

# **BYLAWS of Local 6171**



Communications Workers of America  
(AFL-CIO)

As Amended October 21, 2017

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**BYLAWS  
LOCAL 6171  
COMMUNICATIONS WORKERS OF AMERICA  
As amended October 21 & 22, 2011**

**Article I  
Names, Jurisdiction and Objects**

**Section 1. Name**

Local 6171, Communications Workers of America

**Section 2. Jurisdiction**

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

**Section 3. Objects**

To represent and serve the workers within its jurisdiction in accordance with the Bylaws and Rules of the Local and the Constitution of the Union.

**Article II  
Membership**

**Section 1. Application**

Membership in the Local shall be obtained by any person eligible under the Union Constitution and these Bylaws after payment of the Local initiation fee of \$2.00 has been satisfied.

**Section 2. Member in Good Standing** is one who has fulfilled all financial obligations to the Local and is not found to be in violation of the Bylaws.

**Section 3. Transfers**

The transfer of membership to this Local's jurisdiction or to the jurisdiction of another Local shall be made in accordance with the Union Constitution.

**Section 4. Duties of Membership**

- (a) To support and abide by the Constitution of the Union, the Rules and Bylaws of the Local, Federal and State Laws and the Constitution of the United States.
- (b) To vote their convictions in all elections and matters submitted to vote, and to abide by the will of the majority.
- (c) To bring to the attention of the Local any violation of the Constitution, the Bylaws and the Local Rules, any violation of the Contract or any unsatisfactory working conditions, or any action by members which is detrimental to the welfare of the Local, the Union or the members.

- (d) To attend meetings whenever possible, and to keep the Stewards or the Officers advised of changes in name, address and telephone number.
- (e) To participate to the fullest extent possible in all programs initiated by the Union.
- (f) To sign up all nonmembers in the respective work groups and maintain a 100% membership.

### **Article III Dues and Assessments**

#### **Section 1. Dues**

The amount of per capita dues payable shall be as follows:

- (a) Regular full time, (2 ¼) hours pay per month.
- (b) Regular part time, gross biweekly income divided by eighty (80) hours, (2 ¼) hours averaged pay per month.
- (c) Temporary employees (2 ¼) hours pay per month.
- (d) Occasional employees, gross biweekly income divided by eighty (80) hours, (2 ¼) hours averaged pay per month.
- (e) Retired, monthly retirement divided by one hundred seventy-three and one-third (173 1/3) hours, (2 ¼) averaged income hours per month.
- (f) Members on reduced hourly wages shall have prorated dues based on gross biweekly earnings divided by eighty (80) hours.
- (g) Minimum dues amount to be set by the National Convention.

**Section 2. Membership dues** may be changed only by a majority of those voting on the questions by secret ballot referendum, by mail to the entire membership.

**Section 3. The Local may levy special assessments** upon its members. The assessment may be levied only by a majority of those voting on the question by secret ballot referendum, by mail to the entire membership.

#### **Section 4. Initiation Fees**

Initiation fees in the Local shall be two dollars (\$2.00). Initiation fee shall be paid in the same manner as the monthly dues.

### **Article IV Organizational Structure**

#### **Section 1. The structure of the Local shall be as follows:**

- (a) Membership
- (b) Convention
- (c) Executive Board
- (d) Principal Officers – President, EVP and Secretary-Treasurer
- (e) Area Vice Presidents
- (f) Committees and Directors

- (g) Agents – Unit Directors and Stewards
- (h) Membership

**Section 2: Geographic Area**

- (a) The geographic areas shall be designated by the Executive Board
- (b) Units added will be placed into the structure by the Executive Board until the next regular Convention.
- (c) In the event units acquired by external organizing, repositioning, additional purchases, mergers or a reductions of units is required based on sales of exchanges and/or companies, the Executive Board shall have the authority to determine the number of areas or assign newly acquired units to an existing area.

**Section 3: Unlocated Members**

Unlocated members will be assigned to the Local Office for all administrative purposes.

**Article V  
Governing Authority of the Local**

**Section 1: The affairs of the Local shall be governed by its membership in the following manner:**

- (a) By adhering to the provisions of the Constitution of the Union;
- (b) By the Local Convention as the highest governing authority of the Local subject to the right of referendum of the membership;
- (c) By the Executive Board of the Local exercising the authority of the Convention between Conventions in accordance with the Bylaws and Mandates of the Convention, subject to the right of appeal to the Convention, the referendum and the recall;
- (d) By the President as the principal Executive Officer of the Local shall have the authority to carry out the policies of the Local in accordance with the Bylaws and the Mandates of the Convention and the Executive Board, subject to the right of appeal to the Convention, the referendum and the recall.

**Article VI  
Local Conventions**

**Section 1: Local convention**

- (a) The Local shall meet in Convention every three (3) years during the months of October or November at a place selected by the preceding Convention or in the absence of such selection, at a time and place designated by the Executive Board of the Local.
- (b) If funds are available, subject to a report from the Financial Ways and Means Committee, the Executive Board may call an Annual Convention.

**Section 2: Special Convention**

- (a) Special Conventions may be called by the Executive Board. A Special Convention shall be called by the Secretary-Treasurer of the Local at the request of twenty percent (20%) or more of the Divisions or Districts constituting not less than twenty percent of the membership of the Local.
- (b) The date and place of a Special Convention shall be specified on the call thereof.
- (c) Action of a Special Convention shall be confined to the matters for which it was called.

**Section 3: Convention Call**

The President shall cause the Secretary-Treasurer of the Local to notify in writing all Officers, delegates and Convention Committees of the date and place of the Convention sixty (60) days in advance.

