



BY - LAWS  
LOCAL 6372  
COMMUNICATIONS WORKERS  
OF AMERICA

**Revised By-Laws  
Local 6372  
Communications Workers of America**

**ARTICLE I- NAME**

This Local shall be known as Local 6372, 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 Chapter.

**ARTICLE III- OBJECTS**

The objects of Local 6372 shall be to represent and serve the workers within its Jurisdiction in accordance with the By-Laws and Rules of the Local and the Constitution and policies of the Union.

**ARTICLE IV- LOCAL STRUCTURE**

The structure of the Local shall consist of the following:

- (1) The Membership.
- (2) The Officers.
- (3) The Stewards
- (4) The Committees.

**ARTICLE V- MEMBERSHIP**

**Section I- ELIGIBILITY**

Any person eligible to 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 \$5.00 and upon the approval of any membership committee authorized to accept or reject membership in behalf of the Local, subject to the right of the Local to over-rule the decision of a membership committee.

**Section 3- TRANSFERS**

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

**ARTICLE VI- LOCAL DUES AND ASSESSMENTS**

**Section 1- LOCAL DUES**

Each member of the Local shall pay membership dues in the amount of 2 ¼ hours pay per month. Membership dues may be changed only by a majority of those voting on the question by secret ballot referendum, or by a majority secret ballot vote in a meeting where a quorum is present, if the question has been advertised on bulletin boards at least seven days in advance of the meeting, or by notice mailed postage prepaid to each member at least seven days in advance of the meeting.

**Section 2- LOCAL SPECIAL ASSESSMENTS**

The membership of this Local may levy a special assessment in the same manner as provided for changing Local dues. However, any special assessment levied shall be in compliance with Article VI, Section 3 of the Union Constitution.

**ARTICLE VII- GOVERNING AUTHORITY**

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

- (1) Through action taken in membership meetings and by referendum of the membership.
- (2) By actions and decisions of the Local Officers between membership meetings.
- (3) Through actions and decisions of the Local Officers between meetings.

#### **ARTICLE VIII- LOCAL MEETINGS**

Regular meetings of this Local shall be held annually. Special meetings may be called by a majority vote of the Local Officers, or by a petition signed by 20% of the membership. Upon receipt of a proper petition the Local Officers shall call a special meeting to be held within ten days.

#### **ARTICLE IX- LOCAL DELEGATES TO NATIONAL CONVENTION**

- A. Delegates and alternate delegates to the Union Convention shall be elected by the membership voting by secret ballot conducted not less than thirty days in advance of the Union Convention.
- B. The Local President, Vice-Presidents, Secretary and Treasure shall be Delegates or alternate delegates to C.W.A Convention held during their term of office.
- C. In the event the Local elects more than two delegates to the Union Convention, the Local shall determine the convention votes assigned to each delegate following the provisions of the Union Constitution.
- D. Notice of nominations and elections must be posted on the Union bulletin boards not less than fifteen (15) days prior to nominations.
- E. Notices of nominations and elections and the ballot shall specify the following:

The nomination and election of persons for the office of President, Vice –President, Secretary, and Treasure shall also constitute the nomination and election of the same person as delegate or alternate delegate to C.W.A. Conventions held during the term of office for which the election is being conducted.

- F. It shall be the duty of the Secretary of the Local to certify the Local delegates to the Union Convention to the Secretary-Treasure of the Union within the time limits specified in the Union Constitution.

#### **ARTICLE X- LOCAL COMMITTEES**

- A. The Local shall have the following regular committees:
  - (1) Education Committee
  - (2) Election Committee
  - (3) Organizing Committee
  - (4) Legislative Committee
  - (5) Membership committee
  - (6) Community Service committee
- B. Members of all committees shall be appointed by majority vote of the Local Officers, subject to the right of the Local membership to over rule such appointments.
- C. Vacancies on committees shall be filled in the same manner as the original appointments.
- D. A member of any local committee may be removed by majority vote, of the Local Officers, subject to the right of the membership to over-rule the action of the Local Officers. A committee member may also be removed by action of the Local in a membership meeting.

