

TWU LOCAL 578 BY-LAWS

PREAMBLE

These By-laws, subject to the Constitution of the Transport Workers Union of America, AFL- CIO (“TWU”), and together with that Constitution, shall govern the conduct of the affairs of TWU Local 578.

SECTION I – NAME AND AFFILIATION

- (a) The name of the organization shall be Transport Workers Union of America Local 578, AFL-CIO. Whenever the term “Local” or “Union” is used, it shall refer to and mean TWU Local 578. Whenever the term “TWU” or “International” is used, it shall refer to and mean the Transport Workers Union of America, International Union.
- (b) The jurisdiction of Local 578 shall include all areas where FSI Flight Attendants Operate, and such other areas as may be assigned to Local 578 by the International.
- (c) Nothing in these By-laws shall be in conflict with the TWU International Constitution, which is the highest authority document of TWU.
- (d) The TWU Local 578 Website shall serve as the official location and notice and for any posting from the Local.
- (e) This Local will become affiliated with the State and City AFL-CIO Councils and such other Central Bodies, in the interest of advancing the welfare of Members of this Local and the Transport Workers Union of America, AFL-CIO.

SECTION II – DURATION

The duration of the Local shall be until it is dissolved as provided for in the TWU International Constitution.

SECTION III - PURPOSE

- (a) To unite all workers eligible for membership in the Local Union regardless of race, creed, color, gender identity, sexual orientation, nationality, or marital status.
- (b) To establish through collective bargaining satisfactory wages, work rules, and benefits for the workers represented by these By-laws and unite their professional interests.
- (c) To protect each Member from unjust discipline and to promote the well-being and continued employment of all Members.

SECTION IV - MEMBERSHIP

- (a) All persons eligible for membership in Local 578 shall file a timely membership application with the Local Financial-Secretary Treasurer, or their designee(s), in accordance with the TWU International Constitution. The application will include the applicant's current mailing address, telephone number and personal email address.
- (b) It shall be the responsibility of the Member to advise the Local 578 Financial Secretary-Treasurer within thirty (30) days of a change in current mailing address, telephone number and personal email address. Without current Member information, the Union cannot be held responsible if the Member does not receive correspondence or ballots sent out by the Local or International Union.

SECTION V - RESPONSIBILITIES OF MEMBERS

- (a) No Member shall disclose internal matters of the Local or International Union.
- (b) Members of the Local Union accept and agree to abide by the TWU International Constitution and the Local By-laws.

SECTION VI - MEMBERSHIP MEETINGS

- (a) Membership meetings shall be scheduled in accordance with the TWU International Constitution.
- (b) The President may call Special Meetings of the Membership when deemed necessary or when requested to do so by a simple majority of the Executive Board. At Special Meetings, no business shall be conducted other than that for which the meeting was called.
- (c) The Executive Board shall determine the starting times for all meetings, as to best accommodate the Membership of each Base.

SECTION VII – STRUCTURE & DUTIES OF THE LOCAL EXECUTIVE BOARD

Structure:

- (a) The Local Executive Board shall consist of elected Local Officers.
- (b) The Officers of Local 578 shall be the President, Vice President, Financial Secretary-Treasurer.
- (c) The Executive Board shall meet monthly, including virtually, except where such a meeting is not reasonably possible. The date, time, and location of Board meeting shall be determined by the President, with consideration given to Executive Board members' schedules. Special meetings of the Executive Board may be called by the President when it is deemed necessary

to do so.

- (d) Local Executive Board Meetings shall be conducted to the extent possible, in accord with Robert's Rules of Order (Newly Revised) as modified by the TWU International Constitution and by these By-laws.
- (e) The Executive Board shall attend all Executive Board Meetings, except when excused for good reason, and answer the roll call that will be included in the meeting minutes. When an Executive Board member is excused from the meeting, it will be noted in the meeting minutes.
- (f) Issues before the Executive Board, except as specifically provided for in these By-laws, shall be decided by a majority vote of a quorum of the Executive Board.
- (g) A majority of the Members of the Executive Board shall constitute a quorum for the purpose of meetings and/or conducting business.
- (h) Any Executive Board vacancy, except the President, which is vacated within the first eighteen (18) months of the current term shall be made available to all members in good standing, in accordance with SECTION IX of these By-laws. If the position is vacated within the last eighteen (18) months of the current term, the Executive Board shall appoint an eligible Member in good standing to the position, by a majority vote of a quorum of the Executive Board.