**Section 4. Composition of Conventions**

- (a) The Convention shall be comprised of the following:
  - (1) Local Officers
  - (2) One elected delegate per Unit Director
- (b) Area Vice Presidents shall have the privilege of speaking on the floor of the convention and shall also have the privilege of voting, except in the case of a roll call vote.
- (c) Other local officers shall have the privilege of speaking on the convention floor but shall not have the right to vote.
- (d) The Chairman shall vote only in case of a tie vote of the Convention.
- (e) Alternate Delegates – In case the delegate cannot attend the convention the duly elected alternate shall attend.
- (f) Any member in good standing of the Local may attend the Local Convention as an observer and be allowed to speak on questions before the Convention as provided in the Convention Rules.
- (g) The Area Vice Presidents shall certify to the Secretary-Treasurer on credential forms provided by the Local the names and addresses of their delegates and/or alternates.
- (h) Elected Delegates shall have one (1) vote each in the Convention except on a roll call vote. Voting by roll call shall be by per capita vote with each delegate casting the number of votes assigned to him by the Credentials Committee and the Convention. On roll call votes a delegate shall cast one (1) vote for each member on which dues were paid or collected the fourth or subsequent month preceding the Convention as assigned to him by the Credentials Committee and the Convention.
- (i) Areas with no Unit Director will be allowed to elect two (2) delegates and two (2) alternates.
- (j) Un-located members shall elect (1) delegate and one (1) alternate from each bargaining unit.
- (k) Delegate Election Procedure
  - (1) Notice of meeting for the election of delegates to the Local Convention shall be posted at least fifteen (15) days prior and the election shall be held in accordance with these Bylaws.

- (2) Elections shall be held at a regular or special membership meeting in March and/or April of the Local Convention year.
- (3) Candidates shall be elected by secret ballot.
- (4) No elections shall take place on company property.
- (5) No absentee or proxy voting shall be permitted.
- (6) Elections shall be conducted by a unit election committee of at least two (2) union members designated by the membership present at the regular or special meeting.
- (7) The Area Vice President shall request the most recent updated membership list for the purpose of determining members in good standing.

#### **Section 5. Powers of Local Convention**

The Local Convention shall have the power to:

- (a) Pass upon the credentials and seating of delegates;
- (b) Establish policies to be followed by the Local so long as such policies are not inconsistent with the Constitution;
- (c) Interpret and amend these Bylaws;
- (d) Supplement nominations from the field for President, Executive Vice President, Area Vice President and Secretary-Treasurer;
- (e) Do all things necessary for proper disposition of any matter which may come before it for consideration.

#### **Section 6. Order of Business**

- (a) The order of business at Local Convention shall be as follows:
  - (1) Call to Order;
  - (2) Report of Credentials;
  - (3) Reading of Convention Rules;
  - (4) Report of Officers;
  - (5) Report of Committees;
  - (6) Unfinished Business;
  - (7) New Business;
  - (8) Adjournment.
- (b) The order of business may be suspended by a two-thirds (2/3) per capita vote of the delegates present.

#### **Section 7. Committees**

The Local President with the approval of the Executive Board shall have the authority to appoint those committees, not required in these Bylaws to be elected, and which may be necessary to promote and achieve the objectives of the Local.

#### **Section 8. Expenses of Local Convention**

- (a) The Local shall pay the expense of Local Officers to the Convention.
- (b) The Local shall pay the expense of the delegates to the Convention.
- (c) The Local shall pay any other necessary expenses incurred in holding Conventions. This shall include meeting room expense and any committee member or appointed Director attending the Convention at the request of the Local.

- (d) Expenses will be paid in accordance with the Convention expense rules as established by the Executive Board and/or Convention. Payment will not be made to any Local Officer, delegate, committee member, or appointed Director who does not attend all business sessions of the Convention unless excused by the Executive Board or Convention.

**Section 9. Convention Rules and Procedures**

The Convention shall be governed by the Local Bylaws and Rules established by the Convention. In situations where neither the Local Bylaws nor Rules adopted by the Convention are applicable, the Convention shall be governed by Roberts Rules of Order.

**Article VII  
Executive Board**

**Section 1. The Executive Board of the Local shall consist of the:**

- (a) President
- (b) Executive Vice President
- (c) Secretary-Treasurer
- (d) Area Vice Presidents

**Section 2. The President** shall preside at meetings of the Executive Board, but shall vote only in case of a tie.

**Section 3. Expenses incurred** by members of the Executive Board in carrying out their duties shall be borne by the Local.

**Section 4. There shall be a majority of the Board members present in a meeting** before Board action is taken. All votes taken by the Executive Board shall be by roll call. In a poll of the Executive Board, by telephone, email, or fax, a majority of the board must render a decision before action is taken. Polling the Executive Board by mail shall be by registered letter return receipt requested. For the purpose of this poll a quorum will consist of those Executive Board members responding. The polling process may only be used when action is required that cannot wait until the next convening of the Executive Board and shall never be used to avoid debate.

**Section 5. The Executive Board shall have the authority to:**

- (a) Conduct business of the Local between Conventions.
- (b) Interpret these Bylaws except as they may be interpreted by the Convention subject to the right of referendum.
- (c) Do all things necessary for the advancement of Unionism among workers.
- (d) Review all financial transactions and expenditures of the Local and shall outline necessary corrective policies in regards to finances for the good of the Local.
- (e) Set the number of personnel not elected, which may perform the necessary stenographic and clerical duties based on the recommendation from the President and to fix the compensation of such personnel within the limitations of the budget approved by the Convention.



- (f) Replace Unit Directors after it has been determined they have neglected or been unable to conform to, or abide by any direction or decision of the Executive Board, the Convention or a referendum of these Bylaws.
- (g) Replace Unit Stewards after the Unit Director has failed to take action when it is determined that the Unit Steward has refused, or neglected or been unable to conform to, or abide by any direction or decision of the Executive Board, the Convention or a referendum of these Bylaws.

