

BY-LAWS

MISSISSIPPI GULF COAST LOCAL 3519

COMMUNICATIONS WORKERS OF AMERICA

MARCH 17, 2011

ARTICLE I – NAME

This Local shall be known as Mississippi Gulf Coast Local 3519 –
COMMUNICATIONS WORKERS OF AMERICA.

ARTICLE II – JURISDICTION

The 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 this Local 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 structures 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 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 this Local's assigned jurisdiction, or if employed part time or full time by the Union.

Section 2- Application

Membership in this Local may be obtained after payment of a Local initiation fee of two dollars (\$2.00) and on approval of any Membership

Committee authorized to accept or reject membership applications on behalf of Local, subject to the right of the Membership to overrule the decision of the Committee. The initiation fee may be waived by action on the membership.

Section 3 – Local Special Assessments

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

ARTICLE VII – GOVERNING AUTHORITY

Section 1 – Method

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

- (a) Through actions taken in membership meetings and by referenda of the membership.
- (b) By actions and decisions of the Executive Board. The Executive Board shall consist of the Local officers.
- (c) The actions and decisions of the officers of the Locals, and/or the Executive Board, between meetings may be overruled by the membership in a meeting or by referendum.

ARTICLE VII – LOCAL MEETINGS

Section 1 – Regular Meetings

The regular meeting of the Local shall be held on the third Thursday of each month, subject to change by the Executive Board in case of extreme emergency.

Section 2 – Special Meetings

Special meetings may be called by the Local President or by a petition signed by twelve (12) members. Upon receipt of a proper petition, the President shall call a special meeting to be held within ten (10) days.

Section 3 – Time and Place

The time and location of all membership meetings, both Regular and Special, shall be at the discretion of the Local President, except when the time

and/or place has been designated by a carried motion in a previous membership meeting. All membership meetings not convened within one-half (1/2) hour after the advertised time of the meeting shall be considered aborted. All membership meetings shall be properly advertised on bulletin boards a minimum of fifteen (15) days prior to the regular meetings.

ARTICLE IX – LOCAL DELEGATES TO THE INTERNATIONAL CONVENTION

A- Nominations of Delegates and Alternates

Delegates and alternates to the International Convention shall be nominated at the regular monthly meeting at least two (2) months prior to the International Convention.

B – Election of Delegates and Alternates and Delegation

1. Delegates and alternates to the International Convention shall be elected by secret ballot cast in an election held at the regular monthly meeting at least one (1) month prior to the International Convention.
2. The Local President shall serve as the chairman of the delegation.

C – Number of Delegates and Alternates

1. The Local President shall serve as a delegate to the International Convention.
2. The number of additional delegates and/or alternates shall be determined by the membership as allotted by the Constitution (Article VII, Section 4).

D – Delegates Votes

In the event the Local elects more than one (1) delegate to the Convention, the votes shall be divided evenly between the Delegates, with the odd votes going to the Chairman of the Delegation.

ARTICLE X – LOCAL COMMITTEES

A. Name and Number

The Local shall have the following regular committees:

1. Education Committee
2. Organizing Committee

3. Legislative Committee
4. Membership Committee
5. Election Committee
6. Community Service and Public Relations Committee
7. Finance Committee
8. Nominations Committee
9. Special Committees (as deemed necessary)
10. Trustee Committee
11. Building Committee

B – Rules

1. Members of all committees except the Nominations Committee shall be appointed by the Local President, or by action of the membership in a meeting of the membership.
2. Members of the Nominating Committee shall be elected by a majority vote of the members from their Vice President's location. The term of office shall coincide with that of the local officers.

C – Removal

1. A member of any Local committee, except the Nominating Committee, may be removed by the Local President, subject to the right of the membership to overrule the actions of the President. A committee member may also be removed by action of the membership in a membership meeting.
2. Members of the Nominating Committee may be removed only by a majority vote of the members in a membership meeting.

D – Duties of Committees

1. Education Committees. The Education Committee shall assist in developing the Local's education program, and with the Local officers be responsible for effectuating the Union's and the Local's education program.
2. Organizing Committee. The Organizing Committee shall assist the Local Officers and stewards in organizing all potential members within the Local's jurisdiction.
3. Legislative Committee. The Legislative Committee shall assist in developing and pursuing the program of the Union and the Local in the Legislative field. This committee shall also be responsible for the Local's program to register each member as a qualified voter.

