

Communications Workers of America

**LOCAL 3905
HUNTSVILLE, ALABAMA**

BYLAWS EFFECTIVE OCTOBER 1, 2020

ARTICLE 1
NAME

This local shall be known as Local 3905, Communications Workers of America.

ARTICLE 2
JURISDICTION

Jurisdiction of the Local shall be the jurisdiction assigned by the Union and appearing on the Face of the Local Charter.

ARTICLE 3
OBJECTS

The objects of Local 3905 shall be to 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 4
MEMBERSHIP

SECTION 1. Eligibility – Any person eligible for membership in the Communications Workers of America, as defined in Article 5 of its Constitution, shall be eligible for membership in the Local, if performing work within the Local's assigned jurisdiction, or if employed on a part-time or full-timer basis by the Union.

SECTION 2. Application – Membership in the Local shall be obtained after payment of the Local initiation fee of \$2.00 and upon the approval of any membership committee authorized to accept or reject membership on behalf of the Local, subject to the right of the Local to overrule the decision of the 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 5 of the Union Constitution.

ARTICLE 5
LOCAL DUES AND ASSESSMENTS

SECTION 1. Dues – Minimum dues are established by the CWA International Convention. Any additional amounts above the minimum dues will be established by the Local membership. Each member of the Local shall pay membership dues in the amount established by the Local membership and/or the CWA International Convention. Membership dues may be increased only by a majority of those voting on the question by secret ballot referendum, or by a majority secret ballot vote in a meeting where a quorum is present, if the question has been advertised on bulletin boards at least fifteen (15) days in advance of the meeting, or by a notice mailed postage prepaid to each member at least fifteen (15) days in advance of the meeting.

SECTION 2. Local Special Assessments – The membership of any Local may levy a special assessment only in the same manner as provided for changing Local dues. However, any special assessments levied shall be in compliance with Article 6 of the Constitution.

ARTICLE 6
GOVERNING AUTHORITY

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:

1. Through action taken in membership meetings or by referendum of the membership.
2. Through actions and decisions of the Executive Board between membership meetings.
3. Through actions and decisions of the Officers between meetings of the Executive Board.
4. The actions and decisions of the Executive Board and Officers of the Local between Local meetings may be overruled by the membership in the Local meeting or referendum.

ARTICLE 7
LOCAL STRUCTURE

The structure of the Local shall consist of the following:

- A. The Membership
- B. The Officers
 - 1. Local President
 - 2. Local Vice President
 - 3. Local Secretary
 - 4. Local Treasurer
- C. The Executive Board
 - 1. Local President
 - 2. Local Vice President
 - 3. Local Secretary
 - 4. Local Treasurer
 - 5. Mobility Representative
 - 6. Plant Representative
 - 7. Wire Technician Representative
 - 8. Departmental Representative

D. Committees

1. By-Laws Committee
2. Education Committee
3. Election Committee
4. Legislative & PAF committee
5. Membership & Organizing/Mobilizing Committee
6. Public relations & Community Service Committee
7. Safety Committee
8. Women's/Human Rights & Equity Committee
9. Finance Committee

- A. Members and Chairperson of each committee shall be by appointment by majority vote of the Executive Board, Subject to right of local membership to overrule such appointments.
- B. Vacancies on committees shall be filled in the same manner as the original appointments.
- C. Any member of any Local committee may be removed by a majority vote of the Executive Board. A committee member may also be removed by action of the local in a membership meeting.
- D. Duties Of committees
 1. By-Laws Committee - The By- Laws Committee is responsible for researching any changes made by the Eboard to the Local's By-Laws, for recommendation of approval to the membership.
 2. Educational Committee - The Educational Committee shall assist in developing the Local's education programs and with the Local Officers, be responsible for effectuating the Union's and the Local's educational programs
 3. Election Committee - The Election Committee shall conduct all nominations and elections and referenda of this Local. It will be the responsibility of this committee to have a copy of and be thoroughly knowledgeable of the current N.L.R.B. Laws and the CWA Constitution at least thirty (30) days prior to the counting of the ballots of any election.
 4. Legislative and PAF Committee - The Legislative and COPE Committee shall assist in developing and pursuing the program of the Union and the Local in the legislative field. This Committee is responsible for fund-raising and the allocation of monies collected. The Local will not reimburse any member (of the Committee or of the Local) for salary to attend party functions and is only obligated for one-third (1/3) of any expenses incurred to attend party functions.
 5. Membership & Organizing/Mobilizing Committee - The Membership and Organizing/Mobilizing Committee shall assist, accept or reject membership applications in accordance with the By-Laws and Rules of this Local and the Constitution and Policies of the Union. The committee will also, assist the Local Officers and members in mobilizing all non-union/union employees within the Local's jurisdiction. The committee will also maintain an active organizing program and budget monies to support the Local's efforts, as well as assisting the Union in reaching a goal of 10% of resources to be spent on growth.
 6. Public Relations and Community Service Committee - The Public Relations and Community

Service Committee shall be responsible for publicizing the Local's activities and shall assist in developing all community service programs.

