

**BYLAWS
CWA LOCAL 3806**

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BYLAWS
C.W.A LOCAL 3806, AFL-CIO

ARTICLE I - NAME

This Local shall be known as Local-3806, Communications Workers of America.

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 - OBJECTIVE

The object of Local 3806 shall be to represent and serve the workers within its jurisdiction in accordance with the Bylaws of the Local and Constitution and policies of the Union.

ARTICLE IV - LOCAL STRUCTURE

The structure of the Local shall consist of the following:

- (1) Membership
- (2) Executive Board
- (3) Officers
- (4) Committees

ARTICLE V - MEMBERSHIP

Section 1 — Eligibility

Any person eligible for membership in the Communications Workers of America, as defined in Article V of its Constitution, shall be eligible for membership in this Local, if performing work within the Locals assigned jurisdiction, or if employed on a part-time or full-time basis by the union.

Section 2 — Application

Membership in the Local shall be approved or rejected by the Membership committee, subject to the right of the Locals membership to overrule the decision of the Membership committee. The Local Executive Board shall serve as the Local's Membership Committee. **Section 3 — 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 of the Union Constitution.

ARTICLE VI - LOCAL DUES AND ASSESSMENTS

Section 1 — Local Dues

Each member of the Local shall pay monthly membership dues established by the Local membership.

Membership dues may be changed only by a majority of those voting on the question by secret ballot referendum, or a majority secret ballot vote in a meeting where a quorum is present, if the question has been advertised on bulletin boards at least 7 days in advance of the meeting, or by notice mailed postage pre-paid to each member at least 7 days in advance of the meeting.

Section 2 — Local Special Assessments

The membership of this Local may levy a special assessment only the same manner as provided for changing Local dues. However, any special assessments levied shall comply with Article VI of the Union Constitution.

Section 3 — Payroll Deductions

Where payroll deduction is not applicable to a member, he shall pay dues directly to the Local.

ARTICLE VII - GOVERNING AUTHORITY

Section 1 — Membership

The affairs of this Local shall be governed by the membership in accordance with the Constitution and policies of the Union in the following manner:

- (A) Through action taken in membership meetings or by referendum of the membership.
- (B) Through actions and decisions of the Executive Board between membership meetings.
- (C) Through actions and decisions of the Local officers between meetings of the Executive Board.
- (D) The action and decisions of the Executive board and officers of the Local between Local meetings may be overruled by the membership in a local meeting or by referendum.

Section 2 — Executive Board

- (A) The Executive Board shall meet at least once each month. Special Board meetings may be called by the President when deemed necessary or upon the request of a majority of the Board.
- (B) The Local Executive Board shall consist of the following:
 - (1) President
 - (2) Executive Vice-President
 - (3) Secretary-Treasurer
 - (4) Vice-President — AT&T Mobility (Call Center, Distribution Center, Retail Stores)
 - (5) Vice-President — AT&T Southeast (formerly Bellsouth)
 - (6) Group Rep (1) -- AT&T Mobility Call Center
 - (7) Group Rep (1) — AT&T Mobility Distribution Center
 - (8) Group Rep (1) — AT&T Southeast (formerly Bellsouth)
 - (9) Group Rep (1) — Memphis Police Dispatchers
 - (1) Group Rep (1) AT&T Southeast — Wire Technicians

ARTICLE VIII -- LOCAL MEETINGS

Regular meetings of this Local shall be held on the SECOND TUESDAY of each month. Special meetings may be called by a majority vote of the Local Officers, or by a petition signed by 100 members. Upon receipt of a proper petition, the Local Officers shall call a special meeting to be held within 15 days.

ARTICLE IX - LOCAL DELEGATES TO INTERNATIONAL CONVENTIONS AND DISTRICT MEETINGS

- (A) Delegates and Alternate Delegates to the Union Convention shall be certified active members to be elected by the membership voting by secret ballot conducted not more than 120 days nor less than 30 days in advance of the Union Convention.
- (B) The President shall be a Delegate and Chairperson of the delegation to all official conventions or meetings of the Communications Workers of America. The President shall be elected concurrently with the election to the office of President.
- (C) The Executive Vice-President shall be a Delegate to the International Conventions and District meetings. The Executive Vice-President shall be elected concurrently with the election to the office of Executive Vice-President.
- (D) The Secretary-Treasurer shall be a Delegate to the International Conventions and District meetings. The Secretary-Treasurer shall be elected concurrently with the election to the office of Secretary-Treasurer.
- (E) The Convention votes will be assigned to each Delegate in accordance with Article VIII of the Union Constitution.
- (F) 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 Article VIII of the Union Constitution.
- (G) Notice of an election shall be given by at least two (2) of the following methods:
 - (1) Bulletin board posting
 - (2) Local website posting
 - (3) Announcement at the regular Local Membership meeting, at least one (1) month prior to nominations.

