

Bylaws of Local 6355 of the Communications Workers of America,
AFL-CIO
as amended by the General Assembly on October 15, 2011

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Bylaws of Local 6355 of the Communications Workers of America
as amended by the General Assembly on October 15, 2011

Article I NAME

This Local shall be known as Local 6355, Communications Workers of America. The state worker section will be known as the Missouri State Workers Union. The section for other public sector employees, including the school district employees, will be known as the Missouri Public Employees Union.

Article II JURISDICTION

Jurisdiction of Local 6355 shall be “Over all work performed by employees of the State of Missouri, School Districts Employees in Missouri, and such other jurisdiction as may be assigned by the Executive Board of the Union.”

Article III OBJECTS

The objects of Local 6355 shall be to organize public workers so we can best represent and serve the workers within its jurisdiction in accordance with the Bylaws, rules of the Local, the Constitution, and Policies and Procedures of the Union. CWA Local 6355 shall strive to organize public workers and other related workers into a powerful movement for on-the-job justice and dignity for all public workers.

Article IV LOCAL 6355 STRUCTURE

The structure of Local 6355 shall consist of the following:

1. General Assembly of Members
2. Executive Board
3. Officers
4. Committees

Article V MEMBERSHIP

1. Eligibility

Any person eligible for membership in CWA, as defined in Article V of its Constitution, shall be eligible for membership in Local 6355, if performing work within Local 6355’s assigned jurisdiction, or if employed on a part-time or full-time basis by the CWA or Local 6355.

2. Application

Membership in Local 6355 shall be obtained after payment of the first month's dues and upon the approval of any membership committee authorized to accept or reject membership on behalf of Local 6355, subject to the right of Local 6355 to overrule the decision of a membership committee.

3. Transfers

The transfer of membership from Local 6355 to the jurisdiction of another Local and from another Local to the jurisdiction of Local 6355 shall be made in accordance with Article V of the CWA Constitution.

Article VI LOCAL 6355 DUES AND ASSESSMENTS

Each member of Local 6355 shall pay membership dues of 1.15 percent of monthly base wage or monthly dues rate established by the local and in compliance with the CWA's Constitution.. No dues paying member of Local 6355 shall be a member in good standing if they owe money to CWA Local 6355.

Article VII GOVERNING AUTHORITY

1. Membership

The affairs of Local 6355 shall be governed by its membership in accordance with the Constitution and policies of CWA Local 6355 in the following manner:

- A. Through action taken in the referendum.
- B. Through actions of the General Assemblies.
- C. Through actions and decisions of the Executive Board.
- D. Through actions and decisions of Local 6355 Officers between meetings of the Executive Board.

Article VIII GENERAL ASSEMBLY

The local shall convene in General Assembly in odd numbered years at a place and time selected by the Executive Board or in Special General Assembly as defined in section VIII.01.

1. Special General Assembly

- A. The date and place of Special General Assemblies

shall be specified on the calls thereof.

- B. Special General Assemblies may be called by the local Executive Board and thirty percent (30%) of the membership of the Local.
- C. Action of a Special General Assembly shall be confined to the matters for which it was called.

2. General Assembly Call

A. Biennial General Assemblies:

The Secretary/Treasurer of the local shall notify all members of the date and place of biennial General Assembly no later than ninety (90) days in advance of the opening date of the General Assembly in the local's newspaper.

B. Special General Assembly Call:

The Secretary/Treasurer of the local, within thirty (30) days following the receipt by the Secretary/Treasurer of a sufficient request or direction for a Special General Assembly, shall issue a call for a Special General Assembly to be held not later than thirty (30) days after the date of the call.

3. Composition of General Assembly

Subject to the provisions of Article 9, the General Assembly shall be comprised of the incumbent officers and Executive Board members of the local and of delegates elected by the members in accordance with provisions set forth by the Executive Board.

