

THE NEWSGUILD
OF
GREATER PHILADELPHIA
TNG LOCAL 10/CWA LOCAL 38010

OFFICIAL BY-LAWS

AS REVISED JULY 2023

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Revised July 2023

BY-LAWS

ARTICLE I: Title, Area and Structure

Section 1. This local of The Newspaper Guild Local-10/CWA 38010 shall be called the News Guild of Greater Philadelphia. Its area shall include the counties of Berks, Bucks, Chester, Delaware, Montgomery and Philadelphia in the Commonwealth of Pennsylvania; the counties of Atlantic, Burlington, Camden, Cape May, Gloucester, Hudson, Ocean and Salem in the State of New Jersey; and all of the State of Delaware.

Section 2. This Local shall be governed by the Constitution of TNG, the Constitution of the Communications Workers of America, these By-laws, and Robert's Rules of Order which shall prevail at Guild meetings.

Section 3. The structure of this Local shall be as follows:

(a) The membership of the Local shall be the supreme authority of the Local.

(b) Between general membership meetings of the Local, the Executive Committee shall be the legislative and administrative body of the Local and shall carry out policies of the general membership.

(d) Shop units shall exercise only those functions and powers specifically granted by the TNG Constitution, the Constitution of the Communications Workers of America and these By-Laws.

ARTICLE II: Local Officers

Section 1.

(a) The officers shall be a President, First Vice President, Second Vice President, Third Vice President, Local Chairperson, a Secretary, and a Treasurer, all of whom shall be elected by the general membership, in accordance with election guidelines set down in Article VII of these By-Laws.

(b) Officers shall serve for one year from January 1 next following their election or until their successors shall have been regularly elected and taken office.

Section 2. A local officer of the Guild shall not simultaneously hold a unit office, except where the unit has less than 100 members.

Section 3.

(a) Elections shall be held in the month of October.

(b) A majority of votes cast shall be necessary for election except that the candidates for Vice-Presidents having the highest votes shall be declared elected and designated as first, second, and third, according to the number of votes received. If only three candidates are nominated for Vice-President, all names shall be placed on the ballot and the candidates' positions shall be designated by slate or drawing of lots. When only three candidates are nominated for Vice-President and only one for the other offices enumerated in Article II, Section 1(a), the Executive Committee shall designate the order of Vice-Presidents at its November meeting.

Section 4. Vacancies will be filled in accordance with Section 5 (f) of the TNG Constitution. A President, a Vice -President, a Secretary-Treasurer or Secretary and Treasurer shall be filled by vote of the membership by secret ballot either by referendum or at a membership meeting. Vacancies in the membership of an Executive Committee, other than such Local officers, if filled, shall be filled by secret ballot vote, according to the procedures by which, and in the same unit or membership division in which the election was held. Another elected officer is allowed to serve as an acting officer until an election is held.

Section 5. The President shall preside at all meetings of the general membership and Executive Committee. The President shall supervise other officers in the exercise of their respective duties. Membership cards shall have the signature of the President. President shall have the power to name and form committees and shall help in the administration of the Guild.

(a) The First Vice-President shall perform the duties of the President in the absence of that officer.

(b) The Vice-Presidents shall act as assistants to the President in carrying out the policies of the Guild. They shall head standing committees and assure that the committees carry out their responsibilities.

Section 6. The Secretary shall keep complete minutes of all general membership meetings, and the Executive Committee meetings, and submit such minutes to the Guild files. These minutes shall show the outcome of all votes taken at these meetings. The Local Secretary will maintain a file of the minutes of all unit meetings.

Section 7. The Treasurer shall be custodian of all Local funds; shall be responsible for overseeing the collection of dues, assessments and fines; the preparation of quarterly financial statements for the membership and shall furnish bond in amount and form approved by Executive Committee and paid for by the Guild. (The cost of the annual audit by a certified public accountant chosen by the Executive Committee shall be a proper charge against the funds of the Guild.)

The Treasurer shall approve report on the Local's finances at all regular meetings of the Local and the Executive Committee. The Treasurer shall present the Local accounts for examination by the Executive Committee at any time the Local or Executive Committee desires. The Treasurer shall keep a complete and accurate record of the membership dues standing. The Treasurer shall review budget prepared by Guild Office Manager and Executive Director for the following year and submit it to the Executive Committee for approval in September with the assistance of the Local President.

Section 8. No member may hold Local office or membership in the Executive Committee so long as they are barred from office by Section 504 of the Labor-Management Reporting and Disclosure Act of l959 as amended.

Section 9. Standing delegates of the Local to District Councils or any other Councils to which the Local is affiliated shall serve for a term of one year from the general membership meeting of January to the next following general membership meeting of January.

ARTICLE III: Executive Committee

Section 1.

(a) The officers enumerated in Article II, Section l, chairperson of units with 50 or more members on the previous December l, and one unit chairperson from units with less than 50 members on the previous December l, and two vice- chairpersons from units with more than 300 members, shall form the Executive Committee.

