

# BYLAWS



COMMUNICATIONS WORKERS  
OF AMERICA  
Local No. 6201



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## **LOCAL BYLAWS AND RULES**

### **ARTICLE I**

#### **NAME AND AFFILIATION**

This local shall be know as Fort Worth Industrial Local 6201, Communications Workers of America, AFL-CIO and shall operate under the constitution of CWA-AFL-CIO and bylaws and rules approved by the Membership so long as rules do not conflict with the Constitution of CWA-AFL-CIO or the laws of the Federal and State Governments.

### **ARTICLE II**

#### **JURISDICTION**

Jurisdiction of this local shall be the jurisdiction assigned by the Union and appearing on the face of the Local Charter.

### **ARTICLE III**

#### **OBJECTS**

The objects of this local shall be to represent and serve the workers within the jurisdiction in accordance with the Bylaws and Rules of the Local and the Constitution and policies of the Union.

### **ARTICLE IV**

#### **LOCAL STRUCTURE**

There shall be four Principle Officers:

1. President
2. Secretary/Treasurer
3. Vice President at Large
4. Second vice President at Large

The structure of the Local shall consist of the following:

1. the Membership
2. The Executive Board
3. The Officers
4. The Chief Stewards
5. Job Stewards
6. 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 it's Constitution, shall be eligible for membership in this Local, if performing work within the Local's assigned jurisdiction.

### **Section 2 - Application**

Membership in the Local shall be obtained after payment of the Local initiation fee of \$20, with the recommendation of the Membership Committee and upon approval of the membership.

### **Section 3 – Reinstatement**

Any person eligible for membership in the local who has been fined or suspended or expelled from membership in the Local or District shall not be admitted to membership, unless he or she has paid said fines and penalties and has been restored to good standing by recommendation of the group by which he or she was fined, suspended or expelled. Application for membership shall be presented at a regular membership meeting and voted on at the next regular meeting. A two-thirds majority of those present in the meeting shall be required for acceptance.

## **Section 4 - Transfers**

The transfer of membership from this Local to the jurisdiction of another Local and from another Local to the jurisdiction of this Local shall be made in accordance with Article V, Section 3 of the Union Constitution.

## **ARTICLE VI**

### **LOCAL DUES FINES AND ASSESSMENTS**

#### **Section 1 - Local Membership Dues**

Each member of the Local shall pay minimum membership dues of two and one-fourth (2 1/4) hours of pay per month in accordance with CWA National convention action.

#### **Section 2— Special Assessments**

The membership of this Local may levy a special assessment of its membership in case of an emergency, only in compliance with Article VI, Section 3 of the Union constitution.

## **ARTICLE VII**

### **GOVERNING AUTHORITY**

A. The affairs of the 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 membership meetings and by referendum of the membership.
2. By actions and decision of the Executive Board exercising authority to handle all problems that arise between membership meetings
3. The Officers in the absence of a board meeting.
4. By the Local President as the principle Executive Officer of the Local, who shall have the authority to carry out the policies of the Local in accordance with these Bylaws, Constitution of the Union and

Mandates of the members.

5. The action and decision of all Officers and the Executive Board of the Local between Local meetings are subject to the rights of appeal to the membership.

B. The Local Executive Board shall consist of the four Officers and six additional members selected from the entire membership without regard to department.

## ARTICLE VIII **LOCAL MEETINGS**

### **Section 1 - Regular Meetings**

Regular meetings of this Local shall be held each month at 7:30 p.m., or unless otherwise posted; the meeting night to be at the discretion of the Local.

A. Notice of the meetings shall be posted on CWA Bulletin Boards seven (7) days prior to the meeting.

### **Section 2 - Group Meetings**

A group meeting may be called with three (3) days notice by the Steward of the group. One of the Executive Officers shall be present, if available.

### **Section 3 – Executive Board Meetings**

There shall be monthly meetings of the Executive Board.

