

Proposed

**BY-LAWS  
OF  
COMMUNICATIONS WORKERS OF AMERICA  
LOCAL 6002**

[note: the transition committee has requested that a new Envoy Passenger Service local in District 6 be assigned the local number 6002: approval is pending granting of a local charter]

[20190110 note: final version as amended, including changes suggested by CWA counsel]

**Proposed**  
**BY-LAWS OF**  
**COMMUNICATIONS WORKERS OF AMERICA LOCAL 6002**

**ARTICLE I – NAME**

The local shall be known as Communications Workers of America Local 6002

**ARTICLE II – JURISDICTION**

Jurisdiction of Local 6002 shall include all current and retired passenger service employees who work for AAG /Envoy at locations in CWA District 6, and other jurisdiction as may be assigned by the Executive Board of the Union.

**ARTICLE III – OBJECTIVES**

The objectives of Local 6002 shall be:

- A. To represent and serve the workers within its jurisdiction in accordance with the bylaws and policies of Local 6002 and the constitution and policies of the CWA.
- B. To strengthen our union and the union movement by involving and mobilizing our members and by organizing new groups of workers.
- C. To build a movement for justice and dignity for airline customer service employees.
- D. To join with other unions and organizations to build a broad movement for justice and dignity; and for labor, economic, social, and civil rights.
- E. To ensure non-discrimination and equal opportunity: Local 6002 is committed to equal treatment, equal opportunity, and non-discrimination in the workplace and in society. In relations with employers, within our own organizations, and in society at large, Local 6002 will actively oppose discrimination based on, but not limited to, race, ethnicity, or nationality; gender; sexual orientation, gender identity; or disability; and will work for freedom from such discrimination for all.

**ARTICLE IV – LOCAL STRUCTURE****Section 1: Entities within Local 6002**

The structure of the local shall consist of the following:

- A. The membership of Local 6002
- B. The Delegate Assembly, as described in these by-laws.
- C. The Executive Board, consisting of the President, Vice President, Secretary, Treasurer, and area representatives as provided for in these by-laws.
- D. Committees, as required by the CWA constitution and others as appointed by the president of Local 6002.

**Section 2: Executive Board areas.**

- A. These areas exist for the purposes of apportioning and electing area representatives who will sit on the executive board.
- B. For the purposes of defining executive board areas, stations (airports) in District 6 will be classified as follows:
  - 1. Group 1: includes stations with 30 agents or less
  - 2. Group 2: includes stations with 31 - 125 agents
  - 3. Group 3: includes stations with 126 or more agents
  - 4. Stations will be re-classified as staffing patterns change by action of the Executive Board prior to each election for executive board, prior to each delegate assembly, or more often to assure efficient operation of the Local.
- C. Each group will nominate and elect area representatives as a single unit. Area representatives will be elected at large within each group.

D. Area representatives area are apportioned to the groups as follows:

1. Group 1: five (5) area representatives
2. Group 2: two (2) area representatives
3. Group 3: two (2) area representatives

#### ARTICLE V – MEMBERSHIP

A. Eligibility Persons Any person eligible for membership in the CWA, as defined in Article V of it's Constitution, shall be eligible for membership in this Local if they:

1. perform work within the local's jurisdiction as described in Article II.
2. Retired from AAG/Envoy and reside in CWA District 6
3. Meet other requirements for membership as may be adopted by the Local

B. Retired members will be assigned to the AAG/Envoy location nearest their residence for administrative purposes including determining eligibility to run for area representative positions or vote for area representative candidates.

C. Membership Application: Membership in the local shall be obtained by completing a membership application. Where there is a question of eligibility of a potential member, the matter shall be referred to the Membership Committee.

D. Transfers: The transfer of membership from Local 6002 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 CWA Constitution.

#### ARTICLE VI – LOCAL DUES AND ASSESSMENTS

A. Each member of Local 6002 shall pay dues as established by the CWA Convention and by Local 6002.

B. Membership dues that exceed the minimum dues established by the CWA Convention may be authorized by Local 6002.

C. Membership dues may be changed only by adoption of the change by the Delegate Assembly and ratification by the membership.

D. Adoption of changed dues amounts by the CWA Convention will be accepted and implemented by Local 6002 without further action by the Local.

