

## **ARTICLE I**

### **NAME:**

This local shall be known as Local #3509, 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 #3509 shall be to represent and serve the workers  
Within it's jurisdiction in accordance with the bylaws 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 Executive Board
- (4) The 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 the Constitution, Shall be eligible for membership in this Local – If performing work within The Local's 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 upon the approval of any Membership committee(s) authorized to accept or reject membership In behalf of the Local, subject to the right of the Local to overrule the Decision of a membership committee.

## SECTION 3 – TRANSFER

The transfer of membership from this Local to the jurisdiction of Another Local and from another Local to the jurisdiction of this Local, Shall be made in accordance with **ARTICLE V, SECTION 3** of the Union Constitution.

# ARTICLE VI

## **LOCAL DUES, FINES, AND ASSESSEMENTS:**

### SECTION 1 – LOCAL MEMBERSHIP DUES

Each member of the Local shall pay membership dues in the amount of Two (2) hours pay per month, as set by the Constitution.

### SECTION 2 – LOCAL SPECIAL ASSESSMENTS

The membership of this Local may be levied a special assessment upon The recommendation of the Executive Board and approval of the Local By referendum in accordance with **ARTICLE XIX** of these bylaws.

# ARTICLE VII

## **GOVERNING AUTHORITY**

### SECTION 1 – AFFAIRS

The affairs of this Local shall be governed by the Membership, in Accordance with the Constitution and policies of the Union in the Following manner:

- (A) Through action taken in membership meetings and Referendum of the membership.
- (B) Through actions and decisions of the Executive Board Between membership meetings.
- (C) The action and decisions of the affairs of the Local between Local meetings may be overruled by the Membership in a Local meeting or by referendum.

## SECTION 2 – EXECUTIVE BOARD

The Executive Board shall consist of the following:

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- (A) Local President
- (B) Local Vice President
- (C) Local Secretary
- (D) Local Treasurer
- (E) Chief Steward, Hattiesburg
- (F) Chief Steward, North
- (G) Chief Steward, South
- (H) Chief Steward, Utilities

## ARTICLE VIII

### LOCAL MEETINGS:

#### SECTION 1 – MEMBERSHIP MEETINGS

Official membership meetings of this Local shall be held on the first Thursday of each month in Hattiesburg.

Regular membership meetings may be held in other locations if agreed to by the Executive board, and announced in a timely manner prior to the meeting date at the new location.

#### SECTION 2 – EXECUTIVE BOARD MEETINGS

4/2/92 Executive Board Meetings shall be held not more than ten (10) days nor Less than two (2) days before the regular membership meeting each Month. The time and location shall be designated by the Local President.

#### SECTION 3 – SPECIAL MEETINGS

Special meetings may be called by a majority vote of the Local Officers, Or by a petition signed by ten (10) percent of the members. Upon receipt Of a proper petition, the Local Officers shall call a special meeting to be Held within ten (10) days. All meetings shall be properly advertised.

## ARTICLE IX

### LOCAL DELEGATES TO THE INTERNATIONAL CONVENTION

#### SECTION 1 – DELEGATES

Delegates and alternates to the CWA Convention, and the Chairman of the Delegation – in the event there is more than one delegate – shall be elected by the majority of the Membership voting by secret ballot conducted not More than 120 days, not less than 30 days in advance of the CWA Convention.

**SECTION 2 – CONVENTION VOTES**

The convention votes shall be assigned to each delegate in accordance With **ARTICLE VIII** of the Union Constitution.

**SECTION 3 – CERTIFICATION**

4/2/92 It shall be the duty of the Secretary of the local to certify the delegates to The CWA Convention to the Secretary/Treasurer of the Union within the Time limits specified in the Union Constitution.

**SECTION 4 – LOCAL PRESIDENT**

The elected Local President shall be an automatic delegate to the National CWA Convention, unless he/she declines, in which case all delegates Would be elected from the Membership.

