



**TRANSPORT WORKERS UNION OF AMERICA AFL-CIO
AIR TRANSPORT DIVISION**

MAINTENANCE TITLE I, TITLE II AND STORES

LOCAL 561 BY-LAWS

MIAMI / TAMPA/FORT LAUDERDALE

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BY-LAWS

TRANSPORT WORKERS UNION OF AMERICA

AFL-CIO LOCAL 561

Article I

Name and Jurisdiction

SECTION 1. This organization shall be known as Local 561 Air Transport Division, Transport Workers Union of America, AFL-CIO

Section 2, The jurisdiction of Local 561 shall include Miami /Tampa/Fort Lauderdale Maintenance Title 1, Title II and Stores, and such other areas as may be assigned to Local 561 by the International Executive Council of the Transport Workers Union of America, AFL-CIO.

Article II

Officers and Duties

SECTION 1, The Officers of Local 561, in order of rank, shall consist of a President, Vice-president, Recording Secretary, and Secretary-Treasurer, who shall be elected for a term of three years,

SECTION 2, Duties of the President: The President shall preside at all membership meetings and will attend outstation Meetings at least once every three Months. The President will assign the Station Chairman to conduct such Meetings in his absence. The President shall have all the duties and powers enumerated in Article XVI of the International Constitution, as well as such other duties assigned to him by the Local Executive Board.

SECTION 3, Duties of the Vice President: The Vice President shall assist the President in the discharge of his duties, in such manner and extent as the President shall determine. In the event a vacancy occurs in the office of the President, the Vice President shall serve as president for the unexpired term.

SECTION 4, Duties of the Recording Secretary: The Recording Secretary shall perform all duties set forth in Article XVI of the International Constitution, as well as such other duties as are prescribed by the Local Executive Board or Local Executive Committee.

SECTION 5, Duties of the Financial Secretary-Treasurer: The Financial Secretary-Treasurer shall perform all duties set forth in Article XVI of the International Constitution, as well as such other duties as are prescribed by the International Constitution or the Local Executive Board or Local Executive Committee.

ARTICLE III
Structure and Functions

SECTION 1, The supreme authority of this Local Union shall be the general membership meetings, subject to the provisions of these By-Laws, the International Constitution and the decisions of the International Conventions.

SECTION 2, Local 561 shall consist of the following sections: Miami, Tampa, Fort Lauderdale, Title 1, Title II and Stores, along with new stations that may be assigned by the International Executive Council of the of the Transport Workers Union of America, AFL-CIO. The headquarters of the Local shall be at Miami and the Local officers shall be installed at Miami.

SECTION 3,
Station, Section Chairpersons, Shop Stewards, and Safety Officer:

(a) **Station Chairperson** shall be elected for each outlying station that may be assigned to the Local, as determined by the Local Executive Board. The Station Chairperson will be elected at a regular Station meeting every third year during the month of May, and will coincide with the general elections of the Local Officers. It shall be the duty of the Station Chairperson to advise the Local Officers of matters pertaining to his / her station, to assist in resolving grievances and to coordinate information and activities between the Executive Board and the Stewards in their Stations.

(b) **Section Chairperson** will be elected for each shift, Title I, II, and V, as determined by the Local Executive Board. The Section Chairperson will be elected at a regular meeting every third year. Nominations shall be taken at a regular membership Meeting in May and the Election in June by secret ballot, of the members from each work group or shop at the regular membership meeting, and assume office on July 1st. It shall be the duty of the Section Chairperson to advise the Local Officers of matters pertaining to his / her section, to assist in resolving grievances and to coordinate information and activities between the Executive Board and the Stewards in their Section.

(c) **Shop Steward** Representatives shall be elected annually. Nominations shall be taken at a regular membership Meeting in May and the Election in June by secret ballot, of the members from each work group or shop at the regular membership meeting, and assume office on July 1st. A shop stewards meeting shall be held at such times as called by the President or the majority of the Executive Board. It shall be the duty of the shop steward to attend all general membership meetings, unless for good reason exonerated by the Executive Board. It shall be the duty of the shop stewards at all times to keep in close contact with the Officers, Station Chairperson, or Section Chairperson, and to keep informed of events concerning the general membership, and to inform the members of Union affairs.