E. Retirees will pay as dues 1.3% (0.013) of their regular monthly retirement, as determined by documentation provided by the member and approved by the membership committee.

E. Special assessments: special assessments may be levied in the same manner as provided for changes in the regular dues amounts. Any special assessment will be in compliance with Art. VI, Section 3 of the CWA Constitution.

F. No member of CWA Local 6002 will pay dues lower than the national minimum dues established by the CWA Convention.

#### ARTICLE VII – GOVERNING AUTHORITY

The governing authority of Local 6002 will be, in order of precedence:

A. The membership of the Local, acting through secret ballot referendum and in accordance with the CWA Constitution. Such action by the members will be the highest governing authority of Local 6002

B. The Delegate Assembly of Local 6002, as provided in these by-laws.

C. The Executive Board, consisting of elected officers and such other members as established in these by-laws, acting in regular or special meetings.

D. The officers of Local 6002 between meetings of the Executive Board.

E. The President of Local 6002 will have to power to act on matters authorized in these by-laws, by the Executive Board, or by the Delegate Assembly.

## Article VIII: Delegate Assembly

### Section 1: Definition of the Delegate Assembly

- A. The Delegate Assembly will be a regularly occurring meeting of delegates elected by the members. Delegates acting in the Delegate Assembly will have powers to make decisions and determine policies except those reserved to the full membership.
- B. The first Delegate Assembly will take place as soon as practical after the Local receives its charter from the CWA National Executive Board.
- C. Subsequent delegate assemblies will be convened every two years.
- D. Special Delegate Assemblies may be called by the Executive Board or by petition of 30% of the membership of the Local.
- E. The Executive Board will have the authority to change the frequency of delegate assemblies to respond to budget issues in the Local, subject to ratification by the membership.

### Section 2: Delegate Assembly call

- A. Regular Delegate Assemblies: The secretary of Local 6002 will notify all members of the date and place of the Delegate Assembly not later than 90 days in advance of the opening of the Delegate Assembly. This notice will be by publication in the regularly published news letter of Local 6002, by mailing by US Mail to the address on record of each member, and/or by posting to the CWA Local 6002 web site.
- B. Special Delegate Assemblies: The secretary of Local 6002 will notify all members of the date and place of a Special Delegate Assembly within 30 days of receipt of a valid petition by members or direction by the Executive Board. The notification to members will be published in the regular newsletter of the Local, by mailing by US Mail to the address on record of each member, and/or by posting to the CWA Local 6002 web site. no less than 30 days prior to the date of the special Delegate assembly.
- C. The call to a Delegate Assembly must include the date, time, and place of the assembly, and full information regarding the election of delegates.
  - 1. Information on delegate elections must include eligibility requirements, procedures for nomination and election of delegates, and the schedule and deadline for each step of the nomination and election procedure.

### Section 3: Composition of the Delegate Assembly

- A. Each station will be allocated at least one delegate.
- B. Group 1 stations will be allocated one delegate for each ten (10) agents.
- C. Group 2 stations will be allocated one delegate for each twenty (20) agents.
- D. Group 3 stations will be allocated one delegate for each fifty (50) agents.
- E. Delegate elections will be conducted in accordance with the general election procedures established in these by-laws.
- F. Each station will be entitled to elect one alternate delegate for each delegate elected.
  - 1. Alternates will be those nominees who receive the highest numbers of vote after all delegates are elected.
  - 2. Alternate delegates will replace delegates who are unable to attend a delegate assembly in order of the number of votes received.
- G. For the purpose of roll-call votes, each delegate will carry one vote for each member that they represent. Delegate votes from locations with more than one delegate will be divided evenly among the delegates from that location.
- H. The Executive Board members will serve as voting delegates, and will carry one vote each in the case of roll-call votes.

### Section 4: Conduct of the Delegate Assembly

- A. The president of Local 6002 will serve as chair of regular and special Delegate assemblies.
- B. The president will appoint a parliamentarian and other such officials, and temporary committees, of a Delegate Assembly as needed.
- B. The President of Local 6002 will prepare an agenda and provide copies to all delegates at least 14 days before the beginning of a Delegate Assembly.

