

TRANSPORT WORKERS UNION OF AMERICA

LOCAL 510

BYLAWS

Revised June 2013

ARTICLE – 1

Name and Jurisdiction

Section one – This organization shall be known as the **Transport Local 510, Transport Workers Union of America, AFL-CIO** and may be referred to as **Local 510**.

Section two – The jurisdiction of **Local 510** shall include the following **American Airlines Inc.** stations:

Washington National Airport
Dulles International Airport
Baltimore/Washington International Airport
Atlanta Hartsfield-Jackson International Airport
Orlando International Airport
Charlotte Douglas International Airport

and other such areas as may be assigned to **Local 510** by the TWU International Executive Council and the Air Transit Division Presidents Council. The Local shall be headquartered in Washington, D.C. Any member running for the President's position must be willing to commute at his/her own expense and complete a forty (40) hour work week at DCA where the headquarters for **Local 510** resides with the exception of business trips. Any deviation to the work schedule will need approval of the Executive Board. At any time that the President of **Local 510** is returned into the AA manning at the airport, the President's forty (40) hour work week at DCA would not be required. A reasonable and cost-effective work schedule for the President will be determined by the Executive Board. Any person running for Financial-Secretary/Treasurer must be willing to commute at his/her own expense and work a minimum of sixteen (16) hours per month at DCA where the headquarters for **Local 510** resides. Any deviation to the Financial-Secretary/Treasurer's work schedule will need approval of the Executive Board. All expenses should be paid to attend the **Local 510** Executive Board meetings with the approval of the Executive Board.

ARTICLE – 2

Membership

Section one – Any person eligible for membership in this Local shall file an application for membership in accordance with the International Constitution of the **Transport Workers Union of America, AFL-CIO**, the rules and bylaws of **Local 510** and the Union Shop Agreement with **American Airlines Inc**

ARTICLE – 3

Meetings

Section one – Where reasonably possible each affiliated station shall hold monthly regular membership meetings. (See Article 14, Section 6 of the International Constitution.) All members shall be notified (posted on union bulletin boards) at least (5) days in advance of the station membership meeting. Meeting notices must include an agenda of the business to be transacted at the meeting.

Section two – Each station will hold a one day meeting for all title groups, at the discretion of the Station Chairperson.

Section three – Station or special membership meetings may be called by the Local's Executive Board upon reasonable notice. All reasons for the calling of the meeting shall be stated in the meeting notice.

Section four – A special or station meeting may be called by any member. The member must present to the Financial-Secretary/Treasurer or Station Chairperson a petition calling for such meeting and include a list of the reasons for calling such meeting. The petition must be signed by at least ten (10) percent of the members in good standing at the station for a special general meeting.

Section five – The Local's Executive Board shall meet at least once each calendar month. Additional meetings may be called at the discretion of the Local President within five (5) days after receipt of a petition signed by the majority of the members of the Local's Executive Board. The President shall be required to call a special meeting of that body to consider the matter contained in the petition.

Section six – Notices of all Membership and Steward Meetings shall be posted by a ranking Union Official at each station with the approval of the President.

Section seven – The Executive Board at their first meeting following the general elections will calendar the Executive Board Meetings.

Section eight – Only members in good standing shall be permitted to attend meetings of **Local 510**.

Section nine – All members attending the regular membership meetings shall sign the Official Attendance Book.

Section ten – The supreme authority in **Local 510** shall be the membership.

Section eleven – No member under the influence of intoxicants shall be admitted to any meeting of **Local 510**.

ARTICLE – 4

Officers and Duties

Section one – The elected Officers of **Local 510** shall consist of a President, Vice-President and a Financial-Secretary/Treasurer who shall be elected to a three (3) year term.

Section two – The duties of the Officers shall be outlined in the International Constitution, Article 16.

Section three – In the event that a vacancy occurs in the office of President, the Vice President shall act as President for the unexpired term. Other vacancies occurring with more than one year remaining before a general election shall be filled by special election. The Executive Board shall appoint someone to fill a vacancy that occurs with less than one year remaining before a general election.

