

CWA ORGANIZATIONAL STRUCTURE

CONVENTION

The Convention is the highest governing authority of the Union. Approximately 2,500 locally elected delegates and alternates attend the CWA Convention.

The Executive Board is elected at the Convention every three years and consists of:

EXECUTIVE BOARD

- The President
- The Secretary-Treasurer
- The Executive Vice President
- Fifteen Vice Presidents
- Eight District Vice Presidents and
- Seven International Vice Presidents for
Communications and Technologies
Printing, Publishing and Media Workers
Public, Health Care and Service Workers
(PPMWS)
Telecommunications
The Newspaper Guild (TNG)
National Association of Broadcast,
Employees and Technicians (NABET)
International Union of Electrical,
Salaried, Machine and Furniture
Workers (IUE)
American Flight Attendants (AFA)

DISTRICTS/SECTORS/ DIVISIONS

CWA is structured into eight geographic Districts, six Sectors and one Division. Each District/Sector/Division has Vice Presidents and Staff.

CWA has more than 1,250 chartered local unions in the United States and Canada. Members elect local officers and the delegates to the CWA Convention.

CHARTERED LOCALS

All CWA members, including International Officers, Staff and Local Officers must abide by the CWA Constitution as well as their Local's Bylaws.

CWA ORGANIZATIONAL STRUCTURE

CWA HISTORY

The Communications Workers of America (CWA) was founded at meetings in Chicago and New Orleans in 1938. First known as the National Federation of Telephone Workers, convention delegates in 1947 changed the name to Communications Workers of America.

CWA joined the Congress of Industrial Organizations (CIO) in 1949 and has been an affiliate of the AFL-CIO since the two labor organizations merged in 1955.

The late Joseph A. Beirne was the Union's founding president and was succeeded upon his death by Glenn E. Watts who served between 1974 and mid-1985. Morton Bahr became the third president of CWA with his election by acclamation on July 16, 1985 during the Union's 47th annual convention.

On January 1, 1987, the 70,000 member International Typographical Union, America's oldest chartered labor union, affiliated with CWA to become the union's Printing, Publishing and Media Workers Sector.

In 1994 the National Association of Broadcasting, Engineers and Technicians brought 9,000 workers to CWA.

In 1997, The Newspaper Guild, representing 40,000 workers merged with CWA.

The year 2000 brought 110,000 new members with the merger of the International Union of Electrical, Salaried, Machine and Furniture Workers.

CWA DISTRICTS

District 1 New York, NY

District 6 Austin, TX

District 2 Silver Spring, MD

District 7 Greenwood Vlg., CO

District 3 Atlanta, GA

District 9 Sacramento, CA

District 4 Cleveland, OH

District 13 Philadelphia, PA

CWA FUNCTIONS

CONVENTION

This is the highest governing authority of the Union. Once the Convention makes a decision, that decision stands and it must be carried out by every single officer and employee of the Union -- at both the Local and International levels. Convention action can be changed only by a later Convention or by a referendum of the membership.

The Convention has the power to:

- Interpret and amend the Constitution;
- Establish the policies to be followed by the Union;
- Elect the International President, the Secretary-Treasurer, the Executive Vice President and the Vice Presidents;
- Act as a final court of review for members who feel they have not been treated fairly at lower levels of the Union;
- Establish per capita dues to the International;
- Approve or change the budget;
- Dispose of any other matters that may come before it.

Delegates to the Convention are elected by local unions with the number of delegates per local determined by membership strength as specified in the CWA Constitution.

EXECUTIVE BOARD

The Executive Board meets regularly throughout the year and makes decisions on union matters with these decisions being subject to review by the convention. The Executive Board also administers the policies established by the Convention.

The Executive Board consists of:

- the President
- the Secretary-Treasurer
- the Executive Vice President
- Fifteen Vice Presidents

The Executive Board has the responsibility of recommending policies and programs to the Convention based upon their day-to-day experience in administering the affairs of the Union.

EXECUTIVE COMMITTEE

The President, Secretary-Treasurer and Executive Vice President make up the Executive Committee which carries out duties assigned by the Convention or the Executive Board.