(D) Section Chairmen and Shop Stewards are elected or appointed by shift. Relocation through the bid process will warrant termination of Stewardship unless the Executive Board determines that Shortages exist. The Board shall retain the right to add or remove Stewards as conditions may warrant.

(E) Safety Officer:

A Safety Officer position will be appointed by the Local Executive Board. The Safety Officer will have sole jurisdiction in the operation of the Safety Committee and will also be charged with the Responsibility of coordinating APC Meetings with the Company and reporting Monthly to the Executive Board on matters pertaining to safety. Salary of the Safety Officer will be determined by the Local Executive Board and will be subject to all provisions pertaining to the \$100,000.00 cap.

SECTION 4, the Local Executive Board:

(a) The Local Executive Board shall consist of all elected Local Officers and Executive Board Members in accordance with the Constitution.

One Executive Board Member shall be elected from each of the (3) work groups Title I, Title II, and Stores and shall be voted on by the members of their work group. Any additional Executive Board Member positions over and above these (3) positions shall be open to all eligible members from all work groups to be voted on by the entire membership.

(b) The Executive Board shall transact all business of the Local when the membership is not in session; faithfully execute the orders of the membership; Adopt measures in the interest of the Local; and recommend such actions to the Local, as it may deem necessary. It shall receive and make recommendations in regard to reports by standing and special committees and officers.

(c) The Executive Board Members shall carry out such duties as may be assigned to them by the President or the Executive Board.

(d) Executive Board Members will be elected at the same time and manner as the Local Officers.

(e) Regular meetings of the Executive Board shall be held at least once a month or at such other times as it may determine.

(f) Special meetings of the Executive Board may be called by the President or by petition of the majority of the members of the Executive Board.

(g) Except as otherwise provided for in these By-Laws, vacancies for office shall be filled in the following manner. Should the vacancy occur with more than One-half (1/2) of the unexpired term remaining, it shall be filled through an expedited Election Process at the Monthly Membership Meetings. Nomination and Election will be in the same manor as the Steward and Chairmen Elections. Should the vacancy occur with less than one-half (1/2) of the unexpired term remaining, it shall be filled by appointment.

SECTION 5, The Executive Committee: The Executive Committee shall consist of Local officers and between meetings of the Local Executive Board shall be charged with the responsibility of carrying out the policies and decisions of the Local Executive Board.

ARTICLE IV COMMITTEES

SECTION 1, Upon installation in office, the Executive Board shall appoint such standing committees as it may deem necessary: Political Education committee, Finance committee, Organizing committee, Grievance committee, Safety committee.

SECTION 2, The standing committees shall assist the Local Board. They shall perform such duties as are assigned them by the Local Executive Board consistent with the provisions of the International Constitution.

SECTION 3, The President of the Local shall appoint such special and temporary committees as may be necessary to insure the smooth functioning of the Local, provided that such committees do not conflict with the functions of any standing committee.

ARTICLE V DUES AND INITIATION FEES

SECTION 1, Each applicant accepted for membership shall pay an initiation fee of \$50.00. Exception to this will be any Member with prior affiliation in an accredited Union which will waive such a fee.

SECTION 2, Membership dues payments shall be in accordance with the provisions of the International Constitution.

ARTICLE VI FINANCE AND SALARIES SECTION 1

(a) Officers and representatives shall be paid their regular hourly rate not to exceed (8) hours straight time per day for time lost while on authorized Union business.

(b) When out of Town all Members on Union Business including the President Shall be paid no more than \$ 50.00 Per day, Per Person for all expenses other Than Hotel Rooms, Rental Car or Taxi.

(1) When in Town All Incurred expenses will be Executive Board Approved and discussed in detail with the Membership at the next monthly membership meeting.

(c) Local Officers, Executive Board members and Station Chairpersons shall not be paid a monthly salary unless a minimum amount of \$100,000.00 is maintained in savings. Salaries of the local will be suspended whenever savings of the local fall below\$100,000.00. Retroactive pay during such periods will not be allowed under any circumstance. The Local Executive board will establish salaries of the local.

