

COMMUNICATIONS WORKERS OF AMERICA

LOCAL 6186

TEXAS STATE EMPLOYEES UNION

BYLAWS

ARTICLE I--NAME

This Local shall be known as Local 6186, Texas State Employees Union/Communications Workers of America (TSEU/CWA).

ARTICLE II--JURISDICTION

Jurisdiction of Local 6186 shall be "Over all work performed by employees of the State of Texas, and such other jurisdiction as may be assigned by the Executive Board of the Union."

ARTICLE III--OBJECTS

The objects of Local 6186 shall be to organize workers so we can best represent and serve the workers within its jurisdiction in accordance with the Bylaws and Rules of the Local and the Constitution and policies of the Union.

ARTICLE IV--LOCAL 6186's STRUCTURE

The structure of Local 6186 shall consist of the following:

- (1) Membership
- (2) Executive Board
- (3) Officers
- (4) Committees

ARTICLE V-MEMBERSHIP

Section 1 Eligibility

- A. Any person eligible for membership in CWA, as defined in Article V of its Constitution, shall be eligible for membership in Local 6186, if performing work within Local 6186's assigned jurisdiction, or if employed on a part-time or full-time basis by the CWA or Local 6186.

B. Persons who support TSEU/CWA shall be eligible for membership as an associate member. Associate members shall pay the same dues as a regular member and shall have all the rights and benefits of a full member except for holding office in the local.

Section 2 = Application

Membership in Local 6186 shall be obtained after an eligible person completes the relevant membership form authorizing the commencement of the payment of their membership dues and it is received by an employee of the union.

Section 3 Transfers

The transfer of membership from Local 6186 to the jurisdiction of another Local and from another Local to the jurisdiction of Local 6186 shall be made in accordance with Article V of the CWA Constitution.

ARTICLE VI--LOCAL 6186'S DUES AND ASSESSMENTS

Section 1= Local 6186's Dues

- A. Each member of Local 6186 shall pay minimum membership dues on the current dues structure as set by the Membership in accordance with Article VII of Local 6186's bylaws.
- B. Membership dues which exceed in amount the minimum membership dues may be authorized by a majority of those voting on the question, in accordance with Local 6186's bylaws.
- C. Membership dues may be changed only by a majority of those voting on the question by secret ballot referendum.

Section 2= Local 6186's Special Assessments

The membership of Local 6186 may levy a special assessment only in the same manner as provided for changing Local 6186's dues. However, any special assessments levied shall be in compliance with Article VI, Section 3 of CWA Constitution.

ARTICLE VII--GOVERNING AUTHORITY

Section 1= Membership

The affairs of Local 6186 shall be governed by its membership in accordance with the Constitution and policies of TSEU/CWA in the following manner:

- (a) Through action taken in membership meetings or by referendum of the membership.
- (b) Through actions of the General Assemblies.
- (c) Through actions and decisions of the Executive Board between membership meetings.
- (d) Through actions and decisions of Local 6186's Officers between meetings of the Executive Board.

ARTICLE VIII--GENERAL ASSEMBLY

Section 1

The local shall meet biennially at a place selected by the local Executive Board in even numbered years or by the local Secretary when authorized by the Executive Board to do so.

Section 2= Special General Assembly

- A. Special General Assemblies may be called by the local Executive Board and thirty percent (30%) of the membership of the local.
- B. The date and place of Special General Assemblies shall be specified on the calls thereof.
- C. Action of a Special General Assembly shall be confined to the matters for which it was called.

Section 3= General Assembly Call

- A. Biennial General Assemblies
The Secretary of the local shall notify all members of the date and place of the biennial General Assembly not later than ninety (90) days in advance of the opening date of the General Assembly in the Update.
- B. Special General Assemblies
The Secretary of the local, within thirty (30) days following the receipt by the Secretary 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.

Section 4= Composition of General Assembly

- A. 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.

Section 5= Powers of the General Assembly

The General Assembly shall have the power to:

- A. Pass upon the credentials and seating of delegates;
- B. Establish the policies to be followed by the local;
- C. Interpret and amend these bylaws, subject to ratification by the members;
- D. Do all things necessary for the proper disposition of any matter which may come before it for consideration.

Section 6= Attendance of Individual Members

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

Section 7= Officers at General Assemblies

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

ARTICLE IX--LOCAL DELEGATES TO THE CWA CONVENTION

- A. Delegates and alternate delegates to CWA's Convention shall be elected by the membership voting by secret ballot conducted not less than thirty (30) days in advance of CWA Convention.

