

COMMUNICATIONS WORKERS OF AMERICA

AFL-CIO

LOCAL 6733

BY-LAWS

PREAMBLE

We, the Communications Workers of America, Local 6733, in the City of El Paso, Texas, believing that as an integral part of society we are entitled to an equitable share in the products of our labor and realizing that our welfare can best be protected and advanced through the united effort of all workers in the Communications field, do through our Constitution and these By-laws, under God, seek to form a more perfect means of securing for ourselves and labor generally full enjoyment of the inherent rights and dignities which our institutions were ordained to preserve.

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ARTICLE I – NAME

This Local shall be known as Local 6733 – 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 6733 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) Membership
- (2) Executive Board
 - (a) Executive Officers
 - (b) Vice President
 - (c) Executive Board Members
- (3) Committees
- (4) Job Stewards

ARTICLE V – MEMBERSHIP

Section 1 – Eligibility

Any person eligible for membership in the Communications Workers of America, as defined in Article V 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 basis by the Union.

Section 2 – Application

Membership in the Local shall be obtained after the eligible person has completed and signed a payroll allotment authorization card in the presence of a Union member. The Membership Committee is authorized to accept or reject membership on behalf of the Local,

subject to the right of the Local to overrule 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 this Local shall be made in accordance with Article V of the Union Constitution.

ARTICLE VI – LOCAL DUES AND ASSESSMENTS

Section 1 – Local Dues

Each member of the Local shall pay minimum membership dues of two and ¼ hours pay per month in accordance with Convention action. Minimum membership dues may be changed only by Convention action.

Section 2 – Local Special Assessments

The membership of this Local may levy a special assessment for the purposes defined in the Union Constitution. Any special assessment must be in compliance with Article VI of the Union Constitution.

ARTICLE VII – GOVERNING AUTHORITY

Section 1 – Membership

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:

- (a) Through action taken in membership meetings or by referendum of the membership.
- (b) Through actions and decisions of the Executive Board of the Local between membership meetings.
- (c) The actions and decisions of the Executive Board of the Local between Local meetings may be overruled by the membership in a local meeting or referendum.

Section 2 – Executive Board shall consist of the following:

Local President
Local Secretary-Treasurer
Local Vice President
Two (2) Executive Board Members

Section 3 – Terms of Office

- (a) The term of office for the Local Officers and Executive Board Members shall be for three years.

ARTICLE VIII – LOCAL MEETINGS

Meetings of this Local shall be held as follows:

- (1) Executive Board Meetings one hour prior to the Regular Membership Meetings.
- (2) Regular Membership Meetings on the first Tuesday of each month. If the first Tuesday falls on an observed holiday, the Regular Membership Meeting will be moved to the second Tuesday of the month.
- (3) Finance Meetings once every quarter (every three (3) months).
- (4) Membership shall be notified of any changes of scheduled meetings at least one month before changed meeting.
- (5) Emergency Board Meetings may be called by the President. At least 24 hours notice must be given to Board members prior to convening any Emergency Meeting.

Special meetings may be called by a majority vote of the Local Officers, or by a petition signed by 25 members. Upon receipt of a proper petition, the Officers shall call a Special Meeting to be held within ten (10) days.

ARTICLE IX – LOCAL DELEGATES TO NATIONAL CONVENTIONS AND CONFERENCES

- A. Delegates and alternate delegates to the Union Conventions and Conferences shall be elected by the membership, on the ballots cast in the Regular Elections, to serve as delegates or alternate delegates, in the event the Local membership votes to send delegates and alternate delegates to the Union Conventions and Conferences held during the term of office for which the election is being conducted.
- B. In the event the Local votes to send more than one delegate to the National Convention, the Local shall determine the convention votes assigned to each delegate in accordance with Article VIII of the Union Constitution.
- C. It shall be the duty of the Secretary-Treasurer of the Local to certify the Local delegates to the Union Convention to the National Secretary-Treasurer of the Union within the time limits specified in Article VIII of the Union Constitution.
- D. The President shall be a delegate to any Convention or Conference held during his or her term of office, in the event the Local membership votes to send at least one delegate.

