



# **BY-LAWS**

OF THE

## **Transport Workers Union of America, AFL-CIO**

### **Local 544**

REPRESENTING

FLIGHT SIMULATOR ENGINEERS ("FSE")

&

FLIGHT CREW TRAINING ("FCT") INSTRUCTORS

in the service of

US Airways

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# By-Laws of Transport Workers Union Local 544

## **PREAMBLE**

Local 544, Transport Workers Union of America, AFL-CIO is a labor organization, established for and dedicated to the welfare, protection and professional interest of Sections that represent Flight Simulator Engineers and Instructors for aviation organizations with flight operations in private or public sectors.

This Local is pledged to the objectives of constant and unremitting efforts for the preservation and enhancement of all aviation and aerospace professions and specialties, and to increase the safety of the traveling public.

The Local is also dedicated to the principle that all power is derived from the Membership and that this Local will respond with a vigilant, innovative and selfless leadership, selected democratically and cooperating with a loyal, constructive and united Membership, and with the International Union to the benefit of all.

**ARTICLE 1 - GENERAL**

**A. NAME**

This organization will be known as Local 544, Transport Workers Union of America, AFL-CIO and may be referred to hereinafter as "Local" or "Local 544".

**B. AFFILIATIONS**

This Local may be affiliated with associations, councils or other established entities that are deemed to be in the best interests of the total Membership or any segment thereof in accordance with the International Constitution, and in accord with the policy of the International Executive Council on Local Union affiliations, or with the explicit approval of the International Executive Council.

**C. HEADQUARTERS (LOCAL & INTERNATIONAL)**

Reference to "Headquarters" will mean Headquarters of Local 544, Transport Workers Union of America, AFL-CIO which shall be within reasonable distance of the worksite of the greatest number of Members of Local 544. Reference to the "International Headquarters" will mean the International Offices of the Transport Workers Union of America, AFL-CIO, Washington, D.C.

**D. CONFLICTS WITH THE INTERNATIONAL CONSTITUTION**

In the event of a conflict between these by-laws and the International Constitution, the International Constitution shall govern.

**E. OFFICIAL SEAL**

The Official seal of this Local is as established in Article XIV, Section 2, of the International Constitution.

**ARTICLE 2 - OBJECTIVES**

**A. GOALS**

The objectives of the Local will be to act as an effective instrument in improving the working conditions, wage scales, work cycles and schedules, retirement plans, 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 being represented.

**B. INTERNAL COMMITTEES AND REPRESENTATIVES**

The Local may establish internal committees, special representatives or any other structure to oversee and promote the interests of each profession or specialty which it represents. The Local may have representative(s) participate as needed on Committees of the Transport Workers Union International, Air Transport Division, Committee On Political Education, various Governmental and Regulatory agencies, Federal, State and Local Government Bodies, International Civil Aviation Organizations, AFL-CIO Departments or Affiliates, or any other organization necessary to advance the Membership.

All such committees or representatives will serve on a volunteer basis (except for expenses specifically authorized by the Local Executive Board), and will report to the President and Local Executive Board, and will make no commitments or statements other than those within parameters defined by the Local Executive Board. Representatives and members of committees established under this Article will be made by appointment of the President.

**C. DISCRIMINATION**

There will be no discrimination or disparity of effort in the exercise of pursuing the professional objectives of any represented person, profession, specialty or section. There will be no discrimination in any manner that may come within the purview of this Local regarding veteran's status, race, color, creed, sex, sexual orientation, or national origin. The words he, him and his are used in the generic sense when they appear in these By-Laws, and refer to both male and female employees.

**D. LEGISLATIVE OR REGULATORY ACTIVITIES**

This Local will participate to the fullest extent possible in all proposed legislative or regulatory activities affecting the Membership in coordination with the International and the Legislative Director.

**E. GROWTH**

Recognizing rapid and fundamental changes in technology and functional responsibilities in the aerospace field, it will be the objectives of the Local to anticipate and act to further the interests of the Membership. The Local shall also invite to affiliate with this Local all persons working in the field of aviation, aerospace, or transportation (subject to the policies of the Local Executive Board, the Constitution of the Transport Workers Union International, and the AFL-CIO, each as amended).