(b) In units with fewer than 50 members on December 1, members in good standing on December 1 shall elect one chairperson from their units to the Executive Committee via secret ballot to be decided by majority vote of ballots cast and to be held in November and the day before the second Sunday in January, except that if the election is not completed by noon of the second Sunday in January the position shall be filled by majority vote of the January general membership meeting.

(c) Election of unit chairpersons from units with less than 50 members to the Executive Committee shall be under the supervision of the general membership. The Executive Committee and/or the Local President at the October meeting shall designate a special elections committee to conduct the referendum.

(d) Terms of unit chairpersons who qualify shall be from January 1 (or from the date of their election if that falls after January 1) to the following December 31 (or, if no successor has been elected by December 31, to the date a successor is elected).

Section 2. The Executive Committee shall exercise such power as may be specifically delegated to it by the general membership at any regular or special meeting of the general membership. Any such delegation shall cease automatically at the next subsequent general

membership meeting, as the case may be. Such powers shall in no case include approval of collective bargaining agreements,

disciplinary authority, the authority to adopt budgets, or any other powers specifically reserved to the general membership in these By-Laws.

Section 3. The Executive Committee shall meet at the call of the President, but not less frequently than once a month. Special meetings may be called by the President or any two other members of the committee who must submit their call to the Secretary in writing.

Section 4. It shall be the duty of the Executive Committee to prepare the agenda for general membership meetings, to make reports to those meetings on Guild affairs, and to make recommendations to the general membership. Nothing in this section shall be construed as limiting the right of the general membership to change the agenda.

(a) $100 may be authorized to be spent or donated by the Executive Committee without the general membership's approval.

Section 5. In emergencies, the President may poll or may authorize the Local Secretary to poll the Executive Committee without a meeting, provided that an attempt must be made to poll every member of the Executive Committee and that a majority of the entire committee be required for the approval of any proposal. The objection, but necessarily the negative vote, of any member shall invalidate the poll, requiring submission of the proposal to a special or regular meeting of the committee.

Section 6. The Executive Committee shall have general direction of all Local officers.

Effective September 28, 2017, eliminate Article IV – Representative Assembly.

ARTICLE IV:
Units

Section 1. Unemployed members may become an Associate Member within one year after the start of their unemployment; and at the expiration of that period shall take honorable withdrawal cards from the Guild.

Section 2.

(a) Associate and retired members shall be entitled to an appropriate card issued by The News Guild and shall have the right to attend and to speak at Guild sessions but shall not have the right to make or second motions, vote or hold office.

(b) Retired members may form a unit subject to the By-Laws and regulations of the Local.

(c) Retired membership and Associate membership shall figure in no way in the standing of the Local.

(d) Associate and retired members shall not be subject to the disciplinary provisions of the TNG Constitution, but their membership shall be revocable by the Local, subject to appeal to the Senior Executive Committee or SEC.

Section 3. Shops and categories with less than seven full-time employed members shall be in the Consolidated Unit.

Section 4.

(a) Each unit shall elect for a term of one year, beginning January 1, a Chairperson, Vice-Chairperson, Secretary-Treasurer, shop stewards for all departments and sub-sections; except that units of 300 or more shall, in addition, elect a second Vice-Chairperson. Nominations shall be made from the floor of the unit's annual meeting to be held in October. Nominations and elections shall be in accordance with the guidelines set down in Article VII of these By-Laws.
All unit elections shall be completed in November (except where this deadline is impossible because of a runoff election).

In the case of shop stewards, candidates receiving the highest votes shall be declared elected.

(b) Vacancies in the office of Unit Chairperson, Vice-Chairperson(s), Secretary and Treasurer shall be filled by a vote of the unit membership by secret ballot either at a unit meeting or by referendum, provided that notice of election is mailed to each member's last known address not less than 15 days before election. In the absence of Unit Chairperson, the Vice-Chairperson shall perform the duties of Unit Chairperson.

(c) Each unit shall file promptly after each unit meeting a copy of the minutes of the unit meeting with the Local Secretary, who shall then forward these minutes to the Guild office. These minutes shall contain the outcome of all votes taken.

(d) No member may hold unit office so long as they are barred from office by Section 504 of the Labor-Management Reporting and Disclosure Act of 1959 as amended.

Section 5.

(a) Shop stewards shall be elected by all departments and sub-sections in the department of sub-section for terms of one year, beginning January 1, with the elections to be held under the

supervision of the unit officers. Groups with less than 20 members shall elect at least one steward; 20 to 39, two; 40 to 59, three; 60 to 79, four; 80 to 99, five; etc. Notice shall be sent to all members at least five days before the election listing the number of stewards to be elected by each department or sub-section. The Unit Chairperson shall supply ballots and such election essentials as may be required. Names of elected shop stewards shall be reported by Unit Chairperson to the Guild office by January 5. In the event a department or sub-section fails to elect the number of stewards to which it is entitled, the Unit Chairperson may make the appointment.