4. Membership Committee. The Membership Committee (or committees) shall solicit, accept or reject applications for membership in this Local, in accordance with the By-Laws and rules of the Local and the Constitution and policies of the Union.
5. Election Committee. The Election Committee shall conduct all elections and referenda.
 - a. A member shall not be permitted to serve on the Election Committee if he is a candidate in that particular election, nor is a member of the Nominations Committee on that particular election.
 - b. All questions and challenges concerning the conduct of elections shall be determined by the Election Committee, subject to the right of appeal to the Executive Board of the Local, then to the membership of the Local.
6. Community Services & Public Relations Committee. The Community Services and Public Relations Committee shall assist in the developing community services and public relations programs as necessary for the proper functioning of the Local under the approval of the President and/or the membership.
7. Finance Committee. The Finance Committee shall consist of at least 3 members and the Local Treasurer. It shall be the duty of this Committee to meet, and investigate, discuss, gather information, and make recommendations to the membership on all financial matters that may confront this Local.
8. Nominations Committee. The Nominations Committee shall consist of one member from each Vice President's location. The duties of this committee shall be to meet, ponder and discuss the varied talents and abilities of all the Local's members in preparation of a report to the membership. This report shall include a slate of candidates taken from the membership and be delivered at the membership meeting held one (1) month in advance of an advertised election.
9. Special Committees. Special Committees appointed by the President or membership shall research and present to the union body all information collected encompassing the objective for which they are formed. They are a non-standing committee.
10. Trustees Committee. The Trustees Committee shall consist of a five (5) member board: Local President, Secretary, Treasurer, Chairman of Finance Committee, and the Chairman of Building Committee. It shall be the duty of

this committee to act as trustees and to oversee all administrative duties and all other duties pertaining to and all buildings or real estate held by the local.

11. Building Committee. The Building Committee shall perform any and all duties necessarily associated with proper and future upkeep of buildings held by this Local.

ARTICLE XI – ORDER OF BUSINESS

- A. The order of business at Local meetings shall be:
 1. Call to order.
 2. Reading and action on Minutes of the previous meeting.
 3. Treasurer’s report.
 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) vote of the members present.

ARTICLE XII – DUTIES OF LOCAL OFFICERS AND STEWARDS

A. The Local Officers of this Local shall be:

1. The Local President
2. The Local Executive Vice President
3. The Local Vice President AT&T Mobility
4. The Local Vice President AT&T Southeast, East
5. The Local Vice President AT&T Southeast, West
6. The Local Secretary
7. The Local Treasurer

B. Duties

1. **Local President.** The Local President shall be bonded and preside at meetings of the membership, meetings of the Executive Board, and shall be responsible for the conduct of the Local’s business including:
 - a. The prosecution of all grievances to the limits required.

- b. To act as an Ex-Officio member of all Local committees, except Nominations Committee.
- c. The approval of all bills and vouchers to be paid by the Local Treasurer.
- d. The Local President shall have other such duties as may be assigned by the membership or required by the Constitution or policies of the Union.
- e. The Local President shall be required to attend all meetings, conferences, etc., that affect the welfare of this Local.

2. Local Executive Vice President

- a. Shall assist and supervise in the Local's activities
- b. Shall work under the direction of the Local President and shall perform such duties as assigned by the Local President, the Executive Board, or the membership.

3. Local Vice President AT&T Mobility

- a. Shall assist and supervise in the Local's activities
- b. Shall work under the direction of the Local President and shall perform such duties as assigned by the Local President, the Executive Board, or the membership.

4. Local Vice President AT&T Southeast-East

- a. Shall assist and supervise in the Local's AT&T Southeast activities in all eastern sections of the Local's jurisdiction beginning at the western boundary of the Biloxi exchange to the eastern boundary of the Local's jurisdiction.
- b. Shall work under the direction of the Local President and shall perform such duties as assigned by the Local President, the Local Executive Vice President AT&T Southeast.

5. Local Vice President AT&T Southeast- West

- a. Shall assist and supervise in the Local's AT&T Southeast activities in all western sections of the Local's jurisdiction beginning at the eastern boundary of the Gulfport exchange to the western boundary of the Local's jurisdiction.

- b. Shall work under the direction of the Local President and shall perform such duties as assigned by the Local President, the Local Executive Vice President AT&T Southeast, the Executive Board, or the membership.

6. Local Secretary

- a. Maintain a record of the Local membership in accordance with the Uniform Operating Practices of the Union.
- b. Keep the minutes of all special and regular membership meetings, and meetings of the Executive Board. Present the minutes to the membership for corrections, approval, and information at the next regular membership meeting. When approval is noted by the President's signature, furnish the Local President and Treasurer with a copy.
- c. Be responsible for furnishing the Secretary-Treasurer of the Union all such reports, delegates credentials, and forms properly executed, as may be required by the Local, the Union, State and Federal Laws.
- d. Perform other such duties as the President, the Executive Board, or the Membership may assign.

