

Summary of changes proposed by Bylaws Review Committee to be considered for approval at January 22, 2025 MN Guild membership meeting:

- Updating the definitions of roles of membership, exec. committee and individual bargaining units
- Update MN Guild office address
- Adding terms of two years for delegates to labor bodies (Mpls. and St Paul RLF, Northeast ALC, etc)
- Changing automatic delegates to CWA convention/TNG sector conference to be president OR Local staff person instead of president AND exec officer
- Add a standing Finance Committee to bylaws consisting of president, treasurer, executive officer and office finance personnel in advisory role. We've had a finance committee in practice for years.
- Update requirements around Elections Committee appointments to be in compliance with TNG constitution (standing committee rather than only appointed once there is a contest)
- Allow initial notification of members with list of candidates for office positions to be sent by email (official election timeline notice and election rules will be sent later by mail- current bylaws require multiple mailings)
- Add timelines for appeal process of election results
- Designate remote meetings as a qualifying mode for official business
- Unit leadership- maintain requirement that units over 50 members elect at a minimum, a chair, a vice chair, and a secretary; allow units with under 50 members to at a minimum elect a chair

Bylaw changes for consideration of membership on January 22, 2025

1. **Title.** Update with new month and year.
2. Change all roman numerals (Articles) to numbers. NOTE: When referring to a different document that uses roman numerals, retain use Roman Numerals.
3. Change all Sections to numbers. (ex: Section 1: = 1.) for use with Table of Contents.
4. **Article 1.1.** Add quotation marks (if it isn't already there): ...referred to as "the union."
5. **Article 1.3 (et al).** Replace all instances of "he or she" with "they" or appropriate title or "the member." (plural vs. singular)
6. **Article 1.3 (et al).** Add oxford comas where missing.
7. **Article 1.4.** Update office address: [2233 University Avenue West, Suite 345; Saint Paul, Minnesota 55114.](#)
8. **Article 1.5.** [The structure of the union shall be as follows:](#)
 - [\(a\) The membership meetings of the union shall be its supreme authority.](#)
 - [\(b\) Between membership meetings, the Executive Committee shall be the union's governing body and shall administer affairs and carry out policies of the membership. The Executive Committee shall make no permanent decisions establishing the general policies of the union.](#)
 - [\(c\) Individual bargaining units shall exercise only those functions and powers specifically granted by the TNG Constitution, the Constitution of the Communications Workers of America and these Bylaws.](#)
9. **Article 2.1.** Add 2 instances of (4).
10. **Article 2.1.** Change semicolon after "annual meeting" to a period.
Change the final sentence to read: "officers shall be installed at the annual meeting following the biennial elections: [as set forth in the TNG-CWA Constitution](#) Art. XI, Sec 5(a)."

11. **Article 2.1, 3.6 (et al).** Change “Art.” to Article and “Sec.” to Section. Capitalize all instances of Article and Section.
12. **Article 2.2.** Add apostrophe. “...fifteen (15) days’ notice...”
13. **Article 2.4, 5.3, 6.1, 13.1, and 16.1.** Change “ten (10) percent” to “ten percent (10%)”
14. **Article 2.5.** Move this to **Article 2.4.b** because it is a subset of Special Meetings.
15. **Article 2.6.** Move the second sentence to **Article 1.3.**
 Capitalize Constitutions and Bylaws in this sentence: “Within the limitations of TNG-CWA’s and CWA’s ~~e~~Constitutions and ~~b~~Bylaws and this instrument, a suspended member may achieve good standing at any time during a meeting.”
16. **Article 2.9.** “At meetings ~~of like divisions~~ of more than one unit of the union, any action taken shall be merely advisory to the union or the Executive Committee.”
17. **Article 2.10.** “Persons not currently members of the union may be appointed to the position of executive officer. In the event an individual not currently a member of the union is appointed to the position of executive officer, he or she shall establish and maintain union membership in good standing as a condition of the position.”
18. **Article 3.1 (et al).** Add “(2)” to two vice presidents and “fifty” to “50 members.”
19. **Article 3.2.** Remove parentheses in first sentence and replace with: “All officers, except the immediate past president, shall be elected by the membership for two-year terms ~~-(as set forth in TNG-CWA Art. XI, Sec. 5 (a)).~~”
20. **Article 3.2.”** The Executive Committee shall make provision for elections, consistent with Art. XVII. ~~Immediately following the September meeting of the membership~~ Within three (3) months of start of Executive Committee’s term, the Executive Committee shall appoint an elections committee to conduct the election under Art. XVII, as well as those set forth in TNG-CWA’s constitution and bylaws.”
21. **Article 3.3.** “The notice of the September meeting shall state that officers will be nominated at the meeting, and such notice shall be ~~mailed~~emailed to each member.”
22. **Article 3.3.** “Within five (5) days after the September meeting, the executive officer shall ~~mail~~email to the last known ~~home~~-address of each member a list of qualified candidates, together with notice of the time and place of election, if already set by the elections committee.”
23. **Article 3.4.** Add (2)
24. All titles of Articles with more than one word should be capitalized except for tiny words like of, the, etc.
25. **Article 3.5.** “Delegates to TNG-CWA Sector Conference and CWA Convention shall include the President ~~or~~ a Local ~~Representative~~ staff person.”
26. **Article 3.6.** “Section 6: Alternates to TNG-CWA Sector Conference and CWA Convention, if they are to be elected, shall be elected at the same time and in the same manner as provided for delegates in Sec. 5 of this article. Alternates designated by the Executive Committee to attend the TNG-CWA Sector Conference, ~~the PPMWS Sector Conference~~ and CWA Convention, if any, shall have their necessary expenses paid by the union. They shall be without authority to represent the union at the TNG-CWA Sector Conference, ~~the PPMWS Sector Conference~~ and CWA Convention unless required to do so by the absence or incapacity of a delegate or delegates.”
27. **Article 3.7.** “Delegates to bodies with which the union is affiliated, other than CWA or TNG-CWA or a district council thereof, shall be elected at September membership meetings in even years or under provision made by the membership meeting as the occasion arises, for such terms as may be required or as the membership may determine, ~~but in no event for more than one year~~. Delegates to district councils of CWA or TNG-CWA shall be elected by the membership or in such other manner as the membership may provide.”