**Section 6. Vacancies**

- (a) A vacancy in the office of Local President shall be filled by the Executive Vice President. Except in the case of the Local President, if a vacancy should occur among other members of the Executive Board, procedures for conducting the election shall be the same as provided for in regular elections except that a convening of the Convention shall not be necessary and the nomination and election shall be conducted by mail ballot. Such vacancy shall be filled within sixty (60) days.
- (b) In the event the Local President and Executive Vice President positions are vacant concurrently, the Secretary-Treasurer of the Local shall assume the position for a period of time up to sixty (60) days; such vacancy shall be filled within sixty (60) days.

**Article VIII  
Duties of Officers and Agents**

**Section 1. The Officers of the Local shall be:**

- (a) President
- (b) Executive Vice President
- (c) Secretary-Treasurer
- (d) Area Vice Presidents

**Section 2. The Agents of the Local shall be:** A) Unit Directors; B) Unit Stewards.

**Section 3. Local President**

- (a) The President, as the principal executive officer of the Local shall attend all meetings of the Local Convention and all meetings of the Executive Board, shall have full authority to execute the policies of the Local as established under these Bylaws and by the Local Convention. Should the President find that the policy of the Local has not been clearly formulated, the President shall poll the members of the Executive Board and the affirmative opinion of a majority of the Board shall have the force and effect of decisions reached in a meeting of the Executive Board and the results of the poll shall be entered in the minutes of the next meeting of the Board.
- (b) The President shall preside over the Local Convention and meetings of the Executive Board of the Local.
- (c) The President shall call regular and special meetings of the Executive Board as required by these Bylaws.

- (d) The President, acting under the direction of the Executive Board shall be the official spokesman for the Local in all its relation and may authorize counsel or other agents to speak for the Local in his place and stead.
- (e) The President shall be on a full-time basis and shall receive a monthly salary, the amount of which shall be established by the Convention.
- (f) The President will submit periodical reports to the Executive Board on the functions of his office.
- (g) The President will have full authority to cause an accounting for all Union compensated time and to withhold compensation where abuse is detected.
- (h) The President shall cause an accurate inventory of all properties of the Local to be maintained and shall submit an annual report to the Executive Board.
- (i) The President shall recommend to the Executive Board the employment of such personnel as may be required in his opinion to effectuate the programs and operations of the Local.
- (j) The President shall supervise full-time and part-time stenographic and clerical employees required in the Local office. Only the Executive Board shall have the authority to discipline and/or terminate said employees.
- (k) The President under the direction of the Executive Board shall supervise the negotiations of contracts governing the employees of the Local and designate those who will assist.
- (l) The Headquarters of the Local is to be maintained by the President in Krum, Texas.
- (m) Moving expenses incurred will be paid by the Local in an amount approved by the Executive Board, if the President so desires to move.
- (n) Any other duties so assigned by these Bylaws, the CWA Constitution, and Federal and State Laws.

#### **Section 4. Executive Vice President**

- (a) The Executive Vice President shall assist the President and act under his direction shall attend all meetings of the Local Convention and all meetings of the Executive Board.
- (b) The Executive Vice President shall be on a full-time basis and shall receive a monthly salary, the amount to be set by the Convention.
- (c) The Executive Vice President may assume all duties and responsibilities of the President of the Local in the case of his absence. Absence, in this case, shall be defined as: Holidays, Vacations, Illness, Bargaining, National Convention or when the President cannot be reached in a reasonable period of time depending upon the urgency of the situation.
- (d) The Executive Vice President shall be responsible for all internal organizing, coordinate all organizing projects and shall submit quarterly reports to the President and Executive Board.
- (e) The Executive Vice President's work location shall be the Headquarters office of the Local.
- (f) Moving expenses incurred will be paid by the Local in an amount approved by the Executive Board, if the Executive Vice President so desires to move.
- (g) Any other duties so assigned by these Bylaws, the CWA Constitution, and Federal and State Laws.

## **Section 5. Secretary-Treasurer**

- (a) The Secretary-Treasurer shall act under the direction of the President and shall attend all meetings of the Convention and Executive Board and shall cause a faithful record to be made of the proceedings. A copy of the Executive Board Meeting Minutes will be furnished within sixty (sixty) days to the Executive Board.
- (b) Prepare and distribute to the executive Board a quarterly financial statement which shall list the total assets, liabilities, receipts and disbursements of the Local.
- (c) Be bonded, as must any other person who handles Local funds or property, in accordance with the Union Constitution and Federal Law.
- (d) Turn over all funds, books, records and all other documents and properties of the Local in his/her possession to his/her successor in office upon receipt thereof.
- (e) Perform all duties assigned to him/her in these Bylaws and such other duties as shall from time to time be assigned to him/her by the President, the Convention or the Executive Board.
- (f) Furnish the National Secretary-Treasurer and Governmental bodies copies of Bylaws changes and other compliance forms.
- (g) The Secretary-Treasurer shall receive a monthly salary, the amount of which shall be established by the Convention.
- (h) The Secretary-Treasurer shall be on a part-time basis.
- (i) The Secretary-Treasurer's work location shall be the Headquarters Office of the Local on an as-needed basis and will be reimbursed for travel, room, board and lost wages.
- (j) The Secretary-Treasurer, at the direction of the Local President may assume the duties and responsibilities of the President or Executive Vice President of the Local in the case of his/her absence. Absence shall in this case be defined as Holiday, Vacation, Illness, Bargaining, National Convention, or when the Executive Vice President cannot be reached in a reasonable period of time depending on the urgency of the situation.
- (k) Any other duties so assigned by these Bylaws, the CWA Constitution, and Federal and State Laws.