(d) Section Chairpersons and Shop Stewards shall not be paid a quarterly per diem and/ or salary unless a minimum amount of \$ 100,000.00 is maintained in savings. Salaries of the local will be suspended whenever savings of the local fall below \$ 100,000.00. Retroactive pay during such periods will not be allowed under any circumstance.. Salaries of the Stewards and Chairmen will be established by the Local Executive Board. Quarterly compensation will be prorated on attendance at the monthly general membership meetings.

Section 2. The written approval of the President shall be required before any member is taken off the job to work for the Local Union, except that in and during an emergency, a member may be taken off the job with the oral approval of the Local President. No expenses for time off by Local Representatives shall be incurred without prior approval of the Local President.

The President will be responsible in determining that any required lost time is necessary. The President will keep an active electronic log of all lost time authorized and will be presented to any Member in good standing upon request.

Section 3.

(a) At the beginning of each calendar year, the Local Secretary-Treasurer shall prepare a budget for the Local, detailing expected income and expenditures for the year. The Executive Board will be charged with the responsibility of making such necessary adjustments to the budget in order to maintain viability.

(b) Every quarter the Local Secretary-Treasurer shall report to the Local Executive Board the comparisons of estimated income with a report for actual expenses.

(c) Before the start of each monthly membership meeting the local Secretary Treasurer will make available to all members, written detailed copies of the Local's monthly financial report.

Section 4. No reimbursement or payments shall be made for any expenses incurred in the name of the Local Union without the approval of the Local President and the Secretary-Treasurer or by majority vote of the Executive Board.

(a) No reimbursement or payments shall be made for any expenses incurred unless an itemized bill of all expenses is given to the Local Secretary Treasurer. All reimbursements or payments will bear two authorized signatures of the Local as authorized by the Local Executive Board. The President and the Treasurer will be the Primary authorized signatures with two Board members as alternate signatures when the President is out of town.

ARTICLE VII

Meetings and Quorums

Section 1. The general membership meetings shall be conducted monthly on the last Friday with no exceptions. All members shall be notified by posting at least five (5) days in advance of the Meeting.

Section 2. The Executive Board upon reasonable notice may call special membership meetings. All reasons for calling the meeting shall be stated in the meeting notice.

Section 3. A special meeting may be called by any member upon presentation to the Local or station Recording Secretary, a petition calling for such meeting, listing the reasons for calling the meeting and signed by at least 25 members in good standing. Such Meeting will be posted and held in accordance with posting provisions such as 5 days notice to Membership and posted immediately upon receipt of the Recording Secretary.

Section 4. At least five percent of the members in good standing must be present to constitute a quorum at a membership meeting. A majority of the Executive Board must be present to constitute a quorum at an Executive Board Meeting.

ARTICLE VIII Elections

Section 1.

(a) At a meeting in the month of February, in each third year, the Local Executive Board shall appoint an Election Committee from among the various work units of members in good standing, none of whom shall be a candidate for any office to be filled in such election. The Election Committee shall consist of three (3) members, one from each of the title groups, of which one shall be designated as the Chairman. Alternate members may be appointed, the number to be determined by the Local Executive Board, to effectively conduct the business of the election process. The election process as it pertains to balloting at the option of the Executive Board, will be done by the American Arbitration Association (AAA), or any known, reputable, independent Company. Address list and petitions will be processed by the Election Committee and forwarded in coordination with the voting agency.

Section 2.

The Election Committee shall supervise the elections in accordance with the following process:

(a) Nominations shall be by petition.

(b) Nominations of Local Officers shall require a minimum of five (5) percent of the signatures of members in good standing.

(c) A member, to be eligible for nomination and election to any office, shall be a member in good standing of the Local Union in accordance with the international Constitution of the Transport Workers Union of America, AFL-CIO and

These By-Laws. All eligible Candidates will be required to attend a Meeting in the Month of March to introduce themselves, give a speech, debate and answer any questions from the Membership.

(d) The Recording Secretary and Secretary-Treasurer shall prepare a list of members in good standing of the Local. This list shall be given to the Election Committee not later than March 1st. The petition period shall commence on March 1st and will end on March 15th. Ballots shall be prepared and mailed to

All members in good standing not later than the second of April and to be valid must be postmarked not later than midnight of April 17th, and returned to the post office or other area as designated by the AAA or other independent agency. Ballots will be counted on April 21st and results of the election will be posted not later than April 23rd. If any of the above dates fall on a Sunday, the next day shall be the appropriate day as the deadline required by this provision.