Duties:

- (a) Duties of Officers are defined by the TWU International Constitution, and while not all inclusive, as further outlined in these By-laws of Local 578.
- (b) The President and the Treasurer must both authorize lost time, with the Treasurer arranging for the absence from the regular assigned work at the airline, if any, at the expense of the Local, while conducting business for the Local Union.
- (c) The President shall be responsible for directing the affairs of the Local.
- (d) The Vice President shall assist the President in the discharge of their duties, and during their absence shall perform the duties of the President. The Vice President shall keep the order of grievances and is responsible for processing the Local's System Board of Adjustment grievance submissions. The Vice President will also assemble all relevant documents and the facts pertaining to the Local's grievances pending before the System Board of Adjustment and for arbitration, and ensure the proper preparation is made for the presentation of grievances and arbitration. The Vice President shall perform other duties as required by the Executive Board.
- (e) The Financial Secretary-Treasurer shall receive all monies paid into the Local Union. The Financial Secretary-Treasurer shall keep the books and records of the Local's finances pursuant to the rules and regulations established by the International Administrative Committee. The Financial Secretary-Treasurer shall report monthly to the Local Executive Board and to the International Secretary-Treasurer. The Financial Secretary-Treasurer shall submit all records and books at least once a year to a Certified Public Accountant and will forward the name and address of the Certified Public Accountant who is to conduct the audit to the International. The

Financial Secretary-Treasurer will be responsible for the organization and recordkeeping of all elections. In addition, the Financial Secretary-Treasurer will keep and maintain all Minutes of the Local Executive Board, Membership Meeting, or any Special Meeting. The Financial Secretary-Treasurer shall also keep the minutes and/or records/transcripts for any other Union business of the Local. The Financial Secretary-Treasurer shall perform all other duties required by the Executive Board.

SECTION VIII - STEWARDS

- (a) The duties of Shop Stewards will include representing Members on behalf of the Local in meetings with Management; including the filing of grievances for contract violations, discipline, and discharge. Keeping informed on events of interest to the Membership; and clarifying and explaining to Members matters pertaining to the contract or Local.
- (b) Shop Stewards' terms begin the first day of the month following their election. The term for a Shop Steward is three (3) years. Shop Stewards will be required to attend scheduled training. A Shop Steward who fails to comply with the training requirement may be removed by a majority vote of a quorum of the Executive Board for cause.
- (c) It shall be the responsibility of a Shop Steward who is expected to be out for more than thirty (30) days to notify the Local Financial Secretary-Treasurer and the Shop Steward will be temporarily suspended from any Union duties until they return to work.

SECTION IX – NOMINATIONS & ELECTIONS

Election Committee:

- (a) The Election Committee shall adopt appropriate rules and provide forms and ballots, conduct the nominations and election of the Executive Board in accordance with the LMRDA, the TWU International Constitution, and these By-laws. The Election Committee will be responsible for ensuring that all eligible ballots received are counted.
- (b) The Election Committee shall consist of three (3) Members and three (3) Alternates. The Election Committee shall be appointed by a majority vote of a quorum of the Executive Board no later than sixty (60) days after the swearing-in of the Executive Board. The term will be for a three (3) year period.

Eligibility:

- (a) Only members in good standing of Local 578 are eligible to participate and vote in the election. To be in good standing, a member must be paid up in dues and not in disciplinary bad standing.
- (b) No member shall be able to run for multiple positions during the same election.

- (c) No person may hold more than one office at a time, except that the first office may be held until a replacement officer is elected.

Nominations for the Executive Board:

- (a) Nominations for the office of President, Vice President, Financial Secretary-Treasurer will be in accordance with these By-laws.
- (b) Any eligible member may be nominated themselves or be nominated by another active Member in good standing. Each nomination will include the nominee's personal e-mail address, or it will be considered invalid.
- (c) Each nominee must accept the nomination via e-mail or through a confirmation phone call to the Election Committee within forty-eight (48) hours of the closure of the nominating period or they will be considered as declining the nomination.
- (d) If only one person is nominated for office, that person shall be deemed elected by acclamation and no further vote is required.