**ARTICLE 3 - MEMBERSHIP**

**A. CONDUCT**

No Member will perform his duties in such a manner as to place an unfair burden on his fellow workers or as to bring discredit to this Local. No Member will make known the internal affairs of this Local to non-Members or to those negotiating against the Local in collective bargaining discussions.

**B. COLLECTIONS**

No Member will make a collection in the name of the Local regardless of its purpose, without the prior approval of the Local Executive Board.

**C. CHANGE OF ADDRESS**

It will be the responsibility of each Member to notify the Local Executive Board in writing, in advance of any change of their mailing address (or email address when applicable). If a Member's mailing address (or email address) is no longer valid, neither the Local nor the International shall be held responsible for that Member's lack of receipt of correspondence, notices, or ballots mailed to the expired address.

**D. AUTHORITY**

All power and authority originates with the Membership of this Local as defined in the International Constitution. Election of Local Officers and Local Executive Board Members is subject to the International Constitution and the procedures set forth therein.

The Transport Workers Union shall be the sole bargaining agent of Local 544. No Member or Members of the Local shall negotiate or confer with any management or agents thereof, without due authority, on matters pertaining to rates of pay, wages, hours of employment, or working conditions without due authority from the International Union.

**E. REAPPLYING FOR MEMBERSHIP**

Any person who reapplies for membership after having had his name removed from any Local 544 Seniority List will be subject to all rules applicable to a new Member.

**F. INITIATION FEES**

Employees in the service of any company, private, public or quasi-public, under a TWU contract within the jurisdiction of Local 544 will pay an initiation fee of One Hundred U.S. Dollars (\$100.00) so long as that fee is not disallowed by the International Constitution.

Any current Members, in good standing of any sections or divisions of other TWU Locals who may become covered by this Local, will be exempt from payment of initiation fees upon presentation of credentials in accordance with the International Constitution.



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### **G. REINSTATEMENT FEE**

Members who lost membership status under Article XIII, Section 3 of the International Constitution and subsequently re-apply for membership in Local 544 will pay a reinstatement fee of One Hundred U.S. Dollars (\$100.00) so long as that fee is not disallowed by the International Constitution.

### **H. ASSESSMENTS**

The Local Executive Board shall have the authority to levy Assessments as needed to maintain financial solvency of the Local and must be approved in advance by a majority vote of the Membership.

### **I. DUES**

The Local Dues for active employees shall be at a rate of two (2) hours per month based on annual salary divided by two thousand eighty (2,080) hours.

Local Dues for those retirees who wish to retain membership shall be at a rate of two (2) hours per month based on their annual salary at date of retirement divided by two thousand eighty (2,080) hours.

**ARTICLE 4 - STRUCTURE**

**A. LOCAL OFFICERS**

The Local Officers will be a President, a Section Vice President Flight Simulator Engineer (FSE), a Section Vice President Flight Crew Training (FCT), a Financial Secretary-Treasurer, and a Recording Secretary. Each Officer is expected to enforce the provisions of the International Constitution and these By-Laws, and be aware of their contents and revisions.

**B. LOCAL EXECUTIVE BOARD**

The Local Executive Board will consist of the President, Section Vice President Flight Simulator Engineer (FSE), Section Vice President Flight Crew Training (FCT), Financial Secretary-Treasurer, Recording Secretary and the Executive Board Member-at-Large.

**C. PRESIDENT**

The President will preside at all Membership, Local Executive Board, and any other special meetings of the Local. The President will attend all Air Transport Division President's Council and other meetings, Local Negotiations and International Conventions. The President will have all the duties and powers enumerated in Article XVI of the International Constitution.

**D. SECTION VICE PRESIDENTS**

The Section Vice Presidents shall assist the President in the discharge of his duties in such manner and extent as the President will determine in accordance with the International Constitution and these By-Laws. Each Section Vice President will serve as Grievance Committee Chair and Negotiations Committee Chair for their respective Section (FSE and FCT). Each Section Vice President shall serve as Chair for their respective Section Meetings. Each Section Vice President may also serve as the Base Section Chair for that Base.

