

# Communications Workers of America Local 6450

## By-Laws



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# **BY-LAWS OF LOCAL 6450**

## **ARTICLE I            NAME**

This local shall be known as Local 6450, Communications Workers of America.

## **ARTICLE II            JURISDICTION**

Over all work performed by employees eligible for Union membership employed by: AT&T Communications under the jurisdiction of Local 6450 prior to January 1, 1984, at Hardy, Oklahoma, in Kay County and in the State of Kansas and the portion of the State of Missouri west of the easterly boundary of the counties of Scotland, Knox, Shelby, Macon, Chariton, Saline, Pettis, Benton, Hickory, Polk, Dade, Lawrence and Barry, including those employees who merged with Local 6450 effective June 15, 1987 located at the AT&T Town Pavilion, Kansas City, MO, who are with AT&T-BSSC/Adm. ATTCOM Group B employees, all Construction forces in the area west of the easterly boundaries of the States of Minnesota, Wisconsin, Illinois, Missouri, Arkansas and Texas, and in the Counties of Lake and Porter of Indiana; all Electronic Sound Journeymen and Apprentices employed by Audio Sound Engineering Inc., Kansas City, Missouri; and such other jurisdiction as may be assigned by the Executive Board of the Union.

## **ARTICLE III            OBJECTIVE**

The objectives of Local 6450 shall be to represent and serve the workers within its jurisdiction in accordance with the By-Laws of the Local and the Constitution and policies of the Union.

- A) To unite the workers within its jurisdiction in a single cohesive labor union for the purpose of collective effort.
- B) To improve conditions of workers with respect to wages, hours, working conditions and other conditions of employment.
- C) To advance the interests of the workers respecting economic, social, political and other matters affecting their lives and welfare.
- D) To advance the interests of the workers by advocating the enactment of laws beneficial to them and the defeat or repeal of laws detrimental to them.
- E) To do all things which may be necessary or proper to secure for the workers the enjoyment of their natural rights.
- F) To endeavor to be a fully functioning local.

## **ARTICLE IV            LOCAL STRUCTURE**

The structure of Local 6450 shall consist of the following:

- A)    Membership
- B)    The Officers
- C)    Executive Board
- D)    Committees

## **ARTICLE V            MEMBERSHIP**

### **Section 1 – Eligibility**

Any person eligible to membership in the Communications Workers of America, as defined in Article V, Section 1 of the Constitution, shall be eligible for membership in this Local if performing work within the Local's jurisdiction or if employed by the Union.

### **Section 2 – Application**

- A)    Subject to approval of the Membership committee, any eligible worker within the jurisdiction of the Local who has been employed less than one (1) year may become a member by signing a membership application and a dues deduction card and paying a Union initiation fee of one (\$1.00) dollar. This fee shall be paid by the Local from the first month's dues collected, with this exception: To become a member under conditions B) and C) below, the individual is required to pay the fee.
- B)    A worker having been employed within the jurisdiction one (1) year or more may become a member subject to A) above, plus a four (\$4.00) dollar Local initiation fee.
- C)    A former member, having resigned, been expelled or suspended, as of January 15, 1966, may re-affiliate subject to A) and B) above, plus a minimum fine of twenty-five (\$25.00) dollars, subject to the Executive Board's decision, with approval of the Membership and a back dues fine up to one (1) year.
- D)    That in a contract year, after a strike vote has been taken, a former member who wishes to rejoin the Local between the day after the strike vote and the actual date of the strike, the \$25.00 re-affiliation fee referred to in Paragraph C) above be waived, except for back dues owed the Local.

### **Section 3 – Obligation**

All members are obligated to abide by, and support, the policy of the Local and the Union, and act in compliance with the By-Laws and the Constitution of the Union.

#### **Section 4 – Rights**

All members in good standing shall have the following fundamental rights:

- A) To participate in the business deliberations of the Local in regular and special membership meetings.
- B) To serve equally on Committees with other members.
- C) To be a candidate and hold office in the Local or Union.
- D) To bring charges against officers or other members as prescribed herein.
- E) To cast a ballot in all elections.
- F) To file grievances with the Local against the employer.
- G) To vote on all questions arising at membership meetings; to introduce questions and motions.
- H) To appeal decisions of officers and committees to the membership.

#### **Section 5 – Transfers and Terminations**

Membership may be transferred to another Local outside the jurisdiction of this Local, or terminated as prescribed in Article V, Sections 3 and 4 of the Constitution.

#### **Section 6 – Retired Member's Club**

As defined in Article V, Section 5 of the Constitution.

#### **Section 7 – Misconduct**

Members may be fined, suspended or expelled in the manner prescribed in Article XXI, for offenses covered in Article XIX of the Constitution.

#### **Section 8 – Resignations**

Membership in the Union shall be terminated following receipt of a member's signed written or verbal request.

