

Local 541
Transport Workers Union

BYLAWS

July 2007

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ARTICLE I
NAME AND JURISDICTION

1. This organization shall be known as AIR TRANSPORT LOCAL 541 of the AIR TRANSPORT DIVISION of the TRANSPORT WORKERS UNION OF AMERICA, AFL-CIO.
2. The jurisdiction of AIR TRANSPORT LOCAL 541 shall include those areas as may be assigned by the International Executive Council of the TRANSPORT WORKERS UNION OF AMERICA, AFL-CIO.
3. The offices of AIR TRANSPORT LOCAL 541 shall be located in the Dallas-Ft. Worth area of Texas.

ARTICLE II STRUCTURE AND FUNCTION

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 of the TRANSPORT WORKERS UNION OF AMERICAN, AFL-CIO, and the decisions of the International Conventions.
2. The Executive Board of AIR TRANSPORT LOCAL 541 shall consist of the President, Recording Secretary, Financial Secretary-Treasurer all of which are elected from the membership at large, and the Vice President and Executive Board Members that are elected from each Section. The Flight Training Devices Technicians are a Section and the Professional Flight Crew Training Instructors are a Section. Each Section is entitled to elect one Vice President and one Executive Board Member. Sections added at some future date will be entitled to one Vice President and one Executive Board Member.
3. In no event, however, may the number of Executive Board members exceed the maximum number prescribed in Article XIV, Section 8 of the International Constitution.
4. Between meetings, the Executive Board of Local 541 shall govern the Local in accordance with the provisions of the Constitution of the TRANSPORT WORKERS UNION OF AMERICA, AFL-CIO.
5. A Branch, as defined in Article XIV, Section 9 of the TWU Constitution, shall consist of groups of employees under TWU representation in the same craft and class and working for the same company. Each group of members so described shall be entitled to a Section Chairman.

ARTICLE III MEETINGS

1. General Membership meetings will be held on a bi-monthly basis on the third Thursday of the meeting month. Monthly meetings may be called by action of the Executive Board by giving a five (5) day notice. Special meetings may be called by a majority of the Executive Board. The President will chair all Regular, Executive Board and Special meetings. Ten (10) percent of the membership at a combination of the two meetings is a quorum.
2. The Executive Board shall meet once each month on a day fixed by the Board. Special meetings of the Executive Board may be called by the President on five (5) days notice to each Board Member. A majority of Executive Board Members shall constitute a quorum.
3. Meetings affecting only one Section of a Local shall be called by the Executive Board's approval and these will be chaired by the Vice President from the respective Section requiring the meeting. The Section Vice President will report the results of the Section meeting at the next Regular meeting.
4. Shop Stewards shall meet at least once every three months by Section. These meetings will be chaired by the Vice President of the Section, with the Executive Board Member from that Section taking minutes and reporting the meeting action back to the Executive Board and General Membership.
5. Nothing herein shall prevent the Chairman of any meeting from postponing a meeting due to a Holiday or some unforeseen incident.
6. All General and Section meetings will be conducted in accordance with Roberts Rules of Order. Discussions by a member on any subject on the floor will be limited to three (3) minutes. Until all other members who wish to speak have done so, no member may speak twice on the same subject.

ARTICLE IV OFFICERS AND DUTIES OF OFFICERS

The Executive Board of Local 541 shall consist of a President, Vice Presidents, Recording Secretary, Financial Secretary-Treasurer and Executive Board Members. Each officer shall perform such duties as contained in these Bylaws, and as required by Local 541 as long as they do not conflict with the Constitution of the TRANSPORT WORKERS UNION OF AMERICA. Each officer is expected to enforce the provisions of the Constitution, and be aware of its contents and changes.

1. **PRESIDENT:** The President shall preside at all Regular, Executive Board and special meetings. He shall countersign all checks issued by the Financial Secretary-Treasurer against the accounts of Local 541 as authorized by the Executive Board or General Membership. He shall appoint all committees not otherwise provided for. He shall attend all TWU functions as authorized by the Executive Board or the General Membership.
2. **VICE PRESIDENTS:** The Vice Presidents shall assist the President in the discharge of his duties. In the event that a vacancy occurs in the office of President, the Executive Board shall determine which Vice President shall act as President for the unexpired term, then the Executive Board shall call for an election within the Section the Vice President represented to fulfill the term for Vice President. The Vice Presidents will maintain a file of all grievances and System Board cases By Section, the Vice President from that Section will chair all meetings called solely for that Section, and will chair the Shop Steward meetings within his Section.
3. **RECORDING SECRETARY:** The Recording Secretary shall keep correct minutes of all meetings of the General Membership, the Executive Board and Special meetings. He shall post all notices on the Union Bulletin Boards. He shall issue the call for all meetings. The Recording Secretary will include how each member voted on any issue for each Executive Board meeting.
4. **FINANCIAL SECRETARY- TREASURER:** The Financial Secretary-Treasurer shall receive all monies paid into the Local Union and perform all other duties as prescribed in the Constitution of the TRANSPORT WORKERS UNION OF AMERICA.
5. **EXECUTIVE BOARD MEMBER:** The Executive Board Member shall act as the Chief Shop Steward for his Section and shall be responsible for the tacking of all open grievances that pertain to their respective section until they are turned over to the Vice President for action. The Executive Board Member will work with the Vice President of their respective section, and when possible, accompany the Vice President in all meetings with the company. In addition, the Executive Board Member shall perform all duties assigned to him by the Local President.
6. **SHOP STEWARDS:** The Shop Stewards shall be responsible for the handling of complaints and grievances of the members they have been assigned to represent by the Executive Board. They will attempt to resolve the issue at its source in accordance with Article VIII of the Bylaws.
7. **SECTION CHAIRMAN:** The Section Chairman shall be responsible for the handling of complaints and Grievances of the members of his branch. The Section Chairman shall be responsible for recording the minutes of all meetings with members and management, within his Branch.
8. Delegates to the International Convention shall be the Local President, Vice President – Instructors and Vice President – Technicians.