Section four – The Financial-Secretary/Treasurer shall arrange to have the Local's books audited annually and the results of the audit made available.

Section five – **Local 510's** Executive Board by a majority vote can suspend any Officer for dereliction of duty or for an unfaithful act or for any action detrimental to the best interest of **Local 510** provided that within five (5) days of such suspension, **Local 510's** Executive Board shall institute proceedings against the suspended Officer in accordance with Article 21 and 22 of the International Constitution.

Section six – It shall be the duties of **Local 510's** Officers in conjunction with the Station Chairperson to coordinate the work of the Stewards and to assist in the handling of grievances and generally act as a contact between the Executive Board and the Stewards.

Section seven – Any Officer of **Local 510** absent from three (3) consecutive Executive Board Meetings without a valid reason shall resign. Should he/she fail to resign, he/she will be charged with negligence of his/her duties and tried in accordance with trial procedures in the **Transport Workers Union of America** Constitution.

ARTICLE – 5

Executive Board

Section one – The Local's Executive Board shall consist of the Officers of the Local, and one (1) Executive Board member. Any changes shall conform to the **Transport Workers Union of America** Constitution, Article 14, Section 8.

Section two – The Executive Board shall transact all business of **Local 510** when the membership is not in session and faithfully execute the orders of the membership; adopt measures in the interest of **Local 510**; recommend such actions to the membership as it may deem

necessary. It shall receive and make recommendations in regards to reports by the standing committees and officers.

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

Section four – The Local’s Executive Committee shall consist of the Local’s Officers, the Local’s Executive Board Members and the Local’s Station Chairpersons. Executive Committee Meetings and/or conference calls shall be held semi-annually.

Section five – Vacancies occurring with more than one year remaining before a general election shall be filled by special election. The Executive Board shall appoint someone to fill a vacancy that occurs with less than one year remaining before a general election.

ARTICLE – 6

Shop Stewards

Section one – The Local’s Executive Board shall be responsible for Shop Stewards. Each station’s Chairperson shall determine how Shop Stewards are to be selected. This will be done by a station election or by appointment by the last day of February following the election of the Chairperson. If a Local Chairperson is replaced at any time during his/her term, the new Chairperson will have the same opportunity to select new shop stewards as above.

Section two – Shop Stewards shall represent such shops, crews or groups as may be designated periodically by the Executive Board.

Section three – It shall be the duty of the Station Chairperson to keep in close contact with the Executive Board and to keep Shop Stewards informed on items that may be of interest to the general membership. It shall be the duty of the Shop Stewards to clarify and explain any matters pertaining to Union affairs, to handle grievances and any other such duties as assigned by the Local’s President or Executive Board.

Section four - Stewards shall be provided training by the Local on all Union matters. Attendance at the training is mandatory. Stewards must attend Steward’s meetings, 50% of station’s general membership meetings and assist Executive Board Members in enforcement of the contract, the Constitution and the bylaws of **Local 510**. Failure to comply with any of the above requirements will result in revocation of his/her position as a Steward.

ARTICLE – 7

Station Chairperson

Section one – The stations outlined in Article I, Section 2 of these bylaws shall have a Chairperson who shall be elected every three (3) years by a majority of the votes cast by members voting at the December station membership meeting. Nominations for Station Chairpersons shall

be made in writing at the November station membership meeting. Chairpersons elected will be installed the first day of January and will serve a term of three (3) years.

Section two - It shall be the duty of the Station Chairperson to coordinate the work of the Stewards and to assist in the handling of grievances and generally act as the contact between the Executive Board and the Stewards.

Section three – It shall be the duty of the Station Chairperson to take the minutes of all station membership meetings and record the attendance of such meetings. The minutes will be written in a record book that is page numbered and bound. This record book will be provided by **Local 510** and it will be used at all station membership meetings. Members present at membership meetings will sign the official attendance register book. The official attendance register will be a page numbered book that is bound and will be provided by **Local 510**. The official attendance register book will be kept with the minutes at all times. These books will be the property of **Local 510** , must be kept in safe storage and will be audited by the Executive Board once a year. The attendance register book and minute’s record book will be turned over to new Station Chairperson when applicable.