## **ARTICLE VI FINANCES**

### **Section 1 – Dues**

- A) Each member of the Local shall pay a minimum membership dues established by the CWA Convention in accordance with the CWA Constitution. Membership dues which exceed the minimum dues may be authorized by the majority of those voting on the question.
- B) The dues shall be allocated as follows:
  - 1) Per capita dues to the International Union shall be paid by the Local in accordance with the amount specified by the CWA Convention and the CWA Constitution. This shall include Defense Fund and/or Strike Fund per capita amounts. The remainder of the monthly dues shall belong to the Local.
  - 2) The remaining amount of each dues collected to the Local's General Fund Account will be dispersed to affiliated organizations as mandated by the CWA Constitution, other dues will be paid at the discretion of the Local's Executive Board and General Membership.
    - a) The Local Reserve Fund account shall be recommended by the Budget Committee to the Executive Board and approved by the General Membership. This shall coincide with the fiscal year budget.
    - b) Other organizations as required by the constitution.

### **Section 2 – Assessments**

No assessment may be levied by the Local upon the Local membership except in compliance with Article VI, Section 3 of the Constitution; and then only after a majority vote of the members voting by secret ballot at a special meeting called for that purpose where the Secretary may cast the votes certified from the Locality and Construction members, or by referendum.

### **Section 3 – Bond and Insurance**

- A) All officers shall be bonded annually for an amount covering the average amount of money on deposit in the various accounts of the Local. Stewards or members handling funds shall be bonded for such amounts handled.
- B) All Local property shall be insured against fire, theft, etc., for the normal margin of coverage.
- C) The Secretary-Treasurer shall be the custodian of all bond and insurance policies of the Local.

#### **Section 4 – Accounts**

- A) General Fund Account. This fund shall be the general operating account, all expenses paid by the Local are to be drawn against this account.
  - 1) Normal operating expense may be drawn against the General Fund Account on approval of the President. Otherwise, the approval of the Executive Board is required.
- B) Reserve Fund Account. This fund may be drawn against for expenses outside of normal operating expense, such as complaint cases, convention expenses, equipment, etc., and to maintain the General Fund in case of emergencies.
  - 1) This account may be drawn against for the expenditure not to exceed five hundred (\$500.00) dollars on approval of the Executive Board. An amount in excess of \$500.00 shall be subject to membership approval.

#### **Section 5 – Payment of Officers**

- A) Any Union Representative of the Local who is conducting official Union business on an off-the-job basis shall be reimbursed for the amount they would have earned and received had they been at work in the industry.
- B) A nominal salary to all officers may be paid in the event Local finances permit. These salaries are to be recommended by the Budget Committee and Executive Board with approval by the Membership annually to coincide with the fiscal year budget. As follows: President \$0.20 per member and agency fee payer per month, Executive Vice President \$0.18 per member and agency fee payer per month, Secretary-Treasurer \$0.18 per member and agency fee payer per month, Unit Vice President \$0.15 per member and agency fee payer per month in their unit, with a minimum of \$250.00 per month.
- C) The amount of personal expenses (i.e., meals, etc.) of any officer or authorized representative on union business shall be set by the membership from the recommendation of the Executive Board plus the cost of hotel services (excluding meals), and travel expense shall not exceed the cost of Airline coach transportation where available.
- D) If an officer who is paid a monthly salary becomes disabled and another person is appointed to the position, the officer who is disabled will not receive a salary. The person who is appointed to temporarily fill that position will be paid until such time as the officer who is disabled resumes these duties.
- E) Any authorized Union Representative who incurs mileage while conducting Union business (not to include home to hall) shall be paid at the allowable IRS limit.

- F) Personal Leave of Absence from Union Duties
- 1) Personal leaves of absence from Union duties will be allowed for officer's, Chief Stewards and Stewards.
    - a) 30 day maximum. Extension can be granted.
    - b) No salary or reimbursement for the time period while on leave.
    - c) Requests for approval of leaves of absences shall be handled in the following manner.
      - 1) Chief Stewards and Stewards shall submit requests through their Unit Vice-President. If denied, they can appeal to the President. Then, if denied, can appeal to the General Membership.
      - 2) All Officer's, except President, shall submit their requests to the President. If denied, can appeal to the General Membership.
      - 3) If the President takes a leave of absence and notifies all the Officer's, the Executive Vice-President will fill in as described in the By-Laws Article XII Section 2, B).
    - d) Acting appointments of Officers shall be made by the Executive Board, except for the President.
- G) A Chief Steward and/or Steward shall receive a nominal salary based on the following formula:
- The 1<sup>st</sup> week of December base wage, times 31.725%, equals the amount of the yearly nominal salary. This will be paid on a yearly basis due by the end of the year, under the direction of their Unit Vice President, based on the following:
- 1) Processing of grievances.
  - 2) Any other duties as described in Article XII Section 2, E, including attendance at Stewards and General Membership meetings.
  - 3) Payment allowed only in the event the Local finances permit.