C. The Delegate Assembly will be conducted according to Robert's Rules of Order.

D. Voting: issues requiring a vote of the delegates will be by show of hands or division of the house, with each delegate having one vote.

E. A roll call vote may be called upon passage of a motion by the delegates. In the case of a roll-call vote, each delegate will vote the number of votes they carry as described in Section 3-E of this article.

#### Section 5: Powers of the Delegate Assembly

A regular delegate assembly will have the power to:

1. Pass upon the credential and seating of delegates
2. Establish policies to be followed by Local 6002.
3. Interpret and amend these by-laws, subject to ratification by the members
4. Do all things necessary for the proper disposition of any matter that may come before it for consideration.

#### Section 6: Quorum

A quorum of a delegate assembly is defined as the number of duly elected and seated delegates present.

#### Section 7: Attendance of individual members.

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

### ARTICLE IX: Executive Board

#### Section 1: Composition and Eligibility

A. The Executive Board of Local 6002 will consist of the elected local officers and the elected area representatives.

B. Local officers: the elected officers of Local 6002 will be President, Vice-President, Secretary, and Treasurer.

C. Area representatives: Area representatives will be elected by the members in each of the areas described in Article IV Section 2.

D. Eligibility. All members in good standing will be eligible to run for local officer positions. All members in good standing working at or assigned to a station or location in the area will be eligible to run for area representative positions.

#### Section 2: Duties of the Executive Board members of Local 6002

A. It is the policy of Local 6002 that the members of the Executive Board will function as a collective decision-making body for the Local as a whole, and that all members accept as their duty to place the highest priority on the overall strength and welfare of the local and all of its members.

B. The duties of the Executive Board include:

1. To meet as necessary to conduct the business of Local 6002.
2. To consider and approve an annual budget.
3. To be responsible for the coordination of any strike action procedures as provided by the Constitution of the CWA.

4. To adopt policies and procedures deemed necessary by the Executive Board to assure consistent and transparent operation of the local, so long as such policies and procedures are consistent with the current by-laws of the Local and the constitution of the CWA

C. All elected and appointed officials of Local 6002, including Executive Board members, committee leaders, and stewards, agree specifically that all records, documents, sums of money, or other tangible resources of the Local held or created by them are the property of Local 6002, and will be surrendered to Local 6002 or to their successor in office when they leave office for any reason.

D. The President:

1. Is responsible for the conduct of all Local business.
2. Supervises the prosecution of grievances and their appeal to higher levels of the union if not satisfactorily resolved.
3. Supervises all committees of the local.
4. Serves as chair of delegate assemblies and of Executive Board meetings.

5. Performs such additional duties as may be assigned by the Executive Board

E. The Vice-President

1. Performs the duties of President in his/her absence.

2. Works under the leadership of the Local President and performs additional duties as may be assigned by the Executive Board.

F. The Secretary:

1. Maintains a record of the Local Membership

2. Records and maintains the minutes of Executive Board meetings and Delegate Assemblies.

3. Certifies the Local delegates to the Union Convention and furnishes the District Vice-President with any changes to these by-laws.

4. Works under the leadership of the Local President and performs such additional duties as may be assigned by the Executive Board.

G. The Treasurer:

1. Is custodian for all assets of the Local.

2. Reports to the Executive Board and to Delegate Assemblies on the financial status of the Local.

3. Is bonded in accordance with the Union Constitution.

4. Files all reports or other documents required by law.

5. In cooperation with the President, prepares a proposed budget for each upcoming year and present it to the Executive Board for approval at a regularly scheduled meeting not less than 30 days prior to the beginning of the fiscal year.

6. Works under the leadership of the Local President and performs such additional duties as may be assigned by the Executive Board.

H. Area Representatives:

1. Coordinate regular membership information meetings in their areas.

2. Maintain communication and provide information to members in their areas.

3. Work under the leadership of the Local President and performs such additional duties as may be assigned by the Executive Board.

I. Responsibilities for basic accounting, payment of expenses, and processing of financial transactions.

1. Under normal circumstances the Treasurer will process invoices and vouchers payable, print or write checks, sign checks or other payment authorizations, and make all entries into the accounting system.

2. Under normal circumstances the President will approve all payments and will sign all checks or other payment authorizations.

