

LOCAL BYLAWS

ARTICLE I: NAME

This Local shall be known as Local 1038, Communications Workers of America, AFL-CIO.

ARTICLE II: JURISDICTION

The jurisdiction of the Local shall be the jurisdiction assigned by the National Union and appearing on the face of the Charter.

ARTICLE III: OBJECTIVES

The objectives of the Local shall 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: DEFINITIONS

1. "Bargaining Unit" means a group of workers for which the Union has been designated or recognized as the collective bargaining representative.
2. "Days" means calendar days.
3. "Local" means CWA Local 1038.
4. "Member" means a member of a bargaining unit represented by the Union, who pays full membership dues as established by the National Union Convention and the Local, and who meets the criteria for membership in Article V of the Constitution of the National Union.
5. "Union" or "National Union" means the Communications Workers of America, AFL-CIO.
6. "Work Unit" means the jurisdiction of a local steward as determined by a collective bargaining agreement or by other agreement between the National Union and the employer or between the Local and the employer.

ARTICLE V: LOCAL STRUCTURE

The structure of the Local consists of the following:

1. Membership
2. Executive Board
3. Executive Committee
4. President
5. Stewards
6. Committees

ARTICLE VI: MEMBERSHIP

Section A: 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 the Local, if the person is performing work within the Local's assigned jurisdiction, or if employed on a part-time or full-time basis by the Union.

Section B: Application

Membership in the Local shall be obtained after payment of the Local initiation fee of \$2.00, which may be waived at the discretion of the Local Executive Board, and upon approval of any membership committee authorized to accept or reject membership on behalf of the Local, subject to the right of the membership to overrule the decision of a membership committee.

Section C: Transfers

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

ARTICLE VII: LOCAL DUES ASSESSMENTS

Minimum dues shall be as established in the Constitution as set by the Communications Workers of America National Convention.

ARTICLE VIII: **GOVERNING AUTHORITY**

Section A: Membership Authority

1. 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 in membership meetings or by referendum of the membership;
 - b. Through actions and decisions of the Local Executive Board between Membership meetings;
 - c. Through actions and decisions of the Local Executive Committee between meetings of the Local Executive Board; and
 - d. Through actions and decisions of the Local President between meetings of the Local Executive Committee.

2. The actions and decisions of the Executive Board, Executive Committee and Local President between meetings, may be overruled by the membership in a Local membership meeting or by referendum of the membership.

Section B: Executive Board

The Local Executive Board shall consist of the following:

1. Local President
2. Local Executive Vice President
3. Local Secretary
4. Local Treasurer
5. Vice Presidents for Local 1038 consist of the following:

A Vice President of the Administrative/Clerical Unit-Executive Branch; a Vice President of the Professional Unit-Executive Branch; a Vice President of the Primary Level Supervisors Unit-Executive Branch; a Vice President of the Higher Level Supervisors Unit-Executive Branch; a Vice President of the Local Government Units; Vice President of Private Sector Units.

Section C: Executive Committee

The Local Executive Committee shall consist of the following:

1. President
2. Executive Vice President
3. Secretary
4. Treasurer

ARTICLE IX: LOCAL MEMBERSHIP MEETINGS

Section A: General and Special Membership Meetings

1. There shall be at least four (4) meetings of the general membership annually at a time and place as determined by the Local Executive Board. Membership meetings shall be rotated within the Local's geographic jurisdiction.
2. Special meetings may be called by a majority vote of the Local's Executive Board, or by a petition signed by 15% of the membership. Upon receipt of a proper petition, the President shall call a special meeting to be held within thirty (30) calendar days.
3. Fifty (50) members shall constitute a quorum at general membership meetings.
4. Membership meetings and any other business of this Local shall be conducted pursuant to Roberts Rules of Order and in conformity with these Bylaws and the National Union Constitution. Where Roberts Rules of Order are inconsistent with either the Local Bylaws or the National Union Constitution, the Bylaws and Constitution shall supersede Roberts Rules.
5. The Order of Business at a General Membership meeting shall be as follows, except when suspended by two-thirds (2/3) vote of the members present:
 - a. Call to Order

