

**XIII. COMMITTEE ON
POLITICAL EDUCATION (COPE)**

CWA POLITICAL ACTION

CWA-Political Action Fund
501 3rd Street, N.W.
Washington, DC 20001
Phone: 202/434-1491

"Contributions or gifts to CWA-COPE PCC are not deductible as charitable contributions for Federal income tax purposes."

"A copy of our report is filed with the Federal Election Commission and is available from the Federal Election Commission, Washington, D.C."

02/13

What is CWA-PAF CHECK-OFF?

PAF Check-Off is a negotiated item in CWA Local Collective Bargaining Agreements. It is our member's money that they **voluntarily contribute**.

One way to contribute to CWA's Political Action Fund is through Payroll Deduction. By signing a CWA-PAF Check-Off authorization card, you can authorize any amount you wish to be deducted from your paycheck each pay period.

The fund is used to make contributions to candidates' campaigns that support working people and their families' issues.

We support candidates for public office at the local, state, and federal levels of government.

Running for public office is expensive, and politicians who are friends of labor need our help in order to get elected.

Corporations and big businesses pour millions of dollars into political campaigns.

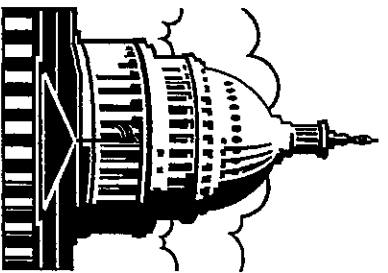
CWA-Political Action is our voice in the political arena. CWA's Goal is for each member to pledge \$1.00 a week to PAF.

Understandably, everyone cannot afford to give \$1.00 a week, so contribute the amount you can afford.

Every little bit helps in our effort to elect the candidates who will fight for the rights of working people.

Just Remember:

The most important thing is to just give as much as **You** can!



What is PAF?

“PAF” stands for “Political Action Fund”

PAF is a Non-Partisan Political Action Committee and CWA’s main avenue to legislative justice.

Paid for and authorized by the CWA-COPE Political Contributions Committee

How Does CWA Decide Who Gets the PAF Money?

Decisions are made democratically, at the Local Union, District, State and/or Headquarters level.

Specific criteria are used in determining which candidates to support financially. All of the criteria is considered in the decision process, such as:

- The candidates’ support on these important CWA issues:

Call Center Bill

Filibuster Reform

TPP

- The relationship of the office being sought to CWA’s legislative agenda.

- The number of CWA members represented by the candidate.

- The competitiveness of each political campaign.

PAF Victories and Highlights:

- Defeated Right to Work in WV & CO
- Passed Initiative 2 in Ohio
- Defeated Public Sector Collective Bargaining Attack Bill in FL
- Passed Proposition 30 in California, saving thousands of jobs in the public sector.
- Passing Initiative 2 in Ohio
- Defeated the paycheck deception Proposition 32 in California
- Returned unfairly treated Cablevision workers to their jobs.

2014 CWA Political Action Fund Administrative Procedures – Checklist

1. Dates of Program

The 2014 CWA Political Action Fund (federal political action committee- CWA-COPE PCC) Program will be conducted on a calendar year basis beginning January 1, 2014, through December 31, 2014.

2. Payroll Deductions for Member Contributions:

A member must complete the CWA Voluntary Check-off Authorization Card in order to contribute to the CWA Political Action Fund by payroll deduction. The card must then be submitted to the member's employer with a copy to the District/Sector office.

Federal election law also regulates how PAC payroll deductions are solicited, received and recorded, and it is important to make sure that CWA, its affiliates and our members comply with that law. In order to achieve better compliance, Local Unions and District/Sectors should take the following measures.

First, maintain copies of all payroll deduction cards with member signature. Because a signed form can authorize deductions that continue for years, forms are sometimes misplaced or not carried over when, for example, there is a corporate change or relocation. Locals should retain every form for members whose PAC payroll deduction is still active.

Second, retention of these forms must continue for at least three years after the employee's deductions stop. It is fine to maintain the forms indefinitely if that is easier.

Third, Locals must maintain a copy of every newly signed PAC payroll deduction authorization form, even after the form itself is submitted to the employer for processing. Union maintenance of copies of the forms is necessary to verify the accuracy of employer administration of the PAC payroll deduction plan, including the list of deductions that the employer transmits either to the Local or directly to CWA-COPE PCC.

Finally, Locals must make PAC payroll deduction forms available to CWA or CWA-COPE PCC if requested to do so. We will request them only if we are legally required to or if we need to verify something in connection with the forms.

IMPORTANT NOTE—Each District/Sector has enacted a District/Sector-wide policy to implement these procedures. Please check with your District/Sector office for a copy of the District/Sector PDA policy.

