these Bylaws.
(b) The membership may at any time require from any union member or body a full and detailed statement of account of any action or business done in the name of the union. This statement may be requested at any membership meeting, or through referendum (see Article XIV), and with sufficient time given to prepare a thorough report.
(c) No member(s), Local Officer(s), or staff may enter into any agreement in the name of the union without approval of the Executive Board or the membership (see Article XIV).

Article VIII. LOCAL OFFICERS.

Section 1. Definition.

The Officers of the union shall be Local President, Local Vice President, Local Treasurer, and Local Secretary. During the initial organizing period, the Officers will be part of a Steering Committee, to be elected by the membership, and will not have specific responsibilities.

Section 2. Responsibilities.

(a) The Local President shall serve as the primary contact person for the union, shall enforce these Bylaws, shall report all actions of the Executive Board and Local Officers to the membership, and shall preside at all meetings of the union or arrange otherwise.
(b) The Local Vice President shall assist the Local President, help coordinate activities throughout the Local, and perform the duties of the Local President in her/his absence.
(c) The Local Treasurer shall be responsible for the maintenance of all bank accounts and for the account of all receipts and expenditures to the membership and Executive Board in the form
of monthly and annual financial reports and shall cause the proper filing of all reports or filings required by federal, state or local law.

(d) The Local Secretary shall be responsible for the recording and distribution of the minutes of membership and Executive Board meetings, for the maintenance of member and mailing lists and files, for furnishing the CWA District Vice-President and the International Secretary-Treasurer with copies of any changes to these Bylaws within ten (10) days after such changes are adopted, and for certifying the Local delegates to the CWA Convention to the International Secretary-Treasurer within the time limits specified in Article VIII of the CWA Constitution (https://cwa-union.org/for-locals/cwa-constitution).

Section 3. Eligibility.

Any member in good standing shall be eligible for election as an Officer, however no member may serve in more than one (1) office.

Article IX. NOMINATION AND ELECTION OF LOCAL OFFICERS.

Section 1. Nomination.

(a) Nominations shall be made from the floor at any meeting of the union held during the month of September of an election year. It is the responsibility of the nominating member(s) to ensure beforehand that each nominee has agreed to stand for the position for which she/he is being nominated.

(b) All members must be notified of the offices to be filled and the proper method of submitting nominations at least fifteen (15) days prior to the first union meeting scheduled during September of an election year.

Section 2. Election.

(a) The election of Local Officers shall be held during the month of October of an election year. An election year shall be defined to be any year in which the local must hold elections. The election shall be conducted by either a secret ballot vote of the membership or by mail or electronic mail referendum as decided by the Local Election Committee and upon approval of the Executive Board.

(b) Notice of elections (and referendum ballots when applicable) shall be mailed or electronically mailed (emailed) to each member’s last known email address not less than fifteen (15) days prior to the date and time set for the return of the ballots.

(c) Only members of the union in good standing shall be eligible to vote for Local Officers.

(d) Elections for Local Officer or any other elected position shall be decided by instant runoff voting. Members shall order the candidates according to their preference. Ballots will be
counted for each voter’s top choice. If any candidate secures a majority of votes (i.e. at least 50% of the voters’ top-choice) then they are declared the winner of the election. If no candidate secures a majority then the candidate with the fewest votes will be eliminated. Voters who selected that candidate as their top choice will have their votes added to the totals of their second-rank choice. If any candidate reaches a majority at this point they are declared the winner. If no candidate reaches a majority then the process is repeated until a winner is found.

(e) The term of office shall be for one (1) year.

(f) The term of office of outgoing Officers shall expire thirty (30) days after certification of the election results, by which time they shall have delivered all books, records, monies and property to the newly elected Officers.

(g) The membership and/or Executive Board shall have the power to define additional responsibilities for Officers as needed.

(h) Officers shall serve in an administrative capacity only, with all the rights and responsibilities of membership, but no special authority over non-administrative matters.

Section 3. Local Election Committee.

(a) The nomination and election of Local Officers shall be conducted under the supervision of the Local Election Committee. This committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with federal law, the CWA Constitution and these Bylaws, with reasonable opportunity for each member to nominate and vote for the candidate of their choice.

(b) The Local Election Committee shall also conduct any referenda submitted to the membership.

(c) All questions concerning the conduct and challenges of elections shall be determined by the Local Election Committee, subject to the right of appeal to the governing body and membership of the union in accordance with Article XV of the CWA Constitution.

Section 5. Resignation and Vacancies.

(a) An Officer may resign in writing to the Local President or by verbal announcement at an Executive Board meeting or membership meeting.

(b) In the event of a vacancy in the office of the Local President, the Executive Board shall select a new Local President from among the members to serve the duration of the term.
Article X. EXECUTIVE BOARD.

Section 1. Definition.

(a) The Executive Board shall be a body of members that coordinates work, ensures that all decisions of the membership are carried out in a timely and effective manner, and otherwise carries out the administration of the union between membership meetings.
(b) The Executive Board shall have no fewer than seven (7) members.
(b) The Executive Board shall act as the decision-making body of the union between membership meetings as long as its decisions follow the policies set by the membership and do not contradict these Bylaws. Its decisions will be subject to democratic mechanisms. For example, any decision can be transformed into a referendum at the request of a local member. Similarly, any decision can be rescinded by a majority vote of union members. These are provided as examples, and should not be construed as limiting the power of the membership over the Executive Board.

Section 2. Composition and Responsibilities.