(e) All ballots shall be preserved by the Recording Secretary for a period of 365 days

(f) New Officers shall assume office on the first day of May.

Section 3. All disputes arising out of the nominations and election shall be reported to the Election Committee in writing. The Election Committee shall make a full and complete report on the nominations and elections; shall certify

The results of the elections; shall set forth a digest of each appeal made to the Election Committee and the disposition thereof; and shall report any violation of the rules and regulations governing the nominations and elections to a meeting of the Local Executive Board to be held no more than ten (10) days after the date of the election.

Section 4.

(a) An appeal from the certification by the Election Committee of the results of the election may be made only to the Committee on an appeal of the international Executive Council. The decision of the Election Committee in such

Case shall become and remain effective, unless and until the decision is amended or reversed on appeal.

(b) The Local Executive Board shall take such appropriate action as it deems proper, upon any violation of the rules and regulations governing the nominations and elections reported by the Election Committee, or otherwise

Made known to the Executive Board. The Local executive Board may, after a proper hearing upon reasonable notice to the member, impose an appropriate penalty upon any member for violation of the said rules and regulations.

(c) Local 561 will allow Article XI section 2 Par. (a) of the TWU International Constitution, one delegate for the first 300 members or less in the Local Union and one additional delegate for each additional 300 members or majority fraction thereof. Delegates to the International Convention will be Local Officers in order of their rank and will attend the Convention at the expense of the

Local. If any other Board Members, officers or delegates wish to attend the Convention, they may do so, on their own expense.

ARTICLE IX

Grievances

Section 1.

(a) All grievances shall be handled initially by the Shop Stewards, who shall attempt to resolve it at its source.

(b) The grievance will then be turned over to the Station Chairperson, Section Chairperson or the responsible Officer, who will attempt to resolve it with Management over the work unit in which the grievance arose.

(c) If the grievance is still unresolved, it will be submitted to the Local Executive Board for determination of the grievance on its merits.

(d) The affected member will be advised of the status and disposition of his/her grievance in writing.

Section 2.

(a) A written record shall be made by the Local of all grievances submitted to the Executive Board and their disposition.

ARTICLE X

Strikes and Job Actions

Section 1. While a contract is in effect, Local Officers, Representatives or members shall not approve, promote or participate in, or in any way support any work stoppage, or strike or other form of job action that violates the Local Union's Agreement with the employer. Violations of this provision shall be punishable as provided below.

Section 2. Before a strike, work stoppage or other form of job action is authorized or permitted in any station or work unit, the Representative, or other Union Officers in charge of the station or work unit shall have kept the Local President regularly informed of the progress of such Representative's Efforts to resolve the dispute peacefully.

Section 3. The Representative or Local Officer assigned to the station, branch or work unit shall confer with the Local President and involve him/her in negotiations with the particular company before a strike action is recommended to the Local Executive Board.

Section 4. The Representative or Local Officer assigned to the station, branch or work unit shall make a full and detailed report to the Local Executive Board, which shall report to the international President before a strike vote is Taken.

Section 5. The Local Executive Board shall conduct a vote, required by Article XXVI of the Constitution, if in its opinion, strike action is deemed advisable.

Section 6. In the event that a majority of the employees voting approve of the proposed strike action, then it shall be the duty of the Local Executive Board with notice to the International President, to make the final decision as to whether Strike action is warranted and, if it is, the effective hour of the Strike.

Section 7. Should any Local Officer, Station Chairman, Representative or Shop Steward promote, recommend, approve, participate in, or in any way support a work stoppage, strike or other form of job action in violation of any of The foregoing rules, he shall:

1. Be subject to the filing of charges under the Constitution.
2. Stand suspended as an Officer of the Union, pending trial.
3. Stand trial for such activity and, if found guilty, may be suspended or expelled from membership, or may incur such other action as the Local Executive Board shall deem proper

Section 8. Any member engaged in such prohibited activity shall be subject to summary suspension from membership, pending trial by the Local Executive Board, and if found guilty after trial, be subject to the penalties set Forth in No. 3 above.