(b) Shop stewards shall have the duty of policing the contracts in their particular departments. They are responsible for seeing that there are no violations, either by management or members; they should watch for signs of laxity in enforcement; they should make periodic checks on enforcement by checking with individual members. When a shop steward notes a contract grievance or violation, they should immediately contact the Unit Chairperson and/or Vice-Chairperson(s) and give them a detailed account of the grievance or violation in writing. A copy of that account should be sent at once to the Guild office. Having received the account, the Unit Chairperson shall handle the grievance or violation under the rules set up by the Executive Committee.

(c) The Unit Chairperson shall advise the shop steward and the grievant of the disposition of the grievance, and make the disposition known to the Executive Committee at its next meeting. The Executive Committee shall have the final say as to the disposition of any grievance, in conformity with TNG Constitution Article XIX.

(d) The Unit Chairperson shall hold frequent meetings of shop stewards to keep them acquainted with enforcements throughout the plant. Shop stewards should consult at regular intervals with the Guild office. They shall cooperate with the Guild and Local's Education and Information Committee.

Section 6. The unit shall have power to recall any of its officers or delegates in accordance with CWA Constitution Article XXI, Section 2.

Section 7. The unit shall have such officers as are prescribed by Local By-Laws, who shall be selected, shall serve, and may be removed as prescribed by Local By-Laws. The unit shall exist only for administrative purposes and for representation of its members within the Local. It shall not enter into any agreement. It shall not have relations with any person or organization outside TNG without permission of the Local.

ARTICLE V: Removal of Officers

Section l. Officers may be disciplined and/or removed under and in accordance with CWA Constitution XXI, Section 2 on Recall of an Officer of a Local, and CWA Constitution Article XIX and XX on Charges Against and Trials and Appeals – Membership and Officers of Locals. In addition to the Specifications of Offenses identified in Article XIX, Section 2, charges of an officer of the Union, member of the

Executive Board may include reproach against the union, misappropriating money or property of the union, dishonesty or willfully failing to comply with any lawful or order of the union.

ARTICLE VI : Elections

Section l.

(a) All contested elections shall be by secret ballots. Election shall be by majority vote of the members in good standing participating in the secret ballot vote. Only members in good standing are permitted to vote.

(b) A "write-in" candidate is not permitted and shall not be considered. No votes by proxy shall be permitted.

(c) At least 15 days prior to the election, notice of the date, place and hours of elections must be mailed to each member in good standing at their last known home address. Where possible, the Local Secretary may decide to mail a combined notice to each member at their last known address, advising the date, time, and place of the nomination meeting at which candidates shall be nominated from the floor and the date, time, and place of the election. This combined notice must also list the offices for which nominations and the election are to be held. If this procedure is followed, the notice must be mailed calculated to reach the membership at least one (l) week prior to the nomination meeting.

(d) If elections are not of a mail ballot election type, a ballot box shall be set up in each unit at a convenient place and at hours and days to be designated by the Local President, or the Election Committee chairperson. Whenever all the members of a unit shall have voted, the remainder of the designated election time shall be dispensed with. Each candidate shall be identified on the ballot by their unit.

(e) In the event one candidate fails to get a majority of those votes cast, a runoff election between the two candidates receiving the most votes shall be held following a fifteen (15) day notice to the last known home address of the members in good standing, stating the date, time and place of the runoff election.

(f) Regulations and restrictions governing regular elections shall also govern all runoff elections.

(g) The election notice must include an absentee mail ballot request form.

Section 2. Eligibility

(a) In order to be eligible to vote, members must be in good standing as of the first day of the month prior to the month in which the election is held. Eligibility of nominees shall be verified by the Treasurer.

(b) It shall be the duty of the Local Secretary or chairperson of the Admission and Membership Committee to call to the attention of the Executive Committee at its regular meeting nearest and preceding the election, any new classification admitted to membership so that the Executive Committee shall rule whether they are eligible to vote.

A list of eligible voters shall be furnished to the chairperson of the Election Committee by the Treasurer of the Local, with the assistance of the Guild office.

Section 3. Nominations

(a) Prior to a nomination meeting, reasonable and adequate notice must be given of the offices to be filled, of the time and place of the nomination meeting and of the fact that candidates shall be nominated from the floor at such meeting. The notice must be given to the membership at least one (1) week prior to the nomination meeting. The Local or unit Secretary, with the assistance of the Guild office, shall be responsible for giving the nomination meeting notice.

(b) Nominations for the annual Local officers' elections shall be made from the floor of a nomination meeting to be held in September, or by petition as otherwise provided in this Article, with elections to be held in October.

Nominations for delegates to the International conventions shall be made from the floor of the general membership meeting in April with elections to be held in May, or at least two (2) months prior to the convention, whichever is earlier, with elections to be held within thirty (30) days of the nomination meeting.