**ARTICLE X**

**LOCAL COMMITTEES**

**SECTION 1 –THE LOCAL SHALL HAVE THE FOLLOWING COMMITTEES**

- (A) Finance Committee
- (B) Election Committee
- 4/2/92 (C) Political/Legislative Committee
- (D) Organizing/Education Committee
- (E) Community Services Committee
- (F) Recreation Committee
- (G) Special Committees (example... Women's, Equity, bylaw, Building, Hospitality, Special Activities)

**SECTION 2 – MEMBERS OF COMMITTEES**

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

**SECTION 3 – VACANCIES**

Vacancies on committees shall be filled in the same manner as the Original appointments.

**SECTION 4 – REMOVAL OF COMMITTEE MEMBERS**

A member of any Local committee may be removed by a majority vote of The Executive Board, subject to the right of the Local Membership to Overrule the action of the Executive Board. A committee member may Also be removed by action of the Local Membership in a Membership Meeting.

**SECTION 5 – DUTIES OF COMMITTEES**

- (A) FINANCE COMMITTEE

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The finance committee shall be composed of 3 members plus the Local President and the Local Treasurer. All expenditures in excess of \$50.00, With the exception of those expenditures for office supplies and necessary Utilities, (to include electric power, telephone, water and sewer) shall be Reviewed by the Committee to assure that all necessary paperwork, Including vouchers, is in order and all necessary receipts have been Provided. This review will in no way delay nor deny payment of vouchers Which should be paid promptly.

(B) ELECTION COMMITTEE

The Election Committee shall conduct all nominations And elections and referenda of the local.

(C) POLITICAL/ EDUCATION COMMITTEE

4/2/92

This Committee Shall develop and maintain an effective program to keep The Local informed on matters of interest in the legislative / political arena. They shall be responsible for seeing that all qualified members of the Local are registered and vote in all elections. The Chairman of this committee shall represent the Local at the National Legislative/ Political Conference if the Local chooses to send a representative.

(D) ORGANIZING/ EDUCATION COMMITTEE

4/2/92

This Committee develops and maintains an effective educational program within the Local to keep the members informed and educated on matters to be decided upon by the committee. It shall also be their responsibility to coordinate efforts with the Local leadership to sign up new members of the Local from all eligible employees workers within the jurisdiction of the Local

(E) COMMUNITY SERVICES COMMITTEE

This committee shall assist in developing all community services programs of the Local.

(F) RECREATION COMMITTEE

This committee shall assist in developing any recreational events of the Local.

(G) SPECIAL COMMITTEE

Special Committee (S) shall be by the Local President or the Membership. They shall research and present the Membership all information collected encompassing the objective for which they formed. They are non-standing committees.

## SECTION 6 – OVERRULE OF A COMMITTEE

Any decisions of a Committee (S) are subject to overrule by a majority Vote at a Membership Meeting.

## ARTICLE XI

### ORDER OF BUSINESS

#### SECTION 1 – ORDER OF BUSINESS

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

- (A) Call To Order
- (B) Invocation
- (C) Pledge Of Allegiance
- (D) Reading And Action Of Minutes Of Previous Meeting
- 4/2/92 (E) Report of Officers
- (F) Financial Report
- (G) Report of Committees
- (H) Unfinished Business
- (I) New Business
- (J) Good and Welfare
- (K) Adjournment

#### SECTION 2 – SUSPENDED BUSINESS

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

## ARTICLE XII

### DUTIES OF LOCAL OFFICERS AND STEWARDS

#### SECTION 1 – OFFICERS OF THE LOCAL

The officers of the Local shall be:

- (A) The Local President
- (B) The Local Vice President
- (C) The Local Secretary
- (D) The Local Treasurer

#### SECTION 2 – DUTIES OF THE LOCAL PRESIDENT

(A) The Local President shall preside at meetings of the Local and at meetings of the Local Executive Board and shall be responsible for The conduct of the local including:

1. The prosecution of grievances and appealing them to higher levels of the Union, if not satisfactorily settled.
2. To countersign checks drawn on the treasury of the Local.

(B) The Local President shall have additional duties as assigned by the Local or as required by the Constitution or policies of the Union.

### SECTION 3 – DUTIES OF THE LOCAL VICE PRESIDENT

The Local Vice President shall assist and supervise the Local's activities upon request of the Local President.

