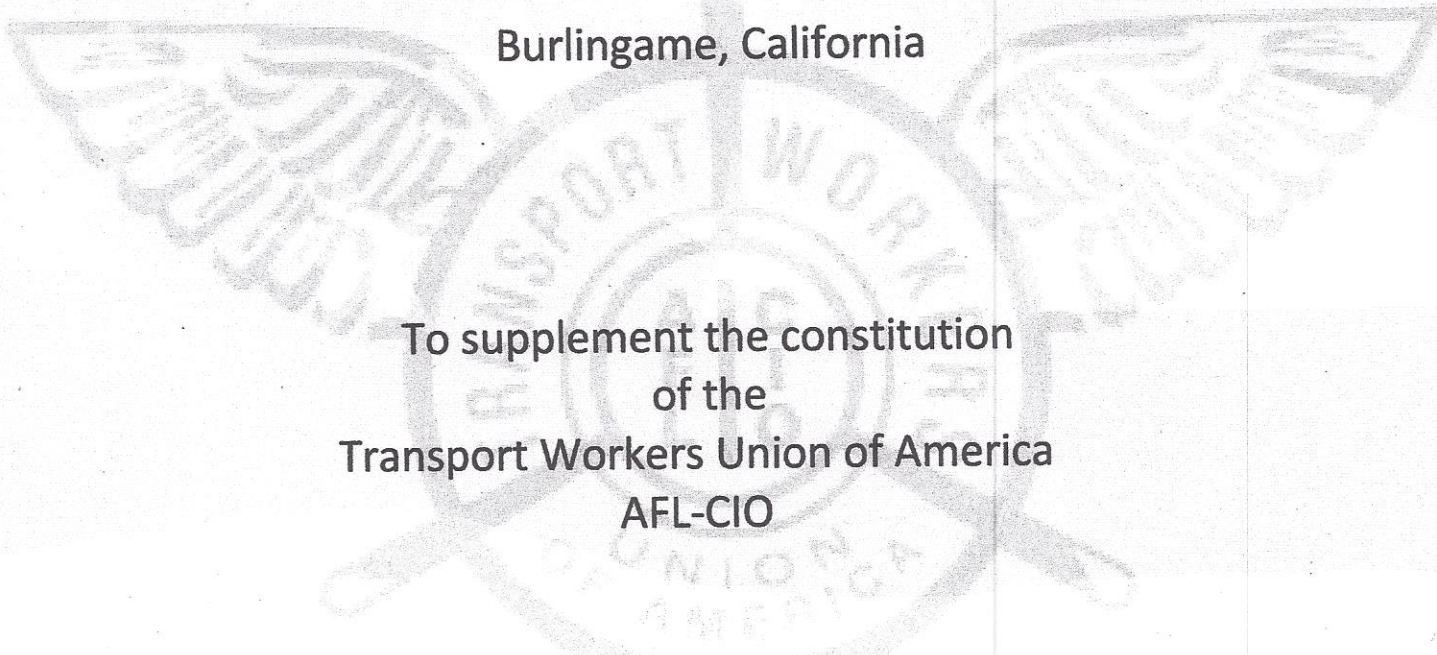


By-Laws

of

**Air Transport Division
Local 505**

Burlingame, California



**To supplement the constitution
of the
Transport Workers Union of America
AFL-CIO**

(Revised March, 21 2013)

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BY-LAWS OF
AIR TRANSPORT DIVISION
LOCAL 505
BURLINGAME, CALIFORNIA

To supplement the Constitution of the Transport Workers of America, AFL-CIO

Submitted for approval to The International Executive Committee

March 27, 2013

Approved by the Local Membership

March 21, 2013

Article I
Name

- a) This organization shall be Known as Air Transport Division, Local 505, Transport Workers Union of America, AFL-CIO, and may be referred to as Local 505
- b) The Local shall be made up of the following sections. Each section may contain one or several contract groups

- Section Numbers:**
- 1. AAL HNL
 - 2. AAL PDX
 - 3. AAL SEA
 - 4. AAL SFO
 - 5. AAL SJC
 - 6. AAL SLC
 - 7. AAL RNO
 - 8. AAL OAK
 - 9. AAL SMF

Sections may be added, amended or deleted by the Local Executive Board as necessary.