**E. BASE SECTION CHAIR**

Each Base Section (individual Class and Craft at each Base) may be represented by a Base Section Chair. Each Base Section Chair shall have primary responsibility to serve in the role as a Steward and shall be responsible for filing and processing of grievances with the Company. Each Base Section Chair shall perform all duties within their Section and Base as assigned by the President and by the Local Executive Board. Each Base Section Chair shall be appointed by the Section Vice President from within the Membership in good standing within their Class and Craft in each Base as necessary (e.g.: one each in FSE Section in CLT and/or PHX and one each in FCT Section in CLT and/or PHX).

**F. FINANCIAL SECRETARY-TREASURER**

The Financial Secretary-Treasurer will perform all duties as set forth in Article XVI of the International Constitution. The Financial Secretary-Treasurer shall be responsible for filing of Federal Reports, and will be responsible for maintaining all financial records of the Local. The Financial Secretary-Treasurer will perform other such duties as assigned by the President, Local Executive Board and as required by the International Constitution.

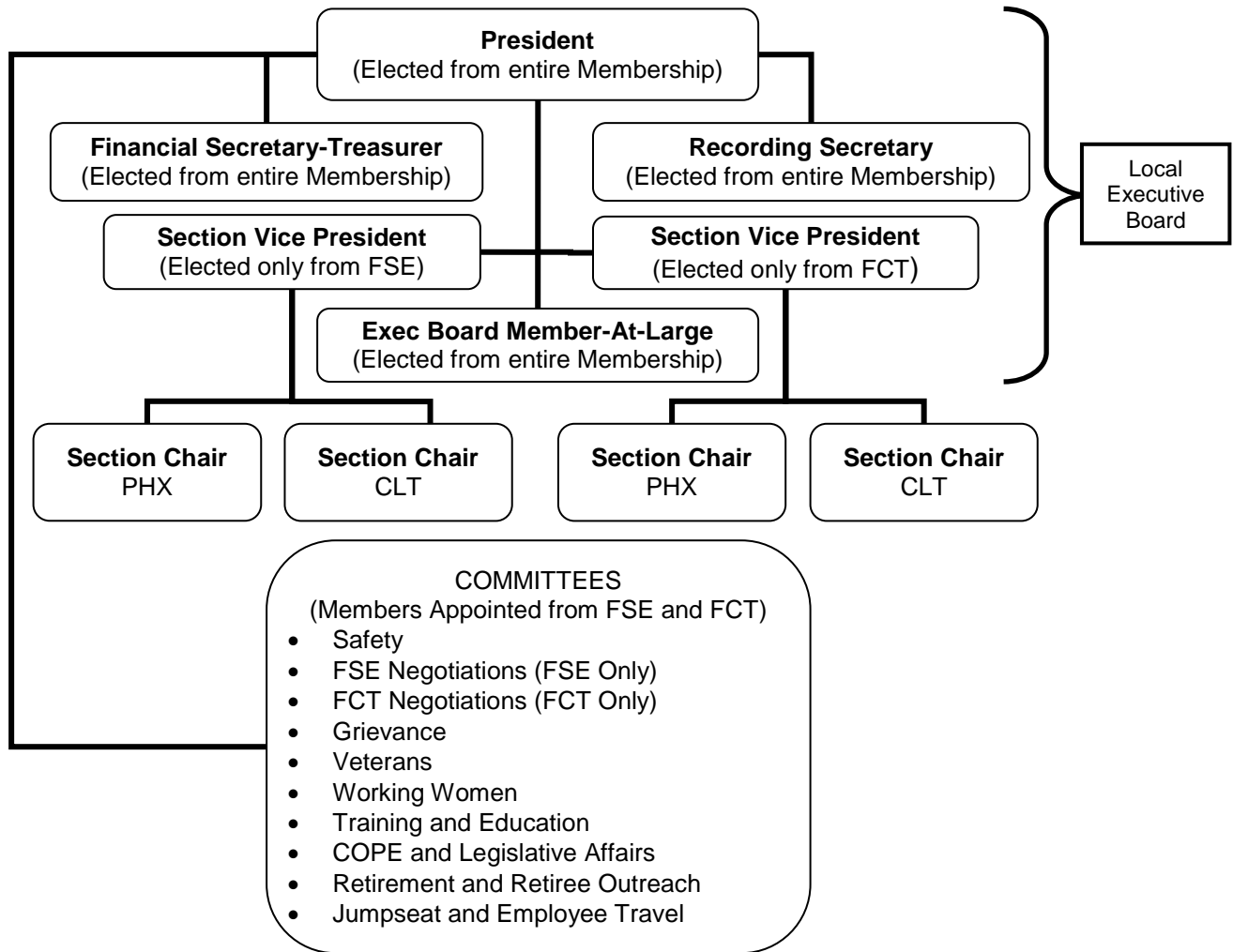
**G. RECORDING SECRETARY**

The Recording Secretary will perform all duties as set forth in Article XVI of the International Constitution. The Recording Secretary shall be responsible for posting of all notices on the Local Website and Bulletin Boards and for keeping records of all General Membership and Local Executive Board Meetings. The Recording Secretary will perform other such duties as assigned by the President, Local Executive Board and as required by the International Constitution.

**H. EXECUTIVE BOARD MEMBER-AT-LARGE**

The Executive Board Member-At-Large shall attend Local Executive Board Meetings and shall perform all duties assigned by the Local President, the Local Executive Board and as required by the International Constitution. The Executive Board Member-At-Large shall be elected from the entire Membership in good standing.

**I. STRUCTURE OF OFFICERS, LOCAL EXECUTIVE BOARD, SECTION CHAIRS, AND COMMITTEES**



## ARTICLE 5 - ELECTIONS AND MEETINGS

### A. ELECTIONS

Local Officers will be elected by Secret Ballot and will serve concurrent terms of office. The term of office for all elected officers will be three (3) years.