ARTICLE V ELECTIONS

1. Officers, Executive Board Members and Section Chairmen (Chief Stewards) will be elected for a term of three (3) years by a plurality of the votes cast for their election. Such elections shall be held by secret ballot.
2. The President, Recording Secretary and Financial Secretary-Treasurer will be elected from the Local membership at large. The Vice Presidents and Executive Board Members will be elected from their respective Sections of the Local. Section Chairman will be elected from their respective Branch.
3. To be eligible for nomination and election to any office, a member must have been in good standing in the Transport Workers Union of America for the twelve (12) months immediately preceding nominations.
4. All ballots and such other records as pertaining to the election of Local Officers and of convention delegates shall be preserved for at least twelve (12) months. Their preservation shall be the responsibility of the Financial Secretary-Treasurer.
5. At least twenty (20) days prior to accepting nominations for office, the Recording Secretary will post the names of the Election Committee on the Union Bulletin Boards. The Election Committee will be appointed by the President with concurrence of a majority of the Executive Board. The Election Committee will be members in good standing and represent each Section of the Local.
6. The Election Committee shall adopt appropriate rules and provide forms and ballots for conducting the election in accordance with the Constitution and these By-laws.
7. The Election Committee will accept the nomination to any office by any qualified member and determine his eligibility to be elected to hold office.
8. No member of Local 541 shall be permitted to run for more than one (1) elective office.
9. All vacancies in any office except the office of the Local President, (see Article IV, Item 3) shall be filled by secret ballot in the same manner as regular elections, except that if less than one hundred seventy nine (179) days of the term of office remains before a regular election, then the President with the concurrence of a majority of the Executive Board may appoint a member in good standing to fill the unexpired term.
10. Ballots for election of officers and Executive Board Members will be mailed to each member in good standing at their last known address at least twenty (20) days before the election date for the ballots to be counted. The outer return envelope must have the member's Union Card Number or other acceptable identification in the upper left hand corner in order for the ballot to be counted.
11. The Election Committee shall count the ballots at a pre-determined time and place that is accessible to any nominee and /or their designated representatives. The number of representatives allowed will be designated by the Election Committee to insure appropriate observation of the ballot counting process. No member of the Election Committee shall in any way attempt to influence voting. A member of the Election Committee cannot be a candidate on the ballot he is to count and verify the results of the count.
12. Election results and a record of the official count of the election shall be recorded in the official minutes book.

13. New officers shall assume office on the first day of January in the year following the election.
14. Any member in good standing who believes that he has been improperly denied the opportunity to be a candidate for an elective office or position, or who believes that an election in which he was a candidate was improperly conducted, may file a complaint with his Local Executive Board. If he is dissatisfied with the action of the Local 541 Executive Board on his complaint, he may within fifteen (15) days thereafter, or within thirty (30) days after filing his complaint with the Local Executive Board if the Board has not taken final action on the complaint within that time, file an appeal to the International Union pursuant to Article XXIII of the Constitution of the TRANSPORT WORKERS UNION OF AMERICA.

ARTICLE VI
DUES AND INITIATION FEES

1. The dues of Local 541 shall be as set in Article XVII of the Constitution payable by dues check-off. No member shall be exonerated from the payment of monthly dues except in accordance with provisions of Article XVII, Section 4 of the Constitution.
2. The amount fixed for dues or initiation fees can be changed pursuant to the methods provided for in the amendment section of these By-laws and Article XVII of the Constitution.
3. An initiation fee of fifteen dollars (\$15.00) shall be paid by each applicant accepted for membership into Local 541.
4. A member who accepts a permanent position with the company, outside the bargaining unit, must submit a letter of withdrawal from the bargaining unit. If the employee elects to return to the bargaining unit, under provisions of the agreement, he will be required to notify the bargaining unit, by letter, and thence will be declared and become a dues paying member in good standing.