3. When the Treasurer is not available, a designee who is an officer of Local 6002, who is authorized to sign checks, who is trained on the accounting software, and who is approved by both the Treasurer and the President, will be authorized to print checks, make appropriate entries into the accounting system, and to sign checks.

4. When the President is not available, the Vice President is authorized to approve payments and to sign checks.

5. No checks or other payment authorizations will be valid without two authorized signatures.

#### Section 4: Vacancies

A vacancy in the office of Local 6002's President shall be filled by Local 6002's Vice President. Vacancies in other offices shall be filled by appointment of the Executive Board of Local 6002, and ratified by the membership within 60 days.

#### Section 5: Recall of officers

A. The president, vice-president, secretary, and treasurer may be recalled in conformity with the provisions of Article XXI, Sections 2 and 8 of the CWA Constitution.

B. Area representatives may be recalled in conformity with the provisions of Article XXI, Sections 2 and 8 of the CWA Constitution, by their respective constituencies.

### ARTICLE X – Fiscal Year and Audit

A. The fiscal year of Local 6002 will begin on October 1 of each year and end on September 30 of the succeeding year.

B. The financial records of Local 6002 will be audited annually by a certified public accountant. The results of such audits will be reported by the Treasurer to the full Executive Board and to the delegates of the Delegate Assembly, and to the District Vice-president of CWA District 6. The results will be available for inspection by any member in good standing on demand.

#### ARTICLE XI – 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 of office) of Communications Workers of America Local 6002, 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 the office, all books and records in my possession and I shall, at all times, endeavor to serve my Local and the Union to the best of my ability. I so swear or affirm.

#### ARTICLE XII – Meetings

##### Section 1: Executive Board

A. Executive Board: The executive Board shall meet at times and places to be determined by the Executive Board, but no less than three times per year. Dates, times, and places of Executive Board meetings will be made available to members by publication in the newsletter of the Local or by posting to the CWA 6002 web site.

B. A majority of the Executive Board will constitute a quorum for meetings of the Executive Board.

##### Section 2: Membership information meetings

A. Area Representatives of the Executive Board will be responsible for organizing regular membership informational meetings at various locations in their areas, at times and places that are accessible to members.

B. Membership information meetings will be called no less than once per calendar year in each area. For Area 5 a meeting will be called in each state at least once per calendar year.

C. Membership information meetings will be held only to allow dissemination of information and discussion of issues.

#### ARTICLE XIII – Elections

##### Section 1: General Provisions

(a) All members in good standing, and only members in good standing will be eligible to vote in any election conducted by the Local, consistent with all provisions of these by-laws.

(b) No member elected to a position in the Local shall be qualified to take office unless and until they have executed all compliance forms necessary to permit the Local and the Union to exercise full rights under state and federal laws and are eligible under all state and federal laws, the CWA constitution, and the by-laws of this Local.

(c) No member holding an elected position will hold more than one elected position at one time. This does not include committees.

(d) Elections for all elected positions and membership referenda will be conducted by:

1. Distribution of ballots by U.S. Mail to the last known address of each eligible voter, no less than 20 days prior to the deadline ballots to be received, or

2. By an on-line or electronic voting system adopted by the Executive Board of the local. For the use of an on-line voting system, eligible voters will be notified by U.S. Mail to the last known address of the voter no less than 20 days before the deadline for votes to be cast.

(e) There will be no write-in votes.

(f) Uncontested elections: where only one qualified nomination is received for any elected position the nominee will serve and ballots need not be mailed out.

(g) when no nominations are received the President may fill any vacancy by appointment with the approval of the Executive Board.

- (h). Nominees Statement of Willingness to Serve must be signed and received before any nomination is official.
- (I). No Union or Company funds may be used in campaigning with the exception that nominees may be announced in local newsletters. When such nominations are published in newsletters of the Local, all nominees must be treated equally.

## Section 2 Election for initial Executive Board

Elections for local officers and area representatives will take place as soon as practical after January 1, 2019.

