

COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO

**LOCAL 6300
BYLAWS**

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ARTICLE I – NAME

The Local shall be known as Local 6300, District 6, 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 – OBJECTS

The objects of Local 6300 shall be to represent and serve the workers within its jurisdiction in accordance with the Bylaws and Rules of the Local and the Constitution and policies of the International Union.

ARTICLE IV – LOCAL STRUCTURE

The structure of the Local shall consist of the following:

- (a) Membership
- (b) The Executive Board
- (c) Steward's Organization
- (d) Committees

ARTICLE V – MEMBERSHIP

Section 1 – Eligibility

Any person eligible for membership in the Communications Workers of America as defined in Article V, Section 1 of its Constitution shall be eligible for membership in this Local if performing work within the Local's 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 obtained after payment of the Local initiation fee of five (\$5.00) dollars and upon approval of the Membership Committee authorized to accept or reject membership on behalf of the Local, subject to the right of the Local to overrule the decision of the Membership Committee.

Section 3 – Voluntary Cancellations

Persons who voluntarily cancel their Membership, with written notification to the Local or International Union, shall be required to pay a fifty (\$50.00) dollar reinstatement fee or five hour's community services time with certifications under the guidance of the Local in order to be eligible for membership.

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 in accordance with Article V, Section 3 of the CWA Constitution.

ARTICLE VI – LOCAL DUES AND ASSESSMENTS

Section 1 – Local Membership Dues

- (a) Each Member of the Local shall pay minimum membership dues in accordance with the CWA Constitution. Membership dues which exceed in amount the minimum dues may be authorized by the majority of those voting on the question.
- (b) Membership dues exceeding the established minimum amount may be changed by the majority of the Local voting on the question by secret ballot referendum. With notice and ballot mailed, return postage prepaid to each member at least fifteen (15) days in advance of the date ballots are due.
- (c) Members' dues may be paid by means of deduction from wages through check-off authorization or directly to the Union as outlined herein. If an individual submits dues directly to the Union, he/she can pay by mail, in which case, the dues must be paid by check or money order. The check is to be made out to CWA Local 6300 and mailed to the Local office. Dues may be paid in person at the Local office during normal working hours. Whether paid in person or by mail, dues must be for the exact amount owed and must be received by the last day of every month.
- (d) Account Representatives and Senior Account Representatives dues shall be equivalent to the amount paid by Communications Consultant at the top rate in the SBC/ATT contract.
- (e) Sales Representative dues shall be equivalent to the amount of dues paid by Yellow Pages Group 3 at the top rate.

- (f) Dues for members who perform work in the Print and Media Sector shall be held at their current rate of assessment, plus any increase due to salary progression until December 31, 2009, at which time they will be assessed the rate in section 1(a) of this article.

Section 2 – Local Special Assessments

The membership of this Local may levy a special assessment only in the same manner as provided for changing the Local dues; however, any special assessment levied shall be in compliance with Article VI of the CWA Constitution.

ARTICLE VII – GOVERNING AUTHORITY

Section 1 – Membership

The affairs of the Local shall be governed by its membership in the following manner:

- (a) By adhering to the provisions of the CWA Constitution and the Bylaws of the Local.
- (b) By the General or Special Membership Meeting as the highest authority of the Local.
- (c) By the Executive Board of the Local, as the existing authority of the Local between meetings and in accordance with the Local Bylaws subject to the right of appeal to the Membership at the next General Membership Meeting.
- (d) By the elected Executive Committee, subject to the right of appeal to the membership at the next General Membership Meeting.
- (e) By the President, as principle Executive of the Local, who shall have the authority to carry out the policies of the Local in accordance with the CWA Constitution and these Bylaws, subject to the right of appeal to the membership at the next General Membership Meeting.