## **Section 6. Area Vice Presidents**

- (a) The Area Vice Presidents shall assist the President and Executive Vice President shall attend all meetings of the Local Convention and all meetings of the Executive Board and shall act under the direction of the President.
- (b) The Area Vice Presidents shall be on a part-time basis and shall receive a monthly salary, the amount to be set by the Convention.
- (c) An Area Vice President, at the direction of the Local President, may assume all the duties and responsibilities of the Executive Vice President of the Local in the case of his/her absence. Absence in this case shall be defined as: Holiday, Vacation, Illness, Bargaining, National Convention or when the Executive Vice President cannot be reached in a reasonable period of time, depending on the urgency of the situation. An Area Vice President, in the event the Secretary-Treasurer is unable to assume the duties of the Local President or Executive Vice President, may be assigned the responsibility of

- the Local President or Executive Vice President, subject to the approval of the Executive Board.
- (d) In the event an Area Vice President is unable to perform his/her duties for reasons of illness, disability, or leave that would extend longer than sixty (60) days, the President shall appoint a replacement to assume the duties and salary of the office until the return of the elected Area Vice President. Should it be determined that the Area Vice President cannot return, an election shall be held for the position of Area Vice President in the affected areas.
  - (e) The Area Vice Presidents' areas shall be mandated by the Convention or, between Conventions, by the Executive Board.
  - (f) There shall be an Area Vice President elected in each area as designated by the Convention or the Executive Board and shall:
    - (1) Be a member of the Executive Board.
    - (2) Process grievances through the first level.
    - (3) Be in charge of all Union affairs within that area, external unit or specific area that they were elected to serve.
    - (4) Be charged with the proper conducting of all elections of Unit Directors.
    - (5) Do all things necessary for the promotion of interest and activity and continuous organizing program in their area.
    - (6) Be charged with the proper election of delegates and alternates to the Local Convention.
      - (i) The elections shall be held in March or April of the convention year.
      - (ii) The white copy of the delegates' and alternates' credentials must be received by the Local by July 31<sup>st</sup> of the convention year.
    - (7) Attend membership meetings at each Unit Directors' location within their area at least once annually and maintain a copy of attendance and forward a copy to the Local Office.
    - (8) In areas without Unit Directors be charged with the election of two (2) delegates and two (2) alternates to the Convention in compliance with these Bylaws.
    - (9) Remove Agents with proven cause without prejudice.
  - (g) Any other duties so assigned by these Bylaws, the CWA Constitution, and Federal and State Laws.

## **Section 7. Unit Directors**

- (a) Unit directors shall be elected in each Location/Unit as specified by the Executive Board.
- (b) They shall act under the leadership of the Area Vice President and at the direction of the President.
  - (1) Assist Unit Stewards in the proper investigation and filing of grievances to the first level of the grievance procedure.
  - (2) Keep the Local Secretary-Treasurer advised of the current mailing addresses of members in the Location.
  - (3) Make reports of the Location/Unit functions to the Area Vice President.

- (4) Be charged with the proper conducting of all elections of Unit Stewards.
  - (5) Be responsible for carrying out a continuing organizing program within their Location/Unit.
  - (6) Call meetings of the Location/Unit at least monthly or quarterly, depending on the desires of the members or the Location/Unit and to maintain a record of those in attendance with copies to be forwarded to the Local office.
  - (7) Do all things necessary for the promotion of interest and activity and continuous organizing program in their Location/Unit.
  - (8) Other duties that may be assigned by the Area Vice President that are in compliance with these Local Bylaws.
  - (9) Be in charge of all Union Affairs within that Location/Unit, external unit or specific area that they were elected to serve.
  - (10) Set-up an effective Steward system and see that it properly represents the membership.
  - (11) See that all Grievance information is sent to the respective Area Vice President in a timely basis for appeal.
- (c) Receive a monthly salary, the amount to be set by the Convention.
  - (d) In the event a Unit Director is unable to perform his/her duties for reason of illness, disability, or leave that would extend longer than sixty (60) days, the Area Vice President shall appoint a replacement to assume the duties and salary of the office until the return of the elected Unit Director. Should it be determined that the Unit Director cannot return, an election shall be held for the position of Unit Director in the affected unit.

**Section 8. Unit Stewards**

- (a) There will be a Unit Steward in each Department or Unit as determined by the Unit Director.
- (b) They act under the leadership of the Unit Director and shall:
  - (1) See that all grievances are properly investigated, filed and processed to the first level of the grievance procedure.
  - (2) Call meetings of the Unit at least monthly or quarterly depending upon the desires of the Unit.
  - (3) Keep the Local Secretary-Treasurer advised of the current mailing addresses of members in the Unit.
  - (4) Makes reports of the Unit's functions to the Unit Director upon request.
  - (5) Be responsible for carrying out a continuing organizing program within their Unit.

**Section 9. General Provisions**

- (a) No officer or agent shall sit in charge for management or temporarily give management relief.

**Article IX**  
**Nominations and Elections**

**Section 1. General Provisions**

- (a) Only members in good standing shall be eligible to vote or hold office.
- (b) No elected Officer of the Local shall be qualified to take office unless and until he or she has executed all compliance forms necessary to permit the Local and the Union to exercise its full rights under State and Federal Laws and is eligible under all Federal laws.
- (c) No Local Officer shall hold more than one (1) elective office at one time. This does not include committees.
- (d) The term of office for Local Officers shall be three (3) years or until their successors have been duly elected and qualified.
- (e) The elections of Local Officers shall be conducted through the U.S. Mail by an Election Committee. Ballots shall be mailed to the last known address of each member of the electorate not less than fifteen (15) days prior to the counting of the ballots.
  - (1) The nominees in the election of Local President, Executive Vice President, Secretary-Treasurer and Area Vice President receiving the majority of votes cast shall be declared elected. If no nominee has a majority on the first ballot, the two nominees having the greatest number of votes on the first ballot shall be the nominees on the second ballot.
- (f) There will be no write-in votes.
- (g) All questions concerning the conduct and results of elections shall be determined by the Election Committee. Challenges shall be directed to the Election Committee.
- (h) A vacancy shall be filled temporarily by the Executive Board. Nominations and election for the vacancy shall be within sixty (60) days. If a vacancy should occur within sixty (60) days of the regular elections, the vacancy shall be filled by appointment, subject to approval by the Executive Board, until the regular elections are completed.
- (i) Uncontested elections – where only one name is entered into nomination, ballots need not be mailed out.
- (j) Where no nominations are received, the President may fill any vacancy by appointment with the approval of the Executive Board.
- (k) Nominees *Statement of Willingness to Serve As An Officer* must be signed before nomination is official. A member may be nominated and subsequently sign a *Willingness to Serve Statement* for one position only in an officers election.
- (l) No Union or Company funds or material can be used for campaigning with the exception of the Local paper for the election of principal officers