### SECTION 4 – DUTIES OF THE LOCAL SECRETARY

The Secretary shall act under the direction of the Local President and the Executive Board and shall:

- (A) Maintain a record of the Membership
- (B) Take the minutes of all meetings of the Local, including the Executive Board Meeting
- 4/2/92 (C) Furnish the District Vice President and CWA Secretary/  
Treasurer with copies of any changes in Local ByLaws within Ten (10) days after they are made.
- (D) Write and answer letters, in cooperation with other officers
- (E) Maintain files of all important correspondence, reports, grievances, arbitration cases, and other important documents, or see that such material is channeled to the appropriate officer of the committee

### SECTION 5 – DUTIES OF THE LOCAL TREASURER

The Treasurer shall act under the direction of the Local President and Executive Board and shall:

- (A) Be the custodian of all the assets of the Local
- (B) Report to the Membership of the financial condition of the Local
- (C) Cause the payment of all bills approved by the President or the Executive Board

- (D) Prepare financial reports required by law
- (E) Arrange for an annual audit of the financial records of the Local
- (F) Furnish an annual financial statement in acceptable form to the CWA Secretary/ Treasurer

#### SECTION 6 – DUTIES OF THE CHIEF STEWARDS

4/2/92

The Chief Steward(s) shall work under the direction of the Local President. They shall develop, maintain, and be available to advise/ assist an adequate number of stewards within their geographic or departmental jurisdiction. They shall represent the members under their jurisdiction at all Executive Board meetings and be prepared to perform such duties and responsibilities as may be assigned by the Local or the Local President.

#### SECTION 7 – STEWARDS AND THEIR DUTIES

- (A) This Local shall have as many stewards as may be appointed by the Local President upon the recommendation of the Chief Steward within the geographic or departmental area in which they are to serve. The membership shall have the right to reject such appointments if voted on at a Local meeting.

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- (B) The Stewards of the Local shall work under the direction of the Chief Steward to whom they report. They shall perform such duties and responsibilities as may be assigned by their Chief Steward, Local President, or the Local. They shall be the first contact by any member who has a problem or grievance requiring assistance from the Union.

### **ARTICLE XIII**

#### **CONDUCT OF MEETINGS AND QUORUM**

##### SECTION 1 – CONDUCT OF MEETINGS

Membership meetings of this Local shall be conducted under these Bylaws and Rules of this Local, and conformity with the Union Constitution. On questions where the Local Bylaws, The Rules of the Local, or the Union Constitution do not clearly apply, Robert's Rules of Order shall govern.

##### SECTION 2 – PARLIMENTARIAN OF THE LOCAL

The Executive Board shall appoint a Parliamentarian to rule as to points of Order at Local membership meetings.

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At the request of any Executive Board member, the Parliamentarian shall Meet with the Board to discuss and advise on matters of procedure and Conduct at Local membership meetings.

### SECTION 3 – QUORUM FOR MEETINGS

5/22/03

#### (A) Membership Meetings

The number constituting a quorum for Local meetings shall be ten (10).

#### (B) Executive Board and Committee Meetings

A majority of the Officers or a majority of the members of a Committee Shall constitute a Quorum for these bodies.

## ARTICLE XIV

### NOMINATIONS AND ELECTIONS OF LOACL OFFICERS

#### SECTION 1 – NOMINATIONS

(A) Local Officers and members of the Executive Board shall be nominated In the month of September each third year beginning in 1972.

(B) Nominations are to be made from the floor.

#### SECTION 2 – LOCAL ELECTIONS

(A) Election of Local Officers and Executive Board members shall be made By referendum vote.

(B) Election of Local Officers and Executive Board members shall be made In the month of November of each third year beginning in 1972.

(C) The newly elected Officers and Executive Board members take office With the taking of the “Oath of Office” as stated in **ARTICLE XXI** Of these bylaws at the regular Membership meeting in January.

#### SECTION 3 – LOCAL ELECTION COMMITTEE

(A) The nominations and election of Local Officers and Executive Board Members shall be conducted under the supervision of the Election Committee. This Committee shall have the authority and responsibility To see that the nominations and elections are conducted in accordance With the Union Constitution and these Bylaws with reasonable opportunity for each member to vote.