ARTICLE X - LOCAL COMMITTEES

(A) The Local shall have the following regular committees:

1. Community Service Committee
2. Education Committee
3. Election Committee
4. Finance Committee
5. Legislative-Political Committee
6. Mobilization Committee
7. Organizing Committee
8. Retired Members Committee
9. Women's and Equity Committee

(B) Members of all committees shall be appointed by a majority vote of the Local Executive Board, subject to the right of the Local Membership to overrule such appointments.

(C) Vacancies on committees shall be filled in the same manner as the original appointment.

(D) A member of any Local committee may be removed in the same manner as the original appointment.

(E) Duties of the Committees:

1. Community Services Committee: Shall assist in developing all Community Service programs.
2. Education Committee: Shall assist in developing the Local's educational program and with the Local officers, be responsible for affecting the Union's and Local's educational programs.
3. Election Committee: Shall conduct all nominations, elections, and referenda to this Local.
4. Finance Committee: Shall review all financial expenditures on a quarterly basis.
5. Legislative-Political Committee: Shall consist of as many members as may be appointed by the President and approved by the Local Executive Board. It shall execute such assignments with regard to legislation as the Local Executive Board or the membership shall direct.

ARTICLE X - LOCAL COMMITTEES, continued

(E) Duties of Committees, continued

6. Mobilization Committee: Shall establish and maintain a current network of members throughout every place of reporting, whose purpose is to disseminate information quickly and efficiently. The Mobilization Committee may perform other duties as assigned by the President and Executive Board of the Local.
7. Organizing Committee: Shall assist the Local's officers and members in organizing all nonunion employees within the Local's jurisdiction.
8. Retired Members Committee: Shall, consistent with the Union's policies and the Constitution, engage in organizing, political, legislative, educational, economic, social and community activities to enhance the interests of the Local's membership.
9. Women's and Equity Committee: Shall address the issues of concern to all members, male or female. This committee will promote the C.W.A. Civil Rights program to ensure that members of all cultures, religions, ages, nationalities, sexual orientations and those with disabilities feel welcomed, respected, and heard.

ARTICLE - ORDER OF BUSINESS

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

1. Call to order
2. Invocation
3. Pledge of Allegiance
4. Minutes of previous meeting
5. Reports of the committees
6. Reports of Officers
7. Old Business (unfinished business)
8. New Business
9. Good and Welfare
10. Attendance prizes
11. Adjournment

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

(C) One (1) \$25.00 attendance prize will be awarded at the monthly Membership meeting and one (1) \$50.00 attendance prize will be awarded every six (6) months, at the June and December monthly Membership meetings.

ARTICLE - LOCAL OFFICERS, STEWARDS, AND THEIR DUTIES

Section 1- Local Officers

(A) The Officers of the Local shall be:

- I. Local President
2. Local Executive Vice-President
3. Local Secretary-Treasurer
4. Local Vice Presidents
5. Local Group Representatives

The Duties of the Local Officers shall be as follows:

(B) The Local President shall:

1. Be responsible for the conduct of all Local business.
2. Preside at Local Membership meetings and Local Executive Board meetings
3. Prosecute grievances and appeal them to higher levels of the Union, when not satisfactorily settled.
4. Supervise all Local Committees
5. Approve all bills to be paid, and countersign all checks drawn on the Local treasury;
and
6. Perform whatever additional duties as may be assigned by the Local or required by the policies and Constitution of the Union.
7. After all UA hours/time has been exhausted the Local President shall have the authority to take a Union Leave of Absence.

(C) The Local Executive Vice-President shall:

1. Work under the direction of the Local President
2. Perform whatever duties as may be assigned by the Local, the Local Executive Board, or the Local President.
3. After all UA hours/time has been exhausted the Local Executive Vice-President shall have the authority to take a Union Leave of Absence.

ARTICLE XII - LOCAL OFFICERS, STEWARDS, AND THEIR DUTIES

The Duties of the Local Officers shall be as follows: continued

(D) The Local Secretary-Treasurer shall:

1. Record and maintain minutes of all meeting of the Local and the Local Executive Board.
2. Furnish the District Vice-President, State Director, and Secretary-Treasurer of the International Union with copies of any changes in Bylaws within (10) days of such changes being made
3. Be custodian of all assets of the Local.
4. Report to each Membership meeting on the financial status of the Local. A written report shall be available at the Local Union. Copies of annual audits shall be made available upon request.
5. Be bonded, as must any person who handles Local funds or other property, in accordance with the Union Constitution or any State or Federal law.
6. Cause the payment of all bills approved by the Local President.
7. Perform such other duties as may be assigned by the Local President, Local Executive Board or the Local membership.
8. Assist the Finance committee to review all financial expenditures on a quarterly basis.