7. Local Treasurer

- a. The Local Treasurer shall be bonded and shall be custodian of all assets of the Local and shall make a report to the membership at each regular meeting.
- b. The Local Treasurer shall be a member of the Finance Committee and shall perform other such duties as may be assigned by the Local President, the Executive Board, or the membership.

8. Stewards of the Local and Their Duties

- a. This Local may have as many Stewards as may be appointed by the President with the approval of the membership.
- b. The Local Stewards shall work under the direction of the Local Vice President, and shall perform such duties and responsibilities as may be assigned by the Local President or the membership.

ARTICLE XIII – CONDUCT OF MEETINGS AND QUORUM

- a. Membership meetings of this Local shall be conducted under these By-Laws and rules of the Local in conformity with the Union Constitution. On questions where these By-Laws and rules of the Local, or the Union Constitution do not clearly apply, Robert’s Rules of Order shall govern.
- b. The number of members constituting a quorum shall be fifteen (15) for membership meetings.
- c. A majority of the members of the Executive Board shall constitute a quorum.
- d. A majority of the members of a regular or Special Committee shall constitute a quorum of those bodies.
- e. Minutes shall be kept at all committee meetings.

ARTICLE XIV – NOMINATION AND ELECTION OF LOCAL OFFICERS AND EXECUTIVE BOARD MEMBERS

Section 1 – Nominations

Nominations shall be made by the Nominations Committee which shall make its report to the membership at the regular meeting in September of every election year for the Local officer’s elections, and at the regular membership meeting at least one (1) month prior to the International Convention delegate election. These reports may be supplemented by nominations from the floor in the same meeting.

Section 2 – Local Elections

- a. The election of Local Officers (Executive Board Members) and Nominating Committee members shall be by secret ballot. Balloting shall be by U.S. Mail and at the Regular Monthly Meeting in October of each election year, beginning in 1972 and every three (3) years thereafter.
- b. At least fifteen (15) days notice of such election shall be posted on each bulletin board.
The Elections Committee shall give all resulting totals in its report on an Election and preserve all ballots, lists, and all other records of the election for one (1) year.
- c. No write –in ballots will be accepted.

Section 3 – General Provisions

- a. The nominee from the Nominating Committee or the floor in any election receiving the majority of the votes cast shall be declared elected. If no nominee has a majority on the first ballot, the vote shall be taken again. The nominee on the second ballot shall be the two having the greatest number of votes on the first ballot.
- b. Only members in good standing shall be eligible to vote or hold office in the Local. Each member shall be allowed only one (1) vote.
- c. Only members who have attended at least fifty percent (50%) of the membership meetings in the twelve months prior to being nominated will be eligible for the office of Local President.
- d. No person elected to office in the Local shall be permitted to take office until he has executed all compliance forms necessary to permit the Local and the Union to exercise full rights under State and Federal Laws.
- e. The order of nominations and election of Local Officers and Nominating Committee members shall be as follows:
 1. The Local President
 2. The Local Executive Vice President
 3. The Local Vice President AT&T Mobility
 4. The Local Vice President AT&T Southeast- East
 5. The Local Vice President AT&T Southeast- West
 6. The Local Secretary
 7. The Local Treasurer
 8. The Nominating Committee Members
- f. The Local Executive Vice President AT&T Southeast shall be nominated and elected by members in good standing of AT&T Southeast and it's entities.
- g. The Local Vice President AT&T Mobility shall be nominated and elected by members in good standing of AT&T Mobility and it's entities.
- h. The Local Vice President AT&T Southeast- East shall be nominated and elected by members in good standing of AT&T Southeast and it's entities, working in the areas that the Vice President represents.
- i. The Local Vice President AT&T Southeast- West shall be nominated and elected by members in good standing of AT&T Southeast and it's entities, working in the areas that the Vice President represents.
- j. The newly elected officers and Executive Board members take office with the taking of the "Oath of Office" as stated in Article XXII of these By-Laws at the regular membership meeting in January.

Section 4 – Vacancies

- a. A vacancy in the office of President shall be filled by the Executive Vice President as directed by the Executive Board, until a special election can be held to fill the vacancy. The special election shall be held within sixty (60) days after the vacancy occurs.
- b. Vacancies in all other elective offices shall be filled by a special election held at a Local membership meeting within sixty (60) days after the vacancy occurs. Such vacancy shall be filled after nominations and one of the nominees receives a majority of the votes cast by the members present by secret ballot.
- c. During the period from the official resignation of the respective officers, a member in good standing may be appointed by the Board, subject to approval of membership at the next regular meeting, to perform the duties of the vacant office until the special election is held.