## **Section 6 – General**

- A) All checks drawn against the accounts of the Local shall bear the signature of the Secretary-Treasurer and countersigned by the President, or in the absence of the President, the Executive Vice-President. In the absence of the required Executive officers, an Executive Board Member shall be designated by the Executive Board to sign for them.
- B) All vouchers shall have a complete explanation for the expenditure, and the signature of the President and the Secretary-Treasurer, to be officially authorized for payment. In the absence of the President, the signature of the Executive Vice President is required. In the absence of the required Executive officers, an Executive Board Member shall be designated by the Executive Board to sign for them.
- C) General office expenses: Any purchase that exceeds \$1,500.00 should be presented to Executive Board via motion and voted on at General membership. Secretary-Treasurer can spend up to \$1,499.99 without going to Executive Board or membership.

## **ARTICLE VII      GOVERNING AUTHORITY**

### **Section 1 – Executive Board**

- A) 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:
  - 1) Through action taken in general membership meetings, composite unit membership meetings and referendum.
  - 2) The Local Executive Board shall be responsible for making decisions and taking action on behalf of the Local membership between Local meetings on all matters concerning the good and welfare of the members.
  
- B) The Executive Board shall be composed of not less than six (6) and no more than thirteen (13) members, representing departmental units and sections as follows:
  - 1) President
  - 2) Executive Vice-President
  - 3) Secretary-Treasurer
  - 4) Data Processing and Operations Unit Vice-President (to include Avaya and Tucker Technologies).
  - 5) Marketing Unit Vice-President
  - 6) Data Processing Center
  - 7) Marketing
  - 8) Operations
  - 9) Elect an alternate for each of the Units in 6) through 9) above.

Alternates shall serve in the order elected. In the event no Alternate is available to fill a vacancy the Board shall fill the position by appointment. The election of Board Members shall be in the manner as prescribed in Article XIV of these By-laws.

- C) The Executive Board shall have the following duties and responsibilities:
  - 1) It shall maintain in the name of the Local, proper offices and other facilities necessary for the efficient functioning of the Local.
  - 2) Act as a membership committee to pass on applications.
  - 3) Make suitable appointments as prescribed herein.
  - 4) Arrange for insurance of all property of the Local and bond for other persons who handle Local funds or property in accordance with the CWA Constitution or any State or Federal laws.
  - 5) Exercise judicial authority over disputes between members of the Local.
  - 6) Employ professional or skilled personnel for specific duties and authorized expenditures deemed necessary for the good and welfare of the Local.

- 7) Be responsible for the conduct of all officers, Executive Board members and stewards in the performance of their Union duties and activities, and as otherwise covered in these By-Laws.
  - 8) It shall make the following appointments as required. Ability and willingness to serve shall be the determining factor in making all appointments.
    - a) Administrative Chief Steward
    - b) Operations Chief Steward
    - c) Data Processing Center Chief Steward
    - d) Marketing Chief Steward
    - e) Parliamentarian/Sgt at Arms
    - f) Committees as listed in Article X
    - g) All Job Stewards as required
  - 9) Attend scheduled Executive Board meetings.
- D) The action and decisions of the Executive Board may be overruled by the general membership in a Local meeting or by referendum.

## **ARTICLE VIII MEETINGS**

- A) Meetings of the Local shall take place as general, unit, locality and construction gang membership meetings.
  - 1) General Membership meetings shall be held monthly.
- B) Special membership meetings may be called by the President, the Executive Board or upon receipt by the Board of a petition signed by twenty percent (20%) of the Local membership.
- C) Unit meetings and special meetings of any unit, locality, or construction gang may be called by ten (10%) percent of the members within the Unit.
- D) Notice of meetings shall be posted on bulletin boards a reasonable time in advance of meeting. The notice shall include the time and place of the meeting and the agenda of the business to come before the membership. Special meetings shall be confined to the subject for which they are called.
- E) Minutes of unit and gang meetings shall be forwarded to the Secretary-Treasurer. Minutes of general membership meetings shall be recorded and duplicated by the Secretary-Treasurer, and prior to approval by the general membership be made available to locality and gang units.
- F) All members attending meetings shall be required to sign the "Meeting Register." This record shall be considered part of the minutes.

- G) The Executive Officers (President, Executive Vice-President, Secretary-Treasurer, DPC and Operations UVP, Marketing UVP) of the Local shall meet at least one (1) time a month.
- H) The Executive Board shall meet monthly. Executive Board members shall be notified only if the meeting dates change.
- I) Unit Vice-Presidents shall hold stewards' meeting at least one (1) time a month.
- J) Special Board meetings may be called by the President or by request of three members of the Board.