7. Safety Committee - The Safety Committee's objective shall be to inform, educate and research problems on health and safety for Local 3905.
8. Women's/Human Rights & Equity Committee - The purpose of the Women's/Human Rights & Equity Committee is to set up a line of communicating among our Local concerning women's & equity issues.
9. Finance Committee shall review annual budget approved by e-board and present recommendations to membership at membership meeting. The Finance committee will also audit financial records with budget every beginning, mid, and end of fiscal year.

ARTICLE 8
DUTIES OF LOCAL OFFICERS, Eboard, & STEWARDS

SECTION 1. The duties of Local Officers shall be as follows:

- A. The Local President shall:
 - 1. Be responsible for the conduct of all Local business.
 - 2. Preside at all meetings of the Local, Executive Board, and Officers.
 - 3. Prosecute grievances and appeal them to higher levels of the Union when not satisfactorily settled.
 - 4. Ex-officio member of all Local Committees.
 - 5. Approve all bills to be paid and countersign all checks drawn on the Local treasury.
 - 6. Be a delegate to all conventions *and* be the chairman of the delegation.

- B. The Local Vice President shall:
 - 1. Perform such other duties as may be assigned by the Local President
 - 2. Be a delegate to International convention and District meeting.

- C. The Local Secretary shall:
 - 1. Work under the direction of the Local President.
 - 2. Be a delegate to international convention and district meeting.
 - 3. Maintain a record of local membership.
 - 4. Record and maintain the minutes of all meetings of the Local.
 - 5. Furnish all Executive Board members of the Local with copies of any changes in these Bylaws within thirty (30) days after such changes are made.
 - 6. Handle all correspondence, address changes, and grievance paperwork

- D. The Local Treasurer shall:
 - 1. Be a Custodian of all assets of the Local
 - 2. Report to each membership meeting on the financial status of the Local.
 - 3. 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.
 - 4. Cause the payment of all bills approved by the Local President.
 - 5. Cause the quarterly tax reports the fiscal year reports, and the yearly audit to be made. Officers expense check will be paid to the Local President, Local Vice President, Local Secretary, and Local Treasurer as follows:

Local President	20 hours per month	BST Wage Scale 32
Local Vice President	15 hours per month	BST Wage Scale 32
Local Secretary	15 hours per month	BST Wage Scale 32
Local Treasurer	15 hours per month	BST Wage Scale 32

And/or monetary compensation membership approves.

SECTION 2. The duties of the Local Executive Board shall be as follows:

A. The Local Executive Board shall:

1. Have the authority between local membership meetings to reassign the duties and responsibilities of the Local President and/or any other elected Officer, who is temporarily absent or unable to perform his/her position, until which time the said Officer is able to resume his/her position. If an Officer resigns a temporary replacement will be appointed by the Executive Board until an election can be held.

2. 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.

3. The Executive Board shall review all expenditures made or approved by the president over \$500 up to \$1000 (the amount has been updated due to the increase in today's prices), other than normal operating expenses, and make such recommendations as necessary, anything over \$1000.00 is subject to approval by the membership.

4. Meet prior to the next Local meeting and with the Local Officers be responsible for the development of the next Local meeting agenda.

5. Cause an annual budget to be prepared and presented to the Finance Committee & Membership.

6. Be responsible for the operation of strike action procedures as outlined in the Union Constitution.

7. Executive Board members shall attend all regular, special, and Executive Board meetings of the Local, unless otherwise excused.

8. Be empowered to handle grievances through Line Level up to the Executive/Panel Level and perform such other duties as are directed by their group or the Local President.

9. Attend regular and special meetings at Local expense if approved by local president.

10. Report to their respective groups, at a meeting called for that purpose, all business transacted at the regular or special meetings.