- B. The President or President's designee shall serve as Chair of the delegation.
- C. In the event Local 6186 elects more than one delegate to CWA Convention, Local 6186's Executive Board shall determine the convention votes assigned to each delegate *in* accordance with Article VIII of CWA Constitution.
- D. It shall be the duty of the Secretary of Local 6186 to certify that Local 6186's delegates to CWA Convention to the Secretary-Treasurer of CWA within the time limits specified *in* Article VIII of CWA Convention.

ARTICLE X--LOCAL COMMITTEES

- A. Local 6186 shall have the following regular committees:
 - 1. Education Committee
 - 2. Election Committee
 - 3. Organizing Committee
 - 4. Legislative-Political Committee

 - 5. Women's Committee
 - 6. Community Services Committee
 - 7. Committee on Equity
 - 8. Other Committees

Members of all committees shall be appointed by the President and approved by a majority vote of Local 6186's Executive Board, subject to the right to Local 6186's membership to overrule such appointments.

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

Any member of a Local 6186 committee may be removed by majority vote of Local 6186's Executive Board, subject to the right of Local 6186 to overrule the action of the Executive Board. A committee member may be removed by action of Local 6186 in a membership meeting.

B. Duties of Committees:

1. Women's Committee - shall study and report to Local 6186 issues related to equal treatment for women, women's issues, and gender-related issues.
2. Legislative-Political Committee -- The Legislative-Political Committee shall assist in developing and pursuing the program of TSEU/CWA Local 6186 in the Legislative-Political field and the Political and Legislative Program of CWA. It shall be responsible for Local 6186's program to register each qualified voter.
3. Organizing Committee -- The Organizing Committee shall assist Local 6186's officers and members in organizing all non-union employees within Local 6186's jurisdiction as well as unorganized workers in external units.

4. Election Committee-- The Election Committee shall conduct all nominations and elections and referenda of Local 6186.
5. Education Committee -- The Education Committee shall assist in developing Local 6186's education program and, with Local 6186's officers, be responsible for effectuating TSEU/CWA Local 6186's educational programs.
6. Community Services -- The Community Services Committee shall assist in developing all Community Services programs as approved by the Executive Board.
7. Committee on Equity-- shall study and report to Local 6186 on the ways and means of eliminating discrimination on the basis of sex, race, or any other basis.
8. Other Committees -- (add duties)

ARTICLE XI--ORDER OF BUSINESS

- A. The order of business at Local 6186's meeting shall be as follows:
 1. Call to Order
 2. Roll Call (optional)
 3. Reading and action on minutes of previous meeting
 4. Report of officers and Executive Board
 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 LOCAL OFFICERS, EXECUTIVE BOARD, , AND THEIR DUTIES

Section 1= Local Officers

- A. The officers of Local 6186 shall be:
1. Local President
 2. Local Vice President
 3. Local Secretary
 4. Local Treasurer
- B. The duties of Local 6186's officers shall be as follows:
1. Local 6186's President shall:
 - (a) Be responsible for the conduct of all Local 6186's business;
 - (b) Preside at Local 6186's Membership, Local Executive Board, and Local 6186's Officers' meetings;
 - (c) Prosecute grievances and appeal them to higher levels of the Union when not satisfactorily settled;
 - (d) Supervise and be ex officio of all Local 6186's Committees;

- (e) Approve all bills to be paid, and countersign all checks drawn on Local 6186's treasury; and
- (f) Perform such other additional duties as may be assigned by Local 6186, Local 6186's Executive Board or required by the policies or Constitution of CWA.

2. Local 6186's Vice President shall:

- (a) Work under the direction of Local 6186's President; and
- (b) Perform such other additional duties as may be assigned by Local 6186, Local 6186's Executive Board, or Local 6186's President.

3. Local 6186's Secretary shall:

- (a) Maintain a record of Local 6186's membership;
- (b) Record and maintain the minutes of all meetings of Local 6186, Local 6186's Executive Board, or Local 6186's Officers;
- (c) 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
- (d) Certify Local 6186's delegates to CWA Convention to the Secretary-Treasurer of CWA within the time limits specified in Article VIII of CWA Convention;

(e) Perform such other additional duties as may be assigned by Local 6186, Local 6186's Executive Board, or Local 6186's President.