## **ARTICLE IX            DELEGATES TO INTERNATIONAL CONVENTION**

- A) The number of Delegates and Alternate Delegates as prescribed in Article VIII, Section 4 of the Constitution, shall be elected to represent the Local at the Annual International Convention.
- B) The election of the Local President shall constitute the election of the First Delegate to the International Convention who shall be designated 1st Delegate-At-Large and shall be the chairman of the delegation. The election of the Executive Vice-President shall constitute the election of the Second Delegate to the International Convention who shall be designated 2<sup>nd</sup> Delegate-At-Large. The election of the Secretary-Treasurer shall constitute the election of the Third Delegate to the International Convention who shall be designated 3<sup>rd</sup> Delegate-At-Large. The election of the Data Processing-Operations Unit Vice-President and the Marketing Unit Vice-President shall constitute the election of the Fourth and Fifth delegates to the International Convention. The election of the Executive Vice-President shall constitute the election of the first alternate to the President. Alternates for each Unit Vice-President shall be elected from within each of the units they represent. If there is a need for more than five (5) delegates, a special election shall be held at least ninety (90) days prior to the convention. The additional delegates shall be elected from at large by the total membership. The same is true for the alternate.
- C) The nomination and election of convention delegates shall be conducted in the manner as prescribed in Article XIV of the By-Laws and shall be for the term of three (3) years.
- D) The Secretary-Treasurer shall certify the Delegates and Alternates to the Secretary-Treasurer of the Union immediately following the election.
- E) The convention votes assigned shall be divided equally between the delegates. They shall vote as instructed by the membership. In the absence of such instruction, they shall cast their total vote for or against a question and determined by the Delegates. In no case shall the vote be split.

## **ARTICLE X            COMMITTEES**

### **Section 1 – Standing Committee**

- A) The Local shall have the following regular committees:
  - 1) Organizing and Mobilization Committee
  - 2) Education Committee
  - 3) Legislative-Political and Cope Committee
  - 4) Community Service Committee
  - 5) Women’s Committee
  - 6) Equity Committee
  - 7) Membership Committee (B Below)
  - 8) Balloting- Election Committee
  - 9) Entertainment Committee
  - 10) Audit Committee
  - 11) Public Relations Committee
  - 12) Strike Committee
  - 13) Bargaining Committee
  - 14) By-Laws Committee
  - 15) Budget Committee
  - 16) Ethics Committee
  - 17) Safety Committee
  
- B) Chairs of all committees shall be appointed by the Executive Board. The Board shall serve as the Membership Committee.
  
- C) Chair vacancies on committees shall be filled in the same manner as the original appointments.
  
- D) A member of any committee may be removed by majority vote of the Board, or by action of the members assembled in a membership meeting.

### **Section 2 – Duties of the Committees**

- A) Organizing and Mobilization Committee. The Organizing and Mobilization Committee shall be responsible for any organization of non-union workers within the jurisdiction of the Local and mobilization activities and events.
  
- B) Education Committee. The Education Committee shall assist in developing the Local's educational program and, and with the Board, be responsible for effectuating the Union's and Local's educational program.

- C) Legislative and Cope Committee. The Legislative and Cope committee shall assist in developing and pursuing the programs of the Union and the Local in the legislative field. It shall be responsible for the Local's program to register each qualified voter.
- D) Community Services Committee. The Community Services Committee shall:
  - 1) Encourage equitable representation on agency boards and committees.
  - 2) Stimulate labor participation in formulating agency policies and programs.
  - 3) Develop techniques and methods to interpret for union members agency programs and practices.
  - 4) Assist union members, their families and other citizens in time of need.
  - 5) Plan for union participation in civil defense and disaster relief programs and operations.
  - 6) Help in the developmental of health and welfare services, such as blood banks.
  - 7) Cooperate with other agencies in dealing with and in solving social welfare problems.
  - 8) Otherwise, participate in all genuine efforts designed to improve social work standards and practices.
- E) Women's Committee
- F) Equity Committee
- G) Membership Committee. The Membership Committee shall accept or reject membership applications in accordance with the By-Laws and policies of the Local and Constitution and policies of the Union. In no case shall this committee admit to membership in this Local an individual who is a former member or a non-member that has committed an offense against this Local, without having first submitted the application for approval by the members assembled at the first regular membership meeting following the receipt of the application.
- H) Balloting-Election Committee. The Balloting-Election committee shall conduct all nominations and elections, and referenda for the Local. No member shall be eligible for membership on this committee if holding or running for any other office, except that of Steward, within the Local.
- I) Entertainment Committee. The Entertainment Committee shall plan and conduct the Local's entertainment program as instructed by the membership.
- J) Audit Committee. The Audit Committee shall have absolute authority in all matters pertaining to the books of the Local and shall:
  - 1) Make an annual audit of the books of the Local for the fiscal year October 1 to September 30 of the succeeding year.
  - 2) Start the audit not later than October 20.
  - 3) Present the audit report to the membership at the first regular meeting following the completion of the audit. The Secretary-Treasurer and Board shall stand ready to furnish any information requested by the Committee.