- b. Roll Call of Officers
- c. Reading and action on minutes of previous meeting
- d. Financial Report
- e. Report of Officers
- f. Report of Committee
- g. Old Business
- e. New Business
- f. Good and Welfare
- g. Adjournment

Section B: Notice of Membership Meetings

In January of each year, the Local shall mail to the membership the dates and locations of membership meetings for the calendar year. At least one membership meeting shall be held in September, at which members shall vote on the adoption of the Local's annual budget. The schedule of meetings shall also be published in the Local newsletter and posted on the Local website and on worksite bulletin boards. Notification of any special membership meeting shall be mailed to the membership and posted on the Local website as soon as possible after the meeting is scheduled.

ARTICLE X: LOCAL DELEGATES TO THE UNION CONVENTION

Section A: Delegates and alternate delegates to the Union Convention shall be elected by the membership voting by secret ballot conducted not less than 30 days in advance of the Union Convention. To run for the position of delegate or alternate delegate to the Union Convention members must submit nominating petitions in accordance with the requirements of Article XIV, Section A(6)(g) of these Bylaws.

Section B: The Local President and Local Executive Vice President shall be delegates to the Union Convention and be so stipulated on the ballot.

ARTICLE XI: LOCAL COMMITTEES

Section A: List of Committees

- 1. Budget Committee
- 2. Community Services and Civic Duties Committee
- 3. Education Committee

4. Election Committee
5. Legislative and Political Action Committee
6. Organizing Committee
7. Membership Committee
8. Equity Committee
9. Women's Committee
10. Other Special Committees as established by the Local Executive Board

Section B: Committee Appointments and Participation

1. In January of each year, the Local President shall propose the appointment of members to all committees in accordance with the provisions of these Bylaws as set forth below. The Local President's proposed appointments to the Election and Budget Committees are subject to the approval of the membership at the first membership meeting of the calendar year at which there is a quorum of members present. If there is not a quorum at the first membership meeting of the calendar year, the Executive Board shall vote on the proposed appointments. Proposed appointments to the Election and Budget Committees, approved by majority vote of the Executive Board, may serve on an interim basis until such time as the members vote on the proposed appointments. The Local President shall submit proposed appointments to all other committees to the Executive Board for approval at its first meeting of the calendar year.
2. Members who wish to serve on a committee and whom the President has not proposed for appointment to a particular committee may volunteer to serve on a committee at any time during the year. The Local Executive Board shall act on the request of a member to serve on a committee at its next scheduled meeting.
3. Committee appointments shall be for a term of one year and may be renewed indefinitely. Any member joining a Committee during the year shall serve the balance of the term and stand for renewal at the same time as other appointments.
4. Members shall not serve on more than one committee at the same time without the approval of the Local Executive Board.

5. Committee members must attend all committee meetings, unless excused by the committee chair for good cause.
6. The Local President shall serve as an ex officio member of all committees, except the Election Committee.
7. Any member of any Local committee may be removed for just cause by a majority vote of the Local Executive Board subject to the right of the Local membership to overrule the actions of the Local Executive Board. A committee member may also be removed by action of the Local membership at a membership meeting.

Section C: Composition of Committees

1. The Budget Committee shall be comprised of the members of the Executive Committee. In addition, five (5) members, who are not officers of the Local, shall serve on the Budget Committee.
2. The Legislative and Political Action Committee shall be comprised of at least eight (8) members who are not officers of the Local, in addition to any officers who serve on the committee.
3. The Election Committee shall be comprised of at least seven (7) members. The total number of members on the Election Committee shall be an odd number. No member of the Election Committee may be a candidate for Local office or for delegate to the National Convention. All members of the Election Committee shall attend training on federal election law, rules and guidelines and CWA rules and guidelines.
4. With the exception of the Budget Committee, which shall be chaired by the Local Treasurer, committee chairs shall be selected by majority vote of the members of each committee.

Section D: Scheduling of Committee Meetings; Minutes

1. With the exception of the Election Committee, committees shall meet at least quarterly.
2. The Election Committee shall meet as needed to carry out its functions.