Section 2 – The Executive Board

The Executive Board shall consist of the following:

- President
- Executive Vice President
- Administrative Vice President
- Secretary
- Treasurer
- Vice Presidents, Nine (9)

Section 3 – The Executive Committee

The Executive Committee shall consist of the following:

- President
- Executive Vice President
- Administrative Vice President
- Secretary
- Treasurer

ARTICLE VIII – MEETINGS

- (a) General Membership Meetings of this Local shall be held monthly, except for December and one month to be designated by the Executive Board. Special Membership Meetings may be called by a majority of the Executive Board or by a petition signed by ten percent (10%) of the members. Upon receipt of a proper petition, the Executive Board shall call a Special Membership Meeting to be held within ten (10) days.
- (b) General Membership Meetings of this Local may be suspended by a two-thirds (2/3) vote of those members present at a preceding meeting.
- (c) Group meetings may be called by the Chief Steward, with the approval of the Executive Board. Executive Board Members may attend and participate in group meetings. Group meetings may make recommendations to the Executive Board or General Membership Meeting, but shall have no policy making authority.

ARTICLE IX – CONDUCT OF MEETING AND QUORUM

Section 1 – Authority

Membership Meetings of this Local shall be conducted under these Bylaws and in conformity with the CWA Constitution. On questions where the Local Bylaws or the CWA Constitution do not clearly apply, Robert's Rule of Order shall govern.

Section 2 – Quorum

- (a) The number constituting a quorum for a General Membership Meeting shall be fifteen (15) members and a majority of Executive Board Members.
- (b) A majority of the Executive Board or a majority of the members of a committee shall constitute a quorum for those bodies.

ARTICLE X – ORDER OF BUSINESS

The order of business at General Membership Meetings shall be as follows:

- (a) Call to Order
- (b) Roll Call Executive Board
- (c) Distribution and action on minutes of previous meeting
- (d) Distribution and action on the financial and expense report
- (e) Report of Executive Committee
- (f) Report of Executive Board
- (g) Report of Committees
- (h) Unfinished Business
- (i) New Business
- (j) Good and Welfare
- (k) Adjournment

The order of business may be suspended by a two-thirds (2/3) vote of the members present.

ARTICLE XI – DUTIES OF THE EXECUTIVE BOARD

Section 1 – Duties of the Executive Board

- (a) The Executive Board will have the authority to:
 - (1) To appoint as many Chief Stewards and Stewards as deemed necessary, subject to the approval of the membership.
 - (2) Remove a Chief Steward or Steward upon clear proof of fraud, dishonesty or gross inefficiency, after sworn charges thereof and reasonable opportunity for a prompt and fair hearing of the Executive Board.
 - (3) Remove a Chief Steward or Steward upon the receipt of a petition signed by sixty (60) percent of the members in good standing in the groups assigned to said Chief Steward or Steward.
 - (4) Establish and maintain all committees in accordance with the CWA Constitution and Bylaws, additional committees may be established as deemed necessary to promote the purpose of the Local.
 - (5) At least one Executive Board member will facilitate all committee and group meetings of the Local.
 - (6) Employ the personnel that may be necessary to carry out the objectives of the Local and to fix the compensation of such personnel within the limitations approved by the Local. The Executive Board shall not employ anyone who is a relative of an Executive Board member, unless employed prior to relative's election.
- (b) The Executive Board duties shall be:
 - (1) To meet regularly.
 - (2) To carry out the policies of the Local.
 - (3) To decide matters that require immediate action.
 - (4) To make recommendations to the Local for the proper conduct of its business.
 - (5) To be bonded as a person who handles Local funds or other property in accordance with the CWA Union Constitution or any state or federal law.
 - (6) To authorize other Officers to countersign checks.

Section 2 – Duties of the President

- (a) The office of President shall be established as a full-time office.
- (b) The President or designee shall preside at meetings of the Local and at meetings of the Executive Board and shall be responsible for the conduct of the Local, including:
 - (1) The processing of grievances and appealing them to higher levels of the Union, if not satisfactorily settled.
 - (2) The supervision of all committees of the Local.
 - (3) Approve all bills to be paid by the Treasurer and to authorize or countersign checks drawn on the treasury of the Local.

- (4) The President shall have such additional duties as assigned by the Local or required by the CWA Constitution or policies of the Union.
- (5) The President shall present to all other Executive Board Members, the Audit and Budget Committee and the General Membership Meeting, copies of the LM-2 report upon signing. The copy which is forwarded to the General Membership Meeting shall be brought to every General Membership Meeting thereafter for a period of three (3) years. The copy brought to the General Membership Meeting shall be kept with the parliamentarian and can be reviewed by any member in good standing.