Section four – Vacancies occurring with more than one year remaining before a general election shall be filled by special election. The Executive Board shall appoint someone to fill a vacancy that occurs with less than one year remaining before a general election.

ARTICLE – 8

Elections

Section one – An Election Committee shall consist of one (1) member in good standing from each station nominated in writing at the July station membership meeting and elected at the August station membership meeting, in the year of the general election. No member of the Election Committee shall either hold a position or run for office.

Section two – The Election Committee shall supervise elections by secret ballot in accordance with the following procedures:

- a. Nominations shall be made in writing during the station membership meeting in August.
- b. Candidates shall be eligible to be nominated for more than one office but may only run for one (1) office. Prior to the approval of the ballots, each nominee will either accept or reject the nomination in writing and deliver it to the **Local 510** Election Committee Member by midnight (2400) on September 7. If a nomination is neither accepted nor rejected on time it will be considered rejected and will **not be** on the ballot.
- c. Any nominee desiring to run for or hold an office position must meet the requirements of the International Constitution.
- d. Any nominee desiring to run for or hold an office position must meet the requirements of these bylaws.
- e. Any nominee desiring to run for or hold an office position must have been a member in continuous good standing the year preceding nominations.

- f. A notice of the election with a list of the nominees for Officers and Executive Board Members and voting instructions shall be mailed to all members in good standing no later than midnight October 1st.
- g. On November 1st, the Election Committee shall count the ballots, certify the elections results and make the results public.
- h. If the aforementioned dates fall on a Sunday, the date will move forward one day.
- i. The elected Officers will assume their duties on January 1st.
- j. Any person running for office unopposed shall have his/her name placed on the ballot along with the name of the office that he/she was nominated for. At the subsequent Executive Board Meeting, the Financial-Secretary/Treasurer will enter the nominated person's name into the permanent minutes of the Board. All names on the ballot will have their station code next to them.
- k. Voting by proxy will not be permitted.
- l. Only votes cast for duly nominated candidates will be counted. **Write in** votes will **not** be counted.
- m. In addition to the President, all elected officers are *ex officio* convention delegates.

Section three – All disputes arising out of the nominations and/or elections shall be reported to the Election Committee in writing, by certified mail, within fifteen days (15) after the nomination and/or posting of all election results. The Election Committee shall make a full report on the nominations and election; shall certify the results of the election; shall set forth a digest of each appeal made to the Election Committee and disposition thereof; shall report any violations of the rules governing the nominations and the election to the Local's Executive Board. The Executive Board shall convene no later than ten (10) days after the notification from the election committee of a pending dispute.

Section four – Once an election is certified by the Election Committee, any further appeals must be directed to the International Executive Council. Any action that the Election Committee deems proper shall become final unless overturned on appeal to the International Executive Council.

ARTICLE -9

Attendance Register

Section one – The **Official Attendance Register** shall constitute attendance at station membership meetings.

ARTICLE -10

Committees

Section one – At the beginning of its term, the Executive Board shall delegate the Station Chairpersons to appoint the following Committees:

- A. SAFETY**
- B. EDUCATION**
- C. WORKMAN’S COMPENSATION**
- D. COPE**
- E. WOMEN’S COMMITTEE**

Section two – Committees shall carry out such activities as may be required under the supervision of the Executive Board and subject to the approval of the membership.

Section three – A committee may not incur any liability or indebtedness on behalf of the Local without written consent of the Executive Board.

Section four – The President may appoint special committees as he deems necessary, subject to the approval of the Executive Board.

ARTICLE 11

Dues and Initiation

Section one –An initiation fee of \$25.00 shall be paid by each applicant for membership. Any change must be in accordance of Article 17 of the International Constitution.

Section two – Dues shall be paid in accordance with the Article 17 of the International Constitution.

Section three – No member shall be exonerated from paying dues except in accordance with the Article 17 of the International Constitution.