The first two General Assemblies, starting in 2005, all delegates shall be elected by a ratio of one delegate for every fifty (50) members. The groups will be established by the Executive Board. After 2005 the Executive Board will review the delegate ratio to determine if there is a need to increase the ratio of "1:50".

4. Powers of the General Assembly

- A. The General Assembly shall have the power to:
 - 1. Pass upon the credentials and seating of

- delegates;
- 2. Establish the policies to be followed by the local;
- 3. Approves the political and organizing programs for 2 years;
- 4. Interpret and amend these bylaws, subject to ratification by the members;
- 5. Do all things necessary for the proper disposition of any matter, which may come before it for consideration.

5. Attendance of Individual Members

Any member of the local in good standing may attend the General Assembly as an observer.

6. Officers at General Assemblies

Officers of the local and Executive Board members shall be delegates at large to the General Assembly.

7. Order of Business at General Assembly:

- 1. Credentials committee report
- 2. Call to Order
- 3. Report of officers
- 4. Organizing Coordinators report
- 5. Endorsement of Organizing Program after review and breakout meetings
- 6. Endorsement of Political Program after breakout meetings
- 7. Resolutions committee report
- 8. General Discussion
- 9. Good & Welfare

8. Resolutions

- A. Resolutions to be addressed at the General Assembly must be submitted to the Resolutions Committee thirty days prior to the commencement of the General Assembly meeting.

Article IX LOCAL DELEGATES TO THE CWA CONVENTION

- 1. The delegate and alternate delegates to the Union Convention shall be the elected Local Officers who will be

elected as delegates and alternates to the Union Convention simultaneously with their election to their respective offices in the Local in the following order:

- A. President and first delegate
- B. Vice President and first alternate delegate
- C. Secretary/Treasurer and second alternate delegate

- 2. It shall be the duty of the Secretary/Treasurer of Local 6355 to certify the Local 6355 delegate to CWA Convention to the Secretary-Treasurer of CWA within the time limits specified in Article VIII of CWA Constitution.

Article X LOCAL COMMITTEES

- 1. Local 6355 shall have the following committees:

- 1. Election Committee
- 2. Organizing Committee
- 3. Legislative-Political Committee
- 4. Membership Committee
- 5. Other committees as needed

- 2. Members of all committees shall be appointed by the President and approved by a majority vote of Local 6355 Executive Board, subject to the right to Local 6355 membership to overrule such appointments, as the need for these committees.

- 3. Any member of a Local 6355 committee may be removed by majority vote of Local 6355's Executive Board, subject to the right of Local 6355 to overrule the action of the Executive Board. A committee member may be removed by action of Local 6355 in a membership meeting.

- 4. Duties of Committees:

- A. Membership Committee – The Membership Committee or Membership Committees shall accept or reject membership applications in accordance with the bylaws and rules of Local 6355 and Article V of the CWA's Constitution and policies of the Union.
- B. Legislative-Political Committee – The Legislative-Political Committee shall assist in

developing and pursuing the program of CWA Local 6355 in the Legislative-Political field and the Political and Legislative Program of CWA. It shall be responsible for Local 6355's program to register each qualified voter.

- C. Organizing Committee – The Organizing Committee shall assist Local 6355's officers and members in organizing all non-union employees within Local 6355 jurisdiction as well as unorganized workers in external units.
- D. Election Committee – The Election Committee shall conduct all nominations and elections and referenda of Local 6355.

Article XI DUTIES OF OFFICERS

- 1. The Duties of Local 6355's officers shall be as follows
 - A. Local 6355's President shall:
 - 1. Be responsible for the conduct of all Local 6355's business;
 - 2. Be responsible to work with the local's Organizing Coordinator to ensure the local remains focused on organizing.
 - 3. Preside at Local 6355 General Assembly, Local Executive Board, and Local 6355's Officer's meetings;
 - 4. Prosecute grievances and appeal them to higher levels of the Union when not satisfactorily settled;
 - 5. Supervise and be ex-officio of all Local 6355 Committees;
 - 6. Approve all bills to be paid, and countersign all checks drawn on Local 6355's treasury;
 - 7. Be bonded, as must any other person who handles Local 6355's funds or other property in accordance with CWA Constitution or any State or Federal law; and
 - 8. Perform such other additional duties as may be assigned by Local 6355, Local 6355's Executive Board or required by the policies or Constitution of CWA.