11. **Be responsible for establishing the rules governing disbursements and maintaining all records of the Contingency/Disaster Relief Fund. Pay out will be in the amount of \$500.00, unless extreme circumstances warrant more funds, to be determined by the Eboard, and presented to membership for approval.**

12. **Be responsible for development and maintenance of all buildings and real estate owned by the Local.**

13. **Be responsible for organizing and overseeing all the Local's social events.**

B. A majority of the Executive Board shall constitute a quorum.

C. Actions and decisions of the Executive Board shall be subject to the approval of the membership.

- D. Executive Board Loyalty – Any member of the Executive Board that puts any other outside activity ahead of their official duties in Local 3905 shall be subject to recall.

SECTION 3. Local Stewards

A. The Local shall have as many stewards as may be appointed by the Local President, subject to the right of the membership to overrule such appointments.

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

1. Work under the direction of the Local President.
2. Perform whatever duties assigned by the Local and the Executive Board
3. Be empowered to handle grievances through Line Level up to the Panel level of the grievance procedure.

ARTICLE 9
CONDUCT OF MEETINGS, OTHER LOCAL BUSINESS, AND QUORUM

SECTION 1. Membership meetings and any other business of this Local shall be conducted under these Bylaws and rules of the Local and in conformity with the Union Constitution. On questions where the Local Bylaws, the Local rules, or the Union Constitution do not clearly apply, Roberts Rules of Order shall govern.

- A. The number constituting a quorum for Local meetings shall be ten (10).
- B. A majority of the Executive Board of Officers or a majority of the members of a committee shall constitute a quorum for these bodies.
- C. Regular meetings of this Local shall be held on the first Tuesday of each month.
- D. Special meetings may be called by a majority vote of the Local Officers, or by a petition signed by 20% of the membership. Upon the receipt of a proper petition the Local's Officers shall call a special meeting to be held within ten (10) days.
- E. In the event the first Tuesday of the month is in conflict, the regular monthly meeting of the Local shall be set by the Executive Board and a notice will be updated on website.

SECTION 2. The order of business at a Local meeting shall be as follows:

- 1. Call to order, pledge to the flag and/or invocation.
- 2. Appoint Sergeant-at-Arms.
- 3. Appoint Parliamentarian (to sit with Officers).
- 4. Roll call of Officers and Executive Board.
- 5. Read and act upon minutes of the previous meeting and financial report.
- 6. Report of Officers and representatives.
- 7. Report of committees.
- 8. Unfinished business.
- 9. New business.
- 10. Good and welfare of the Union.
- 11. Adjournment.

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

ARTICLE 10
LOCAL DELEGATES TO THE INTERNATIONAL CONVENTION

SECTION 1. Delegates to the International Convention, by virtue of their elected office, shall be the President, Vice President, Secretary/Treasurer. Alternates will not normally attend the International Convention unless specified to do so by the membership at a local membership meeting, or as set forth under the provisions of the Article.

A. The Local shall determine the International Convention votes assigned each delegate in accordance with Article 8 or the Union Constitution.

B. It shall be the duty of the Local Secretary to certify the Local delegates to the International Convention to the International Secretary/Treasurer of the Union with the time limits specified in the Union Constitution.

SECTION 2. Beginning on January 1, 2015 and continuing thereafter, when the Local is allowed 3 voting delegates, the following shall apply:

A. The President shall be a voting delegate at each International Convention and District Meeting held during his/her term of office.

B. The Vice President shall be a voting delegate beginning with the 2020 International convention and district meeting.

C. The Secretary shall be a voting delegate beginning with the 2021 international convention and District meeting and then the voting delegate will rotate with the Treasurer for each convention year thereafter.

D. In the event that a voting delegate cannot attend, or more than 3 delegates are allowed at the International Convention and District meeting, the next elected Executive board member in line to attend will assume the responsibilities of the voting delegate that could not attend. This will be rotated among the executive board bi-yearly for the international convention and yearly for district meeting.

ARTICLE 11
NOMINATION AND ELECTION OF LOCAL OFFICERS

SECTION 1. Nominations

- A. Local officers shall be nominated at the regular meeting in the month of September 1972, and in September of every third year thereafter.
- B. Fifteen (15) days prior to nominations, a notice will be posted on all Union Bulletin Boards.
- C. Nominations must be accepted in person or letter of acceptance.
- D. To qualify as a nominee, member must have attended five (5) meetings in a rolling 12-month period.

SECTION 2. Elections

- A. Election of Local Officers shall be by secret ballot of the Membership in the month of October unless there is no opposition for an elected position, in which a vote of acclamation will be final.
- B. A notice of the election shall be mailed to each member at his/her last known home address not less than fifteen (15) days prior to the election. Such notice shall specify the time and place of the election of the offices to be filled. A vote cast for a candidate for the office of President, Vice President, Secretary and Treasurer shall also constitute a vote for such candidates to serve as a delegate to the CWA Conventions held during the term of office for which the election is being conducted, in the event such candidate is elected President, Vice President, Secretary and Treasurer.
- C. Write-in votes are not permitted.