**Section 2. Nominations and Elections of the President, Executive Vice President, Area Vice Presidents and Secretary-Treasurer**

At least fifteen (15) days prior to the convening of the Convention in which the President, Executive Vice President, Area Vice Presidents and Secretary-Treasurer are to be nominated, the Local Election Committee will accept signed, written nominations. Such notice shall be sent to the last known address of all members in good standing. Such notices shall inform the members of the offices for which nominations are being accepted. Nominations from the field shall be returned to the Chairman of the Election Committee at least five (5) days prior to the convening of the Convention. The Election Committee shall cause the names of nominees to be placed on the official ballot. Nominations will also be accepted from the floor of the Local Convention.

**Section 3. Nominations and election of Unit Directors**

- (a) Nominations and election of Unit Directors shall be by the members in their respective Location/Unit. The election shall be held in a regular or special meeting of the Unit.
- (b) They shall be nominated and elected in the months of March and April and shall take office May 1 before the convening of the Local Convention.
- (c) The term of office shall be for three (3) years or until their successor is duly elected.
- (d) At least fifteen (15) days prior to the election, a notice shall be posted on all bulletin boards that nominations are open and the date for the election.
- (e) In the event that no nominations are received, the Local President, with the recommendation of the Area Vice President, will appoint a Unit Director.
- (f) Candidates for Unit Director shall be elected by secret ballot.
- (g) No elections shall be held on company property.
- (h) No absentee or proxy voting shall be permitted.
- (i) Elections shall be conducted by a unit election committee of at least two (2) union members designated by the membership present at the regular or special meeting.
- (j) The Area Vice President shall request the most recent updated membership list for the purpose of determining members in good standing.

**Section 4. Unit Stewards**

- (a) Unit Stewards shall be nominated and elected in a regular or special meeting of the Unit.
- (b) Unit Stewards shall be nominated and elected during the months of July and August of each even numbered year and shall take office by October 1 of the same year.
- (c) The term of office shall be for two (2) years or until their successor is duly elected or selected.
- (d) Candidates for Unit Steward shall be elected by secret ballot.
- (e) No elections shall be held on company property.
- (f) No absentee or proxy voting shall be permitted.
- (g) Elections shall be conducted by a unit election committee of at least two (2) union members designated by the membership present at the regular or special meeting.

- (h) The Area Vice President shall request the most recent updated membership list for the purpose of determining members in good standing.

**Section 5. Nominations and Election of Delegates to the CWA National Convention**

- (a) The Local President shall normally be first delegate and the designated Chairman of the Local's delegation.
- (b) The nomination of a person for the office of Executive Vice President and Secretary-Treasurer shall constitute the nomination of the same person as delegate to the CWA National Convention held during the term of office for which the election is being conducted.
- (c) A vote cast for a candidate for the office of Executive Vice President and Secretary-Treasurer shall qualify such a candidate to serve as a delegate to CWA National Convention held during the term of office of which the election is being held in the event such candidate is elected to said office. This notification must accompany the ballot.
- (d) The Executive Board shall determine the number of delegates to attend the CWA National Convention. They shall set the number of officers to attend and instruct the Election Committee to elect the remaining number by Mail Ballot. These numbers will be governed by the Constitution and finances.
- (e) The membership of Local 6171 shall nominate delegates and alternates to the CWA National Convention. Nominations shall be sent to the membership at least fifteen (15) days prior to the Local's Executive Board Meeting held in September of each year. Should there be no Executive Board Meeting scheduled for September due to finances, nominations for delegates and alternates will be held in September.
- (f) A member wishing to be nominated as a delegate to the CWA National Convention must submit a written resume of Union activities before being nominated.
- (g) Candidates for delegate or alternate to the CWA National Convention will be placed on a ballot and sent to the membership for election. A brief resume of each candidate will accompany the ballot.

**Section 6. Voting Procedures (Mail Ballot)**

- (a) Each Member eligible to vote will be sent by mail:
  - (1) One notice of election with instructions.
  - (2) One ballot.
  - (3) One ballot envelope.
  - (4) One return addressed, postage paid mailing envelope.
- (b) If a member does not receive a ballot it will be his/her responsibility to contact their respective Unit Director or Area Vice President for a duplicate ballot.
- (c) Each voter must:
  - (1) Mark the ballot as provided in the instructions.
  - (2) Fold and place the ballot in the ballot envelope and seal it.
  - (3) Place the sealed ballot in the return addressed envelope and mail via the US Postal Service.



## **Article X Meetings**

### **Section 1. Executive Board Meetings**

- (a) If funds are available, the President shall direct the Secretary-Treasurer to call a meeting of the Executive Board in the months of March or April and September or October each year or when requested by a majority of the Executive Board members except in the year of the Convention, then the Convention will serve as the second meeting.
- (b) The purpose of this meeting will be to develop procedures for carrying out the programs and policies of the Local and the Union.
- (c) The expense of this meeting will be paid by the Local under the then existing expense rules.
- (d) It will be the responsibility of the President to schedule the meeting on a date and at a location so as to duly limit expenses. Further, he will give prior approval on transportation arrangements and lost wages.
- (e) Other meetings may be called if approved or ordered by the Executive Board.