B. Local 6355's Vice President shall:

1. Work under the direction of Local 6355's President;
2. To work with the local Organizing Coordinator to assist in the organizing drive.
3. Work with the President on representation issues.
4. Perform such other additional duties as may be assigned by Local 6355, Local 6355's Executive Board, or Local 6355's President.

C. Local 6355's Secretary/Treasurer shall:

1. Maintain a record of Local 6355's membership;
2. Record and maintain the minutes of all meetings of Local 6355, Local 6355's Executive Board, or Local 6355's Officers'
3. Furnish the District Vice President and Secretary-Treasurer of CWA with copies of any changes in these bylaws within (10) days after such changes are adopted; and
4. Certify Local 6355's delegate to CWA Convention to the Secretary-Treasurer of CWA within the time limits specified in Article VIII of CWA Convention;
5. Perform such other additional duties as may be assigned by Local 6355, Local 6355's Executive Board, or Local 6355's President.
6. Be custodian of all assets of Local 6355;
7. Report to the General Assembly on the financial status of Local 6355;
8. Be bonded, as must any other person who handles Local 6355's funds or other property in accordance with CWA Constitution or any State or Federal law;
9. Cause the payment of all bills approved by Local 6355's President; and
10. Cause the proper filing of all reports or filings required by Federal, state or local laws.

2. Local Stewards

A. Local 6355 shall have as many Stewards as may be

appointed by Local 6355's President. The Stewards serve at the pleasure of the President.

B. The duties of Local 6355's Stewards shall be as follows:

1. Work under the direction of Local 6355's President and
2. Perform such other additional duties, as may be assigned Local 6355, Local 6355's Executive Board, or Local 6355 President.

3. Local 6355's Executive Board

A. The Executive Board of CWA 6355 shall consist of the President, Vice President, Secretary/Treasurer and the Board Members.

B. The board members shall be elected from geographic and bargaining unit areas as described in Article XIII.

C. The duties of Local 6355's Executive Board shall be as follows:

1. Be responsible for making decisions and taking action on behalf of Local 6355's membership between Local 6355's General Assembly on all matters concerning the good and welfare of the members;
2. Meet on a quarterly basis, unless excused by the local president;
3. Meet as necessary. Local 6355's President shall call a meeting of Local 6355's Executive Board whenever requested by a majority of the Board members;
4. Cause an annual budget to be prepared and adopted by the Board;
5. Actions and decisions of Local 6355's Executive Board shall be subject to approval by the membership;

6. A majority of Local 6355's Executive Board shall constitute a quorum.

Article XII CONDUCT OF MEETINGS, OTHER LOCAL 6355 BUSINESS AND QUORUM

1. Membership meetings and any other business of Local 6355 shall be conducted under these bylaws and rules of Local 6355 and in conformity with CWA Constitution. On questions where Local 6355's bylaws, Local 6355's rules or CWA Constitution do not clearly apply, Robert's Rules of Order shall govern.
2. The number constituting a quorum for Local 6355's meetings shall be those present.
3. A majority of the officers of the Executive Board, or a majority of the members of a committee shall constitute a quorum for those bodies.

Article XIII AREAS

In order to better achieve the Local's goals and include more perspectives on the Local Executive Board, the Executive Board shall include members representing different geographic and bargaining units as described herein. These Executive Board members shall be called Area Representatives.

A. Each organizing unit with a collective bargaining agreement will be represented by at least one area representative. Each area representative will represent approximately 150 members.

