

**UCW SOUTHEAST – CWA Local 3821**  
**Local Bylaws**

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**ARTICLE I - NAME**

This Local shall be known as United Campus Workers Southeast, Communications Workers of America Local 3821 (“UCWSE”).

**ARTICLE II - MISSION**

United Campus Workers Southeast will bring together CWA District 3’s diverse higher education workforce for the purpose of fostering equality, solidarity, and justice in the workplace, our local communities, states, and the region. Our mission is to advocate for the interests of all higher education workers for fair wages, worker safety, shared governance, worker autonomy, and high quality public education regardless of race, gender, class, sexual orientation, ability, and political or religious affiliation, and to ensure our institutions are a force for justice and equity and the public good in all their affairs.

**Article III - AFFILIATION**

The union shall be an organizing local affiliated with the Communications Workers of America, AFL-CIO, CLC.

**ARTICLE IV - JURISDICTION**

The jurisdiction of the union shall be workers employed on any higher education campus or facility in the nine states of Communications Workers of America District 3.

**Article V - STRUCTURE**

The structure of the union shall consist of the following:

1. The Membership
2. The Executive Board
3. The Local Officers
4. The State Steering Committees
5. Standing Committees and Working Groups

**Article VI - GOVERNING AUTHORITY**

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

1. Through action taken in membership meetings or by referendum of the membership.
2. Through actions taken by delegates during UCWSE Conventions.
3. Through actions taken and decisions made by the Executive Board and Local Union Officers between membership meetings.
4. Through actions taken and decisions made by State Steering Committees, Standing Committees, and Working Groups in matters delegated to them by the membership or the Executive Board.

## **Article VII - MEMBERSHIP**

### **Section 1 - Eligibility**

- (a) Active Members - All persons actively employed in the union's jurisdiction are eligible for membership, regardless of employer, craft, skill, age, race, gender, sexual orientation, religious or political beliefs or affiliation, disability, or immigration status. All references to the Union's "membership" or "members" in these bylaws shall only refer to Active Members unless otherwise noted.
- (i) Only Active Members can stand for election as a Local Officer/Executive Board Member or chair a State Steering Committee or UCW Southeast Standing Committee. Retired Members may serve as the chair of a Retired Members Committee should one be established.
  - (ii) Only Active Members and Retired Members can vote in membership meetings, elections, or referendums.
  - (iii) Active Members who retire, are subject to layoff, or otherwise leave their active UCW-eligible employment in good standing with the union may complete their current term of office as an Active Member, provided they maintain their membership in good standing.
  - (iv) Members of the Local who are on leaves of absence from their employment or who are employed on a full-time or part-time basis by the Local or who are or may be retired for any reason may continue to be Active Members, provided they maintain their membership in good standing at their regular dues rate.
  - (v) Active Members who have the authority to hire, fire, or discipline another worker shall not be elected as a steward of workers they supervise; provided, however, such Active Members may elect a steward to represent them in the union among other such Active Members. Any disputes or grievances between Union members shall be mediated by a mutually agreed Union member from a different department, or by a UCW Staff member.
  - (vi) State Membership shall be determined by the location of the member's primary place of employment. If a member is employed by multiple institutions located in different states, they shall notify the Executive Board or their designee in writing of the state in which they wish to be a member for the purposes of officer elections and committee service.
- (b) Retired Members - Active Members who retire from their UCW-eligible employment in good standing with the Union and do not wish to remain an Active

Member can pay dues at the minimum rate as Retired Members, and may participate in Union affairs subject to the provisions of Section 1(a) above.

- (c) Community Supporters - Those persons ineligible for Active or Retired membership in the Union may pay the UCW Southeast minimum dues rate and participate in Union affairs subject to the provisions of Section 1(a) above.

## **Section 2 - Admission to Membership**

Membership in the Union shall be obtained upon the approval of the Executive Board, or a designated membership committee, who is authorized to accept or reject membership on behalf of the Union, subject to the right of appeal to the membership to overrule the decision of the Executive Board or committee.