(E) The Local Vice-Presidents shall:

1. Work under the direction of the Local President and Local Executive Vice-President.
2. Perform whatever duties as may be assigned by the membership, Executive Board, or the local President.
3. Work in the entity they represent.

(F) The Group Representatives shall:

1. Work in the group they represent.
2. Be responsible, under the direction of the Local President, the Local Executive Board, or the Local membership, for carrying out the policies and programs of the Local in their respective groups.
3. Give immediate supervision to the activities of the stewards within their groups and shall perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President.

ARTICLE XII - LOCAL OFFICERS, STEWARDS, AND THEIR DUTIES

The Duties of the Local Officers shall be as follows: continued

Section 2 — Local Stewards

- (A) The Local shall have as many Chief Stewards and stewards as may be appointed by the Local President with the approval of the Local Executive Board and Local membership.
- (B) The Chief Steward shall:
 - 1. Work under the direction of the Group Representatives and the Local Executive Board.
 - 2. Recommend to the Group Representatives the appointment of Stewards in their assigned groups.
 - 3. Give immediate supervision to the activities of the stewards in their assigned groups.
 - 4. Perform such other duties as may be assigned by the Local, the Local Executive Board, the Local President, the Executive Vice-President, or the Group Representative.
- (C) The Stewards shall:
 - 1. Work under the directions of the Chief Steward, Group Representatives, and the Local Executive Board.
 - 2. Perform such other duties as may be assigned by the Local, the Local Executive Board, the Local President, the Executive Vice-President, or the Group Representative.

ARTICLE - CONDUCT OF MEETINGS AND LOCAL BUSINESS AND QUORUM

- (A) Membership meetings and any other business of this Local shall be conducted under these Bylaws and Rules of the Local and in conformity with the Union Constitution. The questions where the Local Bylaws, the Local rules of the Union Constitution do not clearly apply, Robert's Rules of Order shall govern.
- (B) The number constituting a quorum for Local meetings shall be 30 members.
- (C) A majority of the officers or a majority of the members of the committees shall constitute a quorum for those bodies.

ARTICLE- NOMINATION AND ELECTION OF LOCAL OFFICERS AND EXECUTIVE BOARD MEMBERS

Section 1- Nomination

- (A) President, Executive Vice-President, Secretary-Treasurer, and Vice-Presidents shall be nominated at the October Membership meeting every 3 years.
- (B) Group representatives shall be nominated by a member of the group they represent at the November membership meeting every 3 years.

Section 2 — Elections

- (A) Election of Presidents, Executive Vice-President, Secretary-Treasurer, and Vice-Presidents shall be by secret ballots of the membership using U.S. Mail, or via an electronic voting service, to begin as soon as practicable following nominations and to be concluded at the close of business on the Monday prior to the November membership meeting.
- (B) Election of Group Representatives shall be by secret ballot of the group they represent at the December membership meeting.

**ARTICLE XIV - NOMINATION AND ELECTION OF LOCAL OFFICERS AND
EXECUTIVE BOARD MEMBERS**

continued

Section 3 - Local Election Committee

(A) The nomination and election of Local Officers, Executive Board members and Delegates to the C.W.A. Convention and to the C.W.A. District 3 meeting shall be conducted under the supervision of the Election Committee. This committee shall have the authority and responsibility to ensure the nominations are conducted in accordance with the Union

Constitution and these Bylaws, with reasonable opportunity for each member to nominate and vote for the candidate of their choice.

(B) The Election Committee shall also conduct any referenda submitted by the membership.

(C) A member shall not be permitted to serve on the Election Committee if he is a candidate for any office of the Local or Delegate to the C.W.A. Convention or C.W.A. District 3 meeting.

(D) All questions concerning the conduct and challenges of election shall be determined by the Election Committee, subject to the right of appeal first to the Executive Board and secondly to the membership of the Local.

(E) The Election Committee shall not dispose of any ballots under ordered to do so by the Local. All ballots shall be kept at least one year.

Section 4- General Provisions

(A) The nominee in any election receiving the majority of the votes cast shall be declared elected. If no one nominee 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 nominees on the second ballot.)

(B) Only members of the Local in good standing shall be eligible to vote or hold office. No members shall hold more than one elective office.