B. When a bargaining unit has more than 150 members, the Executive Board, with approval from the next meeting of the General Assembly, will certify the number of Area Representatives the Area will be entitled to.

C. Until the 2013 General Assembly, the Parkway bargaining unit will be entitled to 1 Area Representative. The Missouri state workers bargaining unit will be entitled to 7 Area Representatives. The foster care provider organizing campaign will be entitled to 1 Area Representative.

D. Subject to the provisions of Section C of this Article, if a bargaining unit is entitled to more than one Area Representative, the Executive Board will establish appropriate jurisdictions for each Area that reflect the membership of the Local.

E. Subject to the provisions of Section C of this Article, each organizing unit with more than 100 members but without a collective bargaining agreement will be entitled to 1 Area Representative. If an organizing unit without a collective bargaining agreement reaches membership of more than 300, it shall be entitled to an additional Area Representative. The Executive Board will determine appropriate jurisdictions for these Area Representatives based on the membership within the organizing unit.

F. If a vacancy occurs for an Area Representative, the President of the Local shall appoint a replacement. If the Executive Board fails to approve the replacement at its first meeting after the appointment, the elections committee will conduct a referendum on the appointment within the organizing unit jurisdiction within 90 days.

G. If only one person is nominated for an Area Representative position, the elections committee will certify that nominee elected by acclamation.

Article XIV NOMINATIONS AND ELECTION OF LOCAL 6355'S OFFICERS AND MEMBERS OF LOCAL 6355'S EXECUTIVE BOARD

1. Nominations

- A. Local 6355's officers and members of the Executive Board shall be nominated in the month of September of each election year.
- B. Members can be nominated and elected for only one position on the executive board at any time.
- C. Nominated members must submit a letter of nomination acceptance within one week of closing of nominations.

2. Elections

- A. Elections of Local 6355 officers and Executive Board members shall be by secret ballot of the membership in the month of October of each election year.

- B. Area Representatives shall be elected by the members from within their designated areas.

3.

Local 6355's Election committee

- A. The nomination and election of Local 6355's officers, members of Local 6355's Executive Board and delegate to CWA Convention shall be conducted under the supervision of the election committee in accordance with the rules and regulations as determined by the Local Executive board. This committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with federal law, CWA Constitution and these bylaws, with reasonable opportunity for each member to nominate and vote for the candidate of his/her choice.
- B. The election committee shall also conduct any referenda submitted to the membership.
- C. A member shall not be permitted to serve on the election committee if he/she is a candidate for any office of Local 6355 or delegate to the CWA Convention.
- 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 governing body of Local 6355 in accordance with Article XV of CWA Constitution.

4.

General Provisions

- A. Only members of Local 6355 in good standing shall be eligible to vote.
- B. 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.
- C. The term of office shall be for three (3) years.
- D. The officers shall take office in November.
- E. If there is only one candidate for any office who receives a valid nomination and accepts the nomination as required by this Article, that candidate will be certified elected by acclamation by the elections committee at the conclusion of the resolution of any challenges to the nomination.