## Section 3. Regular election of Executive Board

- A. Officers and area representatives will be elected in accordance with policies established by these by-laws, by election rules and procedures established by Local 6002, and in accordance with the CWA Constitution.
- B. The election of an officer of Local 6002 shall also constitute the election of that individual as a delegate to all CWA conventions occurring during the term of office.
- C. Nomination for election as an Executive Board member: A petition bearing the signatures of at least 5 members in good standing who are eligible to vote for the position sought by the nominee, and clearly stating the name of the person being nominated, must be received by Election Committee by the deadline established by the election committee.
- D. 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.
- E. After the initial election, the term of office shall be for three (3) years, and elections for the Executive Board will be held at intervals not greater than three years.
- F. The officers shall take office in before December 31

## Section 4. Election of delegates to delegate assemblies

- A. The schedule and deadlines for nomination and election of delegates will be established by the Executive Board.
- B. Delegates and alternates, as provided in Art. VIII/Section 3, will be elected by the members in each location by secret ballot vote of members in good standing.
- C. Elections for delegates will be conducted by the Local 6002 election committee. The election committee will have the responsibility to notify members of eligibility requirements for delegates, procedures for nomination and election, and all schedules and deadlines in the nomination and election process.
- D. Nomination for election as a delegate: A petition bearing the signatures of at least 3 members in good standing who are eligible to vote for the position sought by the nominee, and clearly stating the name of the person being nominated, must be received by Election Committee by the deadline established by the election committee.

## Section 5. Election procedures and rules, and changes

The Executive Board will draft and present for approval to the first regular Delegate Assembly detailed procedures and rules for the conduct of elections and referenda. The Executive Board will, as needed, present proposed changes to these rules for approval by a Delegate Assembly.

## ARTICLE XIV – Strikes

The calling, conduct, and termination of strikes affecting members of Local 6002 shall at all times be in compliance with the rules and procedures established in the CWA Constitution.

## ARTICLE XV: Charges, Trials, and Appeals

### Section 1: Jurisdiction

Members of Local 6002 may be fined, suspended, and/or expelled for any of the acts enumerated in Article XIX of the CWA Constitution.



## Section 2: Authority

Any member of Local 6002 who is accused of violations described in Article XIX of the CWA Constitution will be tried according to the provisions of Article XX of the CWA Constitution. A member may appeal decisions of a Local Trial Court as provided in Article XX of the CWA Constitution.

## Section 3: Trial Court

Trial Courts will be established and conduct business according to the provisions of of the CWA Constitution. A Trial Court of Local 6002 will be composed of five members in good standing who are not parties to the proceedings before the Trial Court and who have been selected by a random process.

## ARTICLE XVI - LOCAL COMMITTEES

Section 1: required committees: The Executive Board of Local 6002 will appoint committees as required by the CWA Constitution and by these by-laws, and other committees deemed by the Executive Board to be necessary for the operation of the Local.

### Section 2: Appointment of committee members

Members of all committees shall be appointed by the President and approved by a majority vote of Local 6002's Executive Board. Chairs of committees will be appointed by the President and approved by majority vote of the executive Board

### Section 3: Elections committee

A. The nomination and election of the Local 6002 Executive Board, nomination and election of delegates to delegate assemblies, ratification votes/referenda, and other elections, 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 their choice.

B. The Election Committee will be appointed by the president with approval by vote of the Executive Board. A member shall not be permitted to serve on the election committee if he/she is a candidate for any office of Local 6002.

C. All questions concerning the conduct and challenges of elections shall be determined by the election committee, subject to the right of appeal in accordance with Article XV of the CWA Constitution, as follows:

1. Appeals of decisions by the Elections Committee will be made as follows

a. First, to the President.

b. Appeals of decisions by the president will be to the full Executive Board

c. Appeals of decisions by the Executive Board will be to the next Delegate Assembly.

## ARTICLE XVII – STEWARDS

Local 6002 shall have as many stewards as may be appointed by the Local 6002 officers.

Stewards shall be appointed, and may be removed, by the officers and the relevant area representative, with the advice of the membership of the unit where the steward will serve. Decisions related to the appointment or removal of stewards may be appealed to the Executive Board of Local 6002.

## ARTICLE XVIII – Amendments to these By-Laws

In addition to the provisions for amendments in Art VIII/ Section 5/ #3, these by-laws may be amended by a recommendation of the Executive Board and a referendum vote of the membership.