The Guild Secretary and/or the Election Committee chairperson shall communicate to the general membership a list of nominations within seven (7) working days after the nomination meeting.

(c) Any member in good standing, except as noted in Article XVII, Section 7, can be nominated for any Guild office. Only members in good standing may nominate for office or second a nomination. The nominations made at any nomination meeting shall be recorded in the minutes of that meeting.

(d) No nominations shall be made without the nominee's consent by their presence or in writing submitted at the membership meeting or delivered to the Guild office, the Local Secretary, or the Election Committee chairperson within three (3) working days.

Nominees shall have until 6 P.M. of the third working day after their nomination to withdraw by formal notice to the Guild Secretary or the Election Committee chairperson.

In case only one (1) eligible member has been nominated for an office, and that member has indicated acceptance of their nomination within the time limits and in the manner prescribed in these By-Laws, and that no petition to nominate another candidate has been received within five (5) working days, no election need be held for that office and the member who has been so nominated shall be deemed elected.

(e) Following a nomination meeting, other candidates may be nominated and placed on the ballot by petition of 5% of the general membership in good standing. (Local elections—5% of general membership in good standing representing two or more units.) Such petitions must be in the hands of the Guild Executive Committee and/or the hands of the Election Committee chairperson by 6 P.M. of the fifth working day following the nomination meeting.

Section 4. Candidates

(a) No candidate may be nominated for more than one (1) office in the same election. Candidates' names shall be placed on the ballot either by slate or drawing of lots.

All candidates shall be treated equally. Any reasonable request granted by the Election Committee to one candidate must be extended to all other candidates.

(b) Each candidate shall be entitled to a watcher at the polls, who shall be a Guild member. No candidate may be a watcher at the polls.

The names of all observers at the polls, at the counting of the ballots and at the preparations of the election shall be submitted by the candidate to the Election Committee Chairperson.

No candidate or supporter of a candidate may campaign within fifty (50) feet of the polling place. Candidates or anyone working on behalf of a candidate may use Guild bulletin boards in any newspaper office, except in the room in which the ballot box is located in any of the designated polling places.

Any candidate, or their observer, may challenge a member of the election committee, or the election itself, based on any irregularity of the election procedures prescribed herein, including, but not limited to, voting by an ineligible member; incorrectly marked ballot, fraud in the conduct of the election.

The Election Committee shall meet to consider the challenge and shall determine what, if any, relief shall be afforded the challenger. The Committee shall issue a written decision within 10 days.

The Committee's decision may be appealed within 5 days to the Executive Committee, which shall issue a decision within 10 days. The challenger may appeal the decision of the Executive Committee to the International union in accordance with the provisions of the International constitution.

If a voter is challenged, the voter may vote and have their ballot placed in a sealed envelope.

The challenge of seating a member of the Election Committee shall be made at least fifteen (15) days prior to the time of election.

Section 5. Election Committee

(a) An Election Committee, which shall select tellers, and which shall set the machinery in motion, shall be appointed by the President in Local or International elections and unit chairperson in unit elections with the consent of the membership.

(b) The Local elections shall be supervised at each unit by a member of the Election Committee. An Election Committee, with at least one representative of each unit, shall have an annual term and shall be appointed well in advance of any scheduled election. An Election Committee will be appointed by the President for all Local and International elections with the consent of the membership when no election is pending. The Election Committee shall have no less than three (3) members. The President or Unit Chairperson shall select the Chairperson of the Election Committee with the consent of the members at the meeting.

A separate Election Committee shall be selected for each election and serve for that particular election only.

(c) The Chairperson of this committee shall be responsible for conducting the election fairly, for interpreting and applying all election rules as established in the By-Laws, and for all necessary action to prepare for the conduct and to tabulate the results of the balloting. They shall not support or campaign for any candidate.

(d) The Election Committee shall check to see that acceptances or rejections of nominations by the nominees are obtained in accordance with the By-Laws and within the stated time limit.

(e) The Election Committee shall be responsible for verifying the election notice, if said notice has been sent to each member in good standing at their last known home address.

(f) All preparations for the election shall be conducted in such a way that any candidate or designated representative may be present, if the candidate desires to witness the preparations, the balloting and counting.

(g) The Chairperson of each unit shall review the voter eligibility lists prior to the mailing of election notices. Any corrections shall be reported promptly to the Election chairperson. Disputes as to who may receive an absentee mail ballot shall be decided by the Election Committee. Members on assignment outside of the United States may vote via facsimile or other telecommunications equipment.

A permanent mail ballot list shall be established and maintained by the Local Secretary. This officer shall maintain the final eligibility lists and shall retain every mail ballot request. The final eligibility list shall note every person who received mail ballots and no person who is sent a mail ballot shall be allowed to vote in person, except under a challenged ballot.