- E. The Secretary-Treasurer shall be a delegate to any Convention or Conference held during his or her term of office, in the event the Local membership votes to send two delegates or the Local President is unable to attend the Convention or Conference, then the Secretary-Treasurer will attend in his or her place.
- F. The Vice President shall be an alternate delegate to any Conventions or Conferences held during his or her term of office.
- G. Notice of Nomination and Election and the Ballot – The following language shall be included in the notice of nomination and election and on the ballot:
 - (a) Nominations –

“The nomination of a member for the office of President and Secretary-Treasurer shall also constitute the nomination of the same member as a delegate to Conventions and Conferences held during the term of office for which the election is being conducted.” “The nomination of a member for the office of Vice President shall also constitute the nomination of the same member as an alternate delegate to Conventions and Conferences held during the term of office for which the election is being conducted.”
 - (b) Election and the Ballot –

“A vote cast for a candidate for the office of President and Secretary-Treasurer shall also constitute a vote for such candidate to serve as a delegate to Conventions and Conferences held during the term of office for which the election is being conducted, in the event such candidate is elected President or Secretary-Treasurer.” “A vote cast for a candidate for the office of Vice President shall also constitute a vote for such candidate to serve as an alternate delegate to Conventions and Conferences held during the term of office for which the election is being conducted, in the event such candidate is elected as a Vice President.”

ARTICLE X – LOCAL COMMITTEES AND JOB STEWARDS

- A. The Local shall have the following regular Committees:
 - (1) Education and Community Services/Activities Committee
 - (2) Nomination and Election Committee
 - (3) Organizing and Membership Committee
 - (4) Legislative and COPE Committee
 - (5) Finance Committee

- B. Members of the Executive Board shall be appointed, by the President, to serve as Chairmen of all Committees, excluding the Nomination and Election Committee. Chairman of the Nomination and Election Committee shall be appointed by the President, and must be a member in good standing of the Local, subject to the right of the membership to overrule such appointment.
- C. The Committee Chairmen may select as many members as deemed necessary by the Local.
- D. A member of any Local Committee may be removed, upon the recommendation of the Committee Chairman, by a majority vote of the Executive Board, subject to the right of the Local membership to overrule such removals.
- E. Vacancies on Committees shall be filled in the following manner:
 - (1) Committee Chairperson – appointed by the President, subject to the right of the Local membership to overrule such appointment.
 - (2) Committee Member – appointed by the Committee Chairperson.
- F. Duties of Committees:
 - (1) Education and Community Services/Activities Committee shall assist in developing the Local's educational program and, with the Local Officers, be responsible for effectuating the Union's and Local's educational programs, administer the defense fund, and give assistance to members in time of need, and plan and execute all social activities of the Local.
 - (2) Nomination and Election Committee shall conduct all nominations and elections and referenda of this Local. Nominations will be accepted from the floor or submitted in writing to the Committee Chair. The Committee shall be made up of least two (2) members, along with the Chairman. The Chairman shall conduct all elections in accordance with these By-laws, Article XIV, and also in accordance with the Union Constitution.
 - (3) Organizing and Membership Committee shall assist the Local Officers and members in the organizing of all non-union employees within the Local's jurisdiction. This Committee shall accept or reject membership applications in accordance with the By-laws and Rules of this Local and of the Union Constitution and policies of the Union. The Director of Membership shall be Chairman of this Committee.
 - (a) The Organizing responsibility of this Committee shall be divided into two (2) areas; Internal and External. The Local shall provide Co-Chairmen of the Internal and

External Organizing Committees who will work under the direction of the Director of Membership.