### **Section 2. Unit Director Membership Meeting**

- (a) At a regular scheduled time and date at least quarterly.
- (b) Monthly, if so desired by the Location membership.
- (c) Upon call by the Unit Director or Area Vice President.
- (d) Upon request of twenty percent (20%) of the Location membership.
- (e) Other meetings may be called if approved or ordered by the Executive Board.
- (f) The Unit Director or Area Vice President will preside at these meetings or designate someone to preside in the event it is impossible for him/her to attend.
- (g) In Locations/Units where there are multiple Unit Directors they will jointly call and hold membership meetings.
- (h) Voice or video recording of membership meetings shall be prohibited.

### **Section 3. Unit Steward Meetings**

The Unit Director shall call a meeting of their Unit Stewards monthly or quarterly depending upon the desires of the Unit. If so desired, this meeting may be held in conjunction with the regular membership meetings.

### **Section 4. Failure to Hold Meetings**

A review will be made by the Executive Board of any Location where meetings are not held in accordance with these Bylaws, and if necessary, take corrective action for the good of the Union.

### **Section 5. Paid Attendance**

Any member who is working for the Union on "lost wages" shall attend all meetings or business sessions. Payment of expenses will not be made to any person who

does not attend all business sessions and meetings, unless excused by the person in charge of the business session or meeting.

## **Article XI General Provisions**

### **Section 1. Fiscal Year**

The fiscal year of this Local shall be from October 1 to and including September 30 of the succeeding year.

### **Section 2. Audit**

It shall be the duty of the President, under the direction of the Executive Board, to cause an audit of the financial records of the Local to be made by a Certified Public Accountant at the end of the fiscal year. The results of such audit shall be directed to each member of the Executive Board.

### **Section 3. Bulletin Boards**

There shall be a bulletin board placed in each Unit for the posting of Union literature. This board shall be maintained at the expense of the Local.

### **Section 4. Records and Property to Successor**

Any person holding any office, elected or appointed, shall pass on to his successor all Union properties in his possession.

### **Section 5. Advances**

When required, a reasonable cash Advance may be issued to a member if he/she is serving as an Officer of the Local, committee member or working on an assignment, where it is necessary to incur expenditures in behalf of the Local. Such Advances must be approved by the President and be secured by Promissory Note or other evidence of obligation, drawn and signed by the member securing the Advance. The Secretary-Treasurer shall report to the Executive Board meetings of the issuance of Advances and the reason therefore. Repayment of Advances must be made within thirty (30) days after expiration of term of Office, Committee work or assignment.

### **Section 6. Strikes**

- (a) The calling and conduct and termination of a strike shall at all times be carried on in compliance with the rules prescribed in the Union Constitution.
- (b) All Area Vice President's and Unit Director' salaries shall be suspended for the duration of an authorized strike in their areas.

### **Section 7. Quorum**

- (a) Delegates representing a majority of the total accredited votes shall constitute a quorum for meeting of the Convention.
- (b) A majority of its members shall constitute a quorum of the Executive Board or Committee within the Local.
- (c) A quorum for the conducting of a Location/Unit meeting shall be determined by the particular Location/Unit.

(d) A quorum for the conducting of a Unit meeting shall be determined by the particular Unit.

**Section 8. Proxy Voting**

- (a) There shall be no voting by Proxy.
- (b) Proxy voting shall mean any vote being communicated or carried in any manner authorized by delegation, as defined in these Bylaws, to any assembly.
- (c) This Section does not prevent Convention delegates from voting per capita in a roll call vote.

**Section 9. Gender**

Words in these Bylaws indicating the masculine gender shall be deemed also to include the feminine gender.

**Section 10. Expense Vouchers**

- (a) Any member who does not submit a voucher within thirty (30) days of the date expenses were incurred shall waive the right to reimbursement of the expenses unless approved by the President.
- (b) Lost Wages will be reimbursed to any member who suffers lost wages while being off for Union business. No lost wages will be paid to any member while off on Union business who is on a non-scheduled day, or a vacation day from the Company.

**Section 11. Vehicles**

Anyone assigned to drive a vehicle owned by the Local shall record daily mileage use and report that to the Local Office quarterly.

**Article XII  
Committees**

**Section 1. Committees**

The regular Committees of the Local shall be:

- (a) Executive Committee;
- (b) Bylaws Committee;
- (c) Legislative Committee;
- (d) Credentials Committee;
- (e) Financial Ways and Means Committee;
- (f) Bargaining Committee;
- (g) Election Committee;
- (h) Organizing Committee;
- (i) Education Committee;
- (j) Membership Committee;
- (k) Grievance and Appeals Committee.
- (l) Committee on Equity;
- (m) Newsletter and Web-site Committees
- (n) Youth Committee