### **Section 4 – Special Meetings**

Special meetings may be called by a majority vote of the Local Officers, Executive Board or by petition signed by seventy-five (75) members with a three (3) day notice. Upon receipt of a proper petition, the Local Officers shall call a special meeting to be held within ten (10) days.

ARTICLE IX  
**LOCAL DELEGATES TO THE  
INTERNATIONAL CONVENTION**

- A. Delegates and alternates to the International Convention shall be elected by the membership voting by secret ballot not more than 120 days, nor less than 30 days in advance of the International Convention. The Officers of the Local to be the first delegates in this order provided they have met minimum attendance requirements: President, Secretary/Treasurer. Vice Presidents will be delegates or alternates, any additional alternates to be elected from the membership, the delegates not to exceed the maximum number provided in the constitution of the Union.
1. Any delegate or alternate to the International convention shall have at least 50% attendance at all regular scheduled meetings for the 12-month period preceding the election of such delegates and alternates
  2. A member shall not be permitted to serve on the Election Committee if a candidate for delegate or alternate to the CWA International Convention. This shall pertain only to the said election to which the member is a candidate.
- B. In the event the Local elects more than one delegate to the Union Convention, the local shall determine the convention votes assigned to each delegate following the provisions of the Union Constitution.
- C. It shall be the duty of the Secretary/Treasurer of the Local to certify the Local delegates to the Union convention to the Secretary-Treasurer of the Union within the time limits specified in the Union Constitution.

**Footnote:** Minimum attendance required shall also pertain to any delegate or representative attending any other convention or conference.

ARTICLE X  
**LOCAL COMMITTEES**

- A. The Local shall have the following regular committees or any other committees necessary to promote the objective of the Local.
  - 1. Bylaws Committee
  - 2. Education Committee
  - 3. Election Committee
  - 4. Finance Committee
  - 5. Organizing Committee
  - 6. Legislative Committee
  - 7. Building Committee
  - 8. Recreation Committee
  - 9. Public Committee
  - 10. Community Committee
  - 11. Women's Committee
  - 12. Committee on Equity
  - 13. Membership Committee
  - 14. Health & Safety Advisory Committee
- B. All committee chairs and directors shall be appointed for three years by the President with the approval of the Executive board, subject to the right of the membership to overrule such appointments.
- C. Vacancies on the committees shall be filled in the same manner as the original appointments.
- C. A member of any Local Committee may be removed by majority vote of the Executive Board subject to the right of the Local to override the action of the Executive Board. A member may also be removed by action of the Local in a membership meeting.
- D. Each Committee will have written rules to function by and shall report to the Executive Board every six (6) months for review.



F. Duties of Committees

1. Bylaws Committee - the Bylaws Committee shall be charged with the duty of considering and reporting to the Local and the Executive Board on proposals to change the Local Bylaws and Rules.
2. Education Committee - The Education Committee shall assist in developing Education Program with the Local Officers be responsible for effectuating the Union's and the Local's education program.
3. Election Committee - The Election Committee shall conduct all nominations and elections and referenda of this Local in accordance with all state and federal laws.
4. Finance Committee - The Finance Committee shall review the financial operations of the Local including the audits of the books of the Secretary/Treasurer and make recommendations to the Local including budget for the succeeding year's operations.
5. Organizing Committee - The Organizing Committees shall assist the Local Officers and members in organizing non-union employees within the Local's jurisdiction.
6. Legislative Committee - The Legislative Committee shall assist in developing and pursuing the program of the Union and the Local in the Legislative field. It shall be responsible for the Local's program to register each qualified voter and to supply qualified delegates to appropriate local and state bodies recognized by the International CWA.
7. Building Committee - the Building committee shall investigate and make recommendations to the Executive board for approval by the membership for major repairs and additions to the building or CWA properties.
8. Recreation Committee - The Recreation Committee shall assist the Officers in developing a program of fellowship for the Local.
9. Public Committee - The duties of the Public Relations Committee shall be to promote the Local by gaining the goodwill of the members and the public at large.