3. Record Keeping For Cash/Check Contributions

Locals collecting voluntary contributions from CWA members to the CWA Political Action Fund are required by law to keep the following records:

- A. Contributions to the CWA Political Action Fund (CWA-COPE PCC) in amounts of \$50.00 or less per member collected at a fundraising event:
 - A Local must keep a record of the date of the collection, the name of the event at which the collection took place, and the total amount collected; or,
 - The name and address, date, and amount of contribution for each contributing member. Also, checks should show the contributor's name and address.
Never accept a cash contribution from any individual in an amount over \$100.
- B. Contributions to the CWA Political Action Fund (CWA-COPE PCC) by cash or check in amounts over \$50.00 per member:
 - A local must keep a record of the contributor's name and address and the date received and amount of each contribution, whether made in cash or by check.
 - A copy of this information should be sent to the CWA Political Action Fund via the District/Sector office along with the contributions collected. Checks should be made payable to "CWA-COPE PCC".
- C. Contributions to the CWA Political Action Fund by cash or check aggregating over \$200 during a calendar year from a member:
 - A local must keep a record of the contributor's occupation and name of employer, in addition to the contributor's name and address, date received and amount of each contribution.

4. Transmittal of Contributions

CWA discourages locals from accepting cash or engaging in fundraising activities involving cash. The preferred methods of the CWA Political Action fundraising are signing up members on payroll check-off (where available) or contributions by check, money order, and/or credit card.

A. Method of Transmittal

Cash contributions should be forwarded to the CWA Political Action Fund (via the District/Sector office) in one of the following ways:

- A Local may deposit cash contributions into the Local's CWA Political Action Fund transmittal account, a bank account used only to deposit and transfer contributions to the CWA Political Action Fund. This

account must be separate from the Local's general fund account(s) and may not contain any funds other than voluntary contributions to be sent to the CWA Political Action Fund. [While the Federal Election Commission permits Locals to transmit contribution money from their general fund checking account, if proper and detailed records are kept, the CWA Political Action Fund believes that it is safer and easier to establish a separate transmittal account for forwarding these contributions.]

- Cash contributions may be forwarded to the CWA Political Action Fund (via the District/Sector office) by obtaining a money order or cashiers check in the total amount of those contributions made payable to "CWA-COPE PCC" and sending it to the CWA Political Action Fund along with the necessary contributor information described above.
- Checks in any amount made payable to CWA-COPE PCC that represent voluntary contributions from CWA members must be transmitted to the CWA Political Action Fund (via the District/Sector Office) directly along with the necessary contributor information described above.
- Contributions made via payroll deduction must either be transmitted directly to the CWA Political Action Fund by the employer making the deduction or, if received by the Local, must be transmitted via a check drawn on the Local's separate transmittal account, made payable to "CWA-COPE PCC" along with the records of the date and amount of each member's contribution, the name and address of the member, and the member's occupation and employer.

Never deposit CWA Political Action Fund contributions in an individual's bank account in order to transmit them to the CWA Political Action Fund.

B. Timing of transmittal:

- All individual contributions of \$50 or less must be transmitted to the CWA Political Action Fund within 30 days from the date of receipt.
- All individual contributions over \$50 must be transmitted to the CWA Political Action Fund within 10 days of receipt. To meet this legal requirement, locals must transmit any contributions collected by the Local to their District/Sector office within one week of the date of collection.

5. Allocation and Crediting of CWA Political Action Fund dollars

- When a local reaches 10% of its membership at a minimum of \$1 weekly or higher, the money will be allocated as follows:

40%- National
40%-District
20%-Local

- When a local reaches 15% of its membership at a minimum of \$1 weekly or higher, the money will be allocated as follows:

37.5%–National
37.5%–District
25%–Local

- When a local reaches 20% of its membership at a minimum of \$1 weekly or higher, the money will be allocated as follows:

33-1/3%–National
33-1/3%–District
33-1/3%–Local

- When a local reaches 35% of its membership at a minimum of \$1 weekly or higher, the money will be allocated as follows:

30%–National
30%–District
40%–Local

Credit for the amount contributed to the CWA Political Action Fund will be given to the Local and the District/IUE from which it is received for purposes of the CWA Political Action Fund Awards Program.

Because of stringent Federal Election Commission requirements, all contributions to the CWA Political Action Fund (CWA-COPE PCC) shall continue to be maintained in one bank account in Washington, D.C. The portions allocated to the District/IUE and Locals will be available for expenditure upon request by the Districts/Sectors and the Locals.

- Locals must make their requests for expenditures from their portion through their respective District/Sector offices.
- CWA Political Action Fund monies shall only be used to support a candidate who is an AFL-CIO or CWA Political Action Fund-endorsed candidate.

6. Credit for CWA Political Action Fund Awards

Convention Stage Awards

The time period for qualifying for CWA Political Action Fund awards will be all funds collected between January 1, 2013 and December 31, 2014 unless otherwise stated in the CWA Political Action Fund Awards Program.

District Meeting Awards

The time period for qualifying for CWA Political Action Fund awards will be all funds collected between January 1, 2014 and December 31, 2014 unless otherwise stated in the CWA Political Action Fund Awards Program.

7. Check Contributions

All checks which represent voluntary individual contributions from members to the CWA Political Action Fund federal account must be made payable to: "CWA-COPE Political Contributions Committee" or "CWA-COPE PCC."