(h) Absentee mail ballots shall be sent upon request in writing under the following circumstances:

* Members who are normally not at work during the voting.
* Members whose normal working hours begin after 7 P.M.
* Members who work outside the unit building.
* Members on vacation.
* Members who are absent due to illness.

Requests for such ballots must be submitted to the Guild office no later than 12 days prior to the election.

Prior to the mailing of such ballots, the Committee shall rent a post office box. The key to such box shall be retained by the postmaster until after the deadline for return of ballots.

(i) The count of the votes shall begin as soon as the ballot boxes close.

(j) Election results must be completed and certified by the Election Committee chairperson no later than three (3) working days after the last day of elections.

The Chairperson or acting Chairperson of the Election Committee shall file a signed copy of the election results with the Local Secretary showing the results of the ballots cast.

The votes cast by members of each unit shall be counted, and the results published, separately.

(k) The sealed ballot box and all other records pertaining to the election shall be retained by the Local Secretary for at least one (1) year.

Section 6. All new Local members shall be notified of election procedures when joining the union.

ARTICLE VII: Meetings

Section 1. The General Membership shall meet in January, April, July, and October at a time and date set by the Executive Committee.

The Local Secretary and/or the President shall give at least five (5) working days' notice to the membership in advance of every meeting.

Special membership meetings shall be called by the President or by the Executive Committee or on petition to the Secretary signed by at least 5% of the members in good standing, representing three units. Such special meetings must be called so that the membership may receive notice at least three (3) working days in advance of the meeting date.

The Local Secretary shall keep the minutes of all Local and general membership meetings and present a copy of these minutes to the Guild office for its files. These minutes shall show the outcome of all votes taken at these meetings. These minutes shall be sent to the Guild office within three (3) working days after the meeting.

The annual meeting shall be the January meeting.

Section 2. **(***Amended 1/1/05)* Unit meetings shall be called, with at least a five (5) day notice, by the Unit Chairperson or by petition of 5% of the membership in good standing of the unit, provided that such 5% shall constitute four or more persons. Unit meetings shall be held monthly when possible—but at least quarterly. Minutes shall be kept at all unit meetings, and a report based thereon shall be sent to the Local Secretary within three (3) working days.

These minutes shall show the outcome of all votes taken at these meetings. The Local Secretary shall forward to the Guild office a copy of these minutes.

In units having no Secretary or Treasurer, the chairperson shall designate some other officer or member to keep the minutes.

Section 3. The Executive Committee shall meet at least once a month prior to any normally scheduled general membership meeting. A five (5) day notice shall be given for the monthly Executive Committee, except in an emergency, when the Executive Committee may be called for a special meeting on immediate notice. The Local Secretary shall keep minutes of all Executive Committee meetings, and show the outcome of all votes taken at these meetings and present a copy for Guild files.

Section 4. Shop stewards' meetings shall be called by the Unit Chairperson at least every six (6) months or by a request of the Local President The unit secretary shall keep minutes of these meetings and forward a copy to the Local Secretary within three (3) days of the meeting and shall show the outcome of all votes taken at these meetings. The Local Secretary shall forward a copy of the minutes to the Guild office.

ARTICLE VIII:
Quorums

Section 1. Except where herein below noted, a quorum shall be necessary to conduct business at all meetings of the Guild or its subdivisions. In the absence of a quorum, the members present may recess from time to time without notice until a quorum is present.

Section 2. Four (4) shall constitute a quorum of the Local Executive Committee.

Section 3. 3% of the membership shall constitute a quorum at unit meetings and general membership meetings, provided for unit meetings that such 3% shall consist of four (4) or more persons.

Section 4. At the four (4) stated general membership meetings and at special general membership meetings, called for a specific purpose, the quorum shall be waived, with the proviso that other new business may not be introduced at a general membership meeting unless a quorum is present. Business other than that stated in the call for special general membership meetings may not be introduced.

ARTICLE IX: Amendments

Section 1. Any proposals to amend these By-laws shall first be submitted to the Constitution Committee and Rules Committee in writing. The Constitution Committee shall review the proposals and report the proposals out to the next scheduled Executive Committee meeting and then the next scheduled General Membership meeting for immediate action.

Amendments to these By-Laws may be made in either of two ways.

(a) By the general membership, in which case proposed changes shall be adopted at a membership meeting subject to ratification at the next membership meeting, and not to be operative until so ratified, and such proposed changes in the By-Laws shall be made part of the notice to be sent out to the membership.

(b) Before a vote is taken upon adoption, the amendment shall be submitted to the TNG Executive Council for examination for possible conflict with TNG's Constitution.

Section 2.
Proposed changes in Article X, Sections l(a) and 2, may be made only by secret ballot.

ARTICLE X: Dues and Assessments

Section 1. The schedule of dues shall be set by the Executive Committee, subject to a general membership referendum. Initiation fees shall be set by the Executive Committee. Dues votes must be by secret ballots.

Section 2. Local assessments may be levied by the Executive Committee.