**E. Duties of Committees:**

- (1) Education Committee. The Education Committee shall assist in developing the Local's educational program and with Local officers, be responsible for effectuating the Union's and Local's educational programs.
- (2) Election Committee. The Election Committee shall conduct all nominations and elections and referenda of this Local.
- (3) Organizing Committee. The Organizing Committee shall assist the Local Officers and stewards in organizing all members within the Local's jurisdiction.
- (4) Legislative Committee. The Legislative Committee shall assist in developing and pursuing the program of the Union and the Local in the Legislative field. It shall be responsible for the Local's program to register each qualified voter.
- (5) Membership Committee. The Membership Committee shall accept or reject membership application in accordance with the By-Laws and rules of this Local and the Constitution and policies of the Union.
- (6) Community Service Committee. The Community Service Committee shall assist in developing all community service programs.

**ARTICLE XI- ORDER OF BUSINESS**

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

- (1) Call to order.
- (2) Roll Call (Optional).

- (1) ROLE CALL
- (2) TREASURER'S REPORT
  - need motion to APPROVE, second, vote.
- (3) Reading and action on minutes of previous meeting.
  - need motion to APPROVE, second, vote.
- (4) Report of Officers.
  
- (5) Report of Committees.
  
- (6) Unfinished Business
  
- (7) New Business
  
- (8) Adjournment

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

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

- A. The officers of the Local shall be:
  - (1) The Local President
  - (2) The Vice President (Kansas) Plant
  - (3) The vice President (Missouri) Plant
  - (4) The Secretary
  - (5) The Treasurer

**B. DUTIES OF THE LOCAL PRESIDENT**

- (1) The Local President shall preside at the Local Membership and Local Officers meetings
- (2) The prosecution of grievances and appealing them to higher levels of the union, if not satisfactorily settled.
- (3) The supervision of all committees of the Local
- (4) The approval of all bills to be paid by the Local Treasurer and to counter sign checks drawn on the treasury of the Local.
- (5) The Local President shall have such additional duties as assigned by Local or required by the Constitution or policies of the Union.

**C. DUTIES OF THE VICE-PRESIDENT**

- (1) The Local Vice President shall work under the direction of the Local President, and perform duties as may be assigned by the Local or the Local President.

**D. DUTIES OF THE LOCAL SECRETARY**

- (1) Maintain a record of the membership and shall be responsible for minutes of all Local and Executive Board meetings
- (2) Furnish both the District Vice-President and Secretary-Treasurer of C.W.A. with two copies of any changes in the Local By Laws within ten days after such changes are made.



- (3) Furnish the Secretary-Treasurer of C.W.A with all the proper forms signed by Local officers which are required by local, state, and federal laws immediately upon their execution.
- (4) Certify all delegates to C.W.A Conventions, district, state or area meetings.
- (5) Perform such duties as may be assigned by the Local President, the Executive board or the Local.

**E. DUTIES OF LOCAL TREASURER:**

- (1) Be bonded in accordance with the C.W.A. Constitution and any state or federal law, and shall be custodian of all assets of the Local and shall make a report to each regular Local meeting.
- (2) Cause the payment of all bills approved by the Local President. In no event shall the treasurer spend more money in any one month than the Local income for the immediately preceding two months, unless specifically authorized to do so by the membership.
- (3) Reimburse members of this Local for time lost from primary employment for the purpose of doing assigned Union work at their actual rate of pay, and actual voucher expenses.
- (4) Perform such duties as may be assigned by the Local President, the Executive Board of the Local.

**F. STEWARDS OF THE LOCAL AND THEIR DUTIES:**

- (1) Town Stewards shall be selected by the members in the town in each case and shall do all the things necessary in discharging for the members in the particular town or work group appropriate duties and obligations.
- (2) District Stewards shall be elected by the membership in the district to serve a term of three (3) years (starting September 1, 1985) and shall have the same duties set forth herein for town steward but, in addition, shall act as chief steward for their respective district. A special election will be held if fifty one percent of the membership for that district petition for an election of District Steward. Said election will be held within thirty days of the Local President's receipt of the petition and the date of the election shall be posted on District Union Bulletin Boards at least fifteen (15) days prior to election.
- (3) The Stewards of the Local shall work under the direction of the Local President. They shall perform such duties as may be assigned by the Local or the Local President.

#### **ARTICLE XIII- CONDUCT OF MEETING AND QUORUM**

- A. Membership meetings of this Local shall be conducted under these By-Laws of the Local and in conformity with the Union Constitution. On questions where the Local By-Laws or the Union Constitution do not clearly apply, Roberts Rules of Order shall govern.
- B. The number constituting a quorum for Local meetings shall be those in attendance.
- C. A majority of the officers or a majority of the members of a committee shall constitute a quorum for those bodies.