## **Section 3 - Resignations**

A member may resign in writing to the UCW Southeast President or Secretary or to a member of Union staff. Said resignation will be processed as soon as practicable after receipt by the Union.

## **Section 4 - Membership Meetings**

- (a) UCW Southeast membership meetings shall be held at least once per year. The membership shall have the power to determine the purpose, frequency, and/or number of membership meetings to be held each year.
- (b) All decisions made in membership meetings shall be by majority vote of the members present.
- (c) The time and place of membership meetings shall be set by the Executive Board.
- (d) Special membership meetings may be called by the Executive Board, or by petition of ten percent (10%) of the members. Upon receipt of such a petition, the Executive Board shall call a special meeting for the purpose set forth in the petition to be held within thirty (30) days.

## **Section 5 - Membership data**

- (a) Membership data shall include but is not limited to information collected on membership forms, through grievance processes, and interest lists.
- (b) Collected membership data shall be property of the Union.
- (c) Membership data will not be disclosed outside of the Union or CWA, except as required by administrative or legal processes.
- (d) The UCW Southeast Executive Board and staff shall all take reasonable care to maintain the confidentiality of membership data.

## **Section 6 - Rights of Membership**

- (a) The membership shall have full power over all matters, including the election of UCW Southeast Officers, setting the amount of monthly dues, and otherwise amending these Bylaws.
- (b) The membership may at any time require from any union member or body a full and detailed statement of account of any action or business done in the name of the union.
- (c) No member(s), UCW Southeast Officer(s), or staff may enter into any agreement in the name of the union without approval of the UCW Southeast Executive Board and/or the membership.

## **Article VIII - LOCAL OFFICERS AND EXECUTIVE BOARD**

### **Section 1 - UCW Southeast Local Officers**

- (a) The officers of the UCW Southeast Local shall be:
  - (i) President
  - (ii) Vice President
  - (iii) Secretary
  - (iv) Treasurer
  
- (b) The duties of the Local Officers shall be:
  - (i) President
    - (1) The Local President shall serve as the primary contact person for the union, shall enforce these Bylaws, shall report all actions of the Executive Board and Local Officers to the membership, and shall preside at all meetings of the union or arrange otherwise.
    - (2) The Local President shall receive a stipend for their work as determined by the Executive Board.
    - (3) Perform such other additional duties as may be assigned by the membership, the Local Executive Board or required by the policies or Constitution of the Union.
  - (ii) Vice President
    - (1) The Local Vice President shall assist the Local President, help coordinate activities throughout the Local, and perform the duties of the Local President in her/his/their absence.
    - (2) Perform such other additional duties as may be assigned by the membership, the Local Executive Board or required by the policies or Constitution of the Union.
  - (iii) Secretary
    - (1) The Local Secretary shall be responsible for the recording and distribution of the minutes of membership and Executive Board meetings, and for the maintenance of member and mailing lists and files.

- (2) Perform such other additional duties as may be assigned by the membership, the Local Executive Board or required by the policies or Constitution of the Union.
  - (iv) Treasurer
    - (1) The Local Treasurer shall be responsible for the maintenance of all bank accounts and for the account of all receipts and expenditures to the membership and Executive Board in the form of monthly and annual financial reports and shall cause the proper filing of all reports or filings required by federal, state or local law.
    - (2) The Local Treasurer shall receive a stipend for their work as determined by the Executive Board.
    - (3) Perform such other additional duties as may be assigned by the membership, the Local Executive Board or required by the policies or Constitution of the Union.
- (c) Eligibility - Any Active Member in good standing shall be eligible for election as an Officer, however no member may serve in more than one (1) elected office.

## **Section 2 - UCW Southeast Local Executive Board Members**

- (a) One Executive Board Member per state shall be elected from the members of each of the following states within the union's jurisdiction: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, South Carolina, and Tennessee.
  - (i) State Executive Board Members are ex officio members of their State Steering Committee.
- (b) The duties of the Executive Board Members shall be:
  - (i) Serving as their state's liaison between the Local Officers and Executive Board and the State Steering Committee.
  - (ii) Attending both Local Executive Board meetings and their state's steering committee meetings.
- (c) Eligibility - Any Active Member in good standing shall be eligible for election as their state's Executive Board Member, however no member may serve in more than one (1) elected office.