Article II
Membership

- a) All workers actively engaged in some phase of the Air Transport Industry in the San Francisco Bay Area, together with those employees covered by TWU contracts stationed temporarily or permanently in Honolulu, Seattle and up line stations, and other such bases as may be added, shall be eligible for membership in this organization.
- b) Any person seeking membership in Local 505 shall be required to fill out and sign the official membership application form of the Transport Workers Union of America, AFL-CIO.

- c) There shall be no discrimination in this organization because of age, gender, race, creed, color, national origin or sexual orientation.
- d) All members of this organization shall pay dues from date of hire and shall be accorded sixty (60) days from date of hire to bring themselves in good standings.

Article III
Membership Meetings

- a) Section membership meetings shall be held regularly for each section on a day and time approved by the President. Such meeting dates and times maybe changed by the President.
- b) Notification of meetings shall be by bulletin board notices containing the agenda, and shall be posted at least seven (7) days prior to the meeting date.
- c) The President or Vice President may call a Special Membership Meeting with two (2) days notice, any Emergency Membership Meeting with as much notice as possible. Notice of Special Membership meeting shall show the reason for the meeting and no other business will be brought up.
- d) The Chairperson of the meeting may appoint a Sergeant-of-Arms, who will have the authority to examine the credentials of all persons attending the meeting and enforce such rules as are necessary to maintain order.
- e) All members in attendance shall sign the official register as proof of attendance. A copy of this resister of regular and special meetings shall be sent to the Local monthly.
- f) The order of business for the regular meetings shall follow the general outline suggested in the TWU Constitution and “Robert’s Rules of Order” where it does not conflict with the constitution.
- g) Any proper motion made and seconded at a meeting that does not pertain to the posted agenda shall be deferred to the agenda of the next meeting and voted on at that meeting.
- h) Any motion questioned by the Chairperson or the membership may be referred to the Executive Board for determination of the motion’s validity or legality.

Article IV
Officers

- a) The elected officers of this Local shall be:
 - 1 President
 - 2 Vice President
 - 3 Financial Secretary-Treasurers
 - 4 Executive Board Members (*where applicable*)
- b) The elected officers of each section shall be:
 - 1 Chairperson
 - 2 Vice Chairperson (*where applicable*)
 - 3 Recording Secretary (*where applicable*)

- c) Terms of office of Union Local Officers shall be three (3) years. The term of office for Union Section officers shall be three (3) years. Procedure for removal from office shall comply with the International Constitution and Local by-laws.
- d) Officers are required to attend their respective Section, General Membership, and applicable Executive meetings and answer roll call. Failure of officers or steward to attend, or be excused from three (3) consecutive membership meetings shall constitute cause for declaring their office vacant.
- e) Local officers shall have the right to investigate and take such action in the sections as is necessary for the efficient and democratic operation of the Union.
- f) The Local officers specified in (a), 1 through 3 above, shall compose the Local Administration Committee. This Committee, with the President as Chief Executive Officer, shall conduct the administrative affairs of the Local when the membership, or Executive Board or Joint Committee is not in session.
- g) An officer may be suspended by two-thirds (2/3) vote of the Executive Board acting in accordance with Article XXI of the International Constitution.
- h) Local and Section officers shall receive minimum compensation as follow:

1. Local Officers:

- a. President.....\$300 by-weekly
- b. Vice President.....\$300 per month
- c. Financial Treasurer.....\$300 per month
- d. Executive Board.....\$ 75 per month

As sections are added and or reinstated in addition to SFO, President's salary will increase \$50 bi-weekly per section to a maximum of \$550 by-weekly.

2. Section Officers:

- a. Chairperson..... \$50 per month
 Vice Chairperson..... \$ 35 per month
(Where applicable)
 Recording Secretary..... \$20 per month
(Where applicable)
- b. In sections with less than 100 members the following amounts apply:
 Chairperson.....\$45 per month
 Vice Chairperson.....\$35 per month
- c. Section Officers elected to additional term of office shall have a onetime compensation increase as follow:
Sections of 100 members or more
 Chairperson \$25 per month

Vice Chairperson\$15 per month
Recording Secretary.....\$10 per month

Sections with less than 100 members

Chairperson.....\$15 per month
Vice Chairperson.....\$10 per month

3. Section Officers and Stewards monthly compensation is for normal expenses in the performance of their duties. Reimbursements for any amount in excess for their compensation must be approved by the President, Vice President or Secretary /Treasurer.
 4. Local and Section Officers' monthly compensation will be reviewed by the Executive Board after each section election.
 5. The amounts enumerated in (1) and (2) may be increased by majority vote of the Executive Board, except that the elected Executive Board Members' compensation will be reviewed by the Local Executive Committee. In no event shall any officer vote on their own salary or compensation.
 6. The Vice Chairperson of each section shall be the Chief Steward or Scheduling Committee Chairperson, whichever is applicable.
 7. No member shall hold more than one elective office at any time.
- i) Failure of Section Officer to attend meetings and perform their duties as required unless otherwise excused will result in loss of expense allowance or compensation for the particular month.
 - j) Local Officers must reside within a 100 mile radius of the San Francisco Bay Area where they are readily available to be present at Local 505 head offices to administer the affair of the local.