- K) Public Relations Committee. The Public Relations Committee shall:
  - 1) Internal
    - a) Establish a program designed to keep rank and file members informed on union activities.
  - 2) External
    - a) Maintain public opinion on the side of C.W.A. and the union movement.
    - b) Build a good image for the union in the community.
- L) Strike Committee. The Strike Committee shall maintain strike records and make picket assignments for the Local.
- M) Bargaining Committee. As directed by the Executive Board.
- N) By-Laws Committee. The By-Laws Committee shall update and maintain the By-Laws in accordance with the National Constitution and Federal regulations. Advises the Executive Board on the interpretation thereof.
- O) Budget Committee. The Budget Committee shall be responsible for preparing an annual budget and presenting same to the Executive Board.
- P) Ethics Committee. The Ethics Committee shall conduct a systematic inquiry into any charges of misconduct brought against any member of this Local, and to report any findings to the Executive Board for appropriate action.
- Q) Safety Committee. The Safety Committee shall investigate complaints of hazardous conditions and pursue appropriate remedies.

**ARTICLE XI            ORDER OF BUSINESS**

- 1) Call to order.
- 2) Pledge of Allegiance to the Flag.
- 3) Roll call of officers.
- 4) Introduction of guests and visitors.
- 5) Introduction of new members.
- 6) Read minutes of previous meeting and action.
- 7) Report of officers.
- 8) Report of committees.
- 9) Unfinished business.
- 10) Installation of new officers.
- 11) New business.
- 12) Good and welfare of Local.
- 13) Adjournment.

## **ARTICLE XII        DUTIES OF OFFICERS AND STEWARDS**

### **Section 1 – Executive Officers**

- A) The executive officers of the Local shall be:
  - 1) President
  - 2) Executive Vice-President
  - 3) Secretary-Treasurer
  - 4) Unit Vice-President of Data Processing and Operations (to include Avaya and Tucker Technologies).
  - 5) Marketing Unit Vice-President

### **Section 2 – Duties**

- A) President. The President as the principal executive officer of the Local shall have the authority to execute the policies of the Local and the Executive Board, and shall:
  - 1) Preside over all general membership meetings, Executive Board meetings, Local Executive Officers meetings except where the President is a party to the proceedings or when the Board delegates a member to preside.
  - 2) Be responsible for Local representation at all meetings required under the CWA Constitution.
  - 3) Countersign all checks drawn against the Local.
  - 4) Receive all mail in the name of the Local and maintain correspondence with the Union and other organizations and other individuals as required, and act generally as spokesperson for the Local.
  - 5) Be responsible for the prosecution of grievances and of appealing them to higher levels of the Union, if not satisfactorily settled.
  - 6) Approve all bills to be paid by Secretary-Treasurer.
  - 7) Have such additional duties as assigned by the Local or required by the Constitution or policies of the Union.
- B) Executive Vice-President. The Executive Vice-President shall work under the President and/or the Executive Board and shall assume the duties of the President's office during the absence of the President and shall:
  - 1) Be responsible for the overall coordination of information in all meetings conducted by the Unit Vice-Presidents
  - 2) Be the Local chief negotiator on all interdepartmental grievances.
  - 3) Report on all cases at general membership meetings, unless the complainant desires that the case be confidential, and prepare a written report on all cases for file.
  - 4) Be responsible for the Local office grievance file.
  - 5) Be responsible for conducting Local Stewards' training classes.

- C) Secretary-Treasurer. The Secretary-Treasurer shall be responsible for the performance of the following duties:
- 1) Be responsible for the safekeeping of insurance policies and bonds.
  - 2) Prepare and duplicate as required the minutes of all membership and Executive Board meetings and furnish copies to the Executive Vice- President, Locality and Construction Gang Stewards.
  - 3) Maintain with proper assistance the office records, membership list and office supplies. Furnish to new members a roster of officers and membership card, and otherwise assume the duties covered in these By- Laws.
  - 4) Furnish both the District Vice-President and the Secretary-Treasurer of the International Union with two (2) copies of any changes in these By-Laws within ten (10) days after such changes are made.
  - 5) Deposit the funds and be a signatory on all checks drawn against the accounts of the Local.
  - 6) Be responsible for all financial records.
  - 7) Make properly authorized disbursements.
  - 8) Render a monthly financial report for all membership meetings.
  - 9) Be responsible for annual inventory of all Local property, and perform the duties covered elsewhere in these By-Laws.
  - 10) Shall prepare, publish and distribute to the Executive Board members, a monthly itemized financial statement which shall list the total assets, liabilities, receipts and disbursements of the Local at the monthly meeting.
  - 11) Secretary-Treasurer will respond in writing within 30 days to the Audit Committee's audit.
  - 12) Perform such other duties as the Local Executive Board or the Local President may assign or that may be required by the constitution or the policies of the Union.
- D) Unit Vice-Presidents. The Unit Vice-Presidents shall work under the direction of the President, Executive Vice-President and/or Executive Board and shall:
- 1) Conduct Unit membership meetings.
  - 2) Serve as Chief Unit Negotiator.
  - 3) Furnish the Executive Vice-President with written copies of unit grievances.
  - 4) Be responsible for furnishing the Secretary-Treasurer a copy of the minutes of the Unit meetings.
  - 5) Attend Executive Board meetings, Executive Officers meetings, and general membership meetings.
  - 6) Designate a person in charge of the Unit during their absence.
  - 7) Conduct Steward meetings.
  - 8) Assist the Executive Vice-President in conducting steward training classes.