Ballots will be distributed immediately after the August General Membership Meeting with the counting of ballots on the last business day before September 15<sup>th</sup>. Installation of Local Officers will take place at the Local Executive Board Meeting following the counting of the ballots.

### B. ELECTION COMMITTEE

The Local Executive Board, at its July Board Meeting, will appoint the members of the Election Committee. The Election Committee shall consist of two (2) members in good standing, one (1) each from the FSE Section and the FCT Section.

The Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA), establishes certain rights for union members and contains provisions to insure union democracy and financial integrity. Title IV of the LMRDA sets forth basic democratic procedures which must be followed in conducting officer elections. The Election Committee shall follow these guidelines to establish and adopt Campaign and Election Rules.

The Election Committee shall be guided by three principles:

- Be fair and impartial, treating all candidates equally and avoiding any acts of favoritism or even the appearance of favoritism, maintaining a businesslike relationship with all candidates.
- Follow the election provisions of the International Constitution and these By-laws as long as they are not inconsistent with Federal Law.
- Uphold American democratic traditions by protecting the right of every Member in good standing to nominate candidates, run for office, and vote by secret ballot for officers.

The Election Committee will accept, confirm, and publish nominations and distribute, receive and count ballots. Voting may be performed by electronic means.

The Election Committee shall report election results to the Recording Secretary who shall then post the Official Election results on the Bulletin Boards and on the Local Website. The Election shall be conducted in accordance with the International Constitution and Federal Law.

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**C. NOMINATIONS**

Any Local 544 Member in good standing may nominate Members for the office of President, Financial Secretary-Treasurer, Recording Secretary and Executive Board Member-At-Large.

Any Local 544 FSE Member in good standing may nominate Members for Section Vice President (FSE).

Any Local 544 FCT Member in good standing may nominate Members for Section Vice President (FCT).

Nominations for all elected positions will open after appointment of the Election Committee members at the Local Executive Board's July Meeting and will close at 5:00 PM on the day before the first August General Membership Meeting.