Section 3 – Duties of the Executive Vice President

- (a) The Executive Vice President shall work under the direction of the President and shall perform such duties as assigned by the President, the Executive Board and the Local.
- (b) Assist and instruct the Vice Presidents in the performance of their duties, as directed by the President.

Section 4 – Duties of the Administrative Vice President

- (a) The Administrative Vice President shall work under the direction of the President and shall perform such duties as assigned by the President, Executive Board and the Local.

Section 5 – Duties of the Secretary

- (a) The Secretary shall maintain a record of the Local membership and shall keep minutes of all General Membership Meetings, Special Membership Meetings, Executive Committee Meetings and the Executive Board Meetings.
- (b) Furnish both the District Vice President and the Secretary of the Union with four (4) copies of any changes of the Local Bylaws within ten (10) days after such changes are made.
- (c) It shall be the duty of the Secretary of the Local to certify the Delegates to the CWA Convention to the Secretary of the International Union within the time limits specified in the CWA Constitution.
- (d) Perform such other duties as may be assigned by the President, the Executive Board or the Local.

Section 6 – Duties of the Treasurer

- (a) The Treasurer shall be the custodian of all assets of the Local and make a written report at each General Membership Meeting.
- (b) Cause the payment of all bills approved by the President.
- (c) Be responsible for furnishing the Secretary of the Union with all proper forms signed by the Executive Committee, which are required by state and federal laws, immediately upon their execution.
- (d) Provide at each monthly meeting a written report of all expenditures including salaries and receipts for the preceding month, as well as year to date.
- (e) Perform such other duties as may be assigned by the President, the Executive Board or the Local.

Section 7 – Duties of Vice Presidents

- (a) The Vice Presidents shall work under the direction of the President and shall perform such duties as assigned by the President, the Executive Board and the Local.
- (b) Coordinate the activities of their assigned Chief Stewards.
- (c) Hold monthly meetings of their assigned Stewards.
- (d) Vice President or Designee will preside at all meetings of their assigned Stewards and maintain records of such meetings.
- (e) Maintain records of all grievances submitted by their assigned Stewards.
- (f) Assist and instruct Stewards in the performance of their duties.
- (g) To recommend the appointment or removal of Chief Stewards or Stewards who may be assigned to them-

ARTICLE XII – DUTIES OF THE CHIEF STEWARDS/STEWARDS

Section 1 – Duties of Chief Stewards

- (a) The Chief Stewards shall perform duties as the Local , Executive Board or President may direct.
- (b) Head, organize and maintain the Steward's organization within their groups.
- (c) Report to their assigned Vice President the desires and wishes of members, as reported by the Stewards.
- (d) Report the disposition of all grievances to their assigned Vice President.
- (e) Attend all Local Stewards' meetings and General Membership Meetings in its entirety, unless excused by their Vice President.
- (f) Assist and instruct Stewards in the performance of their duties.
- (g) To actively participate and support all policies of the Union.

- (h) Must be actively involved in at least one Local committee and must attend meetings of that committee as well as participate in functions that the committee requires. If a Chief Steward, because of scheduled hours of work, voting or other Union function, cannot attend a committee meeting, then they may be excused for that date.

Section 2 – Duties of Stewards

- (a) Report to the Chief Stewards any violation of the labor agreement or other practices pertaining to working conditions and its disposition.
- (b) Attend all Local Stewards' Meetings and General Membership Meetings in its entirety, unless excused by their Vice President.
- (c) Notify the Chief Stewards in the event of a Members death or a death in a members immediate family, also in the event of illness of a member.
- (d) Notify the Chief Stewards if members under his/her jurisdiction are transferred to another location.
- (e) Have a copy of the labor agreement, CWA Constitution and Local Bylaws in their possession.
- (f) Investigate and attempt to settle, with the immediate supervisor involved, any grievance which may be presented by any member under his/her jurisdiction.
- (g) Inform members that they are entitled to Union representation on any appropriate matter connected with their employment.
- (h) Report monthly to the Chief Stewards any non-members under his/her jurisdiction.
- (i) Perform such duties and responsibilities as may be assigned by the Local, the President, the Executive Board and Chief Stewards.
- (j) To actively participate and support all policies of the Union.