STRATEGIC PLANNING AND BUDGET COMMITTEE

The Executive Committee and three Vice Presidents make up the Strategic Planning and Budget Committee (SPBC). The SPBC reviews Union programs and goals and recommends to the Executive Board the strategies and allocation of resources it believes appropriate.

DISTRICTS

CWA is structured into eight geographic Districts. The Districts are responsible for carrying out the goals and programs of the Union. Delegates representing the Locals within each District elect a Vice President every three years at the Convention. Representatives of Locals within each District must meet at least twice each year at the call of the District Vice President.

LOCALS

With more than 1,250 chartered local unions, CWA members live and work in more than 10,000 communities across North America. All chartered locals must represent the workers in their respective jurisdictions and hold meetings at such time, place and frequency as the members may decide by vote. The locals are also responsible for processing grievances and actively implementing all union programs.

At each level of CWA the members set policy and control the finances. All members have the opportunity to participate in their local union by attending meetings, serving on committees and voting for officers.

DUTIES OF INTERNATIONAL OFFICERS AND STAFF

PRESIDENT

The International President is the principal officer of CWA and the official spokesperson for the Union. The President has full responsibility for administering and implementing the policies of the union as determined by the Convention – CWA’s highest decision-making body -- and for guiding and building the union. Between Executive Board meetings and Conventions, the President is charged with ensuring that the directives and goals of the union are carried out.

The President presides over the Convention, meetings of the Executive Board and the Executive Committee of the Union. All officers report to the President. The President is also the Constitutional Chair of all the Bargaining Councils and is the final authority for setting strike action. The President is elected by the delegates to the convention every three years.

The President serves as president of Union Network International’s Telecom sector, representing 2.5 million workers worldwide. Within this worldwide framework, the President works to build and strengthen alliances with telecom unions around the world to support the international campaign for workers’ rights and fair contracts at increasingly inter-connected telecom companies.

The President, Executive Vice President and the Secretary-Treasurer make up CWA’s Executive Committee.

SECRETARY-TREASURER

This officer has the job of receiving, identifying, distributing and keeping a day-to-day record of the dues income of the Union. The Secretary-Treasurer is responsible for maintaining membership lists and preparing financial statements. The Secretary-Treasurer is also responsible for government relations, legislation, retirees and the Pediatric AIDS Foundation program. The Secretary-Treasurer is a member of the Union Network International's (UNI) Executive Committee, President of the UNI World Women's Committee and member of the UNI Americas Executive Committee. The Secretary-Treasurer is elected by the delegates to the convention every three years.

EXECUTIVE VICE PRESIDENT

The Executive Vice President acts at the direction of and with the President. This officer's responsibilities include legislative and political affairs, the civil rights and women's rights programs, workplace safety and health, CWA's online technical job training program, and other duties as determined in conjunction with the president as critical to building CWA.

A major part of the Executive Vice President's duties includes overseeing the union's political action efforts and building members' financial contributions to COPE – the Committee on Political Education. Another key area of responsibility is overseeing the expansion of the union's retiree membership, to expand the effectiveness of this group in workplace and political mobilization.

The Executive Vice President's office also supports critical workplace and employer campaigns and works closely with the districts and sectors to carry out their work.

DISTRICT VICE PRESIDENTS

CWA is divided into eight geographic Districts. Each District has a Vice President who is responsible for supervising all policies and programs of the Union within a District. The Vice Presidents work under the direction of the President and they in turn supervise CWA Representatives and other Staff assigned to their Districts. The Vice Presidents are elected by delegates from the locals in their District every three years at the convention.

INTERNATIONAL AND NATIONAL VICE PRESIDENTS

The Vice Presidents on the Executive Board are elected by convention delegates from locals with members in their sectors/divisions every three years at the convention.

NON-ELECTED FULL-TIME STAFF

CWA non-elected full-time Staff are employed by the Executive Board. Full-time Staff employees work out of CWA Headquarters and District offices under the supervision of officers and vice presidents. Most field Staff are assigned to locals and are responsible for assisting these locals in meeting all the goals of the Union. Staff at Headquarters support department functions. Organizers direct and support organizing campaigns throughout the Union.