ARTICLE X I

Obligation of Members

Section 1. No member shall by-pass the grievance machinery provided in Article IX of these By-Laws.

Section 2. No member shall perform his / her duties on the job in such a manner as to place an unfair burden on his fellow workers or as to bring discredit to his/her Union.

Section 3. No member shall join or participate in any way in any organized group to which this Local Union is not affiliated which discusses and makes decisions on matters directly related to the internal affairs of the Union.

Section 4. No member shall make known the affairs of the Union to non-members

Section 5. No member shall make a collection in the name of the Union, regardless of its purpose, without prior approval of the Local Executive Board. This shall not apply to collections taken by or for Local office to defray the cost of their campaign.

Section 6. No member shall willfully wrong any member of the Local Union nor shall any member intentionally act in any manner that would discredit the Local Union, its Officers or the Local Union membership.

ARTICLE XII

Structure

Section 1. This Local Union shall be structured in accordance with Article XII of the Constitution of the Transport Workers Union of America AFL-CIO.

Section 2. Except where modified elsewhere in these By-Laws, all meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE XIII

Ratification and Amendments

Section 1.

By Laws adoption one of two ways

(a) When approved by majority vote of all members present at a general membership meeting; or

(b) When approved by the Local Executive Board and by a majority vote of all members present at a general membership meeting.

Section 2. These By-Laws may be amended in the same manner as provided for original adoption in Section 1 of this Article.

Section 3. Any of the By-Laws, which are inconsistent with the provisions of the international Constitution, shall be null and void.

(a) Notice of meeting for the purpose of changing or amending of these By-Laws will be posted seven (7) days prior to membership meetings. Such posting will not bear the changes but will contain notice of By-Law Change Voting and discussion.

Section 4. Contract ratification will be conducted in accordance with the system Presidents' Council By-Law provisions of the members affected.

ARTICLE XIV

RECALL OF LOCAL OFFICERS AND REPRESENTATIVES

Section 1.

Any member in good standing may initiate a petition for the recall of any Local Officer or Representative, whose view or actions, in the opinion of the member, are contrary to the goals of the Transport Workers Union and the Local Membership.

(a) The petition shall contain specific charges against the Officer or Representative and shall require the endorsement affixed to the petition of fifty percent plus one (50% + 1) of the members in good standing. In the case of an Executive Board member or Section/Station Chairperson, the petition shall require a fifty percent plus one (50% +1) endorsement of the members in good standing from the Title group/work unit/station that would normally vote for that representative during normal elections.

(b) Each page of the petition shall include a list of any and all reasons. A Committee will be assembled on a lottery basis of 5 members in good standing to ascertain that the petition is valid and falls within all the requirements of these bylaws.

(c) Upon receipt of a valid petition, the Officer/ Representative shall be notified and have fifteen (15) days to submit a written statement, not in excess of two (2) pages per charge, stating the reasons why he/she should not be recalled, with such statement to be included with the ballot. The submitter of the petition shall also be allowed to include a written statement not to exceed two (2) pages per charge. No other documents will be allowed.

(d) The recall voting process, including the tallying of the ballots, shall be completed within forty- five (45) days of the receipt of the petition. The voting procedure will be determined in accordance the procedures of electing Local Officers in the local Bylaws provided that the vote must be conducted by secret ballot and in a manner consistent with the requirements of the Labor-Management Reporting Disclosure Act (LMRDA).

(e) Upon tabulation of the vote, if the membership is against recall, the Local official/representative shall continue his/her duties.

(f) Upon tabulation of the vote, if the membership calls for the recall of such official/representative by majority vote, the official/representative whose recall is sought shall be removed from office immediately. After the recall vote is counted and affirmed said decision shall be final and binding. The office shall be declared vacant and the office shall be filled as outlined in Article III, Section 4 (g)of these bylaws.

Section 2.

In the event such recalled official is the President, the Vice President shall assume the duties of the President as outlined in Article II Para. C.of these bylaws and the Constitution of the Transport Workers Union of America. The Vice President's office shall be then be declared vacant and the office shall be filled as outlined in Article III, Section 4 (g)

LOCAL 561 BY-LAWS, FINAL

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