5. Vacancies

- A. A vacancy in the office of Local 6355's President shall be filled by Local 6355's Vice President.
- B. A vacancy in the office of Vice President or Secretary/Treasurer shall be filled by a special election unless the next CWA Convention will not occur until after the next general election for Local officers. If a special election is required, call for nominations for the vacancy will be issued in the first issue of the newsletter after the vacancy occurs. The call will include a date when the nominations will close. This date will be approximately 30 days from the date the newsletter will be mailed to the membership.
- C. Nominations in special elections under these provision shall be in writing to the Elections Committee. Valid nominations will require the name of the member being nominated, the office for which the member is nominated and the printed names and signatures of at least two members in support of the nomination.
- D. The nominees for special election under this provision must submit a written acceptance of their nomination to the elections committee within 7 days of the certification of the nominees.
- E. The elections committee will conduct these elections in accordance with the provisions of this Article. The elections committee will set a date that ballots must be received by that is approximately 45 days from the date that nominations closed. If there is only one nominee for a special election, that nominee will be certified elected by acclamation by the elections committee.
- F. The Local President, with approval of the Executive Board, shall have the power to appoint an acting Vice President or Secretary/Treasurer should a vacancy in either office occur until a special election is concluded or until the next general election for Local officers in accordance with Section B, subsection 4, sub-subsection b of this Article.
- G. Vacancies in Area Representative positions will be filled by appointment by the President with approval of the Executive Board.
- H. If any member of the Executive Board misses three consecutive quarterly Executive Board meetings without prior leave to be absent from the Local President, that member's office or area on the Board will be considered vacant. If any member of the Executive Board misses four total meetings during the term of the Board without prior leave from the Local President to be absent, that member's office or area on the Board will be considered vacant. The Local

President and Secretary/Treasurer will notify in writing any Board member who has an unexcused absence about their total number of absences and the consequences of an excessive number of absences.

Article XV CHARGES, TRIALS AND APPEALS

1. Charges

Members of Local 6355 may be fined, suspended and/or expelled, in the manner provided in these bylaws, for any of the acts enumerated in Article XIX of CWA Constitution.

1. Trials

Any accused member, including officers, of Local 6355 shall be tried under the provisions of Article XX of CWA Constitution.

2. Appeals

A member or officer of Local 6355, upon being found guilty by Local 6355's trial court, may appeal as provided in Article XX of CWA Constitution.

3. Local 6355's Trial Court

A trial court of Local 6355 shall be composed of three (3) persons, who are members of Local 6355 and not parties to the proceedings, and who shall be selected by the governing body of Local 6355.

Article XVI RECALL OF LOCAL 6355'S OFFICERS

Any elected officer or executive board member of Local 6355 may be recalled in accordance with the provisions of Articles XXI Sec. 2 and XXII Sec. 8 of CWA Constitution.

Article XVII AMENDMENTS TO LOCAL 6355 BYLAWS

1. After adoption, these bylaws may be amended by either of

the following methods:

- A. Majority vote of the delegates present at the General Assembly meeting if it has been advertised to the membership by use of Local 6355's newsletter, bulletin boards or U.S. Mail, postage prepaid, and submitted to the resolutions committee at least thirty (30) days in advance of the General Assembly meeting; or
- B. Referendum of the membership.

Article XVIII REFERENDUM OF LOCAL 6355

- 2. Local 6355's election committee shall submit any question(s) to a referendum of the membership when directed to do so by the governing body of Local 6355 or by action of the General Assembly or by 2/3 vote of the Executive Board.
- 3. Questions submitted to referendum shall be determined by a majority vote of those voting on the question.

Article XIX FISCAL YEAR AND AUDIT

- 4. The fiscal year of Local 6355 shall be from July 1st of each year to and including June 30th of the succeeding year.
- 5. The financial records of Local 6355 shall be audited by a Certified Public Accountant at the end of each fiscal year. The results of such audit shall be made available for the inspection of any member of Local 6355 and a copy thereof shall be sent to the District Vice President.
- 6. The audit will be distributed to the Executive Board at the subsequent meeting for their approval then collected and secured.

Article XX OATH OF OFFICE

Each elected officer of Local 6355, after meeting all other qualifications, shall be duly installed upon taking the following oath:

"I ___ (give name) ___ hereby accept the office of ___ (name of officer) ___ of Local 6355 of CWA 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 Local 6355 and the Constitution and policies of CWA.

“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 6355 and CWA to the best of my ability, so help me God.”

Article XXI ADOPTION

These bylaws shall be adopted upon the approval of the national union.

These Bylaws Adopted January 3, 2004
(date)

Revised Bylaws Adopted December 18, 2010
(date)

Revised Bylaws Adopted October 22, 2011