#### **ARTICLE XIV- NOMINATIONS AND ELECTION OF LOCAL OFFICERS**

## **Section 1- NOMINATIONS**

- A. Local officers shall be nominated from the floor at a regular or special meeting during the months of September, October, November and December of each third year. (effective 1972). Notice of nominations must be posted on all Union bulletin boards not less than fifteen (15) days prior to nominations.
- B. The nomination notice shall include the following:  
The nomination of a person for the office of President, Vice-Presidents, Secretary and Treasurer shall also constitute the nomination of the same person as delegate or alternate delegate to C.W.A. Conventions held during the term of office for which the election is being conducted.

## **Section 2- LOCAL ELECTIONS**

- A. Election of Local officers shall be by secret ballot of the membership and shall be completed by December 31<sup>st</sup> of each third year. (effective 1972).
- B. Elections shall be conducted by mail ballot referendum.
- C. The election notice and ballot must be mailed to each member at the last known home address not less than fifteen (15) days prior to the election.
- D. The notice and ballot shall include the following:  
A vote cast for candidates for the office of President, Vice-Presidents, Secretary and Treasurer shall also constitute a vote for such candidates to serve as delegates and alternate delegates to C.W.A.

Conventions held during the term of office for which the election is being conducted.

**Section 3- LOCAL ELECTION COMMITTEE**

- A. The nomination and election of Local officers shall be conducted under the supervision of the Election Committee.
- B. The Election Committee shall also conduct any referenda submitted to the membership. The committee shall not dispose of any ballots until ordered to do so by the Local.
- C. A member shall not be permitted to serve on the Election Committee if a candidate of any office of the Local.

**Section 4- GENERAL PROVISIONS**

- A. The nominee in any election receiving the majority of the votes cast shall be declared elected. If no one nominee has a majority on the first ballot, the vote shall be taken again and the two nominees having the greatest number of votes on the first ballot shall be nominees on the second ballot.
- B. Only members of the Local in good standing shall be eligible to vote or hold office.
- C. The order of nomination of Local officers shall be as follows:
  - (1) President
  - (2) Vice-President
  - (3) Secretary
  - (4) Treasurer

## **Section 5- VACANCIES**

- A. In the event of a vacancy in the office of Local President, the Executive Vice-President will immediately assume the office of President. The Executive Board will designate which Vice-President will be Executive Vice-President at the first Executive Board meeting following the Local Election.
- B. All other Vacancies in the other offices of the Local shall be filled by appointment by the Executive Board until the next election, subject to approval of the appointment by the local membership within sixty (60) days or by election within sixty (60) days.

## **ARTICLE XV- STRIKES**

The calling, conduct and termination of strikes affecting this Local shall at all times be carried on in compliance with the rules prescribed by the Union and Article XVIII of its Constitution.

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

### **Section 1- CHARGES**

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

### **Section 2- Trials**

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

### **Section 3- APPEALS**

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

Local Constitution.

**Section 4- LOCAL TRIAL COURT**

- A. A trial Court of this Local shall be composed of five persons, who are members of this Local and not parties to the proceedings.
- B. Members of the Trial Court shall be selected by the Executive Board of this Local.

**ARTICLE XVII- RECALL OF LOCAL OFFICERS**

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

**ARTICLE XVIII- AMENDMENTS TO LOCAL BY-LAWS**

After adoption, these By-Laws may be amended by either of the following methods.

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

**ARTICLE XIX- 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 regular or special membership meeting.

- B. Propositions submitted to referendum shall be determined by a majority vote of those voting on the question.

**ARTICLE XX- FISCAL YEAR AND AUDIT**

- A. The fiscal year of this local shall be from October 1<sup>st</sup> to and including September 30<sup>th</sup> of the succeeding year.
- B. The financial records of this Local shall be audited by a Certified Public Accountant (or by a committee selected by the Local) at the end of each fiscal year. The results of such audit shall be available for the inspection of any member of the Local.

**ARTICLE XXI- OATH OF OFFICE**

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

"I (give name) hereby accept the office of (name of office) of Local (give Local Number), 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 By-Laws and rules of the Local and Constitution and policies of the Union.

I further promise to give my successor in office all books and records in my possession. I shall at all times endeavor to serve my Local and Union to the best of abilities, so help me God".

**ARTICLE XXII- ADOPTION**

These By-Laws shall be adopted upon the approval of a majority of the members voting upon their adoption in the membership meeting called for that purpose.