Article V
Executive Board
And
Joint Executive Committee

- a) The Executive Board shall consist of the three (3) Local Officers and such Members-at-Large as provided for in the International Constitution. Of the Member-at-Large, one (1) from San Francisco section of the American Airlines, one (1) from the other section in the San Francisco Bay Area, one from the Hawaii Section.
- b) Should the Local become entitled to more than five (5) Members-at-Large, the method of electing such additional member or members shall be fixed by the Joint Executive Committee or by an amendment of these By-Laws.

- c) The Joint Executive Committee shall consist of the Local Executive Board and Chairperson from each section. In the absence of the Chairperson, the Vice Chairperson of the section may be substituted.
- d) The Local Executive Committee shall conduct the business of the Local when the membership is not in session and shall faithfully execute the orders of the membership. A monthly report of the activity of the Executive Board and Joint Committee shall be read to the membership at the regular meetings.
- e) In addition to performing the duties herein elsewhere provided, it shall be the primary concern and function of the Joint Executive Committee to consider and adopt such programs and policies as in its sound judgment are best designed to promote the welfare of Local 505 and its members.

Article VI
LOCAL EXECUTIVE BOARD AND
JOINT EXECUTIVE COMMITTEE MEETINGS

- a) The Executive Board shall meet at least once a month at such times as the President may determine. No meeting need be held during those months in which the Joint Executive Committee meets.
- b) The Joint Executive Committee shall meet at least once each year at such time as the President may determine.
- c) Special Meetings may be called by the President. Whenever possible, three (3) days' notice of such meetings will be given. The President must call a special meeting of the Executive Board if 50% of the Board presents him with a petition calling for such meeting. In this case, the Board shall meet within five (5) days.
- d) In addition to the Local Executive Board and Joint Executive Committee there shall be a Master Executive Council consisting of the members of the Joint Executive Committee and such section Vice Chairpersons, Recording Secretaries and Assistant Chief Stewards as determined by the President or Executive Board prior to any meeting of the Master Executive Council.
- e) Meetings of the Master Executive Council may be called by the President or Executive Board.

Article VII
FINANCES

- a) The President and the Financial Secretary/Treasurer shall be authorized to sign all checks and shall be bonded in an amount determined by the International Secretary/Treasurer and existing laws.

- b) Two signatures shall be required on all checks paid by the Local.
- c) The Financial records of the Local Union shall be reviewed annually in accordance with the International Constitution. The review report shall be presented to the Membership by the Local Recording Secretary or their designee at the membership or section meetings following the review.
- d) For the purposes of auditing, bonding, and normal business of this Local, the annual business year shall start January 1 and end December 31.
- e) An initiation fee shall be paid by each applicant for membership. Such fee shall not exceed the maximum amount specified by the International Constitution.
- f) Monthly membership dues shall be paid in advance each month. The amount of the dues shall not be less than \$10.50 per month. Any increase in dues shall be accomplished by secret ballot vote of the membership or in accordance with the International Constitution.
- g) No member shall be exonerated from the payment of monthly dues except in accordance of Article 17, section 4 of the International Constitution.
- h) Any officer or member shall be compensated by the Local Union for hours lost from their regular work while on Union Business, provided the time was authorized by the President and upon presentation of the proper claim form. However, premium pay will not be approved except in emergency and with proper sanction the Local President or Vice President.
- i) The monthly financial report shall be made available at the regular Section or General Membership meetings.