10. Community Services Committee - The Community Services Committee shall assist in developing all community services programs.
11. The Women's Committee - The Women's Committee shall encourage women to participate in Union activities in their Local and to assist the Union to carry out the programs of their Local.
12. Committee on Equity - The Committee on Equity shall investigate upon request of any steward, member or officer of Local 6201 to determine if a situation of unfair or unjust or non equity treatment exists any member and to promote and work with organizations to enhance minority involvement with the union.
13. Membership Committee - The membership committee shall accept or reject membership application in accordance with the bylaws and the rules this Local and Article V of the CWA Constitution and policies of the Union.
14. Health & Safety Advisory Committee - The Health & Safety Advisory Committee shall be responsible for gathering pertinent information regarding work related safety and health issues. This includes enforcement of the Company's responsibility to provide a safe work environment , worker's entitlement as provided for under the law and worker's recourse in the event of a violation.

## ARTICLE XI

### ORDER OF BUSINESS

The order of business at a local meeting shall be as follows:

1. Call to order
2. Invocation
3. Pledge of Allegiance
4. Appointment of Sergeant at Arms
5. Appointment of Parliamentarian
6. Roll Call of Officers
7. Reading and Action on Minutes of Previous Meeting
8. Reading of Executive Board Minutes

9. Reading of Communications
10. Reading of Financial Report
11. Report of Officers
12. Report of Committees
13. Unfinished Business
14. New Business
15. Good/Welfare
16. Door Prize Drawing
17. Adjournment

The order of business may be suspended by a two-thirds vote of the members present.

ARTICLE XII  
**DUTIES OF LOCAL OFFICERS, STEWARDS  
AND EXECUTIVE BOARD**

- A. The Officers of the Local shall be:  
President  
Secretary/Treasurer  
First Vice President  
Second Vice President
- B. Duties of the Local President
  1. The Local President shall preside at meetings of the Local and at meetings of the Local Executive Board and shall be responsible for the conduct of the Local including:
    - a. The prosecution of the grievances and appealing them to higher levels of the Union, if not satisfactorily settled.
    - b. The supervision of all committees of the Local.
    - c. The approval of all bills to be paid by the Local Secretary/Treasurer and to countersign checks drawn on the Treasury of the Local.
  2. The Local president shall have such additional duties as assigned

By the Local or required by the Constitution or policies of the Union.

C. Duties of Local Secretary/Treasurer

1. The Local Secretary/Treasurer and any person who handles Local funds or other property shall be bonded in accordance with the CWA Constitution and any State or Federal Law.
2. Furnish the Secretary-Treasurer of the International Union with two copies of any changes in the Local Bylaws within ten (10) days after such changes are made.
3. Be responsible for furnishing the Secretary– Treasurer of the International Union with all proper forms signed by Local Officers which are required by State and Federal Laws immediately upon their execution.
4. Maintain a record of the Local membership and shall keep minutes of all Local meetings and Executive board.
5. He or she shall cause payment of all bills approve by the Local President.
6. Lost time and other miscellaneous expenditures made by the Officers and committees other than budgeted items shall be paid by the Treasurer upon presentation of an itemized voucher approved by the Local President.
7. The Local President's Voucher shall be approved by the Local Secretary/Treasurer.
8. He or she shall perform such other duties as may be assigned by the Local President, the Local Executive Board or Local.

D. Duties of the Local Vice President:

1. The Local Vice Presidents shall work under the direction of the Local President and shall perform such duties as assigned by the Local President, the Local Executive Board and the Local.
2. Coordinate the activities of the Chief Stewards.
3. Hold quarterly meeting with the stewards.
4. Preside at all meetings of the Stewards and maintain records of such meetings.

