

**TWU LOCAL 575 BY LAWS**  
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**ARTICLE I-**  
**NAME & JURISDICTION**

**Section I** -This organization shall be known as Fleet Service Clerk for the Air Transport Division Transport Workers Union of America, AFL-CIO, and may be referred to as Local 575.

**Section II** -This local union shall be affiliated with associations, councils or other established entities which are deemed to be in the best interests of the total membership or any segment thereof in accordance with the International Constitutions.

**Section III** - Local 575 shall be in the greater metropolitan area of the city of Dallas/Ft. Worth the address is 2275 Westpark Court #201 Euless, TX 76040.

**Section IV** -Nothing in these By-laws shall conflict, or be construed to conflict, with the International Constitution.

**Section V** -This local shall participate to the fullest extent possible in all proposed legislative or regulatory activities affecting the membership in coordination with the International and legislative director.

**Section VI** -As new cities are acquired into Local 575 the Executive Board shall have the right to appoint a Chair person to oversee and report to the Board on that station.

## **ARTICLE II** **OBJECTIVES**

**Section I** - The objective of the union shall be to act as an effective instrument in improving the working condition, wages scales, work cycles and schedules; retirements plans and trust agreements, job security and all other benefits that should rightfully accrue to all members, individually or collectively, according to the nature of the profession or specialty.

**Section II** - The Union may establish internal committees, special representatives or any other structure to oversee and promote the interests of each profession or specialty; and maintain the necessary lines of communication with the International Representatives, Regulatory Agencies other AFL-CIO members, or any other functioning organization under direct control of the Executive Board of the Local. All such committees or representatives shall serve on a volunteer basis except for expenses specifically authorized by the Executive Board; and shall report to the President and Executive and shall make no commitments or statements other than those within the perimeters defined by the Executive Board.

**Section III** - There shall be no discrimination in any matter that may come within the purview of this Local as regards to race, color, creed, sexual preference, sex or national origin.

## **ARTICLE III** **MEMBERSHIP**

**Section I** - Employees eligible for membership within local 575 shall file an application for membership in accordance with the constitution of Transport Workers Union of America, AFL-CIO, and the rules any By-laws of local 575.

**Section II** - Under a TWU contract within jurisdiction of Local 575 shall pay an initiation fee of \$50.00 dollars effective Dec 1, 2010. Only former members section or division of other TWU Local shall be exonerated from payment of initiation fees upon presentation of credential in accordance with the TWU Constitution.

**Section III** - No member shall perform his duties in such a manner as to place an unfair burden on his fellow workers or as to bring discredit to his Union. All members should by the rules under the Local 575 By- Laws and the TWU Constitution.

**Section IV** - No member shall make known the internal affairs of this Union to non-members.

**Section V** - No member shall make a collection in the name of the Union regardless of its purpose, without prior approval of the Local Executive Board.

**Section VI** - Members who lost membership status subsequently re-apply for membership in Local 575 shall pay a re- hire fee of \$25.00 dollar.

**Section VII** - It shall be the responsibility of each member to notify the Company and the Union Headquarter of any address change in writing and by updating your information via Jet net without delay, otherwise the Local

and International cannot be held responsible for lack of receipt of correspondence or ballots mailed.

**Section VIII** - All power and authority originates with the membership of this Local as defined in the TWU Constitution. Election of Local Officer and Executive Board Members constitutes delegation of authority and assignment of responsibilities by the membership and is subject to qualification or nullification in accordance with procedures described in the TWU Constitution.

## **ARTICLE IV** **MEETINGS**

**Section I** – The general membership shall meet at least once in each calendar month at a place and time designated by the Local Executive Board. All members shall be notified in writing by postings on Bulletin Boards or any other social media approved by the Local Executive Board at least fifteen (15) days in advance of the General Membership Meeting. Meeting notices shall include an Agenda of the business to be transacted at the meeting.

**Section II** – Upon reasonable notice, the Local Executive Board may call departmental or special membership meetings. All reasons for calling the meeting shall be stated in the meeting notice.

**Section III** – A special department meeting may be called by any member who presents the Local Recording Secretary a petition signed by at least 10 percent of the members in good standing in the department, and lists the reason/s for the calling of the meeting.

**Section VI** - Membership meeting notices shall be posted on all union bulletin boards by the Secretary of local 575 at least (15) days prior to the date of the meeting except in cases of special meetings.

**Section V** - Only members in good standing shall be permitted to attend meetings of local 575, and have their vote counted.

**Section VI** - At special meeting, no business will be transacted other than for what the meeting was called for.

**Section VII** - No member under the influence of intoxicants shall be admitted to any meeting of the local union no disruption or vulgarity a will be tolerated.

**Section VIII** - All meeting times will be set by the Executive Board and all meetings shall be conducted in accordance with Robert's Rules of Order.