Any Local 544 Member wishing to nominate another Local 544 Member for an elected position must present an Official Local 544 Nomination Form to the Election Committee containing a statement from the nominee that he is willing to serve for that office.

No Member of Local 544 shall be permitted to run for more than one (1) elective office.

To be eligible for nomination to any office in Local 544, a Member must meet the requirements as outlined in the International Constitution Article XV and of Section 504 of the LMRDA.

Confirmed nominees will be afforded the opportunity to address the Membership for not more than five (5) minutes, in person or in writing, at the August General Membership Meeting. In the event a nominee is unable to attend the meeting, another Member will read the nominee's statement.

**D. INSTALLATION OF LOCAL OFFICERS AND LOCAL EXECUTIVE BOARD**

Installation of elected Officers and Executive Board members will be as follows:

| <b>Officers</b>                       | <b>Sequence to be filled</b> | <b>Elected From</b> | <b>Filled by a member from this Section</b> |
|---------------------------------------|------------------------------|---------------------|---|
| President                             | 1st                          | Entire Membership   | Either FSE or FCT                           |
| Recording Secretary                   | 2nd                          | Entire Membership   | Either FSE or FCT                           |
| Financial Secretary-Treasurer         | 3rd                          | Entire Membership   | Either FSE or FCT                           |
| Section Vice President – FSE (note 1) | 4th                          | Only FSE            | Only FSE                                    |
| Section Vice President – FCT (note 1) |                              | Only FCT            | Only FCT                                    |

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Note 1: Section Vice Presidents shall be designated as First Vice President and Second Vice President. The First Vice President will be from the Section other than that of the President (i.e.: if the President is from the FSE Section then the First Vice President will be from the FCT Section).

| <b>Local Executive Board Member (Other than Officers)</b> | <b>Sequence to be filled</b> | <b>Elected From</b> | <b>Filled by a member from this Section</b> |
|---|------------------------------|---------------------|---|
| Member-At-Large   | 5th                          | Entire Membership   | Either FSE or FCT                           |

## **E. VACANCIES**

In the event that a vacancy occurs in the office of President, the First Vice President will fill the office of President for the remainder of the term.

In the event of a vacancy in any other office, the Local Executive Board shall appoint a Member in good standing from the same Section as the member vacating the office to fill that vacancy for the remainder of that term. The Local Executive Board will consider the desires of the members when selecting a replacement.

## **F. ELECTION PROTEST**

Any Member in good standing who believes they have been improperly denied the opportunity to be a candidate for an elective office or position, or who believes that an election in which they were a candidate was improperly conducted may file a complaint with the Election Committee. If dissatisfied with the action of the Election Committee on the complaint, the Member may within fifteen (15) days thereafter, or within thirty (30) days after filing the complaint with the Election Committee if the Election Committee has not taken final action on the complaint within that time, file an appeal to the International Union pursuant to Article XXIII of the International Constitution.

## **G. INTERNATIONAL CONVENTION**

In accordance with Article XI Section 2 of the International Constitution, Local Delegate(s) will attend the International Convention. The Delegate(s) will be selected in the order and to the extent and number entitled by the International Constitution.

## **H. GENERAL MEMBERSHIP MEETINGS**

General Membership Meetings will be held quarterly on the third (3<sup>rd</sup>) Thursday of February, May, August and November. These General Membership Meetings may be held more frequently, if needed, and they may be conducted using electronic means (internet, video and/or phone conference) providing all participants are able to hear each speaker and hear and/or observe votes and actions at that Meeting.

**I. SPECIAL MEETINGS**

Special Meetings may be called by action of the Local Executive Board.

**J. LOCAL EXECUTIVE BOARD MEETINGS**

The Local Executive Board will meet once each month, or as needed, on a day fixed by the Board. The President, with five (5) days notice to each Board Member, may call special meetings of the Local Executive Board. A majority of Local Executive Board Members will constitute a quorum. The President shall abstain from all Local Executive Board votes except in the event of a tie vote, the President will cast a vote as a tiebreaker. These meetings may be conducted using electronic means (internet, video and/or phone conference) providing all participants are able to hear each speaker and hear and/or observe votes and actions of the Local Executive Board members participating in the meeting.