- (o) Other Committees

## Section 2. Committee Description

- (a) *The Executive Committee* shall consist of the President, Executive Vice President and Secretary Treasurer. The President shall be the Chairperson of the Executive Committee. The Committee shall be responsible for long-range planning, coordination and execution of programs and policies approved by the Convention and/or Executive Board. The Executive Committee will make the necessary reports to the Executive board at its regular meeting.
- (b) *The Bylaws Committee* shall consist of at least three (3) members, one (1) of whom shall be appointed Chairman; appointed by the President with the approval of the Executive Board. The Committee shall be charged with the duty of considering and reporting to the Convention and to the Executive Board on proposals to change the Bylaws.
- (c) *The Legislative Committee* shall have a Director from each state within the bargaining unit, appointed by the Local President, approved by the Executive Board.
- (d) *The Credentials Committee* shall consist of at least three (3) members, one (1) of whom shall be appointed Chairman, appointed by the President with the approval of the Executive Board. It shall meet prior to the opening of the Convention for the purpose of examining the credential of delegates and reporting to the Convention.
- (e) *The Financial Ways and Means Committee* shall consist of at least three (3) members, the Secretary-Treasurer of the Local and two (2) or more members appointed by the President and approved by the Executive Board. The committee shall meet prior to the assembling of the regular Convention or the October Board meeting and review the financial operation of the Local for the interim period since the last regular Convention, including the audits of the books of the Secretary-Treasurer. The Committee shall make a report to the Convention or the Executive Board and make recommendations for the succeeding one year of operations, including an annual budget.
- (f) *The Bargaining Committees* shall be composed as follows:
  - (1) The Local President or his/her designated agent shall normally serve as a member of all the bargaining committees
  - (2) The bargaining committee of each bargaining unit shall be nominated by, elected by, and consist of person(s) of that bargaining unit.
    - (a) The nominations and elections shall be held during the Local Convention.
    - (b) Bargaining Committee Members of bargaining units under contract with no expiration, shall be appointed by the President with approval of the Executive Board. Should the Union agree to enter into negotiations the Bargaining Committee Members term shall be three years.
  - (3) All bargaining committee members' terms of office shall be for three (3) years, in compliance with the CWA Constitution.
  - (4) The Verizon bargaining unit shall elect one (1) bargaining committee member.

- (5) The Windstream bargaining unit shall elect two (2) bargaining committee members.
  - (6) The CenturyLink bargaining unit shall elect one (1) bargaining committee member.
  - (7) The Frontier bargaining unit shall elect three (3) bargaining committee members.
  - (8) The Frontier Logistics bargaining unit shall elect one (1) bargaining committee member.
  - (9) The Local President shall appoint the bargaining committee member(s) for the bargaining units established between conventions, subject to approval of the Local Executive Board.
- (g) *The Election Committee* shall consist of at least five (5) members from different geographical areas of the Local, appointed by the President with the approval of the Executive Board.
- (1) This Committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with the Union Constitution, these Bylaws and Federal Rules and Regulations governing Labor Organization elections. The Election Committee shall also conduct any referendum submitted to the membership.
  - (2) A member shall not serve on the Committee if he is a candidate for any office of the Local.
  - (3) The Committee shall not dispose of any ballots for a period of one (1) year.
  - (4) The Election Committee will determine if a ballot is valid and is cast by a member in good standing.
  - (5) It is the responsibility of the Election Committee to answer all questions concerning the conduct of elections of officers.
  - (6) Shall have the responsibility of settling all disputes on elections of officers.
- (h) *The Organizing Committee* shall have a Director, appointed by the President, approved by the Executive Board. The Committee will assist in developing the organizing program of the Local and will pursue the goals of the Local and the Union. The Committee will be coordinated by the Organizing Director.
- (i) *The Education Committee* shall have a Director and at least two (2) members appointed by the President and approved by the Executive Board.
- (j) *The Membership Committee* shall accept or reject membership applications in accordance with the Bylaws and Rules of the Local and the Constitution of the Union. The Membership Committee shall be appointed by the President and approved by the Executive Board.
- (k) *The Grievance and Appeals Committee* shall have the responsibility of settling disputes and grievances and other matters within the Local subject to the appeal to the Executive Board of the Local.
- (l) *The Committee on Equity* shall have a Director, appointed by the President, approved by the Executive Board. The Equity Committee shall investigate workplace discriminatory actions involving members and help in the resolution in conjunction with the Area Vice President or Executive Committee.

- (m) *The Newsletter and Web-site Committees* will consist of at least 5 (five) members from different geographic areas of the Local, appointed by the President with the approval of the Executive Board. This committee shall have the responsibility and the authority to monitor and update the web-site on a monthly basis. Proof the Local Newsletter quarterly for the publication.
- (n) *The Youth Committees* shall consist of six (6) employees and four (4) mentor employees that will guide them in a positive direction and assist them in participating in the role of the Union. Futhermore, the Youth Committee will be educated on the history of the Union and the struggle of those before us had to endure in getting the Union to where it is at. We will utilize their mindset so that we can preserve what has been accomplished in the past and successfully achieve more in the future.
- (o) *Other Committees* – The President with the approval of the Executive Board or the Convention, may appoint such other committees as may be necessary.
- (p) There will be no committee reports closed to the membership except that Executive Board meetings called during negotiations will be closed or open at the option of the Bargaining Committee Chairperson.

**Section 3. Vacancies on Committees**

Whenever a vacancy occurs on any committee, the President, with the approval of the Executive Board, may appoint a member to serve for the unexpired term.

**Article XIII  
Charges Against Members**

**Section 1. Specifications**

Members may be fined, suspended or expelled in the manner provided in the CWA Constitution for any of the following acts:

- (a) Making false material statements or withholding material information when applying for membership;
- (b) Willfully violating the Constitution of the Union, Local Bylaws or Rules;
- (c) Willfully refusing to pay dues or assessments properly established or other valid financial obligations to the Union or Local;
- (d) Disobeying or willfully failing to comply with any lawful decision or order of the Union or Local;
- (e) Working without proper Union authorization, during the period of a properly approved strike in or for an establishment which is being struck by the Union or Local;
- (f) Instigating or knowingly participating in an unauthorized strike or slowdown.
- (g) Willfully violating the adopted standards as to wages, hours or working conditions;
- (h) Misappropriating money or property of the Union or Local;
- (i) Willfully supporting, or assisting any other labor organization in connection with a claim of jurisdiction in conflict with the jurisdiction of the Union;
- (j) Taking court action against the Union or Local thereof without first exhausting all remedies provided in the Constitution or appeal;

- (k) For such other offenses, equally serious, which tend to bring the Union or Local thereof into disrepute.