ARTICLE XIII – MOBILIZATION COORDINATOR DUTIES

Section 1 – Mobilization Coordinator

The Mobilization Coordinator will be appointed or removed as the Executive Board directs, subject to the approval of the membership.

Section 2 – Duties of Mobilization Coordinator

- (a) Will report directly to the President.
- (b) Will perform duties as the Local or Executive Board may direct.
- (c) Will help coordinate and facilitate all activities of the Mobilization Committee.

ARTICLE XIV – LOCAL COMMITTEES AND DUTIES

Section 1 – Committees

- (a) The Local shall have the following committees:
 - (1) Executive Committee
 - (2) Membership Committee
 - (3) Legislative Committee
 - (4) Organizing Committee
 - (5) Election Committee
 - (6) Education Committee
 - (7) Audit and Budget Committee
 - (8) Community Service Committee
 - (9) Civil Rights and Equity Committee
 - (10) Bylaws Committee
 - (11) Safety Committee
 - (12) Building Committee
 - (13) Mobilization Committee
 - (14) Historical Committee
 - (15) Technological Committee
 - (16) Communications Committee
 - (17) Women's Committee
 - (18) Entertainment Committee
- (b) All committees, except the Executive Committee, shall be appointed and selected by the Executive Board, subject to the approval of the membership.
- (c) All committees, except the Executive Committee, must include rank and file members and/or Stewards.

- (d) A committee member, except the Executive Committee, may not serve more than three (3) consecutive years.
- (e) A member of any Local committee may be removed by majority vote of the Executive Board, subject to the right of the Local to overrule the Executive Board. A committee member may also be removed by action of the Local in Membership Meetings.

Section 2 – Duties of Committees

- (a) **Executive Committee**
The Executive Committee shall operate under the direction of the President in conducting the daily business of the Local between Local meetings and the meetings of the Executive Board.
- (b) **Membership Committee**
The Membership Committee shall accept or reject membership application in accordance with the Bylaws and Rules of this Local as well as the CWA Constitution and policies of the Union.
- (c) **Legislative Committee**
The Legislative Committee shall assist in developing and pursuing the programs and legislative agenda 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) **Organizing Committee**
The Organizing Committee shall assist the Executive Board and Stewards in organizing all non-members within the Local's jurisdiction.
- (e) **Election Committee**
The Election Committee shall conduct all nominations, elections and referenda of this Local.
 - (1) The Election Committee shall maintain two (2) post office boxes at all times for:
 - (a) The return ballots that are not deliverable.
 - (b) The return of election ballots.
 - (2) At least four (4) members of the Election Committee will collect all ballots from the post office and tally the results on the Election Day for the election of Executive Board Members.
- (f) **Education Committee**
The Education Committee shall assist in developing the Local's educational program and, with the Executive Board, be responsible for effectuating the Union's and Local's programs.
- (g) **Audit and Budget Committee**
The Audit and Budget Committee shall:
 - (1) Meet monthly.
 - (2) Review monthly bank reconciliation statements with the bank statements and checks.
 - (3) Review monthly accounts payable/receivable journals with all the bills for that period.
 - (4) Review the payroll check register against vouchers. (All pay periods per month).
 - (5) Make sure each voucher is signed by two (2) Executive Board Members and verify accuracy of each voucher.
 - (6) All vouchers, bills, credit card statements and receipts will be reviewed and initialed by at least two (2) Audit and Budget Committee members using green ink along with date stamp.
 - (7) Cause an audit of the books of the Treasurer at the end of each fiscal year.
- (h) **Community Service Committee**
The Community Service Committee shall assist in developing all community service programs to assist members whenever practicable.
- (i) **Civil Rights and Equity Committee**
The Civil Rights and Equity Committee shall report to the membership of the Local on the ways and means of elimination of discrimination; sex, race, creed, color or any other form of discrimination.
 - (1) Members shall consist of different race and genders.
 - (2) Investigate all complaints of inequity of Union members relative to discrimination or sexual harassment as assigned by the Executive Board or Membership.
- (j) **Bylaws Committee**
The Bylaws Committee shall:
 - (1) Consider and report to the Executive Board, then the membership, on proposals to change the Bylaws.
 - (2) Review and recommend changes, not less than after each CWA Convention, to the Executive Board and the membership regarding existing conflicts or inconsistencies with the CWA Constitution and the current Bylaws of the Local.
- (k) **Health and Safety Committee**
The Health and Safety Committee shall provide the Local an avenue to report areas of concern involving health and safety.