8. Disclaimer Language Required on Fundraising

All written solicitations for the CWA Political Action Fund by a Local must contain the following language:

- A. "Contributions to CWA-COPE PCC are voluntary. CWA members are not required to contribute to the CWA Political Action Fund as a condition of membership in the union or as a condition of employment and may refuse to do so without fear of reprisal. The CWA Political Action Fund will use the contributions it receives for political purposes including contributions to and expenditures on behalf of federal and state/local candidates."
- B. "Paid for and authorized by CWA on behalf of a joint fundraising effort for CWA-COPE PCC and AFL-CIO COPE PCC."
- C. "Contributions or gifts to CWA-COPE PCC are not deductible as charitable contributions for federal income tax purposes."
- D. "Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation, and name of employer of individuals whose contributions exceed \$200 in a calendar year".

Requirements for all Membership Club and Quorum Awards

Contributions may be in the form of personal checks, money orders or payroll deductions (check-off) payable to CWA-COPE PCC. CWA members who are eligible for membership will be given an incentive item from the appropriate club/quorum level, when they sign up for membership. Credit for Annual Awards will be given for full amount contributed by a COPE member for the previous calendar year. This credit will be given to the Local designated by the member to receive credit and to the District/IUE in which the Local is located. No more than one (1) Local can be designated to receive credit for the member's contribution.

- **COPE Membership Club**

All CWA members who voluntarily contribute \$1.00 a week or more each month during a complete calendar year (January - December) will be eligible for membership in the CWA Political Action Fund COPE Club.

- **Platinum Quorum**

All CWA members who voluntarily contribute \$5.00 a week or more each month during a complete calendar year (January - December) will be eligible for membership in the CWA Political Action Fund Platinum Quorum.

- **Triple Quorum**

All CWA members who voluntarily contribute \$7.00 a week or more each month during a complete calendar year (January - December) will be eligible for membership in the CWA Political Action Fund Triple Quorum.

- **President's Club**

All CWA members who voluntarily contribute \$10.00 a week or more each month during a complete calendar year (January - December) will be eligible for membership in the CWA Political Action Fund President's Quorum.

9. Unless specifically approved by the CWA Executive Board, CWA Political Action Fund (CWA-COPE PCC), 501 Third Street, NW, Washington, D.C. 20001-2797 shall be the only authorized political action committee affiliated with the Communications Workers of America.
10. In no event shall a political action or political education committee other than CWA-COPE PCC make expenditures in connection with a Federal election. Non-federal political action committees sponsored by CWA Locals and CWA Districts/Sectors should coordinate with the CWA Political Action Fund when making contributions to state and local candidates. This will ensure that contributions made by the national CWA Political Action Fund and by such non-federal PACs do not exceed applicable state/local contribution limits.

5. Allocation and Crediting of CWA-COPE PCC dollars

- When a local reaches 10% of its membership at a minimum of \$1 weekly or higher, the money will be allocated as follows:
40% - National
40% - District
20% - Local
- When a local reaches 15% of its membership at a minimum of \$1 weekly or higher, the money will be allocated as follows:
37.5% - National
37.5% - District
25% - Local
- When a local reaches 20% of its membership at a minimum of \$1 weekly or higher, the monthly share shall be:
33-1/3% - National
33-1/3% - District
33-1/3% - Local
- When a local reaches 35% of its membership at a minimum of \$1 weekly or higher, the monthly share shall be:
30% - National
30% - District
40% - Local

COMPANY COPY

(Signature of Union Representative Certifying that Employee is Eligible to Participate)

LOCAL NUMBER

(Name of Employer)

(Occupation)

(Mailing Address)

(Social Security Number)

(City)

(Employee Signature)

(State/Zip)

(Date)

(Print Name)

Check one: New Enrollment Change of Amount Cancellation

Federal income tax purposes. contributions exceed \$200 in a calendar year. Contributions or gifts to CWA-COPB PCC and AFL-CIO COPB PCC are not deductible as charitable contributions for Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation and the name of employer of individuals whose making of contributions to or expenditures on behalf of candidates for federal, state and local offices and addressing political issues of public importance.

I am making a contribution to a joint fund-raising effort sponsored by CWA-COPB PCC and AFL-CIO COPB PCC will use my contributions for political purposes, including but not limited to, the Committee (AFL-CIO COPB PCC) and that CWA-COPB PCC and AFL-CIO COPB PCC will use my contributions for political purposes, including but not limited to, the Company and that I may refuse to do so without fear of reprisal.

The signing of this authorization card and the making of contributions to CWA-COPB PCC are not conditions of membership in the union nor of employment with the This Authorization is voluntarily made based on my specific understanding that:

I hereby authorize my employer to deduct from my wages the sum of \$_____ each pay period and to remit such amount to the Communications Workers of America Committee on Political Education Political Contributions Committee (CWA-COPB PCC).

**PAYROLL DEDUCTION CARD for
IUE, THE INDUSTRIAL DIVISION OF CWA
POLITICAL CONTRIBUTIONS COMMITTEE**