Section 3. All money collected on behalf of the Local, except any collected for the TNG-CWA or any branch of the TNG-CWA, shall belong to the Local.

Section 4. The Executive Committee may adopt rules to enforce payment of delinquent dues and assessments. Such rules may provide that they shall apply to units whose members are working under collective bargaining agreements containing "Guild shop," "preferential shop," or "maintenance of membership" provisions, and in such other units as by majority vote elect to be governed by such rules. Such rules may establish a system of fines and penalties graduated according to the amount or frequency of the delinquency, but shall not provide for penalties in excess of two and one-half times the total amount of such delinquent dues and assessments. The establishment of such penalties shall not impair the power granted by The NewsGuild-CWA Constitution for the discipline of delinquent members, but shall be in addition thereto.

Section 5. There shall be an initiation fee of $10.00.

Section 6. *(added 1/1/2005, modified 9/28/17)*

The NewsGuild of Greater Philadelphia may provide a life insurance benefit on active and retired members in good standing, unless provided under an available group health care plan.

ARTICLE XI: Committees

Section 1.

(a) Standing committees of the Local shall be as follows: Admissions and Membership, Constitution and Rules, Finance, Organizing, Human Rights, the Community Services Committee, Health and Safety, Pay Equity, Women's Committee, and one (1) Contract Negotiating Committee, and one (1) Grievance Committee for each unit.

Each standing Committee Chairperson shall be appointed by the President, who shall be a member of each committee, at the January membership meeting. Each committee should be chaired by a Local or unit officer who shall make quarterly reports in writing to the Executive Committee.

(b) The Executive Committee, is empowered to authorize the formation of such other committees as the Executive Committee deems necessary. The general membership at any meeting may authorize the formation of additional committees.

Section 2. Committees appointed by the Executive Committee between meetings of the General Membership shall serve pending approval by the General Membership.

Section 3. The terms of special committees shall be designated when they are appointed and ratified. Vacancies on all committees shall be filled for the unexpired terms in the manner in which new committees are set up.

Section 4. Election committees for general and unit membership elections shall be established as provided in Article VI, Section 5.

ARTICLE XII: Conventions

Section l.

(a) Delegates and alternates to represent this Local at the CWA Convention and TNG Sector Conference of The News Guild shall be elected each year by secret ballot by the general membership.

(b) The rules governing conduct of election of officers shall also apply to the election of delegates.

Section 2. Nominations for delegates and alternates to represent this Local at the TNG Sector Conference and International Convention shall be made from the floor of the January general membership meeting. No nomination shall be made without the nominee's consent by their presence, or in writing submitted at the membership meeting or delivered at the Guild office within three (3) working days. The election shall be by ballots cast in person, or by mail and ballots cast in person, and the January general membership meeting shall designate the dates during which the election shall be conducted.

An election committee to supervise the referendum shall be appointed by the President, with the consent of the January general membership meeting, except that no candidate for delegate or alternate shall be a member of the election committee.

Section 3. Number of delegates to represent this Local at the TNG Sector Conference and International Convention shall be specified each year prior to nominations by the January general membership meeting. Nominees shall be identified on the ballot by their unit. Nominees shall be listed on the ballot either by slate or lots. Each ballot shall state at the top the number of delegates to be elected, as specified by the January general membership meeting, and ballots containing more than the specified number of votes shall be declared invalid. Candidates receiving the highest number of votes shall be declared elected as delegates, with the candidates having the next highest votes being alternates in order of their totals. Only members in good standing as of January 1 shall be permitted to be nominated as delegates, or to make a nomination or to vote in the elections.

ARTICLE XIII: Publicity

Section l. The President, Secretary, Executive Director and any member of the Executive Committee selected by them or the general membership shall have the sole power to speak publicly or issue press statements for the Guild.

ARTICLE XIV: Discipline of Members

Section 1. Members may be disciplined under and in accord with the provisions of Articles XIX and XX of the CWA Constitution.

Section 2. Delegates to groups to which the Guild is affiliated shall be removed from office if they fail to attend two (2) consecutive meetings of such organizations.

Section 3. In the event of the removal of a standing delegate the Executive Committee shall fill the vacancy in accordance with Article XI, Section 5 (f) of the TNG

Constitution. Another elected officer is allowed to serve as an acting officer until an election is held.

Section 4. The Trial Board may impose fines on members who have been found guilty of misconduct (physical attack) during a general membership meeting, or an Executive Committee meeting.

ARTICLE XV: Collective Bargaining

Section 1. Proposals for working and wage agreements shall originate in the unit involved and shall be approved by the unit at a unit meeting, and shall then be submitted to the SEC Contracts Committee in accordance with Article XIX of TNG's Constitution.

Section 2. The Executive Committee upon its own initiative, may draw up proposals or wage and working agreements and submit them to the unit involved.