- (l) **Building Committee**
The Building Committee shall be appointed by the President and confirmed by the Executive Board. It shall be composed of five members. The Building Committee shall manage and control, under the direction of the Executive Board and subject to the functions of the Secretary and Treasurer with respect to the making of disbursements connected therewith, any and all real estate which the Union may acquire for use as International headquarters, District headquarters or CWA Local 6300 headquarters or for the furtherance of any legitimate objectives of the Union. The members of the Building Committee for the time being, shall serve as trustees for the Union, for the purpose of acquiring and holding title to, managing, controlling, borrowing, money upon, pledging by way of mortgage or deed of trust any loan secured thereon, leasing, letting, subletting, and conveying in fee simple or in any lesser estate any and all real estate which may be acquired or otherwise dealt with for or on behalf of the Union. The foregoing powers shall be exercised only at such times and in such manners as the Executive Board may, from time to time, direct by resolution passed by the Executive Board. The Executive Board shall have the full and irrevocable power to appoint a substitute trustee or trustees to be exercised at any time, from time to time, without notice and without specifying any reason therefore, the trustee or trustees so appointed to become fully vested with identically the same title and estate in and to the land, premises and property forming the subject matter of the trust, with all rights, powers, trusts and duties of the trustee or trustees or their predecessor in trust, with like effect as if originally named as one of the trustees.
- (m) **Mobilization Committee**
The Mobilization Committee shall assist the Executive Board and all members in mobilization.
- (n) **Historical Committee**
The Historical Committee shall research, collect, archive and display historical Union memorabilia.
- (o) **Technological Committee**
The Technological Committee shall provide for discussion of major technological changes which may affect the employees represented by this Union (including changes in equipment, organization, or methods of operation).
- (p) **Communications Committee**
The Communications Committee shall be responsible for the operation of the newsletter and all electronic media.
- (q) **Women's Committee**
The Women's Committee shall report to the membership of the Local on the ways and means to support CWA's effort to organize women, press to involve women in all levels of the labor movement and raise issues of special concern. Develop programs and strategies, with approval of the Executive Board, to address their issues; promote and encourage women to run for elected public office; support, encourage, educate and prepare women to address their issues through legislative and political action; encourage and support women to fight at the local level for legislation designed to improve the status of working women and their families.
- (r) **Entertainment Committee**
The Entertainment Committee shall provide for entertainment or refreshments when requested either by the Local Executive Board or the Local membership. The chair of the committee shall be appointed by the President of the Local.

ARTICLE XV – NOMINATIONS AND ELECTIONS OF THE EXECUTIVE BOARD

Section 1 – Notification of Executive Board Elections

- (a) The notice shall be mailed via United States Postal Service prepaid or in the Union newsletter.
- (b) The notice should be conspicuously placed on the front page of the newsletter or the front page should have a conspicuous reference to the inside page where the notice appears so that the inclusion of the election notice in a particular issue is readily apparent to each member.
- (c) The notice shall clearly identify Local 6300 of the Communications Workers of America as holding nominations.
- (d) The notice shall specify the time and place of the nominations and the offices to be filled.
- (e) A reasonable effort must be made to keep the mailing list of the publication current.
- (f) The notice shall be mailed to each member at least fifteen (15) days in advance of the September meeting of every third year, beginning in the year 2008.
- (g) The notice shall inform all members of the office(s) to be filled.
- (h) The notice shall inform all members of the time, place and proper form for submitting nominations.