**Section IX** – The Executive Board will schedule meetings to fit the best interest of the Local.

**Section X** – The Executive Board meetings shall take place (once a month). All membership meetings shall be the duration of no more than two (2) hours or less unless a majority of those present should vote to extend the meeting. Chief and shop steward meetings will be held every two (2) months for each HUB (DFW & LAX), with a Local President or Designee.

## **ARTICLE V** **OFFICERS & DUTIES**

**Section I** – The elected officers of Local 575 shall

consist of a President, Vice President, Recording Secretary, and a Financial Secretary-Treasurer, who shall be elected for a term of three (3) years.

**Section II** – The duties of the officers shall be as outlines in the International Constitution.

**Section III** – All vacancies of any office shall be filled by appointment of the Local Executive Board. In the event Local President is unable to complete his/her term of office, the Vice 1<sup>st</sup> President shall automatically become President.

**Section IV** – The Financial Secretary-Treasurer shall arrange to have the Local books audited annually by a Certified Public Accountant. In the event there is a change in officers between audits, a C.P.A. will audit the books before the new officer assumes office.

**Section V** – Officers and Board Members shall attend every Executive Board Meeting and answer roll call. The President, and the Recording-Secretary shall be present, and/or available during all General Membership Meetings. Officers and Board Members shall attend a minimum of two (2) General Membership Meetings in a calendar year.

**Section VI** – The Local President or a delegate shall attend Negotiations, International Conventions and System Council Meetings of Air Transport Division.

**Section VII** – All arbitration decisions should be shared with grievant. All grievances must be disclosed and approved by the Executive Board prior to System Board or Arbitration.

**ARTICLE VI**  
**LOCAL EXECUTIVE BOARD**

**Section I** – The Local Executive Board shall consist of five (5) Local Officers and the required number of Members at Large as dictated by membership numbers.

**Section II** – The Executive Board shall transact all business of the Local when the membership is not in session: faithfully executive the orders of the membership; adopt measures in the best interest of the Local. It shall receive and make recommendations in regard to reports by standing committees and Officers.

**Section III** – Executive Board Members shall carry out such duties as may be assigned them by the Local President or the Executive Board.

**ARTICLE VII**  
**SHOP STEWARDS**

**Section I** – Shop stewards are appointed by the Board. Chief Shop Stewards shall be elected by the membership, within thirty (30) days following the general election at the last General membership meeting.

**Section II** – The President will appoint a member of the Executive Board to hold an election of Chief Shop Stewards in DFW & LAX.

**Section III** – It shall be the duty of the Chief Stewards to coordinate the work of the Stewards in their areas to assist in the handling of grievances and to generally act as contacts between the Executive Board and the Stewards under their jurisdiction. It shall be the duty of the



Shop Stewards to clarify and explain to the members any matters pertaining to Union affairs and assist the Executive Board in the enforcement of the Contract.

**Section IV** – In LAX, the President, or his designee, shall place the call for the Steward Meeting.

**Section V** – Each member of the Steward Body must attend at least two (2) Steward Meetings in a calendar quarter. Only excusable absences, submitted in writing to the Recording Secretary will be accepted for non-attendance at any meeting covered herein. Chief Stewards and Stewards who fail to comply with the above Steward Meeting requirements during a calendar quarter will be given written notification of non-compliance. Chief Stewards and Stewards who fail to comply with the Stewards Meeting requirements during two (2) calendar quarters per calendar year (concurrent or otherwise) must step down. Failure of the Local to give written notification of non-compliance shall not absolve Stewards from the meeting requirements.

**Section VI** – Any Union representative who takes a management position, accepts MPR pay, or interviews for a management position will be removed from office and cannot run for office for the remainder of that term.

**Section VII** – Shop Stewards shall be responsible for handing grievances and complaints of members whom they have been designated to represent in accordance with these By-laws.

## **ARTICLE VIII** **ELECTIONS**

**Section I** – An Election Board shall be elected at the regular General Membership Meeting in the month of October, and shall consist of a committee of three (3) members in good standing. No member of the Election Board shall be eligible to run for office, or presently hold one. They shall be elected and serve a term of three (3) years.

**Section II** – The Election Board shall supervise elections in accordance with the following procedures:

- A-** Nominations shall be by petition.
- B-** Nominations of Local Officers and Executive Board Members shall require a minimum of twenty-five (25) signatures of members in good standing, for each candidate being nominated.
- C-** Candidates for all offices will be eligible for nomination for one office only. The person nominated to an office will either accept or reject the nomination in writing prior to the making of the ballots.
- D-** Members in good standing may sign as many nomination petitions for different candidates as they see fit. His/her name, however, shall appear only once for each candidate.
- E-** The ballots for Local Officers and Executive Board Members shall be prepared and mailed to all members in good standing not

later than the twenty fifth (25th) day of November and to be valid, must be received in the Post Office Box, rented for that purpose, no later than midnight of the thirteenth (13th), of December. The ballots shall be removed from the Post Office Box by the Election Committee on the fifteenth (15th) day of December and shall be counted and attested to and announced on that day by the Election Committee. If any of the above dates fall on a Sunday or legal holiday, the next day shall be the appropriate day as the deadline required by this provision. All ballot return envelopes will be numbered sequentially and a number will be assigned to each member receiving a ballot in the election. The Election Committee has the sole responsibility for printing, storage, mailing, and counting of all election materials prior to the finalization of the election. At no time will any parties involved in the actual election handle or control any election materials prior to the election's finalization. In the event a member does not receive a ballot in the mail, he/she shall be able to obtain a second one by submitting a written request to the Election Committee. Upon receipt of such written request, the Election Committee must void the ballot number of the first ballot and reissue a second. In the above instance, the