- (b) The responsibility of the Co-Chairman of the Internal Organizing Committee will be to develop an Internal Organizing Program that would maintain a 90-100% figure in all Bargaining Units represented by the Local.
- (c) The responsibility of the Co-Chairman of the External Organizing Committee will be to implement dictates of Resolution Number One (1) enacted by the 1965 CWA Convention.
- (4) Legislative and COPE 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. This Committee shall receive, distribute and account for all COPE monies and materials. Assist the Secretary-Treasurer in maintaining accurate records of COPE monies and materials. Be responsible to the Secretary-Treasurer for all monies collected, and such other duties as may be assigned by the Executive Board.
- (5) Finance Committee shall meet quarterly to review the financial operations of the Local. The Chairman of the Finance Committee shall be the Secretary-Treasurer of the Local.
- G. Job Stewards will be appointed by the Vice President. A Job Steward may be removed by the Vice President, subject to the right of the Local membership to overrule such removal.
 - (1) The duties of Job Stewards shall be as follows:
 - (a) Work under the direction of the Local President and the Vice President.
 - (b) Prosecute grievances in their respective work units.
 - (c) Perform whatever other duties as may be assigned by the Local, the Local President, or the Vice President.

ARTICLE XI – ORDER OF BUSINESS

- A. The Order of Business at a Local Meeting shall be as follows:
 - (1) Call to Order
 - (2) Roll Call (Optional)
 - (3) Reading and action on minutes of previous Local and Executive Board Meetings
 - (4) Financial Report
 - (5) Report of Officers
 - (6) Reading and summary of Communications

- (7) Report of Committees
- (8) Unfinished Business
- (9) New Business
- (10) Good of the Order
- (11) Adjournment
- B. The Order of Business may be suspended by a two-thirds (2/3) vote of the membership present.

ARTICLE XII – DUTIES OF LOCAL OFFICERS

- A. The Officers of the Local shall be:
 - (1) The Local President
 - (2) The Local Secretary-Treasurer
 - (3) The Local Vice President
- B. The duties of the Local Officers shall be as follows:
 - (1) The Local President shall:
 - (a) Be responsible for the conduct of all Local business.
 - (b) Be the official spokesman for the Local in all its external relations and may authorize counsel for other members or agents of the Local to speak for the Local in his or her place or stead.
 - (c) Preside at Local Membership and Executive Board Meetings.
 - (d) Prosecute grievances and appeal them to higher levels of the Union when not satisfactorily settled.
 - (e) Supervise all Local Committees.
 - (f) Approve all bills to be paid, and initial or countersign all checks drawn on the Local treasury.
 - (g) Be a delegate to any Convention or Conference held during his or her term of office, and shall chair the delegation, in the event the Local membership votes to send at least one delegate.
 - (h) Have the authority to approve all expenditures of the Local under \$100.00, with the joint approval of the Local Secretary-Treasurer.
 - (i) Perform whatever additional duties as may be assigned by the Local or required by the policies or Constitution of the Union.
 - (2) The Local Secretary-Treasurer shall:
 - (a) Supervise the maintenance of the record of the Local membership.
 - (b) Record and maintain a record of the minutes of all meetings of the Local and the Local Executive Board.

- (c) Furnish the District Director and Secretary-Treasurer of the Union copies of any changes in these By-laws within ten (10) days after such changes are made.
 - (d) Preserve all ballots and records of any election for one (1) year.
 - (e) Be custodian of all assets of the Local.
 - (f) Cooperate with the auditor in the annual audit of the books and such other as may be directed by the Executive Board, the Local membership, or the Finance Committee.
 - (g) Prepare and distribute to the Local President a monthly financial statement which shall list the total assets, liabilities, receipts and disbursements of the local.
 - (h) Report to each membership meeting the monthly financial status of the local.
 - (i) Be bonded, as must any other person who handles Local funds or other property, in accordance with the Union Constitution or any State, or Federal Law.
 - (j) Cause payment of all bills approved by the Local President and be an authorized signature on checks drawn on the Local treasury.
 - (k) Be a delegate to any Convention or Conference held during the term of his or her office, and shall cause a faithful record of the proceedings, in the event the local membership votes to send two delegates.
 - (l) Act as Supervisor for all permanent, full-time Local office staff.
 - (m) Have authority to approve all expenditures of the Local under \$100.00, with the joint approval of the Local President.
 - (n) Shall serve as Chairman of the Finance Committee.
 - (o) Perform such other duties as may be assigned by the Local, Local Executive Board, or the Local President.
- (3) The Local Vice President shall:
- (a) Work under the direction of the Local President.
 - (b) Prosecute grievances in all unit, along with the President.
 - (c) Appoint Job Stewards.
 - (d) Be an alternate delegate to any Convention or Conference held during his or her term of office.
 - (e) Perform whatever duties as may be assigned by the Local, Local Executive Board, or the Local President.