Section 2 – Nominations for Executive Board Elections

- (a) The Executive Board candidates shall be nominated from the floor at the General Membership Meeting in the month of September of every third year, beginning with the election held in the 2008.
- (b) The Delegates and alternate Delegates to the CWA Convention shall be the elected Executive Committee and Vice Presidents who will be elected as Delegates and alternates to the CWA Convention simultaneously with their election to their respective offices in the Local in the following order:
 - (1) President and first Delegate
 - (2) Executive Vice President and second Delegate
 - (3) Administrative Vice President and third Delegate
 - (4) Secretary and fourth Delegate
 - (5) Treasurer and fifth DelegateFollowing the provisions of Article VIII, Section 4, Paragraph A and B of the CWA Constitution, the membership in a General Membership or Special Membership Meeting shall determine the number of Delegates and alternate Delegates who will attend the CWA Convention. If additional Delegates or Alternate Delegates are needed they shall be selected from the Vice Presidents by a majority of the members present, voting by secret ballot at a General Membership Meeting conducted not more than one hundred twenty (120) days nor less than thirty (30) days in advance of the CWA Convention.
- (c) No member shall be nominated for office in this Local who has not attended at least four (4) meetings, either of this Local or of the Local from which they may have transferred, or a combination of meetings of both Locals, in the twelve (12) months immediately preceding the meeting at which the nominations are made. Members who, on the day of a meeting are scheduled/forced to work, thus preventing them from attending; are on sick leave; are on detail out of town; or are fulfilling a Union assignment shall be credited with having attended the meeting provided proof is furnished to the Local within thirty (30) days of the General Membership Meeting missed.
- (d) Members who are scheduled to work during the hours of the General Membership Meeting may appear in person on that day to nominate candidates of their choice at the Local office between the hours of 8 a.m. and 5 p.m.
- (e) Members nominated must accept the nomination in person at the General Membership Meeting or in writing prior to the meeting, stating their intent to run and serve if elected.
- (f) At the conclusion of the September General Membership Meeting only candidates nominated in accordance with the provisions outlined herein, shall appear on the election ballot. Write in votes will not be allowed. If there is only one nominee for an office that nominee will be elected by acclamation.
- (g) Nominees for Executive Board Offices shall be nominated for one office only.
- (h) Nominations for Vice Presidents shall be made in the following manner:
 - (1) From the areas to be represented.
 - (2) If no nominees are received from within the area to be represented, then any member may be nominated from the Local at large.
- (i) The order of nomination and election of the Executive Board officers in a General Membership Meeting shall be as follows:
 - (1) President
 - (2) Executive Vice President
 - (3) Administrative Vice President
 - (4) Secretary
 - (5) Treasurer
 - (6) Vice President ATT Plant 1
 - (7) Vice President ATT Plant 2
 - (8) Vice President ASI
 - (9) Vice President Metro
 - (10) Vice President Appendix B
 - (11) Vice President ATT Directory Operations
 - (12) Vice President Centurytel/Verizon
 - (13) Vice President ATT Operations
 - (14) Vice President Print and Media Sector

Section 3 – Election of Executive Board

- (a) The election of Executive Board officers shall be by secret ballot of the membership. The Election Committee shall count ballots concerning authorized Executive Board Offices on the fortieth (40) calendar day from and including the day of nomination of the appropriate office(s). Should the fortieth (40) day occur on either a Saturday or Sunday, ballots will be counted on the first business day immediately following. Elections shall be held every third year beginning with the elections held in 2008.
- (b) The results of the election will be posted on the Local website as soon as possible, in the next monthly newsletter, and announced at the following meeting.
- (c) Should a runoff for authorized Executive Board offices occur the Election Committee shall count ballots on the fortieth (40) calendar day from and including the day ballots were counted and the election(s) for the specified office(s) were temporarily certified and such runoff election(s) were necessitated. Should the fortieth (40) day occur on either a Saturday or Sunday, then ballots will be counted on the first business day immediately following.
- (d) The Election Committee shall cause an election ballot to be issued to each member of the Local at least fifteen (15) days before the Election Day.

Section 4 – Vacancies of the Executive Board

A vacancy of the office of President shall be filled by the Executive Vice President. Vacancies in other offices may be filled by the Executive Board, with the approval of the Local at the next General Membership Meeting. Said appointment shall serve in this capacity until the next regularly scheduled Local election.