Section 3. The negotiating committee in each unit shall consist of the unit officers, local officers who are members of that unit and other members appointed by the Local President. The committee shall be chaired in each unit by the Unit Chairperson unless the Local President is a member of that unit, in which case they shall chair the committee.

Any units which have a multi-unit bargaining council shall be represented on that council of unions by the chairperson of the negotiating committee and the local staff person involved in negotiations.

Section 4. The general membership only shall have the power to pass upon all contracts proposed by units and change such contracts to further the best interests of the Guild. Whenever substantive changes are made, they shall require the approval of the unit involved.

Section 5. The Executive Committee may instruct negotiating committees between meetings of the general membership along lines consistent with the policy and decisions of the general membership.

Section 6. Any agreements or contracts negotiated must be approved by the unit involved and the Executive Committee before going into effect, only after being submitted to the SEC Contract Committee in accordance with Article XIX of TNG's Constitution.

ARTICLE XVI: Petitions and Communications

The Executive Committee shall encourage all members to express their feelings on all Guild issues through personal appearances, letters and petitions. Such communications shall be received by the Executive Committee, and made a part of the record. Unlike formal

petitions designed to call for meetings, as otherwise referred to in these By-Laws, petitions means as an expression of the feelings of members shall be received as correspondence, without any minimum number of signatures.

ARTICLE XVII: Guild Employees

Section l. Guild employees shall be under the same terms insofar as applicable, as those set forth for Guild members in the Guild contract with the Inquirer/Daily News and Philly.com except those employees of the Guild shall have two (2) paid holidays in addition to those granted Inquirer/Daily News and Philly.com employees. Any salary increase granted under the Inquirer/Daily News and Philly.com contract shall automatically apply to the Guild employees.

Section 2.

(a) The Executive Committee shall have authority, subject to provisions of Section l, to hire and dismiss Guild employees, award merit increases and supervise their work and working conditions. Hiring and dismissal of Guild employees shall be by constitutional majority of the Executive Committee. The Executive Committee shall receive five (5) days' notice of meetings involving hiring, dismissals and merit increases. Such employees shall only be dismissed for just cause. In the instance of the Executive Director, who by their duties must assert a responsibility free from direct supervision, the term "just cause" shall include the obligation to maintain the confidence of both the Executive Committee and the general membership. If, at any time, a two-thirds majority of the Executive Committee believe they no longer maintain such confidence, that body shall be empowered to authorize a vote of the general membership on whether the Executive Director should be dismissed.

(b) In the event of a dismissal, a Guild employee shall have the right to appeal to the Executive Committee and, in the event of an unfavorable decision, shall have the right of appeal to the general membership.

(c Guild employees will be ineligible to be nominated or elected as an officer or member of the Executive Committee.

Section 3. The Executive Director shall be, in addition to the above, covered by the following provisions:

(a) **Method of Appointment:** The Executive Committee shall interview applicants for the positions of Executive Director, Local Representative and Service Representative and shall submit its recommendations to the general membership for approval. In the event the Executive Committee submits the names of more than one (1) applicant, a special meeting of the general membership shall be called to consider the recommendations of the Executive Committee. The general membership shall make the selection by secret ballot.

(b) **Salary:** The Executive Director shall receive a salary not less than that provided as a Desk Assistant top minimum, plus night differential, the Guild's contract with The Inquirer.

(c Duties and responsibilities shall include the following:

(l) **Primary Duty and Responsibility:** The Executive Director's primary duty and responsibility shall be the execution of policies set by the general membership and the Executive Committee in the fields of (a) contract negotiations; (b) contract enforcement (c) contract grievances and (d) organizing the unorganized.

(2) They shall keep the Executive Committee fully informed on all Guild matters and shall keep the individual officers informed on Guild matters falling within the duties of their offices, such information to be furnished on request, and in no event later than the Executive Committee meeting following receipt of information by the Executive Director.

(3) When Executive, Grievance or Negotiating committee meetings are to be held, the Executive Director shall promptly, upon receiving knowledge of that fact, furnish the office secretary with a list of the members to be informed of the meeting and shall instruct the secretary to notify the members involved.

Section 4. The Local Representative and/or Service Representative shall be employed under the same terms provided for in Article XVII, Sections l, 2, 3(a). The Local Representative and/or the Service Representative and all Guild employees shall be under the direct supervision of the Executive Director.

Section 5. The Executive Committee can enter into a letter of agreement and/or understanding with any Guild employee concerning their terms of employment.

Section 6. The Guild shall not make loans to Guild members or employees of the Guild unless the need for such loans are Guild-incurred.

In the event of consideration of a Personal loan, not to exceed $2,000 as per Section 503 of the Landrum-Griffin Act, a special general membership meeting shall be called with not less than three (3) days' notice. This provision shall not be construed to limit the Guild from helping to fund activities designed to directly promote the interests of the Guild membership.

Section 7. Guild employees shall be ineligible for election as an officer, or member of the Executive Committee. Guild employees may be eligible for election as a delegate or alternate to represent the Local at an International Convention, and may represent the Local at the District Council level or as a member of a body monitoring a corporate owner entity.