- E) Stewards. The Stewards shall work under the direction of the Unit Vice-President. The duties shall be:
- 1) The duties of the Chief Steward shall be the same as the Steward with this exception. The Chief Steward's authority shall extend to all groups within their section; assist Stewards in the preparation and handling of grievance cases and otherwise be the general on-the-job representative of the Local.
  - 2) The Locality Steward and Construction Gang Steward are the ranking officers of the Local in their respective groups. The Alternate Steward is second in rank and shall perform the duties of the Steward when delegated to do so. In addition to the duties covered in E, #3 below, the Steward shall preside at Group meetings, represent the Local as a Delegate at Industrial council meetings, prepare grievances and otherwise be responsible for the conduct of his or her group.
  - 3) The Steward shall receive legitimate grievances from the Membership of their group. Cause the Local agreements and provisions of the Contract to be fully implemented. Contact new employees for Union Membership. Attend all Membership and Stewards meetings. Encourage members to attend Membership meetings and otherwise be on-the-job Representatives of the Union.
    - a) A Steward shall not be paid AB time for attending Membership meetings or any other meeting that a member would not normally be paid to attend. A Steward shall be paid AB time to attend Steward's meetings that are during their scheduled work tour.

### **ARTICLE XIII CONDUCT OF MEETINGS AND QUORUM**

- A) General or Special Membership meetings of this Local shall be conducted under these By-Laws and the Constitution of the Union. On questions where the By-Laws and Constitution do not clearly apply, Robert's Rules of Order shall govern.
- B) The number constituting a quorum for General or Special Membership meetings shall be ten (10) members. This is provided that due notice of the meeting has been given to the Membership of the Local. (Due notice shall mean: A notice given at least seven (7) days prior to the meeting date.)
- C) Majority of the members of the Executive Board or a committee shall constitute a quorum for these bodies.

### **ARTICLE XIV NOMINATIONS AND ELECTIONS**

#### **Section 1 – Qualifications**

To be eligible to hold any elective office, a member shall be required to be in good standing.

## **Section 2 – Term of Office**

All elective or appointive offices shall be for the term of three (3) years beginning at the December 1972 membership meeting.

## **Section 3 – Nominations**

- A) During the month of September of the election year, the Executive Board shall see that notifications are posted on all bulletin boards and mailed to all members within the Local, stating that the elective offices listed in Article VII, Section 1, and Article IX of the By-Laws are open for nominations during not less than stipulated 15 day period. The notice shall state that a general membership meeting will be held at the end (give date of meeting) of this period where nominations for the offices may be made from the floor, and that nominations will close on adjournment of this meeting.
- B) Nominating petitions from Locality and Construction members shall be mailed to reach the Balloting-Election Committee not later than the date of the meeting scheduled in "A" of this section.
- C) Nominating petitions forms and envelopes addressed to Balloting-Election Committee shall be placed on all bulletin boards. The petition shall be signed by one (1) or more members.
- D) The President, Executive Vice-President and Secretary-Treasurer of the Local shall be nominated at large.
- E) The Data Processing and Operations Unit Vice-President and Data Processing and Operations Alternate Convention Delegate shall be nominated from the Data Processing, Operations, Avaya and Tucker Technologies Units. The Marketing Unit Vice-President and Marketing Alternate Convention Delegate shall be nominated from the Marketing Unit.
- F) No person shall be permitted to accept a nomination for more than one (1) of the following offices during said election:
  - 1) President
  - 2) Executive Vice-President
  - 3) Secretary- Treasurer
  - 4) Unit Vice-President of Data Processing and Operations (to include Avaya and Tucker Technologies).
  - 5) Marketing Unit Vice-President
  - 6) Executive Board Member

#### **Section 4 – Certifications of Nominees**

- A) The Balloting-election Committee shall canvas all nominees immediately upon receipt of their names, concerning their desire and eligibility to run for office. All nominees expressing a willingness to serve their Union and are eligible, shall be accorded a place on the ballot. Notification of acceptance must be done within five (5) business days.
- B) A candidate for any office, shall furnish to the Ballot-Election Committee, within five (5) business days after accepting the nomination, a brief history of the candidate and the candidate's qualifications for said office.
  - 1) A paper, titled "Qualifications and History of Candidates" containing the information furnished, shall be prepared. This paper shall be posted on all bulletin boards and mailed with ballots to all members of the Local.
  - 2) In the event a candidate fails to furnish the required information, only the name of the candidate shall appear on the "Qualifications and History of Candidates" paper with this notation: "No information furnished by candidate".
  - 3) "Qualifications and History of Candidates", will not include any campaign material. The Ballot-Election Committee will review for compliance.
- C) A nominee not desiring to run may have his or her name withdrawn from nomination by signing a withdrawal form furnished by the Committee.
- D) A nominee failing to notify the Ballot-Election Committee within five (5) business days of their acceptance of nomination will be removed from nomination.