3. A calendar of committee meetings shall be set by majority vote of each committee as soon as possible after appointment by the Executive Board and/or Membership.
4. Notice of committee meetings shall be posted on the Local's website, along with the committee's mission statement and membership list.
5. Minutes shall be maintained of all committee meetings and shall be available upon request to members.

Section E: Duties of Committees

1. The Budget Committee

- a. The Budget Committee shall be responsible for developing an annual budget to be presented to the Executive Board for approval and then to the general membership for approval at the September general membership meeting.
- b. If there is not a quorum at the general membership meeting in September, the Budget Committee shall present the annual budget to the general membership for approval at a Special Membership Meeting, which shall be called by the Executive Board and held within thirty (30) days of the September meeting.
- c. The Budget Committee, in concert with the Local Treasurer, shall also be responsible for preparing quarterly financial reports to be presented to meetings of the general membership and to the Executive Board.

2. The Community Services and Civic Duties Committee

The Community Services and Civic Duties Committee shall assist in developing all community services programs.

3. The Education Committee

The Education Committee shall assist in developing the Local's education program and, with the Local Executive Board, be responsible for effectuating the Union's and Local's education program.

4. The Election Committee

- a. The Election Committee shall conduct and supervise all nominations, elections and referenda of the Local in accordance with the Union Constitution and these Bylaws and shall verify that all nominees are members in good standing and are willing to hold office.
- b. The Election Committee shall ensure that each member has a reasonable opportunity to nominate and vote for the candidate of his or her choice.
- c. The Election Committee shall also determine all questions concerning the conduct and challenges of elections subject to the right of appeal to the Local Executive Board and/or Local membership.
- d. The Election Committee shall conduct a secret ballot election for Local delegates to the National Convention as directed by the Local Executive Board and in accordance with Articles X and XIV of these Bylaws.
- e. The Chair of the Election Committee shall be responsible for turning over all completed ballots to the Secretary at the completion of the ballot count.

5. The Legislative and Political Action Committee (LPAC)

- a. The Legislative and Political Action Committee shall assist in developing, pursuing and making recommendations concerning the political and legislative program of the Local. It shall be responsible for the Local's program to register qualified voters and to implement the Union's COPE and GOTV programs.
- b. Prior to the endorsement of any candidate for public office by the Executive Board of the Local, the LPAC shall vote

on whether or not to recommend the endorsement of a candidate and the LPAC's recommendation shall be presented to the Local Executive Board.

- c. Prior to the Local Executive Board authorizing any contribution to a candidate, candidate committee, political committee, continuing political committee or party committee in excess of \$1,500, the members of the LPAC shall vote on whether or not to recommend such contribution and the LPAC's recommendation shall be presented to the Local Executive Board. The Local shall not make direct contributions to candidates that have not been endorsed by the Local Executive Board.

6. The Membership Committee

- a. The Membership Committee shall assist the Local in developing programs around membership recruitment and retention in existing bargaining units.
- b. The Membership Committee shall accept or reject membership applications in accordance with the By-laws and rules of this Local and Article V of the Union Constitution and policies of the Union.

7. Organizing Committee

The Organizing Committee shall assist the Local Executive Board and members in organizing all non-union employees within the Local's jurisdiction.

8. The Equity Committee

The Equity Committee shall assist the Local in developing programs to address issues of equality involving race, national origin, and sexual preference.

9. The Women's Committee

The Women's Committee shall assist the Local in developing programs to address issues of gender equality.

10. Special Committees

Special Committees shall have the duties and responsibilities as assigned by the Local Executive Board subject to the right of the general membership to overrule.

ARTICLE XII: DUTIES OF LOCAL OFFICERS AND THE LOCAL EXECUTIVE BOARD

Section A: Duties of Local Officers

1. The Local President shall:
 - a. Be responsible for the conduct of all Local business;
 - b. Preside at Local Membership, Local Executive Board and Local Officers' meetings;
 - c. Prosecute grievances and appeal them to higher levels of the Union when not satisfactorily settled;
 - d. Supervise all Local committees, except the Elections Committee;
 - e. Approve all bills to be paid and countersign all checks drawn on the Local treasury;
 - f. Perform whatever additional duties may be assigned by the Local or required by the policies or Constitution of the Union;
 - g. Be a full-time Local President;
 - h. Be available to the membership, stewards and Local officers during normal business hours;
 - i. Maintain records of work activities as required by National Union policies and legal and accounting obligations.
 - j. Devote full energies to the mission of the Local and Union; and
 - k. Be accountable in all actions to the Executive Board and membership.