Officer & Executive Board Elections:

- (a) Election of the Executive Board members shall be conducted by a secret ballot.
- (b) In the event of a tie for the most votes cast in an election, there will be a runoff election for those candidates involved in the tie.
- (c) Each candidate will be notified of the date and time when the ballots are to be counted or results are to be received and will be allowed one (1) representative at their own expense to monitor the process of the Election Committee.
- (d) Any member in good standing who believes that they have been improperly denied the opportunity to be a candidate for elected office or position that an election in which they were a candidate was improperly conducted, may file a complaint with the Executive Board within fifteen (15) days of the election results having been made known.
- (e) In the event of an Executive Board Member vacancy in any office, except the Local President, that has eighteen (18) months or more remaining on the term at the time the vacancy occurs, said vacancy is to be considered permanent and shall be filled through an election process that is consistent with the election process outlined in this section of the Local 578 By-laws and the TWU International Constitution. In the event of a vacancy in any office, except the Local President, that has less than eighteen (18) months remaining on the term, the Executive Board will appoint a person to fill said vacancy.

Convention of the International Union:

- (a) The President shall be an ex-officio delegate to the Convention of the International Union with all rights and privileges of elected delegates. In addition to the President, the Officers in the following order, as the Local is entitled, shall be ex-officio delegates with all rights and privileges of elected delegates: Vice President, Financial Secretary-Treasurer.

Shop Steward Elections:

- (a) Nominations and elections for Shop Stewards, as deemed necessary by the Executive Board, shall be held no later than sixty (60) days after the swearing-in of the Executive Board.
- (b) Any eligible member may be nominated by themselves or by another active Member in good standing. Each nomination will include the nominee's personal e-mail address or it will be considered invalid.
- (c) The candidate receiving a simple majority of the secret ballot votes cast for each office shall be deemed elected to the office. The winner of each position will be notified by personal e-mail. Results will also be released to the Membership via the Local 578 website, after all winning candidates have been sent an e-mail.
- (d) In the event of a tie for the most votes cast in an election, there will be a runoff election for those candidates involved in the tie.
- (e) Any member in good standing who believes that they have been improperly denied the opportunity to be a candidate for elected office or position that an election in which they were a candidate was improperly conducted, may file a complaint with the Executive Board within fifteen (15) days of the election results having been made known.
- (f) In the event of a vacancy in any position herein that has eighteen (18) months or more remaining in the term, at the time the vacancy occurs, said vacancy is to be considered permanent and shall be filled through election process as determined above, by the Executive Board. In the event of a vacancy in any position herein that has less than eighteen (18) months remaining in the term, the Executive Board will appoint a person to fill said vacancy.

SECTION X – TERM OF OFFICE

- (a) As a result of the Chartering of Local 578 and the subsequent inaugural Officer and Executive Board election, the next term of office for Officers and Executive Board Members will commence on the same day, three years after the date of inauguration.
- (b) The term of office for Executive Board Members shall be for three (3) years.

SECTION XI – FINANCES & EXPENSES

- (a) An annual audit of the Local Union will be conducted by a Certified Public Accountant.
- (b) Monetary contribution may be made from the treasury of Local 578 in support or recognition of TWU Local 578 Members to causes that support organized labor, for charitable organizations that directly impact working people, or donate to a strike in support of another AFL-CIO affiliated Union. All contributions must be approved by a Roll Call vote of the Executive Board.
- (c) Any trip pulls that are submitted to perform Union business require advance approval from the

President and Financial Secretary-Treasurer. In the case of an emergency, two Officers, including one other than the President or Financial Secretary-Treasurer, may authorize and approve required trip pulls to perform Union business. A reporting of all pulls issued during the month will be accounted for by the Financial Secretary-Treasurer.

SECTION XII – COMMITTEES

- (a) The President shall appoint all committees, including a Committee on Political Education (COPE), an Education Committee, and Special Committees as deemed necessary to administer the business of the Local.
- (b) The Committee Chair will submit a report of the Committee and will give an account of the Committee activity upon request of the Executive Board at specified intervals and/or upon completion.