#### **Section 5 – Election**

- A) An official ballot shall be prepared with the "surnames" of all candidates, listed in alphabetical order under the office for which they are nominated.
- B) Election ballot shall be mailed to all members of the Local. The ballots are to be mailed not less than eighteen (18) days before the first Monday in December. The ballot shall contain this note: This ballot to be returned to the Balloting- Election Committee (by U.S. mail only) not later than 10:00 a.m. Monday, December (show date of first Monday) to be tabulated.
- C) The Officers to be elected are:
  - 1) President
  - 2) Executive Vice-President
  - 3) Secretary- Treasurer
  - 4) Unit Vice-President of Data Processing and Operations (to include Avaya and Tucker Technologies)
  - 5) Marketing Unit Vice-President

- a) The candidate for President receiving a majority of votes cast shall be declared elected.
  - b) The candidate for Executive Vice-President who receives the majority of votes cast shall be declared elected.
  - c) The candidate for Secretary Treasurer who receives the majority of votes cast shall be declared elected.
  - d) The candidate for Data Processing and Operations Unit Vice-President who receives the majority of the votes from Data Processing, Operations, Avaya and Tucker Technologies shall be declared elected.
  - e) Candidate for Marketing Unit Vice-President who receives the majority of votes from the Marketing Unit shall be declared elected Marketing Unit Vice President.
  - f) When there are more than two (2) candidates running for the office of either the President, Executive Vice-President, Secretary-Treasurer, Data Processing and Operations Unit Vice-President or Marketing Unit Vice-President and no candidate receives the majority of votes cast, a run-off election shall be conducted. The names of only the two (2) candidates who received the largest number of votes cast shall appear on the run-off election.
  - g) In the event only one person is nominated for an office a motion would be in order to accept the candidate by acclamation at that time. No write-ins are to be admitted.
- D) All Stewards shall be appointed by the Executive Board in consultation with Unit Vice-Presidents.

## **Section 6 – Vacancies**

- A) In the event the office of President is vacated, the Executive Vice-President shall automatically become President. Other vacancies of officers may be filled by appointment of the Executive Board within a 60 day period, subject to the approval of the membership.
- B) Job Steward vacancies shall be filled by appointment of the Board.

## **ARTICLE XV STRIKES**

The calling, conduct, and termination of strikes shall at all times be in compliance with the rules prescribed in Article XVIII of the Constitution.

## **ARTICLE XVI CHARGES, TRIALS AND APPEALS**

### **Section 1 – Charges**

Members of this Local may be fined, suspended or expelled for any of the acts enumerated in Article

XIX of the Constitution.

### **Section 2 – Trial Court**

Any accused person shall be tried under the provisions of Article XX of the Constitution.

### **Section 3 – Appeals**

A member or officer of this Local, upon being found guilty by a Local Trial Court, may appeal as provided in Article XX, Section 4, of the Constitution.

### **Section 4 – Local Trial Court**

- A) A trial court of this Local shall be composed of three (3) persons who are members of the Local and not parties to the proceedings.
- B) Members of the Trial Court shall be selected by the members in a membership meeting of the Local.

## **ARTICLE XVII RECALL OF LOCAL OFFICERS**

An elected officer of the Local may be recalled in conformity with the provisions of Article XX, Section 2, and Article XXII, Section 9, of the Constitution.

## **ARTICLE XVIII AMENDMENTS**

Amendments to these By-Laws shall be by majority referendum vote.

Amendments may be initiated by the Executive Board, or as prescribed in Article XIX of these By-Laws, and the Constitution.

All proposed amendments shall be balloted upon within thirty (30) days after official receipt of proposal by the Executive Board.

## **ARTICLE XIX REFERENDUM AND RECALL**

- A) Any question affecting the general welfare of the Local or its membership shall be subject to referendum vote under the following conditions.
  - 1) By majority vote expressed through membership meetings of the Units.
  - 2) By action of the Executive Board.

- 3) By petition to the Executive Board. Such petition must be signed by ten (10%) percent of the membership.
  - 4) Propositions submitted to referendum shall be determined by a majority vote of those voting on the question except as otherwise stipulated herein.
- B) Any officer of the Local shall be subject to recall proceedings under the following conditions:
- 1) A petition bearing the signature of twenty (20%) percent of the membership shall be presented to the Executive Board.
  - 2) The petitioners and the charged officer shall have the right to prepare and have forwarded with the ballot a statement of position on the charges.
  - 3) The Executive Board shall prepare a ballot stating the question clearly and concisely.
  - 4) Should two-thirds (2/3) of those voting so indicate, the charged officer shall be recalled and the vacancy filled as prescribed in these By-Laws.

## **ARTICLE XX FISCAL YEAR AND AUDIT**

- A) The fiscal year of this Local shall be from October 1st to and including September 30th of the succeeding year.
- B) The financial records of this Local shall be audited by the Audit Committee at the end of each fiscal year. The audit report shall be duplicated and made available to the membership of the Local.