ARTICLE XV – STRIKES

The calling, conduct, and termination of strikes shall at all times be carried on in compliance with the rules prescribed by the Communications Workers of America and its Constitution. However, a strike called by and affecting only this Local may be terminated either by:

- a. By a majority vote of the members present in a membership meeting.
- b. Upon direction of the Executive Board of the Union.

ARTICLE XVI – CHARGES, TRIALS, AND APPEALS

Section 1 – Charges

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

Section 2 – Trials

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

Section 3 – Appeals

A member of this Local, upon being found guilty by the Local trial court, may appeal as provided in Article XXI, Section 4, of the Union Constitution.

Section 4 – Local Trial Court

- a. A Trial Court of this Local shall be composed of six (6) members who are not parties to the proceedings.
- b. Members of the Trial Court shall be selected by the membership in a membership meeting of the Local.

ARTICLE XVII- EXPENSES

Section 1 – Officers Expense Allowance

All officers shall receive an expense allowance as established by the Local.

Section 2 – Meals

Daily allowance:

\$ 9.00 Breakfast

\$11.00 Lunch

\$30.00 Dinner

Not to exceed \$50.00 per day.

Section 3- Mileage Allowance

- 1. Union officers, certified stewards, or other duly authorized delegates attending district, state, area, or international meetings will be reimbursed at the current IRS business mileage allowed or the most economical flight ticket available, whichever is less. A person may drive, but will only be paid up to the amount of the ticket if mileage is more. If time requirements require a person to fly, airline ticket will be reimbursed.
- 2. Any certified person handling official Union business in excess of 20 miles round trip will be reimbursed at the current IRS Business Mileage allowed, excluding monthly meetings.
- 3. Mileage Chart

From	To	Round Trip Miles
Picayune	Jackson	310
Bay St. Louis	Jackson	360
Pass Christian	Jackson	360
Gulfport	Jackson	340

Lyman	Jackson	316
Biloxi	Jackson	360
Pascagoula	Jackson	400

Section 4 – Operating Expenses

The President and Treasurer shall approve payment of all financial obligations incurred in the operation of this Local.

Section 5 – Any Other Expenses

1. Under \$100.01 may be approved by the Treasurer and the President.
2. Exceeding \$100.00 but less than \$200.01 must be approved by the Finance Committee, Treasurer, and President.
3. Above \$200.01 must be submitted to the Finance Committee and approved by the membership.
4. All motions on extracurricular spending, not related to the direct function of the Local, shall be tabled and referred to the Finance Committee and voted on at the next regular or special meeting after a report from the Finance Committee.
5. Expenses for floral arrangements for illness or death shall not exceed \$50.00.
6. All miscellaneous expenses must be fully itemized in detail or the President will not approve the voucher or sign the check unless directed to do so by the membership.

ARTICLE XVIII – AMENDMENTS TO THE LOCAL BY-LAWS

These By-Laws may be amended by either of the following methods:

- a. By a majority vote of the members present in a Local meeting if the proposed amendments have been introduced at a previous membership meeting, or have been advertised to the membership by use of bulletin boards, or by U.S. Mail, at least (15) days in advance of the meeting.
- b. By referendum of the membership.

ARTICLE XIX – REFERENDUM OF THE LOCAL

- a. The Local Elections Committee shall conduct a referendum of any question when directed to do so by action of a membership meeting.
- b. Proposition submitted to referendum shall be determined by a majority of those voting on the question.

ARTICLE XX – PROXY VOTING

There shall be no proxy voting within the Local.

ARTICLE XXI- FISCAL YEAR AND AUDIT

- a. The fiscal year shall be from October 1st to and including September 30th of the succeeding year.
- b. The Financial Record of this Local shall have an annual review by a Public Accountant selected by the Finance Committee at the end of the fiscal year. The results of the annual review shall be made available to any member of the Local upon request.

ARTICLE XXII – OATH OF OFFICE

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

“ I (give name) hereby accept the office (name of office) of Local 3519, Communications Workers of America, with full knowledge and responsibilities and duties of such office.”

“I promise to faithfully discharge my duties according to the By-Laws 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 XXIII – ADOPTION

These By-Laws shall be considered adopted and effective upon approval of a majority of the members voting on their adoption in a membership meeting.