(B) The Election Committee shall also conduct any referenda submitted to The Membership and retain ballots for a period of one year after the

Referendum.

- (C) A member shall not be permitted to serve on the Election Committee if A candidate for an Office of the Local.
- (D) All questions concerning the conduct and challenges of elections shall Be determined by the Election Committee, subject to the right of appeal to the Executive Board or Membership of the Local.

#### SECTION 4 – GENERAL PROVISIONS

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(A) Voting

The nominee in any election receiving a majority of the vote's cast shall receive no more than one vote on a single ballot. If no one nominee has a majority on the first ballot, a vote shall be taken again and the two nominees having the greatest number of votes on the first ballot shall be the nominees on the second ballot. In elections where more than one nominee is being elected and a majority is not received by any nominee, additional votes shall be taken after dropping the nominee who received the lowest number of votes each time until an election is obtained by majority. Write in candidates shall be allowed and a blank for such will be provided in each election.

(B) Eligibility for Office

Only members of the Local in good standing shall be eligible to vote or hold office.

(C) Qualifications and Requirements

No elected Officer of this Local shall be qualified to take office unless he or she meets the qualifications and requirements set forth in these Bylaws, the CWA Constitution, or any State or Federal Law.

- (D) During the three year term of office, the Local President, if he or she decides to retire from the company of their employment will have the option to remain in office for the remainder of his or her term or subsequent terms of re-election. He or she may be paid up to twenty four hours pay per month based on the rate of their title in the contract with the company from which he or she retired, and any annual pay increases in this contract, in addition to normally paid for and approved by the Local.

(E) Order of Nominations and Elections

The order of nominations and election of Local Officers, if conducted in a Local meeting, shall be as follows:

1. Local President
2. Local Vice President
3. Local Secretary
4. Local Treasurer
5. Chief Stewards

#### SECTION 5 – VACANCIES

(A) A vacancy in the office of Local President shall be filled temporarily by The Local Vice President pending an election to fill the vacancy, to be held within sixty (60) days of the vacancy.

(B) Vacancies in other Local Offices shall be filled by appointment of the Executive Board of the Local, subject to approval of the appointment by The Local Membership within sixty (60) days.

## **ARTICLE XV**

### **STRIKES**

#### CALLING OF A STRIKE

The calling, conduct, and termination of strikes shall at all times be carried out 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 me 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 found being guilty by a Local Trial Court, may appeal as provided in **ARTICLE XXI** of the Union Constitution.

#### SECTION 4 – LOCAL TRIAL COURT

(A) A Trial Court of this Local shall be composed of five (5) person who are Members of this Local and not parties to the proceedings.

(B) Members of the Trial Court shall be selected by the members in a Membership meeting of the Local.

## **ARTICLE XVII**

### **RECALL OF LOCAL OFFICERS**

An elected Officer of this Local may be recalled in conformity with the provision of **ARTICLE XX, SECTION 9 OF THE** Union Constitution.

## **ARTICLE XVIII**

### **REFERENDUM OF THE LOCAL**

#### CONDUCTING OF A REFERENDUM

- (A) The Local Election Committee shall conduct referendum of any question  
When directed to do so by action of a Membership Meeting.
- (B) Propositions submitted to referendum shall be determined by a majority of  
Those voting on the question.

## **ARTICLE XIX**

### **AMENDMENTS TO THE LOCAL BYLAWS**

#### AMENDMENT TO THE LOCAL BYLAWS

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

- (A) By a two-thirds (2/3) 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 fifteen (15) days in  
advance of the meeting.
- (B) By Referendum of the Membership

## **ARTICLE XX**

### **FISCAL YEAR AND AUDIT**

#### SECTION 1 – FISCAL YEAR

The fiscal year of this Local shall be from November 1 to and including  
October 31 of the following year.

#### SECTION 2 – AUDIT

4/2/92

The financial records of the Local shall be audited by a competent person  
Or persons 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 this 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) , Local 3509, 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 ability, so help me God.”

## **ARTICLE XXII**

### **ADOPTION OF BYLAWS**

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

REVISED AND ADOPTED 4/2/92

REVISED AND ADOPTED 5/22/03