CWA ADMINISTRATIVE UNITS, DEPARTMENTS, SECTORS AND DIVISIONS

EXECUTIVE OFFICE

CIVIL RIGHTS AND FAIR PRACTICES

CWA is a multi-racial union and accepts its responsibility to represent all members, regardless of gender, color, disability, sexual orientation, creed or nationality. CWA consistently challenges discriminatory practices and fosters enlightened attitudes throughout our union and society. This office coordinates the National Committee on Equity meetings and the Minorities Leadership Institute.

COMMUNICATIONS DEPARTMENT

The Communications Department handles CWA's internal communications (including publications and video services) and public relations/media programs and provides a variety of communications services to local unions and other union offices.

COMMUNITY SERVICES

CWA's office of community affairs has earned CWA a reputation for being the community-minded union. The department has conferences to educate our members on using community services, developing programs to help members with personal problems and enhancing CWA's involvement in the community.

DEVELOPMENT, RESEARCH AND TECHNOLOGY

Staffed by research economists, this department of professionals develops strategic analysis of industries and sectors where CWA members are employed. This department also provides research for corporate campaigns and data to support collective bargaining and is responsible for the CWA Website.

EDUCATION AND MOBILIZATION

This department produces materials and programs that inform members about key issues affecting our union and prepares members for mobilization actions to improve our strength at the bargaining table, in the workplace and in the community. The department trains stewards, local officers, union activists and CWA staff in the fundamentals of union representation and contract enforcement.

INTERNATIONAL AFFAIRS

The International Affairs Department focuses on strengthening bargaining power, the right to organize and resistance capabilities of our members and our allies internationally. The department extends union to union solidarity to advance and strengthen unions and the standard of living of workers in the information sector.

LEGAL

CWA has a General Counsel who oversees the needs of the Union in all legal matters, including arbitration.

OFFICE OF OCCUPATIONAL SAFETY AND HEALTH

Focuses specifically on problems dealing with this area by researching and documenting hazards CWA members face, providing technical assistance and training and developing written and audio-visual materials.

ORGANIZING

Works with the Districts and Locals in expanding external and internal organizing opportunities. Provides resource support and direct assistance to Locals in organizing campaigns. CWA has one of the most active organizing programs in the labor movement.

POLITICS & CWA-COPE

Coordinates CWA's political action funds and programs. Works with District Legislative/Political Coordinators to increase CWA's grassroots political action efforts and member support of local, state and federal candidates. CWA has professional legislative experts and one of the most active grassroots lobbying and political programs in the country.

PUBLIC RELATIONS

CWA's public relations staff utilizes the print and broadcast news media to communicate CWA's message to the public and the employer with one powerful, unified voice. The department produces videos on current issues for showing at membership meetings, union conferences, organizing drives and to the community. The department also produces a variety of publications for use by members and for public information.

WOMEN'S ACTIVITIES

The Women's Activities office works with other women's organizations to advance the state of women workers. The office assists in the planning of CWA's women's conference and workshops.

THE SECRETARY-TREASURER'S OFFICE

ACCOUNTING

The Accounting Department handles the day-to-day financial matters of the union. In addition, the accounts payable section processes and pays the bills for headquarters and district expenses. The accounts receivable section processes the income received from dues and other sources. The payroll section processes the payroll for all employees in headquarters and in the district offices. The accounting department also generates budget reports and quarterly financial reports for the union.

COMPLIANCE

Endeavors to assist any Local which may have specific needs in the area of compliance with any Federal, State or CWA Constitutional requirements. Handles all charter jurisdiction changes, Local officer information, Labor Bond coverage and claims, dues certification, updating of the U.O.P.M. and maintaining the Secretary-Treasurer's website www.cwa-secy-treas.org and the Secretary-Treasurer's Job Aid www.cwa-st-jobaid.org

FACILITIES SERVICES

The Facilities Services Department is responsible for all incoming and outgoing mail for the Headquarters office. The Department stocks and distributes forms and publications to the Locals and District Offices. Facility Services has a state-of-the-art print shop in which newsletters, forms, brochures, stickers, etc. can be designed and produced.

LEGISLATIVE DEPARTMENT

CWA has professional legislative experts and one of the most active grassroots lobbying programs in the county. Maintains the Legislative/Political website www.cwa-legis-pol.org

MEMBERSHIP DUES

The Membership Dues Department works diligently to ensure that membership records are maintained accurately and that dues reports and checks are worked in a timely and efficient manner.