5. Assist and instruct the Stewards in the performance of their duties.

E. Duties of Chief Stewards:

1. The Chief Steward shall perform such duties as the Local vice President may direct.
2. Head, organize and maintain the Stewards organization within their group.
3. Report to Vice President the desires and wishes of the members, as reported by the Stewards.
4. Report the disposition of all grievances to the Vice President.
5. Attend all Local Steward meetings.
6. Assist and instruct the Stewards in the performance of their duties.
7. There shall be at least one Chief Steward for each unit .

F. Duties of Stewards:

1. Report to the Chief Stewards any violation of working agreement or other practices pertaining to working conditions and it's disposition.
2. Attend all membership and steward's meetings.
3. Notify the Chief Stewards and/ or Community Services Committee in the event of an illness of a member.
4. Notify the Secretary/Treasurer of change of address of members, or if member of his or her jurisdiction is transferred to another location.
5. Attempt to settle with the immediate supervisor involved any grievance, which may be presented by any member under his or her jurisdiction.
6. to inform members that they are entitled to Union representation on any matter connected to their employment.
7. Report monthly to the Chief Steward on any non-members under his or her jurisdiction.
8. The Stewards of a Local shall work under the direction of the Chief Steward.
9. The Local shall have as many Job stewards as required, elected or appointed at the direction of their respective Vice President.

G. Executive Board Duties:

1. The duties of the Local Executive Board shall be as follows:
  - a. 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. Meet prior to the next Local meeting and with the Local Officers be responsible for the development of the next Local meeting agenda.
  - c. Cause an annual budget to be prepared and presented to the membership.
  - d. Be responsible for the operation of strike action procedures as outlined in the Union constitution.
  - e. Actions and decisions of the Executive Board shall be subject to approval by the membership.
  - f. A majority of the Executive Board shall constitute a quorum.
2. Empty the personal which may be necessary to carry out the objectives of the Local and fix compensation within limitations of the budget approved by the Local.
3. Remove Stewards upon clear proof of gross inefficiency after sworn charges thereof and reasonable opportunity for a prompt and fair hearing by the executive board.

ARTICLE XIII

**CONDUCT OF MEETINGS AND QUORUM**

- A. Membership meetings of this Local shall be conducted under these Bylaws and rules of the Local in conformity with the Union Constitution. On questions where the Local Bylaws, the Local Rules of the Union Constitution do not clearly apply, Roberts Rule of Order shall govern.
- B. The number constituting a quorum for Local meetings shall be twenty (20).
- C. A majority of the officers or a majority of the members of a committee

- D. All members shall conduct themselves during all meetings in an orderly and businesslike manner.

ARTICLE XIV  
**NOMINATION AND ELECTION  
OF LOCAL OFFICERS**

**Section 1 - Nomination of Officers**

- A. Local Officers shall be nominated at the regular meeting in the month of September of each election year. A notice of meeting for nominations shall be posted 15 days prior to meeting. Nominations shall be made by either of the following methods:
  - 1. By any members in good standing of the Local filing a notice of intent to be a candidate for a particular office. The notice of intent to be a candidate must be filed in person or by registered mail at the Local office within the 20 –day period preceding the regular September meeting of the election year. Write in candidates on a ballot will not be accepted. No one may be a candidate for more than one office in an election.
    - a. Any member running for or holding office excluding the Executive Officers shall be an employed by or retired from their respective department.
  - 2. By nomination from the floor at the regular monthly meeting in September of the election year, the nominee shall provide a written statement of acceptance of the nomination .

**Section 2 - Local Elections**

- A. Elections of Local Officers and Executive Board Members well be held during the months of September, October, November and December of each election year and newly elected officers will be sworn in and take office immediately following the counting of the ballots. Term of office shall be three (3) years or until their successors have been duly

Elected.

- B. Election of Local Officers and Executive board members shall be by secret ballot by either of two methods:
  - 1. Balloting by the use of establishing polling places (ballot boxes).
    - a. If this method is used the Election Committee shall cause a notice to be posted at least fifteen (15) days prior to the election stating the place and time polls will be open and closed.
    - b. All Stewards will be elected or appointed in the month of January following the election of Local Officers and under the direction of their respective Vice Presidents.
  - 2. Ballot conducted by U.S. Mail.