**K. SECTION MEETINGS**

Meetings affecting only one Section of the Local shall be called by the Section Vice President with Local Executive Board approval. The Section Vice President shall report the results of the Section meeting at the next Local Executive Board meeting.

**L. MEETING CHAIRS**

General Membership, Local Executive Board, and Special Meetings will be chaired by the President. In the event the President is not available then the First Vice President shall chair the Meeting.

Section Meetings will be chaired by the Section Vice President from the respective Section requiring the Section Meeting.

**M. MEETING CONDUCT**

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.

**N. POSTPONING MEETINGS**

Nothing herein will prevent the President or Local Executive Board from postponing a meeting (i.e. due to a holiday or some unforeseen incident).



**O. NOTIFICATION OF MEETINGS**

Except in emergency situations where telephone notice may be made to those Members affected, notice of General Membership and Special Meetings will be published on the Local 544 Website (<http://local544.twuatd.org>) and by posting on work area bulletin boards ten (10) days in advance of the meetings, and will stipulate date, time, place and agenda.

Any Member in good standing may submit an Agenda item for the General Membership and Section meetings in writing to the Recording Secretary at least fifteen (15) days in advance of that meeting.

**P. MINUTES**

Minutes will be kept of all meetings and a record will be kept of attendees, those excused or unable to attend, resolutions introduced (passed or failed) and notations as to voice vote or numbers voting in a roll call.

**ARTICLE 6 - COMMITTEES**

**A. STANDING COMMITTEES**

The President may appoint from among the Membership in good standing the following permanent Standing Committees to assist the Local Officers and report at regular intervals to the Local Executive Board:

- Safety
- FSE Negotiations (comprised only of FSE Members)
- FCT Negotiations (comprised only of FCT Members)
- Grievance
- Veterans
- Working Women
- Training and Education
- COPE and Legislative Affairs
- Retirement and Retiree Outreach
- Jumpseat and Employee Travel

**B. AD HOC COMMITTEES**

The President may appoint Ad Hoc Committees from time to time as may be necessary, for efficient conduct of the Local.

**C. COMMITTEE ACTIVITIES**

Committees will engage in such activities as may be required by their respective functions under the supervision of the President and the Local Executive Board. Each Committee Chair shall provide a report to the Recording Secretary in advance of each Local Executive Board Meeting.

**D. LIABILITY OR INDEBTEDNESS**

No committee may incur liability or indebtedness on behalf of the Local without prior authorization from the Local Executive Board.

**ARTICLE 7 - GRIEVANCES**

**A. GRIEVANCE HANDLING**

Grievances will be handled in accordance with the respective Section's Collective Bargaining Agreement.

**B. LOCAL GRIEVANCE SCREENING COMMITTEE**

Denied grievances will be brought to the Local Executive Board before they are advanced to arbitration. The Local Executive Board shall have the authority to proceed with the grievance or to withdraw any grievance it considers to be without sufficient merit under the respective Collective Bargaining Agreement in accordance with Article XXIII of the International Constitution.

**C. RECORDS**

The Section Vice Presidents (FSE and FCT), with the assistance of the Base Section Chairs, will keep a written record of all grievances, settlements, related correspondence, and references. The Section Vice Presidents (FSE and FCT) shall provide to the Recording Secretary a list of the status of all active grievances for posting on the Local website.

**D. BYPASSING THE GRIEVANCE PROCESS**

No Member will by-pass the grievance process of these By-Laws or of the respective Collective Bargaining Agreement.

**ARTICLE 8 - FINANCE AND EXPENSES**

**A. MONTHLY DUES**

Any person accruing seniority on a seniority list of Local 544 will be required to pay monthly dues starting on the date of employment, if such date occurs prior to or on the fifteenth (15<sup>th</sup>) day of the month, or the next month if it occurs after the fifteenth (15<sup>th</sup>), subject to provisions contained in the International Constitution.