SPECIAL PROGRAMS

The Special Programs office serves as the liaison to the CWA Retired Members Council, administrators the agency fee objector policy and works with locals in enforcing union security agreements. Additionally, the office coordinates the CWA Staff activity report program.

COMMUNICATIONS & TECHNOLOGIES

National office representing over 30,000 employees who work for AT&T, Agere Systems, Inc., Avaya Communications and Lucent Technologies.

TELECOMMUNICATIONS

Responsible for coordinating matter of common concern and interest with respect to contracts, wages, hours of employment and other working conditions within the units that are **not** AT&T, Bell Regional Holding Companies and their subsidiaries and affiliates. Telecommunications is also responsible for bargaining in those bargaining units which are system-wide or national in scope as determined by the CWA Executive Board.

INTERNATIONAL UNION OF ELECTRICAL, SALARIED, MACHINE AND FURNITURE WORKERS (IUE)

Responsible for assisting 110,000 employees in bargaining, arbitration and organizing. Assists in bargaining contracts, supporting and coordinating other efforts of the locals.

NATIONAL ASSOCIATION OF BROADCASTING EMPLOYEES AND TECHNICIANS (NABET)

Responsible for assisting 10,000 employees in the broadcast industry in bargaining, arbitration and organizing. Publishes the *NABET News*.

THE NEWSPAPER GUILD (TNG)

Responsible for assisting 40,000 newspaper and media workers in bargaining, organizing and arbitration. Publishes the *Guild Reporter*.

PRINTING, PUBLISHING AND MEDIA WORKERS (PPMWS)

Responsible for assisting local unions in bargaining contracts and assisting and coordinating other efforts of these locals.

PUBLIC, HEALTH CARE AND SERVICE WORKERS

Responsible for developing an overall program on behalf of the Public, Health Care and Service Sector members of CWA. This is accomplished by coordinating efforts with other existing departments, publishing a monthly newsletter and sponsoring conferences and training sessions.

AMERICAN FLIGHT ATTENDANTS

Responsible for assisting 45,000 airline workers in bargaining, organizing and arbitration.

COPYRIGHTED CWA® LOGO

The Union's logo (whether it is inscribed "Communications Workers of America" or "CWA") is the copyrighted property of the Union.

These service marks were originally copyrighted in 1951. In 1990-91, the copyrighting of the service marks was renewed for ten more years.

The Certification of Registration number is 1,503,429.

The initials "CWA" were also separately registered in 1988 as a service mark of the Union.

The copyrighting of these various service marks can be rendered meaningless if the Union does not control and protect their use.

A registered service mark of the Union can be used only upon permission being granted by the Executive Board after proper application for such use has been filed with the office of the Secretary-Treasurer.

The statutory symbol of federal registration® should be displayed with the registered mark by placing it to the immediate right and slightly above the mark wherever it appears.

ALLIED PRINTING TRADES LABEL

Use the Allied Printing Trades Label (the "Bug").

CWA is now co-owner of the oldest union label in the world.

Formally, it is called the Allied Printing Trades Union Label. Informally, it's called the "bug."

CWA became co-owner of the bug through a merger in 1987 with the International Typographical Union (ITU).

Like other union labels, the Allied Printing Trades Label guarantees that the work was performed one hundred percent by union labor.

Thousands of CWA members' work is identified by the Allied Bug.

All Locals should make sure that any original printing carries the Allied Printing Trades Union Label.

Remember, these are CWA members.

How to Read the Label

A legitimate Allied Trades Printing Label, when properly read, will reveal what printer did the job. (You may need a magnifying glass.)

The city where the printing was done always appears in the bottom half loop. (You may need a magnifying glass.)

In the label shown below, the number 45 indicates the union printer in the city where the work was done.



All union printers are assigned a number which only they can use on the label. The number can be printed on the right or the left of the label but is always centered between the top and bottom. If the city or number is smudged or illegible it may be a signal of an unscrupulous printer.

With the city and number information, the Allied Printing Trades Council can identify the printer.

The Allied Printing Trades Council can also give you the names of union typesetters, engravers, mailers and others who can work with you.