1. Be bonded, as must any other person who handles Local funds or other property in accordance with the Union Constitution or any state or Federal law;
2. The Executive Vice President shall:
 - a. Work under the direction of the Local President;
 - b. Perform whatever duties may be assigned by the Local, the Local Executive Board, or the Local President;
 - c. Act as signatory on checks drawn on Local Treasury, when necessary; and
 - d. If there is a temporary or permanent vacancy in the Office of the President during the term of the President, assume the duties and responsibilities of the Local President for the remainder of the existing term of the President until the President resumes in office in the case of a temporary vacancy, or until the next Presidential election, whichever comes first.
3. The Local Secretary shall:
 - a. Maintain a record of the Local membership;
 - b. Record, type, and maintain the minutes of all meetings of the Local, the Local Executive Board, or Local officers;
 - c. Furnish the Vice President and Treasurer of the Union with copies of any changes in these by-laws within ten (10) days after such changes are made; and
 - d. Perform such other duties as may be assigned by the Local, the Local Executive Board or the Local President.
4. The Local Treasurer shall:
 - a. Be custodian of all assets of the Local;
 - b. Serve as the chair of the Local Budget Committee;
 - c. Oversee the preparation of the annual Local Budget and quarterly and monthly financial statements;

- d. Report to each membership meeting on the financial status of the Local and make available to the membership the quarterly financial statements and annual Local budget;
 - e. Report to each Local Executive Board meeting on the financial status of the Local, submit for adoption the annual budget, and submit monthly and quarterly financial statements and any expenses incurred by the Local for review or approval by the Executive Board;
 - f. Be bonded, as must any other person who handles Local funds or other property in accordance with the Union Constitution or any state or Federal law;
 - g. Cause the payment of all bills approved by the Local President by cosigning all checks or by arranging for the Executive Vice President to cosign checks; and
 - h. Perform such other duties as may be assigned by the Local and the Executive Board or the Local President.
5. The Vice-Presidents shall work under the direction of the Local President, coordinate issues in the bargaining units they represent, and perform whatever duties may be assigned by the Local, the Executive Board, or the Local President.

Section B: Duties of the Local Executive Board

1. The Local Executive Board shall:
 - a. Meet at least monthly, with at least ten meetings per year conducted in person;
 - b. Be responsible for making decisions and taking action on behalf of the Local membership between Local membership meetings on all matters concerning the good and welfare of the members;
 - c. Meet prior to the next Local membership meeting and, with the Local officers, be responsible for the development of the next Local membership meeting agenda;

- d. Cause the annual budget to be prepared and presented to the membership and publish the budget in the Local newsletter;
 - e. Be responsible for the operation of strike action procedures as outlined in the Union Constitution;
 - f. Oversee all monies expended by the Local in the conduct of its legitimate affairs and promulgate and enforce internal procedures for approving the expenditure of Local funds, including signatory authority;
 - g. Determine the number of delegates to be sent by the Local to the National Convention, District One Conference, National Legislative Political Conference and other conferences. In the case of the National Convention, the Local Executive Board shall notify the Election Committee by March 1 the number of delegates to be selected and instruct the Election Committee to conduct a secret ballot election for Local delegates in accordance with Article X, Section A and Article XIV, section A(6)(g) of these Bylaws;
 - h. Attend all membership and Executive Board meetings, unless excused for good cause; and
 - i. Promulgate a code of ethics to be binding on all officers of the Local and all persons or vendors providing services to the Local. The code of ethics shall address actual and potential conflicts of interest involving the official duties of Local officers.
- 2. Actions and decisions of the Executive Board shall be subject to approval by the membership.
 - 3. A majority of the Executive Board shall constitute a quorum.

ARTICLE XIII: LOCAL STEWARDS

Section A: Selection of Stewards

- 1. Members may become stewards by (a) being elected by the membership at their worksite, (b) submitting a qualifying petition

to the President for appointment, or (c) being directly appointed by the President.