### **Section 3 - Local Elections Committee**

- A. The nomination and election of Local Officers and Executive Board members shall be conducted under the supervision of the Election Committee. The committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with the Union Constitution and these Bylaws with reasonable opportunity for each member to vote.
- B. The Election Committee shall also conduct any referenda submitted to the membership. The committee shall not dispose of any ballots until one year after election.
- C. A member shall not be permitted to serve on the Election Committee if a candidate for any office of Local.
- D. All questions concerning the conduct and challenges of elections shall be determined by the Election Committee, subject to the right of appeal to the Executive Board or membership of the Local in accordance with Article XV, Section 4 of the Union Constitution.

### **Section 4 - General Provisions**

- A. The nominees for the office of President, Secretary/Treasure and Vice Presidents receiving the majority of the valid votes cast shall be declared elected. If no nominee for these offices has a majority on the first ballot, the vote shall be taken again and the two nominees



having the greatest number of votes on the first ballot shall be nominated on the second ballot.

1. The nominees for all other offices shall be declared elected by a plurality of votes.

NOTE: 1. Majority ..... 50.1% of total votes

2. Plurality ..... At least one more vote than the other candidates if three or more are running.

- B. Only members of the Local in good standing shall be eligible to vote or hold office.
- C. Every dues paying member in good standing shall be eligible to be a candidate and to hold office if they have met the minimum attendance requirement as defined in Article IX A 1. Attendance be evidenced by their signature on the official attendance roster or checked in by committee chair. Members on departmental illness pay and/or disability as defined by the benefit plan or members unable to attend due to scheduled work and or directed to work by the company shall be excluded during this time.
- D. Upon retirement from the company an Executive Officer remaining in office shall receive any remaining days of vacation not taken as unpaid time by the union and will be granted vacation in any succeeding years in office, matching the company granted vacation time by their respective company.
- E. A member shall not be permitted to serve on the Election Committee if a candidate for any office of the Local. This shall pertain only to the said election for which they are a candidate.
- F. The Election Committee will publish the results of an election.
- G. A nominee may have an observer during an election. A observer must be a member in good standing of a labor organization.
- H. A nominee may be allowed to make a nomination speech at a time allotted by the Election Committee.
- I. The Election Committee will provide the method of voting on the ballot and the date returned ballots must be postmarked.

## **Section 5 - Vacancies**

- A. A vacancy in the office of Local President shall be filled by the First Vice President. Vacancies in other offices shall be filled in the same manner as that required for regular elections and within 60 days as required by Article XV of the Union constitution.
- B. The respective Vice President may appoint or request an election to be held by the Election Committee to fill any Steward vacancy.
- C. A member shall not be permitted to serve on the Election Committee if a candidate for any office of Local.
- D. All questions concerning the conduct and challenges of elections shall be determined by the Election Committee, subject to the right of appeal to the Executive Board or membership of the Local in accordance with Article XV, Section 4 of the Union Constitution.

## **ARTICLE XIII**

### **STRIKES**

- A. The calling, conduct and termination of strikes affecting this local shall at all times be carried on in compliance with the rules prescribed by the Union and Article XVIII of the CWA Constitution
- B. Strike Duties:
  - 1. All members shall in the event of an authorized strike participate in such authorized strike immediately reporting to a strike committee.

All members shall be given and shall follow out strike duties such as: picket duties, etc. or, shall be excused from such duties and assignments by the strike committee. Strike benefits shall be paid according to the National Defense Fund Guidelines.

## **ARTICLE XVI**

### **CHARGES, TRIALS AND APPEALS**

#### **Section 1 - Charges**

- A. Members of this Local may be fined, suspended or expelled for any of the acts enumerated in Article XIX of the Union constitution.