ARTICLE XVIII:
Pensions

Copies of the Annual Report of the Individual Pension Boards shall be presented at the unit and general membership meetings next succeeding the issuance of each said report.

ARTICLE XIX:
Referendum

Section 1. Any matter to be decided by the Local may be submitted to a referendum of the membership by the general membership upon a petition signed by not less than 10% of the membership in good standing at the time the petition is filed.

Section 2. Provisions for the holding of a referendum shall be made by the general membership. The referendum may take the form of a vote by mail or a vote in person at designated polling places or a combination of both. No ballot shall be mailed to a member not in good standing at the time ballots are mailed. All members shall be given at least fifteen (15) days' notice in advance of any referendum.

ARTICLE XX: Interpretations

Section 1. These By-Laws shall be interpreted by the Executive Committee, subject to appeal to the general membership at a meeting or in a referendum, or to TNG's International Executive Board or to the next International Convention of TNG.

Section 2. Questions of procedure not covered by TNG Constitution, or decisions of TNG's International Conventions or these By-Laws shall be governed by Robert's Rules of Order Newly Revised 12th Edition.

ARTICLE XXI: Conflicts of Interest

Section 1. No Guild member shall either vote or be present for discussion on any issue in which they, a family member, or friend have a financial interest in or may derive any personal benefit from actions or decisions made in their official capacity.

Section 2. Guild members shall avoid and be prohibited from acting on matters in which a conflict of interest may exist.

Section 3. No member shall vote on a question in which they have a direct personal or pecuniary interest not common to other members of the organization. For example, if a motion proposes that the organization enter into a contract with a commercial firm of which a member of the organization is an officer and from which contract, they will derive personal pecuniary profit, the member should abstain from voting in such circumstances.

Section 4. The rule on abstaining from voting on a question of direct personal interest does not mean that a member should not vote for himself for an office or other position to which members generally are eligible or should not vote when other members are included with them in a motion. If a member never voted on a question affecting themself, it would be impossible for a society to vote to hold a banquet, or for the majority to prevent a small minority from preferring charges against them and suspending or expelling them.

ARTICLE XXII: CWA Policy on Mutual Respect

Section 1. The CWA reaffirms its commitment as a matter of principle and policy that all forms of discrimination, for whatever reason, be vigorously opposed until all vestiges of discrimination are eliminated from society.

Section 2. Freedom from discrimination within our union is a right and privilege of all CWA members. Any abridgement of this right and privilege shall be subject to a complaint under the CWA Internal Appeals Procedures and should be investigated immediately without fear of reprisal and retaliation.

Section 3. In restating our policy for conduct within our Union, it is equally important that our employers reflect this policy so that neither the Company nor the Union shall unlawfully discriminate against a person on account of race, color, gender, religion, age, marital/parental status, political beliefs, sexual orientation, gender identity or expression, national origin, or because a person is handicapped, a disabled veteran, or a veteran of the military service. This means what it says: “No form of Discrimination will be tolerated at any level of CWA.”

Section 4. Any matter which relates to the field of discrimination should be immediately and appropriately handled by the appropriate level of the Union that comes across the allegation of discrimination. It should be handled thoroughly in an honest and positive manner.

Section 5. It is a matter of principle that no one member is more equal than another. The handling of the representation of our members at all levels of the CWA should be done in an evenhanded way with no fear; no preference; no favorites.

Section 6. Local Equity and Women’s Committees can play a positive role by providing continuous education training assistance and by reporting to the members of the Local on the ways and means of eliminating discrimination in its entirety.

Section 7. CWA Constitutional Committees should be representative of the Union. Local CWA Constitutional Committees should be representative of all the Local membership and should be active committees, not paper committees.

Section 8. The Union policy to have a job steward for each fifteen members should be fully implemented and should be reflective and representative of the entire membership of each Local.

ARTICLE XXIII – Harassment Prevention Policy

Section 1. The Guild maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws. This policy applies to all Guild members, including Executive Board members and office staff. It is equally important that our employers reflect this policy so that neither the Company nor the Union shall unlawfully violate any state, federal, or local laws preventing against harassment.

Section 2. Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

1. Submission to such conduct is made an explicit or implicit term or condition of employment, union membership or union representation; or
2. Submission to or rejection of such conduct by an individual is used as the basis of employment or work assignments affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating hostile, or offensive working environment.

Section 3. Examples of unlawful harassment includes, but are not limited to:

1. Verbal conduct such as epithets, derogatory jokes or comments, and slurs; or
2. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mail, or gestures; or
3. Physical conduct such as unwanted touching, blocking normal movement.

Section 4. Any matter which relates to harassment should be immediately handled by the appropriate level of the Guild that comes across the allegation of the harassment. Complaints will be investigated immediately without any fear of reprisal or retaliation.