SECTION 3. Local Election Committee

- A. The nomination and election of Local Officers and delegates to the CWA Convention shall be conducted under the supervision of the election Committee. This Committee shall have the authority and responsibilities to see that nomination and elections are conducted in accordance with the Union Constitution and these Bylaws, with reasonable opportunity for each member to nominate and vote for the candidate of their choice.
- B. The Election Committee shall also conduct any referenda submitted to the membership.

SECTION 4. Notice of Nominations -- The nomination of a person for the office of President, Vice President, Secretary and Treasurer shall constitute the nomination of the same person as a delegate to the CWA Conventions held during the term of office for which the election is being conducted.

SECTION 5. Notice of Election and Ballot

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

B. A member shall not be permitted to serve on the election committee if he/she is a candidate for any office of the Local or delegates to the CWA Convention.

C. All questions concerning the conduct and challenges of elections shall be determined by the Election Committee, subject to the right of appeal to the membership of the Local.

SECTION 6. General Provisions

A. The nominee in any election receiving the majority of the valid 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 (2) nominees having the greatest number of votes on the first ballot shall be the nominees on the second ballot.

B. Only members in good standing shall be eligible to vote. Only members who meet the nomination qualifications shall be eligible to hold office.

C. No elected officer of the Local shall be qualified to take office unless and until he/she meets the qualifications and requirements set forth in these Bylaws, the CWA Constitution, or any state or Federal law.

D. The term of office shall be three (3) years.

E. Newly elected officers certified by the Election Committee shall take office on January 1st of the following year.

SECTION 7. Vacancies – A vacancy in the office of Local President shall be filled by the Local Vice President. Vacancies in other offices shall be filled by nominations and election by the membership at the next regular meeting. Fifteen (15) days prior to this meeting, a notice will be posted on all Union Bulletin Boards.

ARTICLE 12
STRIKES

SECTION 1. Calling, Conduct, and Termination

A. 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 Article 18 of its Constitution. However, a strike called by and affecting only this Local may be terminated upon:

1. Approval of a majority of the Local Officers and the District Vice President.
2. By a majority vote of the members present in a membership meeting and the District Vice President.
3. The Convention or Executive Board of the Union may terminate such strike by majority affirmative vote.

B. Strike Director – Elect or direct the Local Vice President to become the Local Strike Director sixty (60) days prior to the terminating date of the contract.

C. Strike Committee – Elect the Strike Committee sixty (60) days prior to the terminating date of the contract.

D. Selection of Picket Captains – Selection and notifications of Picket Captains shall be done as soon as possible after the Strike Director and Strike Committee have been named, but shall not be less than thirty (30) days prior to the termination of the contract.

SECTION 2. Local Expenditures in Conjunction with Legally Sanctioned Strikes – Motions made to spend monies in conjunction with legally sanctioned strikes will be handled in accordance with ARTICLE 8, SECTION 2. A. 3.

ARTICLE 13
CHARGES, TRIALS, AND APPEALS

SECTION 1. Charges – Members of the Local may be fined, suspended, or expelled for any of the acts enumerated in Article 19 of the Union Constitution.

SECTION 2. Trials – Any accused person shall be tried under the provisions of Article 20 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 Article 20 of the Union Constitution.

SECTION 4. Local Trial Court

A. 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.

B. Members of the trial court shall be selected by the members in a membership meeting of the Local.

ARTICLE 14
RECALL OF LOCAL OFFICERS

An elected officer of this Local may be recalled in conformity with the provisions of Article 21 and 22 of the Union Constitution.

ARTICLE 15
AMENDMENT TO LOCAL BYLAWS

A. After adoption, these Bylaws may be amended by either of the following methods:

1. By a majority of the members 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 the Bulletin Board at least fifteen (15) days in advance of the meeting.

2. By a referendum of the membership.

ARTICLE 16
REFERENDUM OF THE LOCAL

A. The Local Election Committee shall submit any question 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 a majority vote of those voting on the question.

ARTICLE 17
FISCAL YEAR, AUDIT, AND EXPENDITURE

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. The results of such audit shall be made available for the inspection of any member of the Local.

C. Before payment is made for time spent on behalf of the Local, other than loss of regular salary, that it be approved by the membership.

D. Travel Policy – Revised and adopted September 7, 1999

1. The Local shall provide necessary transportation.

(a) No more than four (4) members may be assigned to each automobile with the automobile owner being paid at the same rate paid by the company for all miles driven for the Local.