**B. BUDGET**

The Local Executive Board will adopt a budget at the first meeting following installation, or at such other meetings as may be deemed necessary and the Local Officers will be guided by such budget in conducting the affairs of the Local.

**C. ROUTINE EXPENDITURES**

The following expenditures will be deemed routine items payable by check signed by the President and Financial Secretary-Treasurer (or the First Vice President in the event of one of their absences), in accordance with these By-laws, without prior approval of the Local Executive Board or Membership:

- Budgeted per capita levies to the International Union (including Quill Scholarship fees),
- Budgeted per capita levies to State AFL-CIO and Labor Councils,
- Budgeted insurance payments covering officers and office personnel on pay status or employed by the Local,
- Budgeted salaries or stipends (if any) for Local Officers,
- Expenses previously authorized by the Local Executive Board for Local Officers and members of Standing or Ad Hoc committees,
- Monthly telephone expenses for Local Officers,
- Budgeted monthly technology allowance for Local Officers,
- Lost time wage for Local Officers on Union Business,
- Lost time wage for Members (other than Officers) as specifically authorized in advance by the President and Financial Secretary-Treasurer,
- Budgeted salaries of office employees (if any) in such amount as has been authorized by the Local Executive Board,
- Budgeted office rent and utility bills (if any),
- Required Meeting hall rents and related expenses,
- Budgeted expenses incurred for telephone, internet, stationary, postage, office supplies and printing,
- Budgeted auditing service payments to Certified Public Accountant(s),
- Actual arbitration costs,
- Budgeted subscription to publications,
- Budgeted fire, theft, and liability insurance,
- Budgeted bonding costs as required by the International Constitution.

**D. NON-BUDGETED EXPENDITURES**

The following are examples of non-budgeted expenditures which will be deemed items payable by check signed by the President and Financial Secretary-Treasurer (or the First Vice President in the event of one of their absences), in accordance with these By-laws, only with prior approval of the Local Executive Board:

- Purchase of required office equipment,
- Retirement gifts,
- Memorial gifts,
- Miscellaneous items involving expenditures of more than one hundred U.S. Dollars (\$100.00)

**E. EXPENSE REIMBURSEMENT**

No reimbursement (other than outlined previously) will be made for expenses incurred in the name of the Local without the approval of the Local Executive Board. Expense reports with itemized receipts must accompany all requests for reimbursement.

**F. OFFICER COMPENSATION**

The Local Executive Board shall have the authority to set compensation for Officers within the following guidelines by a majority vote of the Local Executive Board.

The officers of the Local may be paid a monthly gross stipend of no more than the rates based on the following chart:

| <b>Officer</b>                | <b>Maximum Stipend Amount (see note 1)</b> |
|-------------------------------|--|
| President                     | 8 times average monthly member dues        |
| Financial Secretary-Treasurer | 8 times average monthly member dues        |
| Section Vice President        | 7 times average monthly member dues        |
| Recording Secretary           | 6 times average monthly member dues        |

Note 1: The average monthly dues amount per member (above) will be calculated as of September 1st each year from the entire membership of Local 544.

**G. PER DIEM**

A per diem will be set by the Local Executive Board. When a Member or Officer is away from their normal area of work as an official representative of the Local, a per diem will be paid. The per diem will be in addition to expenses for hotel and transportation charges required for any official Local business.

**H. UNION BUSINESS (CHARGEABLE LOST TIME WAGES)**

The approval of the President and the Financial Secretary-Treasurer will be required before any Member (other than an Officer) is taken off the job to work for the Local or to attend a Local Executive Board Meeting. The President and Financial Secretary-Treasurer may approve work schedule coverage if they believe it is in the best interests of the Local.

The Local Executive Board will authorize pay for Members who are on Union Business (UB) lost time wages. The amount paid for UB lost time shall be the equivalent wages and overrides that said Member would earn while on duty for that work schedule missed including any surcharges assessed by the employer when billing the Local for the lost time.