Article VIII STEWARDS

- a) Every second year, each shop or work unit shall elect one or more stewards to represent them for two (2) years. The Chairperson may make additional appointments or fill vacancies with the approval of or instructions from President or Vice President.
- b) Stewards shall keep their respective members informed of the action of the Union, assist Local and Section Officers in the enforcement of the Constitution and By-Laws of the Union, the appropriate collective bargaining agreement, and such other duties as may be assigned to them.
- c) Stewards' meetings may be called once each month by the President.
- d) All stewards will be required to attend such meetings, and their respective Section meeting and General Membership meetings.
- e) The Chairman, on instructions from or with the approval of the President, may designate certain Stewards as Assistant Chief Steward and may appoint alternate Stewards.
- f) Stewards shall receive a minimum of \$15.00 per month for routine expenses incurred in the faithful performance of their duties.
- g) Failure of Stewards to attend meetings and perform their duties as required, unless otherwise excused, will result in loss of expense allowance or compensation for that particular month.

- h) Any Steward who fails to conform to the Constitution and By-Laws, or violates the collective bargaining agreement or fails to preform his assigned duties, may be removed from Stewardship by the Chairperson, or Local Officer. A Steward so removed may appeal to the Executive Board for reinstatement.

Article IX COMMITTEES

- a) As the need arises , The Executive Board or Joint Executive Committee shall be responsible for the activation of the following committees:
 - 1. Contract Proposals
 - 2. By-Laws
 - 3. Professional Standards
 - 4. Safety and Health
 - 5. Education
 - 6. Welfare
 - 7. Entertainment
 - 8. Election
 - 9. COPE
 - 10. Political Action Committee
 - 11. A. Phillip Randolph Institute
- b) Subject to approval of the Executive Board, or Joint Executive Committee, the President or his/her designee may appoint special committees as may be necessary for the efficient conduct of the Local.
- c) The Committee on Contract Proposals shall be activated six (6) months prior to expiration of the appropriate contract.
- d) All committees shall be chaired by Local Officers whenever possible. Section committees may be chaired by a Section Officer.
- e) Committees shall carry on their activities under the supervision of the Executive Board or Joint Executive Committee. No committee may incur and indebtedness or liability on behalf of the Local without approval of the Executive Board with the exception of routine expenses which must be approved by a Local Officer.
- f) The President may be a voting member of any Local committee.

Article X GRIEVANCES

- a) Any member who has a grievance in respect to his/her job, who wishes to exercise his/her right under the contract, or who wishes to confer with management on any matter pertaining to his/her employment, shall submit his/her complaint or request in writing to a Steward.

- b) The Stewards shall provide appropriate grievance forms for the use of members and shall be responsible for the effective processing of grievances.
- c) It shall be the responsibility of each member to bring his/her grievance to the attention of his/her Steward immediately after such an act is committed, whereby such grievances may be processed within the time limits as specified in the current appropriate contract between the Transport Workers Union of America, AFL-CIO and the Company.

Article XI DELEGATES

- a) Delegates to the International Convention shall be the elected Local Officers of the Local Union. Additional delegates and alternates to the International Convention will be elected from the membership in manner prescribed by law.
- b) The President shall be a delegate to any convention, or representative to any council, contract negotiations, etc.
- c) Representatives at contract negotiations, council meetings, etc., shall be the President, a Local officer, or another designee(s) of the President, providing such designee is approved by the affected membership.

Article XII AMENDMENTS TO THE BY-LAWS

The procedure to amend, alter or appeal the By-Laws shall be as follows:

- a) The proposal shall be in writing and addressed to the Local Secretary-Treasurer.
- b) The Secretary-Treasurer will hold such proposals for the By-Laws Committee which will meet at least once each year to consider any proposals before it.
- c) The Committee will submit a proposals draft with their recommendation to the Executive Board for approval.
- d) If approved by the Executive Board, or Joint Executive Committee, the proposed changes shall be submitted to the membership at the regular Section or General Membership meeting for approval by a majority of the members present and voting.
- e) Any amendment which would increase the initiation fee or membership dues shall require, for approval, a majority vote in a secret ballot, of those voting on the amendment.
- f) Once approved by the membership of the Local, the proposed changes must be submitted to the International for final approval before being place in effect.

Article XIII NOMINATION AND ELECTION OF OFFICERS

- a) Notice of nomination for Local Officers shall be posted on all Union bulletin boards in July of every third year and remain posted through December of same year.