#### **Section 2 - Trials**

- A. Any accused members, including Officers, of the Local shall be tried under the provision of Article XX of the Union Constitution.

#### **Section 3 - Appeals**

- A. Any member or Officer of the Local, upon being found guilty by a Local Trial Court, may appeal as provided in Article XX, Section 4 of the Union constitution

## **Section 4 - Local Trial Court**

- A. A Trial Court of this Local shall be composed of not less than five (5) or more than seven (7) persons who are members of this Local and not parties to the proceedings, and who shall be elected by the Executive Board or members in a membership meeting of the Local.

## **ARTICLE XVII**

### **RECALL OF LOCAL OFFICERS**

- A. Any elected Officer of this Local may be recalled in accordance with the provision of Article XXI and Article XXII of the Union Constitution.

## **ARTICLE XVIII**

### **AMENDMENTS TO LOCAL BYLAWS**

After adoption, these Bylaws may be amended by either of the following methods:

- A. By a two-third majority vote of the members present in a Local meeting, if the proposed amendment has been introduced at a previous membership meeting or has been advertised to the membership by use of bulletin boards or U.S. Mail, postage prepaid, at least seven (7) days in advance of the meeting; or
- B. By referendum of the membership.

## **ARTICLE XIX**

### **REFERENDUM OF THE LOCAL**

- A. The Local Election Committee shall submit any question to a referendum of the membership when directed to do so by action of a regular or special membership meeting.
- B. Questions submitted to referendum shall be determined by a majority vote of those voting on the question.

ARTICLE XX  
**FISCAL YEAR AND AUDIT**

- A. The fiscal year of this Local shall be October 1 to September 30 of the succeeding year.
- B. The financial reports of this Local shall be audited by the Finance Committee or a Certified Public Accountant, if required, at the end of each fiscal year. The results shall be available for inspection by any member of the Local.

ARTICLE XXI  
**AGRIEVANCES**

- A. Members who have a grievance should first report the grievance to one of the Stewards working in his or her department. It shall then be the responsibility of that Steward to see that the grievance is properly handled. In the event that for any reason the Stewards are not available, the grievance should be reported to the Chief Steward or one of the Officers.
- B. Officers and Stewards handling grievances shall make a report on the forms provided.

ARTICLE XXII  
**GENERAL PROVISIONS**

- A. All motions passed in a meeting, which establishes a policy of the Local or constitutes a mandate to the Officers or Executive Board shall be recorded and maintained in the Local files.
- B. The Local shall take the necessary steps to maintain its affiliation with the appropriate Local and state bodies recognized by the International CWA.
- C. Minimum attendance requirement shall pertain to any delegate or representative attending any convention or conference.

ARTICLE XXIII  
**FISCAL YEAR AND AUDIT**

- A. Each elected Officer of the Local after meeting all other qualifications shall be duly installed upon taking the following oath:

“I (give name) hereby accept the office of (give name of office) of Local (give local number) Communications Workers of America With full knowledge of the responsibility and duties of such office.”

“I promise to faithfully discharge my duties according to the Bylaws And Rules of the Local and Constitution and policies of the Union.”

“I further promise to give my successor in office all books and Records in my possession.”

“I shall at all times endeavor to serve my Local and the Union to The best of my abilities, so help me god.”

ARTICLE XXIV  
**REVIEW OF LOCAL BYLAWS**

These Bylaws shall be adopted upon the approval of a two-thirds majority vote of the members voting upon their adoption at a regular membership meeting and shall be reviewed for changes if needed at least every three (3) years; (6) months prior to the Local elections.

ARTICLE XXV  
**ADOPTION**

These Bylaws adopted , July 1924, - December 12, 1984 - May 27, 1986 - May 26, 1987 - December 22, 1987 - March 23, 1993 - August 27, 1996 - July 27, 1999 - July 12, 2002 - August 22, 2005 - June 10, 2009 - May 24, 2011