Section 2 – Local Executive Board

A. The Local Executive Board shall:

- (1) Be responsible for making decisions and taking action on behalf of the Local membership between local meetings on all matters concerning the good and welfare of the members.
- (2) Meet prior to the next Local meeting and be responsible for The development of the next local meeting agenda.
- (3) Present an annual budget to the membership.
- (4) Be responsible for the operation of strike action procedures as outlined in the Union Constitution.
- (5) Actions and decisions of the Executive Board shall be subject to approval by the membership.
- (6) A majority of the Executive Board shall constitute a quorum.
- (7) Be expected to attend all meetings.

ARTICLE XIII – CONDUCT OF MEETINGS, OTHER LOCAL BUSINESS AND QUORUM

- A. Membership meetings and any other business of this Local shall be conducted under these By-laws and Rules of the Local and in conformity with the Union Constitution. On questions where the Local By-laws, the Local Rules, or the Union Constitution do not clearly apply, Robert’s Rules of Order shall govern.
- B. The number constituting a quorum for Local meetings shall be those in attendance.
- C. The number constituting a quorum for Local Special meetings shall be those in attendance.
- D. A majority of the Officers or a majority of the members of a Committee shall constitute a quorum for those bodies.

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

Section 1 – Nominations

- A. Local Officers and Executive Board Members shall be nominated in the month of September of every third year after 1972 at a Regular or Special meeting.
- B. The order of nominations of Local Officers and Executive Board Members shall be as follows:
 - (1) President
 - (2) Secretary-Treasurer

- (3) Vice President
- (4) Executive Board Members
- C. Notice of nomination shall be as follows:
 - (1) Notice of nomination will be mailed to each member in good standing at his last known address.
 - (2) Notice of nomination shall not be less than fifteen (15) days prior to nominations.
 - (3) Such notice must specify time, place of nomination, and the offices up for nomination, and the proper form for submitting nominations.
 - (4) Notice of nomination and election may be mailed out in a single notice.

Section 2 – Nomination and Election Committee

- A. The nomination and election of Local Officers and Executive Board Members shall be conducted under the supervision of the Nomination and Election Committee. This Committee shall have the authority and responsibility to see that nomination and election procedures are conducted in accordance with the Union Constitution and these By-laws. In cases where these By-laws, Local Rules or the Union Constitution do not clearly apply, Robert's Rules of Order shall govern, with reasonable opportunity for each member to nominate and vote for the candidate of his or her choice.
- B. The Chairman of the Nomination and Election Committee shall Conduct nominations at the Regular or Special Meeting called for the purpose of nominations. Nominations will be accepted from the floor, or submitted in writing to the Chairman prior to the meeting held for the purpose of conducting nominations.
- C. The Nomination and Election Committee shall also conduct any referenda submitted to the membership.
- D. A member shall not be permitted to serve on the Nomination and Election Committee if he or she is a candidate for any office of the Local, or he or she is not a member of the Local in good standing.
- E. All questions and challenges concerning the conduct of nominations and elections shall be determined by the Nomination and Election Committee, subject to the right of appeal to the Executive Board, subject to the right of the membership to overrule the decision of the Executive Board.
- F. Any member in good standing can accept no more than one nomination. Once a member is nominated for a position, they must accept or decline said nomination before nominations are opened for the next position.