Section 5 – General Provisions

- (a) 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.
- (a) The Election Committee shall establish the eligibility of members casting ballots from the membership roster and a record of all members voting shall be submitted along with the committee election results report to the Secretary for the Local record.
- (b) The nominee for President, Executive Vice President, Administrative Vice President, Secretary and Treasurer in any election receiving the majority of the votes cast shall be declared elected. In the case of elections requiring a majority vote, if no one nominee receives a majority on the first ballot, a run-off election shall be conducted and the two nominees receiving the greatest number of votes on the first ballot shall be the nominees on the second ballot. If no one nominee receives a majority on the first ballot and there is a tie for second place, a run-off election shall be conducted and the nominee receiving the greatest number of votes on the first ballot and the two nominees who tied for second place shall be the nominees on the second ballot.
- (c) When voting on nominees for the Vice President positions each member will cast a vote for each of the Vice President positions in any election. The nominees of the Vice Presidents in any election receiving the plurality of the votes cast shall be declared elected. However, if a tie has rendered the election indecisive for any position, a run off election shall be conducted and the nominees who tie for such position on the ballot shall be the nominees on the second ballot.
- (d) Only members of the Local in good standing shall be eligible to vote or hold office.
- (e) No elected Executive Board member of the Local shall be qualified to take office unless and until he has executed all compliance forms necessary to permit the Local and the Union to exercise its full rights under state and federal laws.
- (f) The term of office shall be for three (3) years beginning with the election held in 2008.
- (g) Duly elected Executive Board officers of the Local shall take office January 1st of the year following elections.
- (h) A member shall not be permitted to serve on the Election Committee if they are a candidate for office of the Local.

ARTICLE XVI – RECALL OF EXECUTIVE BOARD MEMBERS

An elected Executive Board member of this Local may be recalled in conformity with the provisions of Article XXI and Article XXII of the CWA Constitution.

ARTICLE XVII – 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:

"I (give name) hereby accept the office of (name of office) of Local 6300, Communications Workers of America, with full knowledge of the responsibilities and 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, to cooperate fully in the smooth transition of my office and to take all necessary steps to properly train my successor. I shall, at all times, endeavor to serve my Local and the Union to the best of my abilities, so help me God."

ARTICLE XVIII – REFERENDUM OF THE LOCAL

- (a) The Local Election Committee shall submit any questions to a referendum of the membership when directed to do so by action of a General Membership or Special Membership Meeting.
- (b) Propositions submitted to referendum shall be determined by a majority vote of those voting on the question.
- (c) Referendum votes consisting of the following may be conducted by either the ballot box method or a mail vote at the President's and/or Executive Board's discretion. Should a vote be conducted by a mail vote; the President and/or Executive Board shall mandate the time guidelines.
 - (1) Strike authorization vote.
 - (2) Contract ratification vote.

ARTICLE XIX – 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 a Certified Public Accountant at the end of each fiscal year. The results of such audit shall be reported at the next General Membership Meeting following the audit and shall be made available for inspection by any member of the Local.

ARTICLE XX – 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 International Union and Article XVIII of the CWA Constitution.

ARTICLE XXI – 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 CWA Constitution.

Section 2 – Trials

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

Section 3 – Appeals

A member or Executive Board member of this Local, upon being found guilty by a Local Trial Court, may appeal as provided in the CWA Constitution.

Section 4 – Local Trial Court

- (a) A Local Trial Court Panel of this Local shall be comprised of five (5) persons who are members of this Local and not parties to the proceedings.
- (b) The members of the Local Trial Court Panel shall be selected by the members of the Executive Board, subject to the approval of the Local.

Section 5 – Working During Strike

Any member who is found guilty by the Local Trial Court Panel of having worked without proper International Union authorization during the period of a properly approved strike, in or for an employer or establishment which is being struck by the International Union or Local, shall be fined an amount not less than one half the gross amount of wages earned and not more than one and one half times the gross amount of wages earned during the period that such conduct occurred. In addition, if found guilty, the Local Trial Court Panel may fine each such member an amount equal to the cost of such Local Trial Court proceedings in connection with such charges.