(b) Members may receive payment in lieu of Local designated travel expense, but in no event shall these payment(s) exceed actual expense of the designated mode of travel.

2. The Local shall provide necessary lodging.

3. Members may receive payment in lieu of Local designated lodging expense, but in no event shall these payment(s) exceed actual expense of the designated lodging.

4. The Local shall provide necessary meals based on the U.S. Government maximum rates.

ARTICLE 18
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 (name of office) of Local 3905, Communications Workers of America, with the full knowledge of the responsibilities and duties of such office.

I promise to faithfully discharge my duties according to the Bylaws and rules of the Local and the Constitution and policies of the Union.

I further promise to give my successor in office all books and records in my possession. I shall at all times endeavor to serve my Local and the Union to the best of my ability, so help me God.”

ARTICLE 19
ADOPTION

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

These Bylaws Adopted February 23, 1951.
Revised Bylaws Adopted: January 1960
Revised Bylaws Adopted: April 2, 1968
Revised Bylaws Adopted: April 7, 1970
Revised Bylaws Adopted: February 2, 1971
Revised Bylaws Adopted: June 5, 1973
Revised Bylaws Adopted: October 7, 1975
Revised Bylaws Adopted: December 2, 1975
Revised Bylaws Adopted: May 6, 1980
Revised Bylaws Adopted: March 3, 1981
Revised Bylaws Adopted: September 1, 1981
Revised Bylaws Adopted: July 3, 1984
Revised Bylaws Adopted: July 2, 1985
Revised Bylaws Adopted: April 5, 1988
Revised Bylaws Adopted: October 1, 1989
Revised Bylaws Adopted: December 5, 1989
Revised Bylaws Adopted: September 14, 1990
Revised Bylaws Adopted: September 7, 1993
Revised Bylaws Adopted: June 7, 1996
Revised Bylaws Adopted: June 11, 1996
Revised Bylaws Adopted: September 7, 1999
Revised Bylaws Adopted: February 1, 2000
Revised Bylaws Adopted: March 28, 2003
Revised Bylaws Adopted: March 10, 2006
Revised Bylaws Adopted: October 5, 2010
Revised Bylaws Adopted: July 1, 2014
Revised Bylaws Adopted: August 4, 2015
Revised Bylaws Adopted: July 5, 2016
Revised Bylaws Adopted: August 8, 2017
Revised Bylaws Adopted: October 2, 2018
Revised Bylaws Adopted: October 1, 2020

ADDENDUM NO. 1

Requirements for the Local Election Committee when a Local provides in its Bylaws that the Local President and other Local Officers shall be delegates to CWA Conventions held during their term of office.

NOTICE OF NOMINATIONS

It is required that this language be included in the notice of nominations:

The nomination of a person for the office of President shall also constitute the nomination of the same person as a delegate to CWA Conventions held during the term of office for which the election is being conducted.

NOTICE OF ELECTION AND THE BALLOT

It is required that this language be included in notice of election and in the ballot:

“A vote cast for a candidate for the office of President shall also constitute a vote for such candidate to serve as a delegate to CWA Conventions held during the term of office for which the election is being conducted, in the event such candidate is elected to office.” And continued through all elected Executive Board positions.

Write-in votes are not permitted.

ADDENDUM NO. 2

A guide for the Local Election Committee in counting and reporting ballots cast.

All ballots cast, except blanks, must be counted.

Blank ballots are simply ignored and are neither counted nor reported. If two or more filled out ballots are folded together they are both rejected and reported as one (1) fraudulent vote; however, they are counted as one (1) vote cast. Votes for ineligible persons are rejected and so reported; however, they are counted as votes cast.

EXAMPLE: One hundred (100) ballot papers are found in the ballot box. Three (3) of them are blank; two (2) are filled out, but folded together; one (1) is cast for a person who is ineligible to hold office; and ten (10) are cast for a write-in candidate.

The ballots cast should be counted and reported as follows:

Number of votes cast	96
Number necessary for election	49
Candidate A received	49
Candidate B received	35
Candidate C received	10
Illegal votes – two (2) ballot papers cast for Candidate A (or 1 for A, 1 for B), but folded together	1
One (1) ballot for candidate D (ineligible)	1
Total	96

The three (3) blank papers are ignored, and the two (2) papers folded together counted as a single vote cast, thus 96 votes were cast.

Since candidate A received a majority of the votes cast he/she is elected.

NOTE: For more detailed information concerning the counting and reporting of ballots cast see Roberts Rules of Order.