## **Section 3 - UCW Southeast Local Executive Board**

- (a) The composition of the UCW Southeast Local Executive Board shall be as follows:
  - (i) The 4 Local Officers (President, Vice President, Secretary, and Treasurer) elected at-large from the UCW Southeast Membership; and
  - (ii) The Executive Board Members elected from the states within the union's jurisdiction.
- (b) The duties and responsibilities of the Executive Board shall be as follows:
  - (i) The UCW Southeast Executive Board shall be a body of elected members that coordinates work, ensures that all decisions of the membership are carried out in a timely and effective manner, and

- otherwise carries out the administration of the union between membership meetings.
- (ii) The Executive Board shall act as the decision-making body of the union between membership meetings as long as its decisions follow the policies set by the membership and do not contradict these Bylaws.
  - (c) UCW Southeast shall employ all Union staff. The UCW Southeast Local Executive Board will be responsible for all employment decisions and supervision of Union staff.

#### **Section 4 - Executive Board Meetings**

- (a) The time and location of Executive Board meetings shall be set by the Local President.
- (b) Special Executive Board meetings may be called by a majority of its members.
- (c) Executive Board meetings shall be open to all members of the union except when they meet in executive session.
- (d) All decisions of the Executive Board shall be by majority vote of its members. Members of the Executive Board are entitled to the following number of votes on each decision voted on during their board meetings:
  - (i) President, Vice President, Secretary, and Treasurer: One vote each
  - (ii) State Executive Board Members:
    - (1) One vote for states with less than two hundred (200) members in good standing; Two votes for states with two hundred (200) or more but less than four hundred (400) members in good standing; Three votes for states with four hundred (400) or more but less than six hundred (600) members in good standing; One additional state vote for each four hundred (400) members or major fraction thereof above six hundred (600) members (e.g., 4 votes for 801+, 5 votes for 1,201+, 6 votes for 1,601+, 7 votes for 2,001+, etc)
    - (2) The membership of each state will be determined and board member votes adjusted accordingly on January 1st and July 1st of each year.
- (e) Executive Board members may make motions and vote by electronic mail, telephone, video conferencing, or other means provided all Executive Board members have equivalent access to whatever means is employed and reasonable opportunity to vote on all motions.
- (f) The Local Secretary shall ensure that all actions and decisions of the Executive Board and the votes of each member are reported to the membership in a timely manner.

#### **Section 5 - State Steering Committees**

The size and general structure of each state's steering committees will be adopted by the membership of that state, subject to the following requirements:

- (a) A minimum of two different members, a Chair and Treasurer, will be chosen by the members of each state and are responsible for (1) calling and leading SSC and statewide membership meetings & maintaining records, and (2) monitoring the statewide budget and spending.

- (b) In addition to those two SSC members, the State's LEB member is an ex officio member of their SSC.
- (c) The size and general structure of a state steering committee must at all times be sufficient to properly carry out the business of that committee.

## **Article IX - NOMINATION AND ELECTION OF OFFICERS**

### **Section 1 - Nominations**

- (a) Nominations shall be made from the floor at any meeting of the union held during the month of September of an election year or at another time and place designated by the Local Election Committee. It is the responsibility of the nominating member(s) to ensure beforehand that each nominee has agreed to stand for the position for which they are being nominated.
- (b) All members must be notified of the offices to be filled and the proper method of submitting nominations at least fifteen (15) days prior to the first union meeting scheduled during September of an election year.

### **Section 2 - Election**

- (a) The election of Local Officers, Executive Board Members, and State Steering Committee Officers shall be held during the month of October of an election year by either an electronic secret ballot vote of the membership or mail referendum as decided by the Local Election Committee and upon approval of the Executive Board.
- (b) Notice of elections (and referendum ballots when applicable) shall be mailed to each member's last known home address not less than fifteen (15) days prior to the date and time set for the return of the ballots.

