

**PROFESSIONAL ASSOCIATION FOR COURT SECURITY OFFICERS**  
**SOUTHERN DISTRICT OF TEXAS**

**Constitution and by laws:**

**Article I**

This organization shall be known as the Professional Association for Court Security Officers/Southern District of Texas, hereinafter referred to as the organization.

**Article II: Purpose & Objectives**

The organization exists as the sole bargaining agent for its membership in collective bargaining with present and future contract holders in all such matters that relate to terms and conditions of employment for Court Security Officers. This organization further exists to promote pride and professional efficiency in the service of the federal courts; instill good will, pride and efficiency in our membership; and advance the social and professional interest of Court Security Officers.

**Article III: Membership**

Membership in the organization shall open to any full or shared time, Lead or regular Court Security Officer assigned to the Southern District of Texas.

**Article IV: Dues & Assessments**

Section I:

An initiation fee of three dollars (\$3.00) shall be assessed from each Court Security Officer upon becoming a member. This fee shall constitute the dues for one year and cause the CSO to be a member in good standing of the organization. Such fee shall be due and payable within 30 days of membership approval.

Section II:

The membership of this organization reserves the right to assess successive or increased annual dues or special assessments as may be required for proper cause shown and approved by a simple majority vote of the members in good standing.

## **Article V: Officers**

### Section 1:

The officers of this organization shall be the President, Vice President, Second Vice-President, Secretary/Treasurer and Sergeant-At Arms.

### Section 2: Election of Officers:

The officers of this organization shall be elected by a majority vote of the membership. The term of office shall be for two years. No person may hold more than one elective office in this organization at any one time.

### Section 3: Removal of Officers/Members

Any elected officer or member may be removed from office and/or expelled from the organization based on sufficient cause. Such action shall be with the concurrence of two-thirds of the membership. Said member shall be afforded the opportunity of due process prior to such removal, suspension or expulsion.

### Section 4: Duties of Officers

The President shall be the chief administrative officer of the organization. S/he shall preside over all meetings of the organization and shall be responsible for the conduct of any and all organization business. S/he shall appoint, and be an Ex-officio member of, such committees as deemed necessary for the good of the organization. The President shall appoint a person to represent the organization at those work sites which do not otherwise have an elected officer assigned to them. The President shall have authority to sign contracts and other binding documents. Any such documents shall also require the signature of the organization's Vice-President.

The Vice-president shall assist the President in his duties and shall be empowered to act in the capacity of President in the event of his absence. In such capacity, the Vice-president shall have all powers and authorities of the presidency.

The Second Vice-President shall assist the President or Vice-President in his/her duties and shall be empowered to act in the capacity of President or Vice-President in the event of either's absence at official functions. In such capacity, the Second Vice President shall have all powers and authorities of the Presidency or Vice-Presidency. This position shall be reserved for a member who is not assigned to the Houston or Galveston Divisions of the Southern District of Texas.

The Secretary/Treasurer shall bear fiduciary responsibility for this organization. S/he will be responsible for the custody and disbursement of any and all funds. S/he will report, at regular intervals, the full disclosure of organization funds to the membership. Prior to

March 1 of every year, the Treasurer shall make a full financial report to the membership. The Secretary/Treasurer shall also be the custodian of the records and correspondence of the organization. S/he will give notice and business as required, and shall maintain the official record of the organizations business.

The Sergeant-at-arms shall be responsible for the good conduct of the organization's membership and meetings.

#### Section 5: Vacancy in Office

In the event an officer of this organization is disabled, resigns, or otherwise unable to fulfill the responsibilities of office, the President may, with the approval of a majority of the membership replace said officer for the remainder of that officer's term.

### **Article VI: Elections**

For purposes of definition under these by-laws, any proposal to be put before the membership for approval by vote will be done by forwarding to members in good standing a ballot form stating the proposal. The form shall have appropriate information concerning the proposal and a place for the voting member to mark his/her preference. The ballot shall be returned to the secretary for tabulation. The secretary will forward the tabulation and ballots to the election committee for review. After this review, the officers will certify the election. Voting to fill elected positions of the organization will follow this procedure as well.

The President shall appoint an Election Committee prior to April of each election year, whose purpose shall be to conduct an election for the officers of this organization. It shall be the duty of the Election Committee to certify that all candidates for office are members in good standing; to ensure that all members receive a ballot; and to conduct the election of officers. The Election Committee shall maintain custody of ballots for a period not less than (90) days after such election.

Election of officers shall be held at the April general meeting during an election year. A candidate need not be present to be nominated. Names of such candidates shall be printed on official ballots as designated by the Election Committee, and filed with the Committee.

### **Article VII: Finances**

The President shall be authorized to disburse the organization's funds as deemed necessary, except that disbursements in excess of twenty-five dollars (\$25.00) shall require approval of the Vice-president and the Treasurer.

No organization funds shall be paid to union members, not any other individual, corporation, business, or entity, unless said funds are for the reasonable reimbursement of actual and necessary expenses incurred in the furtherance of the organization's business.

Expenses incurred for the operation of the organization may not exceed the usual and customary rates and fees normally charged for such service within the Southern District of Texas.

### **Article VIII: Legal Assistance**

The organization reserves the right to provide assistance to member(s) during grievance or disciplinary procedures and other matters of employee labor relations under the following guidelines: A member in good standing may file a grievance with the local coordinator or any other person appointed by the officers to receive such grievances. The filing will have complete information of the circumstances. The member receiving the grievance will conduct a local review and forward the results with all other information to the secretary. Upon receipt, the secretary will determine if any other information is needed before forwarding the grievance to the President. After review by the President, other officers will be informed and a decision will be made as to whether or not the situation is a legitimate grievance, and to determine any level and extent of involvement of the organization.

While acknowledging our duty to fairly represent its members, nothing in this constitution or by-laws shall require the organization to retain counsel on behalf of any member. Nothing in these rules shall prevent a member from retaining his own counsel to act on his/her own behalf. Should any member elect to proceed on his own, the organization shall not be liable for any legal or other fees, adverse decisions, or the outcomes of any and all problems so encountered. Any member may retain counsel at his/her expense.

Members seeking the assistance of the organization or counsel to the organization shall cooperate fully at all stages of such proceedings. Nothing in these by-laws shall preclude the organization from refusing to provide financial support for a member, when the organization deems such assistance to be inappropriate, unnecessary, unlawful or frivolous in nature. Such determination shall be the exclusive province of the elected officers.

### **Article IX: Miscellaneous**

Parliamentary Procedures shall be in accordance with Robert's Rules of Order, insofar as they do not conflict with the Constitution and By-laws of this organization. Interpretation of the meeting and intent of this constitution shall be made by the presiding officer who shall render a decision subject to the appeal of the members. Such decisions shall be

recorded as a precedent for future guidance.

**Article X: Amendments**

These By-laws may be amended by a two-thirds vote of the membership. Any proposed amendment must be in writing, signed by at least ten percent (10%) of the members in good standing, before being acted upon by the officers.