(C) The term of office shall be 3 years, beginning January 1, following the election.

In the event of a runoff election after Jan. 1, the official winner will take office immediately after certification of the election results.

ARTICLE XIV- NOMINATION AND ELECTION OF LOCAL OFFICERS AND
EXECUTIVE BOARD MEMBERS

Section 4- General Provisions, continued

- (D) No elected officer of the Local shall be qualified to take office unless and until he or she meets the qualifications and requirements necessary to permit the local and the union to exercise its full rights under the State and Federal laws.
- (E) Ballot for the office President shall include the statement "For President, Delegate, and Chairperson of Delegates to International Convention and all official meetings of the Communications Workers of America."
- (F) Ballots for the office of Executive Vice-President shall include the statement, "For Executive Vice-President and Delegate to International Convention and District meetings."
- (G) Ballots for the office of Secretary-Treasurer shall include the statement, "For Secretary-Treasurer and Delegate to International Convention and District Meetings."

Section 5 - Vacancies

A vacancy in the office of Local President shall be filled by the Local Executive Vice-President. Vacancies in the 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.

In the event a vacancy should arise in an office and one (1) year or less remains in that Officer's term, the vacancy shall be filled as follows:

President - The Executive Vice-President shall assume the President's office and duties.

Executive Vice-President, Secretary-Treasurer, Vice-Presidents, and Group Representatives – The position will be filled on recommendation by the Local President, subject to a majority vote of the members present at a Local Membership meeting.

ARTICLE XV- STRIKES

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 its Constitution.

ARTICLE XVI - CHARGES, TRIALS, AND APPEALS

Section 1- Charges

Members of this Local may be fined, suspended, or expelled, in the manner provided in these Bylaws, for any of the acts enumerated in Article XIX of the Union Constitution.

Section 2- Trials

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

Section 4- Local Trial Court

A trial court of this Local shall be composed of 7 persons, who are members of this Local and not parties to the proceedings, and who shall be selected by the members in a membership meeting of the Local.

ARTICLE XVII - RECALL OF LOCAL OFFICERS

Any elected officer of this Local may be recalled in accordance with the provisions of Article XX and XXII of the Union Constitution.

ARTICLE XVIII -AMENDMENTS TO LOCAL BYLAWS

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

1. Majority vote of the members present in a Local membership meeting, if the proposed amendments(s) have been introduced at a previous Membership meeting and, in addition have been advertised to the membership by bulletin board posting or Local website posting.

ARTICLE XIX - REFERENDUM OF THE LOCAL

- A. The Local Executive Board 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 from October 1st of each year to and including September 30th of the succeeding year. .
 1. The financial records of this Local shall be audited by the Finance Committee at the end of each fiscal year. The results of such audit shall be made available for the inspection of any member of the Local.
 2. Miscellaneous expenses incurred by the Local exceeding \$100.00 must be approved by the Local Executive Board.

ARTICLE XX- FISCAL YEAR AND AUDIT

continued

B. Salary and Expenses

Any member of the Local who shall suffer loss of pay while performing duties assigned by the Local shall be reimbursed for the amount of lost pay upon their presenting the proper documentation and voucher form to the Secretary-Treasurer of the Local.

1. Per diem: Members who are assigned out of town duties shall be allowed a daily per diem allowance, using Federal Per Diem rate guidelines.
Travel Expenses: Arrangements for transportation expenses to be approved by the Local Executive Board, using Federal Per Diem rate guidelines

ARTICLE XXI - OATH OF OFFICE

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 3806, Communications Workers of America, with full knowledge of the responsibilities of such duties of such office.

I promise to faithfully discharge my duties according to the Bylaws and Rules of the Local and the 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 ability, so help me God."

ARTICLE XXII - ADOPTION

These Bylaws shall be adopted upon the approval of a majority of the members voting upon their adoption in the Membership meeting called for that purpose.

ARTICLE XXIII- EXECUTIVE BOARD MEMBERS SALARY

1. Local President (not full time) - \$0.15 per capita per month of Local Membership but not less than \$250.00.
2. Local Executive Vice-President-\$0.10 per capita per month of Local membership but not less than \$175.00.
3. Local Secretary-Treasurer- \$0.10 per capita per month of Local membership but not less than \$175.00
4. Local Vice-President- \$0.09 per capita per month of Department but not less than \$125.00.
5. Group Representatives- \$0.02 per capita per month of Group membership but not less than \$100.00 per Representative.

Per capita payments to be made by the 15th of the month based on preceding month International report.

THESE BYLAWS ADOPTED September 2017