Section 3 – Elections

- A. Local officers and Executive Board members shall be elected in the month of October of each third year after 1972, said election to be held by approved electronic means. No member shall be permitted to hold more than one office.
- B. Method of election:
 - (1) The election shall be made by secret ballot.
 - (2) The election shall be conducted by use of approved electronic means, to ensure the total confidentiality of the voting member.
 - (3) When only one person has been nominated for a position, at the close of nominations, a member may instruct the Secretary-Treasurer, by means of a motion, to cast a majority vote to elect the nominee for that position, at the meeting called for the purpose of nominations. (A majority of YES votes shall constitute acclamation)

Section 4 – Election Procedures

- A. Notice of Nomination and Election
 - (1) One notice of Nomination and Election shall be sent out to all members, at their last known address provided by the Secretary-Treasurer, via First Class Mail. The notice shall specifically state the date, time, location and positions for the purpose of nominations, as well as the dates, times, and positions for elections.
- B. Election Procedures
 - (1) Election of Officers and Executive Board Members will take place during the month of October of each third year for Local 6733, El Paso, Texas.
 - (2) Voting will begin at 7 A.M. October 1st and end at 7 P.M. October 21st.

Section 5 – General Provisions

- A. The nominee in any election receiving the majority of the valid votes cast shall be declared elected. On ballots with three or more nominees, if no one nominee has a majority of the valid votes on the first ballot, the vote shall be taken again. The two nominees having the greatest number of valid votes on the first ballot shall be the nominees on the second ballot.
- B. Only members of the Local in good standing, and who have attended at least seven (7) meetings during the year prior to election, shall be eligible to run for office. If a member has not met the requirement for meeting attendance, but wishes to run for office, he or she may request a waiver from the Nomination and Election Committee, based on the circumstances that prevented the member from meeting this requirement.

- C. Only members of the Local in good standing shall be eligible to vote.
- D. The term of office for Officers and Executive Board Members shall be for three years.
- E. The Officers and Executive Board Members shall take office on November 1st, or as soon thereafter as possible.

Section 6 – Vacancies

- A. In the case of a vacancy in the office of Local President, the Secretary-Treasurer will immediately assume all responsibilities of the Local President, until a successor Local President has been elected and qualified. The Nomination and Election Committee must conduct nominations and an Election, for the position of Local President, within 60 days of the vacancy.
- B. A vacancy in other offices shall be filled through appointment by the Local President, subject to the approval of the membership at the next Regular Membership Meeting.

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 its Constitution. Members of the Local will accept picket assignments prescribed by the strike committee.

ARTICLE XVI – CHARGES, TRIALS AND APPEALS

Section 1 – Charges

Members of the Local may be fined, suspended or expelled, in the manner provided by these By-laws, for any of the acts enumerated in the Union Constitution.

Section 2 – Trials

Any accused member, including Officers, of this Local, shall be tried under provisions 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 the Union Constitution.

Section 4 – Local Trial Court

A trial court of this Local shall be composed of five (5) persons who are members of this Local and not parties to the proceedings, and who shall be selected by the Governing Body of the Local.

ARTICLE XVII – RECALL OF LOCAL OFFICERS

Any elected Officer of this Local may be recalled in accordance with the provisions 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. 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. Any such amendments must be by secret ballot.

ARTICLE XIX – REFERENDUM OF THE LOCAL

- A. The Local Nomination and 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. Questions submitted to referendum shall be determined by 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 1st of each year to and including September 30th 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.
- C. A report of such audit shall be made at the next Regular Membership Meeting, after the report is completed.

ARTICLE XXI – OATH OF OFFICE

Each elected Officer 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 office) of Local 6733, 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 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

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

These revised By-laws adopted:

September 28, 1976
September 2, 1980
July 12, 1982
August 5, 1986
July 7, 1987
June 7, 1988
March 15, 1990
November 6, 1990
September 2, 1997
February 2, 1999
August 6, 2002
June 7, 2005
January 8, 2008
October 3, 2012
March 24, 2017
August 10, 2017
November 18, 2022
July 7, 2026