### **Section 3 - Local Election Committee**

- (a) The nomination and election of Local Officers, Executive Board Members, and State Steering Committee Officers shall be conducted under the supervision of a Local Election Committee appointed by the Executive Board. This committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with federal law, the CWA Constitution and these Bylaws, with reasonable opportunity for each member to nominate and vote for the candidate of their choice.
- (b) The Local Election Committee shall also conduct any referenda submitted to the membership.
- (c) A member shall not be permitted to serve on the Local Election Committee if she/he is a candidate for any office of the union or delegate to the CWA Convention.
- (d) All questions concerning the conduct and challenges of elections shall be determined by the Local Election Committee, subject to the right of appeal to the governing body and membership of the union in accordance with Article XV of the CWA Constitution.

## Section 4 - General Provisions

- (a) Only Active Members of the union in good standing shall be eligible to vote in Local elections.
- (b) Elected officers representing an individual state shall only be voted on by union members in that state.
- (c) The nominee in any election for Local Officer 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 (2) nominees having the greatest number of votes shall be nominees on the second ballot.
- (d) Each Local Officer shall serve a three (3) year term.
- (e) The term of office of outgoing Officers shall expire thirty (30) days after certification of the election results, by which time they shall have delivered all books, records, monies and property to the newly elected Officers.
- (f) The membership and/or Executive Board shall have the power to define additional responsibilities for Officers as needed.

## Section 5 - Resignations and Vacancies

- (a) An Officer may resign in writing to the Local President or by verbal announcement at an Executive Board meeting or membership meeting.
- (b) In the event of a vacancy in the office of the Local President, the Local VP will assume the role of Local President. A special election to elect a new Local President should be held no later than 60 days after the vacancy occurs.
- (c) In the event of a vacancy in other offices, the Executive Board shall elect interim Officers by secret ballot vote and a special election shall be held within sixty (60) days.

## Article X - LOCAL COMMITTEES

### Section 1 - Standing Committees

- (a) The standing committees of the Local and their duties are as follows:
  - (i) **Legislative-Political Committee** - The LP Committee shall assist in developing and pursuing the legislative and political programs and goals of the Union and the Local.
  - (ii) **Women's Committee** - The Women's Committee shall be responsible for educating the Local's members on health, economic and social issues that affect women and for pursuing programs designed to improve the status of working women and their families.
  - (iii) **Human Rights and Equity Committee** - The Human Rights and Equity Committee shall be responsible for educating the Local's members on issues that affect our diverse membership—including women, people of color, LGBTQ individuals, immigrants, religious minorities, and the differently-abled—and for pursuing programs designed to eliminate discrimination against, and improve the working conditions of those members and their families.



- (iv) **Finance Committee** - The Finance Committee shall be responsible for overseeing the development of the budgets and financial policies for the Local and its individual states, as well as being generally responsible for financial oversight of the Local through audits and recordkeeping.
  - (v) **Personnel Committee** - The Personnel Committee shall be responsible for advising the Local Executive Board on matters concerning the Local's employees.
  - (vi) **Organizing Committee** - The Organizing Committee shall assist the Local officers and members in organizing all non-union employees within the Local's jurisdiction as well as unorganized workers in external units.
  - (vii) **Communications Committee** - The Communications Committee shall be responsible for assisting the officers, committees, and members of the local with the development and dissemination of union communications.
- (b) Other standing committees may be established by a majority vote of the Local Executive Board or the Membership. These standing committees should have duties that are germane to the core mission and functions of the Union and can continue in perpetuity.
- (c) Working Groups may be established by a majority vote of the Local Executive Board or the Membership to address finite tasks or goals for the Local that do not fit under the duties of an existing committee. These groups are governed in the same way as committees, but are automatically disbanded at the conclusion of their task.