Election Committee Chairman may, instead of mailing it, opt to reissue the ballot by hand.

**F-**The elected officers shall take the oath of office and assume their duties at the January Executive Board Meeting.

**G-** In the event of an election during mid-term, the membership will be given notice of a 30-day opening and closing of petition for the vacant office.

**Section III** – All disputes arising out of the nominations and elections shall be reported to the Election Committee. 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 fourteen (14) days after the date of the election. Any appeal from the certification or other decision by the Election Committee must be submitted, in the first instance, to the Local Executive Board. The decision of the Local Executive Board may be appealed to the International Committee on Appeals pursuant to the International Constitution. The decision of the Local Executive Board in such case shall become and remain effective unless and until the International Committee on Appeals decides otherwise.

**Section IV** – 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 election reported by the Election Committee or otherwise made known to the Executive Board. The Local Executive Board may, after proper hearing upon reasonable notice to a member, impose an appropriate penalty upon any member for a violation of said rules and regulations.

**Section V** – The Election Committee is to operate as a “stand-alone body” and will not, except in the event of gross malfeasance, be subject to interference by the Local Executive Board. The Local will provide the Election Committee with a locked cabinet that will be under the control of the Election Committee only.

## **ARTICLE IX** **COMMITTEES**

**Section I** - The Local Executive Board may elect from among its members the following permanent standard committees to assist the Local Officers and report at regular intervals to the Executive Board.

- Safety
- Workers Compensation
- Publication
- EAP
- Election
- Bid
- Grievance

**Section II** - Committees shall engage in such activities as may be required by their respective functions under the supervision of the President and Executive Board.

**Section III** - A committee may not incur any liability or indebtedness on behalf of the Local union without authorization from the President of the Executive Board.

**Section IV** - The President of the Local Executive Board may appoint committees from time to time as may be necessary for efficient conduct of the Local.

**Section V** - All committee members may attend all general membership to share a report with the membership.

## **ARTICLE X** **DUES & INITIATION FEES**

**Section I** – Under a TWU contract within jurisdiction of Local 575 shall pay an initiation fee of fifty (\$50.00) dollars effective December 1, 2010. Any members section or division of the other TWU Local shall be exonerated from payment fees upon presentation of credential in accordance with the TWU Constitution.

**Section II** – Dues shall be as specified by the International Constitution, payable in advance. No member shall be exonerated from the payment of dues except in accordance with the provisions of the International Constitution.

## **ARTICLE XI** **CONTRIBUTIONS**

**Section I** – Contributions from the Treasury of Local 575 shall be no less than \$50.00 dollars and no more than \$150.00, except in case of strike donation to a sister local of TWU-AFL-CIO.

**Section II** – Local 575 shall not solicit money or conduct raffles for charitable organizations for any purpose without the approval of the executive board or the members in attendance at a membership meeting. This shall not prohibit any member as an individual from participating in such activity.

**Section III** – The Local Union shall up to \$.75 per member per month into an appreciation and retirement fund, deposited in the name of the Local Union. Any decision to withdraw any money will require a majority vote from the Local Executive Board during its regular monthly Executive Board meetings.

## **ARTICLE XII** **FINANCE & EXPENSES**

**Section I** – The salary of the Executive Board shall be adjusted as of the first day of January and on the first day of each January by the weighted average percentage increase in wages or salaries received by the Union membership during the fiscal year ending on the preceding August 31<sup>st</sup> in bargaining units of Five Hundred (500) or more.

**Section II** – All expenditures exceeding seven hundred fifty dollars (\$750.00) shall be subject to the approval of the Executive Board

**ARTICLE XIII**  
**AMENDMENT TO THE BY-LAWS**

**Section I** – The foregoing By-laws shall be adopted when approval by majority vote of all members present at the General Membership Meetings. Copies of the By-laws shall be made available to all members.

**Section II** – Proposals for amendments or revision of By-laws must be brought to the attention of a Membership Meeting by the member or members submitting the proposals for a change. If the proposal is favored by a majority vote, such proposed amendments or revisions shall then be posted for a period of not less than fifteen (15) days and shall be presented for final vote at the next regular Membership Meeting.

**Section III** – Any and all By-laws which are inconsistently with the provisions of the International Constitution shall be null and void.