28. **Article 4.3.** “One (1) of the two (2) elected vice presidents, to be designated as necessary by [the president or](#) the Executive Committee, shall perform the duties of the president in the absence or incapacity of that officer.”
29. **Article 4.5 (verify across doc.).** Capitalize only instances of “the” Constitution or specifically named ones.
30. **Article 5.** Add titles to the sections in this article: [1. Definition. 2. Business. 3. Duties. 4. Quorum. 5. Mileage Reimbursement.](#)
31. **Article 5.2.** “The Executive Committee shall conduct business in person or ~~over phone~~ [remotely](#) or email messaging at least once a month.”
32. **Article 6.2.** “He or she shall be the ~~chief~~[principal](#) negotiator in all contract negotiations...”
33. **Article 7.** Add “[Section 1](#)” to Human rights committee.
[Section 2: Finance committee. The finance committee is made up of the president and treasurer, in consultation with the executive officer and office manager/financial accounting staff person. The committee reviews finances ahead of membership and executive committee meetings, and drafts the annual budget that is presented to the executive committee in August.](#)
34. **Article 8.2.** “Each unit [of fifty \(50\) or more members](#) shall elect, [at a minimum](#), a chairperson, a vice chairperson, and a secretary. [Each unit below fifty \(50\) members but who have at least four \(4\) members shall elect a chairperson.](#)”
35. **Article 8.2.** Change “~~to them~~” to “[to these posts.](#)”
36. **Article 9.** Add titles to the sections in this article: [1. Initiation Fee. 2. Per Capita. 3. Emergency Situations.](#)
37. **Article 16.2.** “Unless otherwise provided, any amendment or amendments ~~of~~[to](#) this instrument shall take effect immediately upon approval by a membership meeting.”
38. **Article 17.7.** “The ~~Executive Elections Committee~~ may, in a specific election, direct that ballots be mailed to members at their homes. Election rules for ~~mail~~-voting [by mail](#) shall be included with ballots distributed by mail.”
39. **Article 17.8.** “The person who ~~actually mailed~~[distributed](#) the ballots shall sign a statement at the foot of the list giving the time and place of ~~mailing~~[distribution.](#)”
40. **Article 17.9.** “When both unit elections and local elections are necessary, prior to the annual meeting, they ~~may~~[shall](#) be conducted simultaneously, with separate local and unit ballots, placed in distinctly marked inner ballot envelopes, and both returned in one return envelope, per eligible member.”
41. **Article 17.10.** Add quotation marks around “[Good Standing](#)” if they aren’t already there.
42. **Article 17.14.** “Appeals should be directed to the election committee [within 10 days from the date of tentative certification. The EC makes a final determination within 20 days of the tentative certification of the results.](#) All appeals not satisfied at the election committee level shall be directed to the Executive Committee [within 10 days of the EC’s determination.](#) Any decisions made by the Executive Committee may be appealed to the membership pursuant to these bylaws.”