ARTICLE XXII – TRANSFER OF JOB TITLES AND LOCATIONS

Executive Board members, Chief Stewards or Stewards of the Local who agree to and/or request intra-company transfers of job titles and/or job locations outside the Local jurisdiction on temporary or regular basis will be removed from their position as a Union Representative of the Local.

ARTICLE XXIII – PURCHASING A BUILDING

- (a) The purchase of a building for reasons of offices for Executive Board members and/or a hall for use in General Membership Meetings can only be facilitated after a referendum vote has been taken of all members in good standing of this Local.
- (b) The building referendum must be addressed at least 30 days prior at a General Membership Meeting.
- (c) Notice of the referendum vote shall be posted on the Union bulletin boards, in the Union newsletter or on the Union website at least 45 days prior to the ballots being mailed.
- (d) The referendum shall be by secret ballot done by mailing to be supervised by the Election Committee.
- (e) The election ballots shall be mailed to each member in good standing at least 20 days before the ballots are counted.

ARTICLE XXIV – MERGING WITH ANOTHER LOCAL

Before merging with another Local, two criteria must be met:

- (a) Details of the merger must be brought before a General Membership Meeting. At the General Membership Meeting, a majority of the members must vote affirmative for the merger.
- (b) After an affirmative vote at the General Membership Meeting, the proposal must be brought to the entire membership by way of a referendum vote within 90 days. The Election Committee shall conduct the vote as they do elections.

ARTICLE XXV – AMENDMENTS AND ADDITIONS TO LOCAL BYLAWS

Amendments and additions to these Bylaws may be made in the following manner:

- (a) By written resolution read at a General Membership Meeting.
- (b) A copy of the proposed changes shall be mailed to each member in good standing ten days prior to the next General Membership Meeting.
- (c) At the next General Membership Meeting following its presentation, a majority vote of the members present shall be required for its adoption.
- (d) The current Bylaws will be on the Local's website. Any member can receive a printed copy upon request to the Local.

ARTICLE XXVI – PRINT AND MEDIA SECTOR

- (a) Unless otherwise specified in this article or elsewhere throughout these Bylaws members who perform work in the Print and Media Sector will be governed by these Bylaws, the CWA Constitution, the Local Executive Board, the Local President and the Membership as the highest governing authority of the Local.
- (b) The following standing committees shall be established and maintained by the Local:
 - (1) Joint Grievance/ Joint Standing Committee – members from this committee will be chosen from their respective bargaining units. This committee will process all grievance matters assigned to them by the President and/or Print and Media Vice President.
 - (2) Scale Committee- Members elected to serve on this committee from their respective work groups, shall work with the President and Vice President of the Print and Media Sector in all areas of the collective bargaining process.
- (c) Trustees of Burial Plot - The President, the Treasurer and the Vice President of the Print and Media Sector shall be the Trustees. They shall have charge and supervision of the Union's Burial Plot in Park Lawn Cemetery, 1800 Lemay Ferry Road, St. Louis, MO.

- (d) Chapels - In each office where three or more members of this Union are employed, there shall be established a Chapel, and one of their number chosen to preside over it, who shall be known in his/her official capacity as Chairperson of the Chapel. It shall be the duty of the Chairperson to see that every person who may from time to time, be employed in the office is a member in good standing. Any grievances should be handled in accordance to the terms of the chapel's collective bargaining agreement.
- (e) Duties of Print and Media Sector Vice President are to include; but not limited to, contract negotiations, grievances and collection of dues.
- (f) The Print and Media Sector Vice President shall also serve as an officer of the St. Louis Allied Printing Trades Council.
- (g) The Local will continue the per capita for the Print and Media Sector working members to the following: Heartland Conference, St. Louis Allied Printing Trades Council, Missouri State Allied Printing Trades Association and St. Louis Union Label & Service Trades.
- (h) The Print and Media Sector Vice President shall serve as a delegate to the Printing, Publishing and Media Workers Sector Conference.
- (i) All current retirees who are eligible for full CWA membership shall remain eligible in accordance to the merger Agreement. All new retirees will be eligible for full CWA membership in accordance with CWA Policy.