ARTICLE VII
FINANCES AND SALARIES

1. Wages lost by officers due to their office and duties of their office will be reimbursed by the Local for actual hours required to be away from their jobs by the provisions of these By-laws.
2. The written approval of the President and the Financial Secretary-Treasurer shall be required before any member is taken off the job to work for the Local Union, except that in an emergency, this approval may be oral.
3. No reimbursement shall be made for expenses incurred in the name of the Local Union without the approval of the Financial Secretary-Treasurer and the President.
4. When a member is away from his normal area of work and acting as an Official Representative of the Local, actual and reasonable expenses will be paid in accordance with I.R.S. guidelines. Representatives using their privately owned vehicles, for official union business of the Local, shall be allowed mileage expenses based upon I.R.S. guidelines. Vehicle expenses will not be reimbursed if it is more expedient or less expensive to travel using scheduled air transport. Members not elected to a Local 541 office shall be allowed ten (10) dollars per day when attending local area functions, acting as a Official Representative of the Local.
5. If deemed necessary to have an Emergency Fund, it shall be set up and used at the discretion of the Local Executive Board for negotiation.
6. The office of President shall be paid a monthly gross stipend of no more than nine (9) times the average monthly dues. The office of the Financial Secretary – Treasurer shall be paid a monthly gross stipend of no more than eight (8) times the average monthly dues. The office of Vice President shall be paid a monthly gross stipend of no more than seven (7) times the average monthly dues. An Executive Board Member shall be paid a monthly gross stipend of no more than five (5) times the average monthly dues. The office of Recording Secretary shall be paid a monthly gross stipend of no more than five (5) times the average monthly dues. A Section Chairman shall receive a monthly gross stipend of no more than five (5) times the average monthly dues. The Local Executive Board shall have the authority to set compensation within the above guidelines by a majority vote.
7. The Executive Board may authorize a stipend equal to the monthly dues to those members selected as Shop Stewards.
8. Section Chairmen shall receive an expenses allowance for any meetings he is required to attend as approved by the President or Executive Board and in accordance with the International Constitution.
9. The Local Treasurer and Recording Secretary shall be given the opportunity to attend all general, sectional, and branch meetings, and be reimbursed for all reasonable expenses by the local.

ARTICLE VIII GRIEVANCES

1. A grievance shall be handled by the Shop Steward who shall attempt to solve the grievance at its source.
2. The grievance will then be turned over to the Chief Shop Steward (the Executive Board Member from the Section involved), who will attempt to resolve the matter.
3. If the Chief Steward is unable to resolve the matter, then the Chief Shop Steward and the Vice President from the Section involved will handle the grievance to this conclusion.
4. If at all possible, all grievances will be screened by the Executive Board before being filed, but will always be screened by the Executive Board before going to the System Board of Adjustment.
5. A written record of all grievances will be kept by the Vice President of the Section where the grievance occurred.

ARTICLE IX
OBLIGATION OF MEMBERS

1. No member shall by-pass the grievance machinery provided in Article VIII of these By-laws to handle his or another employee's grievance.
2. No member shall perform his 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 Union.
3. No member shall make known the internal affairs of this Union to non-Union members.
4. No member shall make a collection in the name of the Union regardless of its purpose with out the prior approval of the Executive Board.

ARTICLE X
RATIFICATION AND AMMENDMENTS

1. These By-laws shall become effective when approved by a majority vote at a General Membership meeting and the International Administrative Committee of the TRANSPORT WORKERS UNION OF AMERICA.
2. A proposed By-laws change can originate with any member in good standing or at an Executive Board meeting. Proposed By-laws change will be submitted to the Executive Board for their recommendation. The Executive Boards recommendation will be brought forward to the next regular meeting and presented to the General Membership. The General Membership can accept or reject the Executive Board's recommendation and vote to accept or reject the proposed change.
3. Any By-laws amendment which increased the dues and/or the initiation fee will require either a majority vote by secret ballot of the members in good standing at a General or Special membership meeting after reasonable notice of intention to vote upon such question, or by a majority vote of the members in good standing by a mailed secret ballot referendum.
4. Routine By-Law changes will require a quorum (10 percent of the membership) and a majority vote at a General Membership Meeting.

ADDENDUM

BY-LAWS

APPROVED JULY 10, 1987

REVISIONS

ARTICLE VII (REVISED JULY 1989)

ARTICLE III & V (REVISED AUG 1992)

ARTICLE V (SUBMITTED DECEMBER 1992)
(APPROVED DECEMBER 1992)

ARTICLE VII – PARAGRAPH 4 & 6
(SUBMITTED MAY 1, 1996)
(APPROVED MAY 31, 1996)

ARTICLE X (SUBMITTED OCTOBER 10, 1996)
(APPROVED OCTOBER 23, 1996)

ARTICLE II, V & VII (SUBMITTED AUGUST 3, 2001)
(APPROVED AUGUST 13, 2001)

ARTICLE II, IV, V, VI, VII (SUBMITTED MAY, 2006)
(APPROVED JUNE 6, 2006)

ARTICLE VII (SUBMITTED FEBRUARY 27, 2007)
(APPROVED MARCH 28, 2007)

ARTICLE IV, VII (SUBMITTED NOVEMBER 13, 2006)
(APPROVED APRIL 25, 2007)