**Section 2. Non-Immunity**

No member of the Union shall be immune from penalty for committing any of the offenses set forth in this Article by reason of the position or office the member may hold in the Union or any Local thereof.

**Article XIV  
Trials and Appeals  
General Membership and Officers**

**Section 1. Persons Subject to Trial**

- (a) Members of the Union, including Officers of Locals shall be tried for any of the offenses listed in Articles as provided herein;
- (b) Officers of a Local may be removed or suspended from office pursuant to Article XIX of the Constitution excepting that the Executive Board of the Union may conduct such trials after notice to the Local involved, on its own initiative in the event of inaction by the Local. The procedure for such trial shall be in conformity with the standards set forth in Articles XXI of the Constitution.

**Section 2. Charges**

- (a) Charges made against a member of the Union or an Officer of the Local shall be in writing, signed and sworn to by the accuser and filed with the recording Officer of the Local of which the accused is a member; in the event the accused is such recording Officer, the charges shall be filed with the President of the Local.
- (b) Charges must be submitted within sixty (60) days of the time the accuser becomes aware of the alleged offense.
- (c) Charges shall contain an allegation of the facts constituting the offense with which the accused is charged and approximate date or dates said offense is alleged to have occurred.

**Section 3. Trials**

- (a) A court, composed of not less than three (3) or more than seven (7) persons who shall be members of the Local, not parties to the proceeding, shall be selected by the governing body of the Local. The court shall be bound to render a decision and impose a penalty without bias or prejudice, based on all the evidence presented;
- (b) A prosecutor, who is a member of the Local, shall be appointed by the governing body of the Local to assist the accuser in the trial and present evidence;
- (c) The trial shall be held speedily with due notice to the accused;
- (d) The accused shall have the right to select a member of the Local as counsel, the right to produce witnesses and present documentary evidence and to be

heard on his behalf. He shall have the opportunity to cross-examine witnesses;

- (e) All witnesses shall testify under oath;
- (f) Notice of the decision and penalty, if any, shall be given to the person charged, within five (5) days after the close of the trial;
- (g) A faithful record of the proceedings shall be made;
- (h) The Local may suspend the accused pending the final decision on an appeal.

#### **Section 4. Appeals**

- (a) A member or Officer of the Local upon being found guilty by a court may appeal as provided in this Section:
  - (1) Have the right to refer the matter to the membership of the Local, within thirty (30) days after being found guilty by a court, which may affirm or reverse the decision or reduce the penalty;
  - (2) Have the right to appeal from the decision of the Local to the Executive Board of the Union within thirty (30) days after such final decision of the Local;
  - (3) The appeal to the Executive Board of the Union shall be directed, in writing, to the Secretary-Treasurer of the Union, who shall obtain the record of the case. The Executive Board shall review the case and affirm or reverse the decision or reduce the penalty;
  - (4) Have the right to appeal from the decision of the Executive Board of the Union to the next Convention by giving a notice of appeal in writing within thirty (30) days after the decision to the Secretary-Treasurer of the Union. If the Executive Board has failed to render a decision within thirty (30) days preceding the Convention, the accused may appeal directly to the Convention which may affirm or reverse the decision or reduce the penalty.

### **Article XV Referendum and Recall**

**Section 1.** The Local Convention or the Executive Board may order a referendum with respect to any subject or policy within their jurisdiction or as otherwise provided in these Bylaws.

**Section 2.** A referendum shall also be ordered by the Executive Board if twenty percent (20%) or more of the membership having a total voting strength of twenty percent (20%) or more of the Local shall certify in writing to the Secretary-Treasurer of the Local their desire for a referendum on the particular subject.

**Section 3.** The notice of referendum and ballots shall be mailed to the last known address of each member by the Secretary-Treasurer of the Local. The notice and the ballot shall contain the proposition to be voted upon and shall require a return within twenty (20) days from date of mailing.

**Section 4.** All referendums shall be by secret ballot. A majority of the votes cast shall determine the referendum.



**Section 5.** An elected Officer of this Local may be recalled in accordance with the provisions of the Union Constitution.

### **Article XVI Amendments**

**Section 1.** These Bylaws may be amended by a majority vote of the Local Convention subject to the right of referendum.

**Section 2.** Repeals of any portion of these Bylaws shall be by amendment procedure.

**Section 3.** Amendments or repeals proposed and adopted in a Convention shall become operative upon the adoption of such amendment except as otherwise provided in these Bylaws.

**Section 4.** Amendments or repeals adopted through any referendum shall become operative upon notice to the President by the Election Committee that a majority of such votes cast on the referendum was in the affirmative.

**Section 5.** Any proposed amendment of these Bylaws shall require a majority vote of the delegates seated at the Convention and casting a majority of the per capita Convention vote to effectuate such proposed amendments.

### **Article XVII Ratification**

**Section 1.** New Contracts will be submitted to the membership of the Bargaining Unit for a referendum providing the desire to do so is made public at the National Convention each year prior to negotiation.

### **Article XVIII 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 6171, 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. I shall at all times endeavor to serve my Local and the Union to the best of my abilities, so help me God.

**Article XIX**  
**Alcoholic Beverages**

No monies received by this Local either by dues or assessments shall be spent for any alcoholic beverages in Local Convention or any activity in this Local.

**Article XX**  
**Retired Members**

Retired Local Union members serving as part-time officers and agents of the Local shall be paid lost wages according to the formula used by National CWA during bargaining.

- (a) The formula used is the individual's monthly retirement from the company divided by 160 hours, with the resulting figure subtracted from the highest current wage level in the officer's former unit.
- (b) Retired Local Union members serving as part-time officers and agents shall receive this pay only in those instances wherein other regular part-time officers are paid for lost wages.
- (c) The pay in question shall apply only for participation in Local Executive Board meetings, committee assignments, education, grievance meetings, and conventions, subject to the approval of the Local President.

## NOTES

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