## **Section 2 - Committee Appointments**

- (a) The chairs and members of all Local committees shall be appointed by a majority vote of the Local Executive Board, subject to the right of the Local membership to overrule such appointments. A committee member may also be appointed by action of the Local in a membership meeting. This appointment process is subject to the following exceptions:
- (i) The Local Treasurer shall be the Finance Committee chair and the state treasurers shall be committee members.
- (b) Any member of any Local committee may be removed by majority vote of the Local Executive Board, subject to the right of the Local to overrule the action of the Executive Board. A committee member may also be removed by action of the Local in a membership meeting.
- (c) There is no set number of committee members, except that the number of committee members and their assigned duties must at all times be sufficient to properly carry out the business of that committee.

## **Section 3 - Committee Business**

- (a) The committee chair shall be responsible for ensuring that committee meetings follow a regular schedule and that the business of the committee is carried out according to its stated mission and goals.
- (b) The committee chair shall set the agenda for each committee meeting and ensure that the minutes of those meetings are properly recorded and reported to the Local Secretary.

- (c) Specific tasks, projects, or agenda items can be assigned to a committee by the Local President, by action of the Local Executive Board, or by action of the Local in a membership meeting.

## **Article XI - DUES AND GOOD STANDING**

### **Section 1 - Monthly Dues**

Pending the adoption of a dues rate for UCW Southeast, Members shall pay such dues established by their state as of the October 1, 2024 effective date of these bylaws.

Beginning February 5, 2025, the minimum dues rate for all Members of UCW Southeast shall be \$8 per month, except that Members paying less than \$8 per month prior to February 5, 2025, may continue paying dues at their current rate.

### **Section 2 - Good Standing**

- (a) A member in good standing is one whose dues are not more than sixty (60) days in arrears.
- (b) Members in default without good cause for ninety (90) days, after notice in writing, shall be automatically dropped from membership. Good cause shall be defined by the Executive Board.
- (c) During organizing drives, the membership and/or Executive Board shall have the power to waive temporarily the requirement of good standing.

## **Article XII - CWA CONVENTION DELEGATES**

Upon receipt of a CWA local union charter, the Union will be entitled to CWA convention delegates in the number and manner established by the CWA Constitution. Each of the four Local Officers will serve as delegates by virtue of their office, with the Local President being the delegation chairperson. Additionally, each State Executive Board member will serve as a delegate, with delegate positions assigned in order of state membership, from largest to smallest. If the Union is entitled to additional delegates, those additional votes would be given to the Delegation Chair. State Steering Committee Chairs will serve as alternates.

## **ARTICLE XIII - CONDUCT OF MEETINGS AND LOCAL BUSINESS**

### **Section 1 - Conduct of Business**

Membership meetings and any other business of this union shall be conducted under these Bylaws and rules of the union and in conformity with the CWA Constitution.

### **Section 2 - Due Notice**

Due notice of at least twenty-one (21) days must be given prior to any union General Membership meeting.

### **Section 3 - Quorums**

- (a) The number constituting a quorum for all general membership meetings shall be those present when due notice of at least twenty-one (21) days has been given. For general membership meetings called with less than twenty-one (21) days notice, the quorum shall be at least 15% of members.
- (b) A majority of the members of any other committee shall be the quorum for those bodies.

## **ARTICLE XIV - RECALL OF LOCAL OFFICERS AND EXECUTIVE BOARD MEMBERS**

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

## **ARTICLE XV - REFERENDUM**

A union-wide referendum on any organizational question may be initiated by the Local Election Committee when directed to do so by the Executive Board, or by petition of ten percent (10%) of the members. Questions submitted to referendum shall be decided by majority vote of those voting on the question.

## **ARTICLE XVI - FINANCES**

### **Section 1 - Fiscal Year**

The fiscal year of the union shall be from October 1st of each year to and including September 30th of the succeeding year.

### **Section 2 - Bank Accounts**

All bank accounts shall be in the name of the union and shall bear the signatures of the Local President and Treasurer, and any other officers or employees designated by the Executive Board.

### **Section 3 - Allocation of Funds**

The Executive Board and Local Officers shall be responsible for allocating funds according to budgets ratified by the membership. The membership, Executive Board, or any committee may request a full account of all receipts and expenditures from any member or body of members.