ARTICLE -12

Finances and Expenditures

Section one – Officers and Executive Board Members shall receive the following salaries:

a. President	\$500.00 per month
b. Vice-President	\$400.00 per month
c. Financial-Secretary/Treasurer	\$400.00 per month
d. Executive Board Member	\$150.00 per month
e. Station Chairperson	\$300.00 per month

Section two – All expenditures shall be subject to the approval the Executive Board.

Section three – Any member of **Local 510** away from his/her based station, in addition to hotel and transportation expenses will be allowed no more than \$35.00 a day for meals, unless approved by the Executive Board.

Section four – Representatives of **Local 510** conducting official business will be paid mileage equal to the IRS code when using personal transportation.

Section five – The Executive Board shall be empowered to designate such organizers, representatives, agents and other employees deemed necessary for the proper conduct of Union affairs. Established salaries, expense allowances and length of service will be subject to membership approval.

Section six – Local Officers, Executive Board Members, Station Chairpersons and Shop Stewards shall be compensated for all time lost while in attendance at the Executive Board, Station Membership and Steward’s Meetings when required to be in attendance.

ARTICLE -13

Grievances

Section one – Any member who has a grievance with respect to his/her job or wishes to exercise his/her right under the contract or wishes to confer with management on any matter pertaining to his/her employment shall submit his/her complaint or request in writing to his/her Shop Steward or Station Chairperson who will attempt to solve it at the first or second level.

Section two – The Executive Board shall provide appropriate grievance forms for use of members and shall be responsible for the screening of grievances.

Section three – Nothing herein shall prohibit members from taking their grievance directly to the Local President or any other Officer.

ARTICLE -14

Obligation of Members

Section one – No member shall bypass the grievance machinery provided in Article 13 to handle his/her own or another employee's grievance.

Section two – No member shall perform his/her duties on the job in such a manner as to place an unfair burden on his/her coworkers or to bring discredit to the **Transport Workers Union of America**.

Section three – No member shall join or participate in any organization group to which TWU is not affiliated in which they discuss or make decisions on matters that relates to internal affairs of the TWU.

Section four – No member shall make known the internal affairs of the TWU to non-union members.

Section five – No member shall make a collection in the name of the Union without proper approval of the Executive Board.

Section six – No member shall violate any provision of these bylaws, the International Constitution, the Union's Collective Bargaining Agreement or any other rules of **Local 510**.

Section seven – No member shall willfully wrong any member of the TWU International or Local 510.

Section eight – No member shall maliciously publish, or circulate among the membership any misrepresentations.

ARTICLE -15

Discipline of Members

Section one - Any member of **Local 510** who is charged with violating any of his /her obligations under these bylaws or the International Constitution may be disciplined in accordance with the Articles 19 and 20 of the International Constitution.

ARTICLE – 16

Suspension or Removal of Local Officials

Section one – Suspension or removal of **Local 510** Officers shall be in accordance with the Articles 21, 22, and 23 of the International Constitution.

Section two- Any Shop Steward, Station Chairperson, or **Local 510** Officer who accepts a temporary or acting position outside of our bargaining group, for any duration, will automatically resign his/her office or position within **Local 510**.

ARTICLE 17

Conduction of Meetings

Section one – Except where modified by these bylaws and the International Constitution, all meetings shall be in accordance with Robert’s Rules of Order.

ARTICLE – 18

Ratification and Amendment

Section one – Once the bylaws are approved by the membership, they cannot be adopted until approved by the International Administrative Committee (IAC).

Section two – Proposals for amendments or revisions of the bylaws shall be brought to attention at a station membership meeting by the member or members submitting a proposal for change. If the proposal is favored by the majority vote, such proposed amendments or provision shall be posted at each station for a period of not less than (15) days and shall be presented for a final vote at the next station membership meeting.

Section three – All bylaws which are inconsistent with the provisions of the International Constitution shall be null and void.

Section four – In all matters not provided for in these bylaws, the International Constitution of the **Transport Workers Union of America, AFL-CIO** shall govern the conduct and determine the obligations of the members and Officers of **Local 510**.