4. Local 6186's Treasurer shall:

- (a) Be custodian of all assets of Local 6186;
- (b) Report to each membership meeting on the financial status of Local 6186;
- (c) Be bonded, as must any other person who handles Local 6186's funds or other property in accordance with CWA Constitution or any State or Federal law;
- (d) Cause the payment of all bills approved by Local 6186's President; and
- (e) Cause the proper filing of all reports or filings required by Federal, state or local law;
- (f) Audit annually all accounts held by a subordinate unit of TSEU/CWA.
- (g) Impound any subordinate unit funds not being accounted for or expended in accordance with the CWA Constitution, these bylaws, or the policies of TSEU/CWA;
- (h) Perform such additional duties as may be assigned by Local 6186, Local 6186's Executive Board, or Local 6186's President.

Section 2= Local 6186's Executive Board

- A. The Executive Board of TSEU/CWA 6186 shall consist of the President, Vice President, Secretary, Treasurer and the Regional Board Members.

- B. The Regional Board Members shall be elected from geographic districts apportioned by membership concentration with consideration for geographic locations.

- C. The duties of Local 6186's Executive Board shall be as follows:
 - 1. Local 6186's Executive Board shall:
 - (a) Be responsible for making decisions and taking action on behalf of Local 6186's membership between Local 6186's meetings on all matters concerning the good and welfare of the members;
 - (b) Meet as necessary. Local 6186's President shall call a meeting of Local 6186's Executive Board whenever requested by a majority of the Board members to do so.

- (c) Cause an annual budget to be prepared and adopted by the Board.
- (d) Actions and decisions of Local 6186's Executive Board shall be subject to approval by the membership.
- (e) A majority of Local 6186's Executive Board shall constitute a quorum.
- (f) A board member who is unable to attend a meeting must notify Local 6186's central office, President, or Vice President.

ARTICLE XIII--CONDUCT OF MEETINGS, OTHER LOCAL 6186 BUSINESS AND QUORUM

- A. Membership meetings and any other business of Local 6186 shall be conducted under these bylaws and rules of Local 6186 and in conformity with CWA Constitution. On questions where Local 6186's bylaws, Local 6186's rules or TSEU/CWA Constitution do not clearly apply, Robert's Rules of Order shall govern.
- B. The number constituting a quorum for Local 6186's meetings shall be those present.
- C. 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 XIV--NOMINATION AND ELECTION OF LOCAL 6186's OFFICERS AND MEMBERS OF LOCAL 6186's EXECUTIVE BOARD

Section 1= Nominations

Local 6186's officers and members of the Executive Board shall be

nominated in the month of September of each election year.

Section 2= Elections

Election of Local 6186's officers and Executive Board members shall be by secret ballot of the membership in the month of October of each election year.

Section 3= Local 6186's Election Committee

- A. The nomination and election of Local 6186's officers, members of Local 6186's Executive Board, and delegates 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 6186 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 6186 in accordance with Article XV of CWA Constitution.

Section 4= General Provisions

- A. Only members of Local 6186 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.

Section 5= Vacancies

A vacancy in the office of Local 6186's President shall be filled by Local 6186's Vice President. Vacancies in other offices shall be filled by appointment of the Executive Board of Local 6186, subject to approval of the appointment by Local 6186's membership within sixty (60) days.

ARTICLE XV--STRIKES

This local does not claim the right to strike in accordance with the provisions of Article 5154C of Texas Revised *Civil* Statutes annotated.

ARTICLE XVI--CHARGES, TRIALS AND APPEALS

Section 1= Charges

Members of Local 6186 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.

Section 2= Trials

Any accused member, including officers, of Local 6186 shall be tried under the provisions of Article XX of CWA Constitution.

Section 3= Appeals

A member or officer of Local 6186, upon being found guilty by Local 6186's trial court, may appeal as provided in Article XX of CWA Constitution.

Section 4 =Local 6186's Trial Court

A trial court of Local 6186 shall be composed of three (3) persons, who are members of Local 6186 and not parties to the proceedings, and who shall be selected by the governing body of Local 6186.

ARTICLE XVII--RECALL OF LOCAL 6186's OFFICERS

Any elected officer or executive board member of Local 6186 may be recalled in accordance with the provisions of Articles XXI Sec. 2 and XXII Sec. 8 of CWA Constitution.

ARTICLE XVIII--AMENDMENTS TO LOCAL 6186's BYLAWS

After adoption, these bylaws may be amended by either of the following methods:

- (a) Majority vote of the members present in Local 6186's meeting, if it has been advertised to the membership by use of Local 6186's newsletter, 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 LOCAL 6186

- A. Local 6186'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 6186 or by action of a regular or special membership meeting.
- B. Questions 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 Local 6186 shall be from July 1st of each year to and including June 30th of the succeeding year.
- B. The financial records of Local 6186 shall be audited by a Certified Public Accountant, or by a Committee established by Local 6186, at the end of each fiscal year. The results of