## **ARTICLE XVII - CHARGES AND TRIALS**

## **Section 1 - Charges**

Members of this Local may be fined, suspended and/or expelled, in the manner provided in these bylaws, for any of the acts enumerated in Article XIX of the CWA Constitution.

## **Section 2 - Trials**

Any accused member, including officers, of this Local shall be tried under the provisions of Article XX of the CWA 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 XX of the CWA 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 Local Executive Board.

## **ARTICLE XVIII - AMENDMENTS**

After adoption, these Bylaws may be amended by either referendum of the membership, by a majority vote of the delegates to a UCWSE convention, or by majority vote of the members present in a membership meeting, provided the proposed amendment has been introduced at a previous membership meeting or has been advertised to the general membership by use of a union-wide email, a union newsletter, or by U.S. mail, postage prepaid, at least twenty-one (21) days in advance of the date voting takes place.

## **Article XIX - UCWSE LOCAL CONVENTIONS**

### **Section 1 - Calling of Conventions**

- (a) Regular Conventions - At least once every twenty-four (24) months the Local shall meet for a Local Convention at a place selected by the Local Executive Board.
  - (i) The Local shall notify all State Steering Committees of the date and location of the Convention no later than ninety (90) days in advance of the opening of the Convention.
- (b) Special Conventions - A Special Convention may be called by a majority vote of the LEB; and shall be called by a petition of twenty percent (20%) of the membership of the Local; or by a petition of no less than three (3) State Steering

Committees representing no less than twenty percent (20%) of the membership of the Local.

- (i) The LEB, within thirty (30) days following their vote or their receipt of a sufficient petition for a Special Convention, shall issue a call for a Special Convention to be held not later than sixty (60) days after the date of the call.
- (ii) The date and place of a Special Convention shall be specified on the calls thereof.
- (iii) Action of a Special Convention shall be confined to the matters for which it was called.

## **Section 2 - Composition of Conventions**

- (a) The Convention shall be composed of the incumbent Local Officers and the state delegates.
  - (i) Local Officers shall preside over the activities of the convention and have floor and speaking privileges, but shall not be voting members of the body.
  - (ii) State delegates shall have floor and speaking privileges and be entitled to vote on all the matters brought before the body.
- (b) Each state shall be entitled to a number of delegates according to the formula described in Article VIII § 4(d)(iii)(1)—One delegate for states with less than two hundred (200) members in good standing; Two delegates for states with two hundred (200) or more but less than four hundred (400) members in good standing; Three delegates for states with four hundred (400) or more but less than six hundred (600) members in good standing; One additional state delegate for each four hundred (400) members or major fraction thereof above six hundred (600) members (e.g., 4 delegates for 801+, 5 delegates for 1,201+, 6 delegates for 1,601+, 7 delegates for 2,001+, etc)

## **Section 3 - Selection of Delegates**

- (a) All delegates must be Active Members in good standing.
- (b) Each state's Steering Committee Chair shall automatically be a convention delegate and shall also be the chair of that state's delegation.
- (c) States with multiple delegates shall determine how their additional delegate slots are apportioned amongst their membership.
- (d) States may select one alternate delegate for each delegate.

## **Section 4 - Convention Procedures**

- (a) Prior to each convention, the Local Executive Board shall develop the rules and procedures which will govern that convention or appoint a Convention Committee to do the same. Those rules and procedures shall be adopted or amended by the

convention delegates as the first order of business for the body. Those rules and procedures shall comply with the following requirements:

- (i) Delegates must be on the convention floor when a vote is taken to cast their vote. Voting by proxy shall not be permitted.
- (ii) Any Active Member in good standing shall be entitled to observe the convention proceedings.
- (iii) In situations where the rules and procedures adopted by the convention are not applicable, the convention shall be governed by Robert's Rules of Order.

Adopted at UCWSE Founding Convention - July 14, 2024

Revised by General Membership Vote - September 30, 2024

Revised by General Membership Vote - February 4, 2025