(a) The Executive Board shall be composed of the Local Officers and elected Board members. Elected Board members shall number in such an amount as to ensure that the total number of Board members be no less than seven (7). The rules for nominating and electing members to the Executive Board shall be the same as apply to Local Officers. The term of office shall be the same as the term of office for Local Officers.
(c) In the event of a vacancy for any reason, the membership shall have the power to elect a new Board member by majority vote at any membership meeting to serve the remainder of the term.
(d) The membership shall strive to elect members to the Executive Board that reflect the diversity of the membership in all respects. Towards this end, the membership shall have the power to specify the number of Board members and from which work areas, geographic locations, and/or job classifications individual Board members may be elected. If the Executive Board is in any manner insufficiently diverse, there will be a procedure to redress it.

Section 3. Executive Board Meetings.

(a) The time and location of Executive Board meetings shall be set by the Local President.
(b) Special Executive Board meetings may be called by a majority of its members.
(c) Executive Board meetings shall be open to all members of the union.
(d) All decisions of the Executive Board shall be by majority vote of its members.
(e) Executive Board members may make motions and vote by electronic mail or telephone, provided all Executive Board members have equivalent access to whatever means is employed and reasonable opportunity to vote on all motions.

(f) The Local Secretary shall ensure that all actions and decisions of the Executive Board and the votes of each member are reported to the membership in a timely manner.

**Article XI. DUES AND GOOD STANDING.**

**Section 1. Monthly Dues.**

(a) Members shall pay monthly dues in an amount recommended by the Executive Board and ratified by the membership. For all full-time employees, minimum monthly dues are $12. Dues rates are based on gross income, and are given as follows:

<table>
<thead>
<tr>
<th>Gross Income</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $35,000/yr</td>
<td>$15.00/month</td>
</tr>
<tr>
<td>$35,000-$55,000/yr</td>
<td>$23.00/month</td>
</tr>
<tr>
<td>$55,000-$75,000/yr</td>
<td>$31.00/month</td>
</tr>
<tr>
<td>$75,000-$95,000/yr</td>
<td>$39.00/month</td>
</tr>
<tr>
<td>$95,000-$115,000/yr</td>
<td>$47.00/month</td>
</tr>
<tr>
<td>$115,000/yr and up</td>
<td>$55.00/month</td>
</tr>
<tr>
<td>Part time/retired/grad</td>
<td>1% of income</td>
</tr>
</tbody>
</table>

Additionally, members earning less than $35,000/yr in gross income who are only employed 9 months of the year shall owe dues at the rate of $12.00/month.

(c) Members who are retired shall pay a lower rate than members who are employed full time. Roughly, their dues should be 1% of their total monthly pay, even if this is below the monthly minimum for full-time employees. This can be modified at the discretion of the local. Decisions about part-time employees are at the discretion of the Executive Board.

(d) Members who are temporarily unemployed due to injury, illness, downsizing, privatization, or a suspension or termination that is being appealed shall have their obligation to pay monthly dues suspended.

**Section 2. Good Standing.**

(a) A member in good standing is one whose dues are not more than sixty (60) days in arrears.

(b) Members in default without good cause for ninety (90) days, after notice in writing by the Local Secretary, shall be automatically dropped from membership. Good cause shall be defined by the Executive Board.
Article XII. CONDUCT OF MEETINGS AND LOCAL BUSINESS.

Section 1. Conduct of Business.

Membership meetings and any other business of this union shall be conducted under these Bylaws and rules of the union and in conformity with the CWA Constitution. It is recommended, but not required, that membership meetings proceed following Rusty’s Rules of Order. Regardless of choice of conduct protocol, clear guidelines of meeting protocol should be established, and periodically distributed or explained to membership.

Section 2. Due Notice.

Due notice of at least seven (7) days must be given prior to any union meeting.

Section 3. Quorums.

(a) The number constituting a quorum for all membership meetings shall be at least nine (9) members.

(b) A majority of the members of a work committee shall be the quorum for those bodies.

Article XIII. RECALL OF LOCAL OFFICERS AND EXECUTIVE BOARD MEMBERS.

Section 1. Recall of Local Officers.

Any elected Officer of the union may be recalled in accordance with the provisions of Articles XXI, Section 2, and XXII, Section 8, of the Union Constitution. A recall petition must be preferred by twenty percent (20%) of the membership. After reaching the 20% threshold, the recall petition should be submitted to any member of the Local Officers of Executive Board, and a recall election must be held within thirty (30) days. Recall elections must be held by secret ballot and will be decided by a two-thirds majority vote. A recall election must be open for at least seven (7) days, and members must be notified of the election ten (10) days prior to the election start date.
Section 2. Recall of Executive Board Members.

Executive Board members may be recalled by the same process described in Section 1 of this Article.

Article XIV. REFERENDUM.

A union-wide referendum on any organizational question may be initiated by the Local Election Committee when directed to do so by the Executive Board or membership, or by petition of ten percent (10%) of the members. Questions submitted for referendum shall be decided by majority vote of those voting on the question.

Article XV. FINANCES.

Section 1. Fiscal Year.

Our fiscal year shall run from July 1 to June 30.

Section 2. Bank Accounts.

All bank accounts shall be in the name of the union and shall bear the signatures of the Local President, Local Treasurer, and up to two others designated by the Executive Board.

Section 3. Allocation of Funds.

The Executive Board and Local Officers shall be responsible for allocating funds according to budgets ratified by the membership. The membership, Executive Board, or any committee may request a full account of all receipts and expenditures from any member or body of members.

Article XVI. AMENDMENTS.

After adoption, these Bylaws may be amended by either referendum of the membership or by majority vote of the members present in a membership meeting, provided the proposed amendment has been introduced at a previous membership meeting or has been advertised by use of a union newsletter or by U.S. mail, postage prepaid, at least seven (7) days in advance of the date voting takes place. The Executive Board will convene a meeting annually to reconsider these Bylaws.