2. A member may become a steward by submitting to the President a petition containing signatures from over 50 % of bargaining unit members in a work unit. If the steward position in the work unit is vacant and if no other member submits a petition containing signatures from over 50% of the bargaining unit members in the same work unit, the President shall appoint the petitioner.
3. If more members submit qualifying petitions to be stewards than would be recognized by the employer under the applicable collective bargaining agreement, the Local shall conduct a steward election. If multiple members submit qualifying petitions and the number of petitions do not exceed the limit on the number of stewards that would be recognized by the employer, the petitioners shall be appointed by the President.
4. The President may appoint a steward to a vacant steward position absent qualifying petitions from members.
5. Where, as a matter of established practice, steward elections have been conducted in a bargaining unit or work unit in a manner other than as set forth above, the Executive Board may authorize an alternative election procedure for the democratic selection of stewards by the membership, consistent with the established practice in such unit.
6. The term of stewards shall be indefinite.
7. The Local President may remove a steward when the steward is not performing the duties defined in the Local's Bylaws. The Local President's decision shall be in writing, state the reasons for the steward's removal and be served on the steward by regular mail. A steward removed by the Local President may appeal the removal to the Local Executive Board and/or the membership at a regularly scheduled meeting of either body. To appeal a removal, a steward must notify the Local President, in writing, within 30 days of receipt of written notice of removal. of the steward's intention to appeal the removal. Such an appeal shall specify whether the appeal is to the Executive Board or to the membership. A removal shall be effective pending an appeal.

Section B: Duties of the Local Stewards

Local stewards shall:

1. Serve as the liaison between the Local and members at the worksite;
2. Represent workers in their dealings with management at the worksite, including the processing of grievances;
3. Implement the program of the Local and National Union at the worksite, including the mobilization and organizing programs;
4. Attend steward training and stewards' meetings;
5. Work under the direction of the Local President or Bargaining Unit Vice-President;
6. Perform whatever duties may be assigned by the Local, the Local Executive Board or the Local President; and
7. Distribute and post notices as required by the Bylaws and the Local.

**ARTICLE XIV: **NOMINATION AND ELECTION OF LOCAL OFFICERS
AND DELEGATES TO THE UNION CONVENTION****

Elections and nominations for any office in this Local shall be held in accordance with Article XV, Sections 3 and 4 of the Union Constitution.

Section A: Nominations

1. Local officers shall be nominated and elected during the months of September, October, November and December. The Election Committee shall establish the nomination and election periods for all Local offices, shall notify the membership in writing of the nomination and election periods and shall post such notice on the Local website.
2. Each year on or before the fifteenth day of March, the Local Election Committee shall notify the membership, in writing, of the nomination and election periods for the election of delegates and alternates to the National Convention.
3. All nomination periods shall be at least fifteen (15) days.

4. All written notification shall be by mail
5. The Election Committee shall:
 - a. Review all petitions;
 - b. Canvass all nominees to confirm their desire to run;
 - c. Determine all nominees' positions on the ballot by lot at a scheduled election committee meeting open to the membership; and
 - d. Prepare official ballots.
6. Petition Requirements: A nominating petition must contain the following:
 - a. Candidate Name
 - b. Office Sought
 - c. Home Address
 - d. Work Location
 - e. For Local officer elections:

For all at-large seats on the Executive Board, nominating petitions shall require each candidate to obtain a minimum of 150 members in good standing.

For all other seats on the Executive Board, nominating petitions shall require each candidate to obtain signatures from a minimum of 50 members in good standing or from a minimum of 10% of the members in good standing, whichever is fewer, for the Unit to be represented by the candidate.
 - g. For delegates to the National Convention, nominating petitions shall require each candidate to obtain a minimum of 25 signatures from members in good standing.
 - h. No candidate shall submit petitions for more than one office, except that an officer may also be a candidate for

delegate to the National Convention. Any candidate doing so will invalidate all petitions filed to that time unless the candidate removes himself or herself from consideration for all but one office.