## **ARTICLE XXI OATH OF OFFICE**

A person elected to an office of the Local after meeting all other qualifications shall be duly installed upon taking the following oath:

"Do you (give name) accept the office of (name of office) of Local 6450, Communications Workers of America, with full knowledge of the responsibilities and duties of such office?"

"Do you faithfully promise to discharge your duties according to the By-Laws and rules of the Local and the constitution and policies of the Union?"

"Do you further promise to give your successor in office all books and records in your possession, and at all times endeavor to serve your Local and the Union to the best of your abilities, so help you God?"  
(Answer shall be affirmative)

## **ARTICLE XXII INTERNAL APPEALS AND PROCEDURES**

- A) Shall be established by the Executive Board of the International Union, as defined in the CWA Constitution Article IX Section 7 and Internal Appeals Procedures.

## **ARTICLE XXIII    GENERAL**

- A) The Executive Board shall act as the interpreter of these By-Laws and adjudicate all questions arising therefrom, with the advice of the By-Laws Committee.
- B) Any rulings of the Executive Board may be appealed to the Membership. The will of the Membership shall be final and may be expressed by vote at meetings, or through referendum.
- C) An appropriate acknowledgement shall be sent for the deceased members of this Local. The appropriate acknowledgement shall be sent in the name of the Local, the cost of which shall be in keeping with the dignity of the organization and the trend of the times.
  - 1) It shall be the duty of the Stewards to report the death of a member to the Unit Vice-President and the responsibility of that Unit Vice-President to see that an appropriate acknowledgement is sent.
- D) Any local member who has reduced overtime payment by the Company because of Union paid time during that pay period shall be reimbursed for the difference by the Local.

## **ARTICLE XXIV    ADOPTION**

These By-Laws shall be adopted upon approval of the members voting upon their adoption at a meeting called for that purpose, or by referendum ballot. Amended:

February 1, 1951 Adopted

December, 1952

March, 1953

March 30, 1956

October 20, 1960

1961 to comply with the Federal Labor Management Reporting and Disclosure Act and the Constitution of C.W.A.

June 11, 1966

October 23, 1969

March and June, 1971, to comply with C.W.A. Constitution

October 25, 1972, General and Restructure Changes

December 13, 1973

January 16, 1975

August 2, 1983

June 1984

August 1987

March 3, 1993

August 5, 1999

May 10, 2007

## **SAMPLE BALLOT**

### **GENERAL ELECTION BALLOT – LOCAL 6450**

#### **Instructions:**

1. Indicate your vote thus – X.
2. Vote only for the number of candidates specified for each office. To vote for more than specified will void that part of your ballot.
3. Return your ballot in the enclosed envelope to the Balloting-Election Committee (by U.S. mail only) not later than 10:00 a.m. (date of first Monday in December).
4. The term of all offices – December to December.
5. No write-ins permitted.

#### **PRESIDENT AND FIRST CONVENTION DELEGATE AT LARGE**

The candidate receiving the majority of votes cast shall be elected.

Vote for One (1)  
Candidate

#### **EXECUTIVE-VICE PRESIDENT AND SECOND CONVENTION DELEGATE AT LARGE**

The candidate receiving the majority of votes cast shall be elected.

Vote for One (1)  
Candidate

#### **SECRETARY-TREASURER AND THIRD CONVENTION DELEGATE AT LARGE**

The candidate receiving the majority of votes cast shall be elected.

Vote for One (1)

Candidate

UNIT VICE-PRESIDENT OF DATA PROCESSING AND OPERATIONS  
(to include Avaya and Tucker Technologies)  
AND CONVENTION DELEGATE

The candidate receiving the majority of votes cast shall be elected.

Vote for One (1)  
Candidate

MARKETING UNIT VICE-PRESIDENT  
AND CONVENTION DELEGATE

The candidate receiving the majority of votes cast shall be elected.

Vote for One (1)  
Candidate

EXECUTIVE BOARD

The candidate receiving the largest number of votes in each section shall be elected to the Executive Board. The candidate receiving the next largest number of votes in each section shall be elected Alternate in the order of votes received.

Data Processing  
Vote for One (1)

Marketing  
Vote for Six (3)

Operations  
Vote for One (1)

ALTERNATE DELEGATES TO  
C.W.A. ANNUAL CONVENTION

Data Processing and Operations Unit Vice-President Alternate Delegate – The candidate receiving the largest number of votes cast from the Data Processing, Operations, Avaya and Tucker Technologies Units shall be elected as the Alternate Delegate for the Data Processing and Operations Unit Vice-President, who is the regular delegate representing the Data Processing, Operations, Avaya and Tucker Technologies Units.

Marketing Unit Alternate Delegate – The candidate receiving the largest number of votes cast from the Marketing Unit shall be elected as the Alternate Delegate for the Marketing Unit Vice-President, who is the regular delegate representing the Marketing Unit.