- b) Nominations for Local officers shall be done by petition of twenty-five (25) names of members in good standing. Petitions will be available in August and shall be returned by September. The deadline for return will be printed on petitions. Petitions must be postmarked on or before the deadline date. Facsimiles will *not* be accepted.
- c) The election shall take place in November and the installation of officers will take place in December at a General Membership meeting of the Bay Area Section.
- d) In the event of a vacancy in the office of President, the Vice President shall assume the office for the unexpired term. Vacancies in the Vice Presidency or any other office shall be filled by Executive Board appointment to complete the unexpired term. However, if more than one-half the term is unexpired, a special election shall be held.
- e) Notice of nominations for Section Officers shall be posted on Union Bulletin Boards in January of every third and remain posted through April.
- f) Nominations for Section Officers shall be done by petition of ten (10) names of members in good standing. Petitions will be available in January and shall be returned in February. The deadline for return will be posted on the petition. Petitions must be posted marked on or before the deadline date. Facsimiles will not accepted. The election shall take place in March and the installation of officers will take place in April at the respective membership meeting.
- g) In the event of vacancy in the office of Section Chairperson, the Section Vice Chairperson shall assume the office for the unexpired term. Vacancies in the Vice Chairperson, or any other office, shall be filled by Executive Board appointment to complete unexpired term. However, if more than one-half the term is unexpired, a special election shall be held.
- h) The Local Board of Elections shall consist of a pool of at least three (3) members of the San Francisco Bay Area Section.
- i) The nomination of the Local Board of Election shall take place at their respective Section or a General Membership meeting in May. The election shall take place in June of every third (3) year.
- j) No member of the Local Board of Election may participate in an election of which he/she is nominated.
- k) The Local Board of Election shall elect its own Chairperson. The Chairperson may appoint assistants, as needed, to carry out the election.
 - a. The Election Board Chairperson shall receive a compensation of \$50.00 per year.
- l) The Board of Elections shall adopt appropriate rules subject to approval of the Local Executive Board and see that necessary forms are provided and be responsible for properly conducting the election.
- m) A record of the count of each election shall be kept in the Executive Minutes Book and ballots shall be retained for at least one year following the installation of officers. Write-in votes shall not be considered or tabulated. The election results shall be posted on the Union Bulletin boards.
- n) A member to be eligible for election to office or Shop Steward shall, in addition to all the requirements of the Constitution and By-Laws , have been a member of the Local, in good standing, for at least twelve (12) months and attended at least

- four (4) of the past twelve (12) General Membership or Section meetings proceeding the nominations petition return deadline to be eligible for elective office.
- o) The Board of Elections shall notify each nominee by certified mail of his/her eligibility or ineligibility to become a candidate for office.
 - p) The nominee shall return the Notice of Eligibility properly filled out and postmarked prior to but no later than the deadline printed on the Notice of Eligibility in order to have his/her name on the ballot. Facsimiles will *not* be accepted.
 - q) Nominees who are declared ineligible by the Board of Elections may present an appeal in writing to the Local Executive Board within five (5) days of receipt of the notice of ineligibility.
 - r) At all meetings of the Board of Elections, at least three (3) members must be present.
 - s) Elections of Local officers shall be held by secret ballot mailed to each member's last known address on current file at the Local Union headquarters. The ballot shall clearly indicate the voting deadline and shall be mailed to the members at least eighteen (18) days prior to such deadline.
 - t) The ballots shall be returned to a Post Office Box and shall not be removed until the time fixed for counting, when they shall be removed to, and counted in the office of the Local by the Board of Elections. Should the Post Office require earlier removal because of box space limitations, the ballots removed shall be deposited in a safety deposit box in a local bank.
 - u) Each candidate for Local Office or Executive Board shall be entitled to notice of ballot removals and to have a watcher present at the removal and at the count.
 - v) The election of section officers shall be conducted with the same standard of secrecy as that of Local officers.
 - w) In the event of a dispute, the election will proceed as scheduled, and the aggrieved member may present his/her appeal in writing to the Local Executive Board. The decision of the Local Executive Board may be appealed to the International Committee of Appeals.
 - x) Any candidate requesting a recount of the ballots shall submit, in writing, the request to the Local Executive Board. The Local Executive Board may deny the request, but may also grant the request upon such reasonable conditions as the Local Executive Board may determine.
 - y) Voting on all collective bargaining agreements shall be by mailed ballots except when directed to do otherwise by the International Union.

Article XIV **FINES**

- a) Any member that crosses a picket line recognized by the International or by the Local as a valid strike picket line shall be considered as engaging in unbecoming conduct within the meaning of Section 5 of Article XIX of the International Constitution. Where such member earns wages from the struck company, a fine in at least the amount of wages so earned shall not be considered unreasonable or excessive.

- b) Any member found to be in violation of Article XIX of the Constitution of The Transport Workers Union of America will be subject to a fine. The amount will be determined by the Local Executive Board.