Section B: General Provisions

1. The nominee in the elections for President, Executive Vice-President, Secretary, and Treasurer receiving the majority of votes cast shall be declared elected. In case no one nominee receives a majority of votes cast, the Election Committee shall conduct a run-off election. The two nominees having the greatest number of votes on the first ballot shall be nominees on the second ballot.
2. The candidates receiving a plurality of votes cast in elections, other than President, Executive Vice President, Secretary and Treasurer, shall be declared the winner.
3. Any nominee for any position on the Executive Board running unopposed shall be declared the winner when it is shown they have a valid petition with the required amount of signatures, and they meet all the criteria for elected members of the Executive Board.
4. Only members of the Local in good standing shall be eligible to vote or hold office.
5. The term of office shall be for three (3) years.
6. The officers shall take office within ten (10) days after certification.

Section C: Vacancies

A vacancy in the office of the Local president shall be filled by the Local Executive Vice-President. Vacancies in other offices shall be filled by appointment of the Local Executive Board, subject to approval by the local membership within sixty (60) days.

ARTICLE XV: STRIKES

The calling, conduct and termination of strikes affecting this Local shall at all times be carried on in compliance with the rules prescribed by the Union and Article XVIII of its constitution.

ARTICLE XVI: CHARGES, TRIALS, LOCAL TRIAL COURT, APPEALS

Section 1: Charges

Members of the Local may be fined, suspended or expelled in the manner provided in these By-laws, for any of the acts enumerated in Article XIX of the Union Constitution.

Section 2: Trials

Any accused member, including officers of the Local shall be tried pursuant to Article XX of the Union Constitution.

Section 3: Local Trial Court

A trial court of this Local shall be composed of five (5) persons who are members of this Local and not parties to the proceedings, and who shall be selected by the Executive Board of the Local using a random selection process.

Section 4: Appeals

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.

ARTICLE XVII: **RECALL OF LOCAL OFFICERS**

Any elected officer of this Local may be recalled in accordance with the provisions of Articles XX, XXI and XXII of the Union Constitution.

ARTICLE XVIII: **AMENDMENTS TO LOCAL BY-LAWS**

After adoption, these By-Laws may be amended by either of the following two methods:

Section A: By approval of the proposed amendment by two-thirds of the members present at a Local membership meeting, provided a quorum is present. The proposed amendment shall be submitted to the Local President along with the signatures of at least 250 members who support the amendment. The President shall provide the membership with a copy of the proposed amendment by posting the amendment on the Local's website and by mailing the amendment by first class mail to the membership at least fourteen (14) days in advance of the next general membership meeting.

Section B: By referendum of the membership conducted by the Election Committee in accordance with Article XIX of these Bylaws, except that a petition recommending a bylaw amendment shall contain the signatures of at least 250 members.

ARTICLE XIX: REFERENDUM OF THE LOCAL

Section A: The Local Election Committee shall submit any questions to a referendum if it receives a petition for the referendum bearing the signatures of 20 percent of the membership. The referendum shall be held by the Local Election Committee within 60 days of receipt of the petition by the President of the Local.

Section B: The vote shall be conducted by secret ballot and shall be determined by a majority vote of those voting.

ARTICLE XX: FISCAL YEAR AND AUDIT

Section A: The fiscal year of the Local shall be from October 1st of each year to and including September 30th of the succeeding year.

Section B: The financial records of the Local shall be audited by an independent Certified Public Accountant who is not a member of CWA.

Section C: All checks drawn on the Local treasury for \$1,500 or more, shall have two actual – not stamped – signatures, unless the signatures are electronic signatures on payroll checks issued by a payroll company. Actual signatures shall be the signature of the Local President and of the Local Treasurer, unless the Local President or the Local Treasurer is not available, in which case the second signature shall be of the Local Executive Vice President. All non-recurring, non-routine expenditures (examples of recurring, routine expenditures include payroll, mortgage payments, rental payments, lease payments, insurance payments, etc.) in excess of \$2,500 shall require approval by majority vote of the Local Executive Board, except in emergencies when it is not possible to poll the Local Executive Board. All emergent expenditures shall be reported to the Executive Board.

ARTICLE XXI: 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 (give Local number), 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 of the Local in my possession. I shall at all times endeavor to serve my Local and the Union to the best of my ability, so help me God."