**I. LOCAL EXECUTIVE BOARD MEETINGS**

Members required to attend Local Executive Board meetings may receive an amount set by the Local Executive Board to offset mileage and other expenses. The Local will compensate the company for lost time wages (if any).

**J. MEMBERSHIP MEETINGS**

Local Officers who are required to attend General Membership Meetings may receive an amount set by the Local Executive Board to offset mileage and other expenses. The Local will compensate the company for lost time wages (if any).

**K. FINANCIAL REPORT**

A financial report is to be given at each Local Executive Board and General Membership Meeting by the Financial Secretary-Treasurer.

**L. COMPANY REQUESTED UNION BUSINESS (NON-CHARGEABLE LOST TIME WAGES)**

The approval of the President and the Financial Secretary-Treasurer will be required before any Member (other than an Officer) is taken off the job to work any company-requested and company-paid union business duty (not chargeable as lost time). This duty may include joint labor-management meetings, task force meetings, steering committees, safety committees, governmental boards, training committees, accident investigations, conferences, etc.

**M. FINANCIAL CONSULTANT**

The Local Executive Board may retain a financial consultant as deemed necessary to provide services to the Local.

**ARTICLE 9 - AMENDMENT, MODIFICATION AND APPLICABILITY**

**A. PROPOSALS FOR CHANGES**

Proposals for changes, amendments or modification of these By-Laws must be submitted in writing to the Recording Secretary and will be posted for review of the Membership at all work area bulletin boards and on the Local website.

**B. VOTING FOR CHANGES**

These By-Laws may be changed, amended or modified by a referendum two-thirds (2/3) vote of the ballots cast at a General Membership Meeting provided that the proposals will have been posted at all work area bulletin boards and on the Local's website for a minimum of fifteen (15) days prior to the vote.

Any increase in dues or initiation fees will require approval by a majority of ballots cast in a secret referendum of the Membership.

**C. APPLICABILITY**

These By-Laws and any subsequent amendments will become effective upon approval of the International Administrative Committee and the Local Membership and will apply to all employees of companies under a Transport Workers Union of America contract within the jurisdiction of Local 544 regardless of employment.

# By-Laws of Transport Workers Union Local 544

## APPENDIX – CALENDAR OF EVENTS

|            | <b>Membership Activity</b> | <b>Local Executive Board Activity</b> | <b>Special Items</b>  |
|------------|----------------------------|---------------------------------------|---|
| <b>JAN</b> |                            | Meeting                               | <ul style="list-style-type: none"> <li>• Prepare Financial Report</li> <li>• Prepare Federal Filings (LM-30)</li> </ul>   |
| <b>FEB</b> | General Membership Meeting | Meeting                               | <ul style="list-style-type: none"> <li>• LEB Vote to accept Financial Report from Prior Year</li> </ul>   |
| <b>MAR</b> |                            | Meeting                               | <ul style="list-style-type: none"> <li>• Ensure Federal &amp; State Filings (LM-30) are completed</li> </ul>  |
| <b>APR</b> |                            | Meeting                               |   |
| <b>MAY</b> | General Membership Meeting | Meeting                               |   |
| <b>JUN</b> |                            | Meeting                               |   |
| <b>JUL</b> |                            | Meeting                               | <ul style="list-style-type: none"> <li>• LEB appoints Election Committee (per Article 5)</li> <li>• Election Committee posts nominations for Officers (per Article 5)</li> </ul>  |
| <b>AUG</b> | General Membership Meeting | Meeting                               | <ul style="list-style-type: none"> <li>• Nominations for Officers close (prior to General Membership Meeting)</li> <li>• Balloting for Officers (per Article 5) at General Membership Meeting</li> </ul>                  |
| <b>SEP</b> |                            | Meeting                               | <ul style="list-style-type: none"> <li>• Election Committee conducts Officer Vote count (prior to September 15<sup>th</sup>)</li> <li>• Election Committee reports Officer Vote results to Recording Secretary</li> </ul> |
| <b>OCT</b> |                            | Meeting                               | <ul style="list-style-type: none"> <li>• Install new Officers (per Article 5)</li> <li>• LEB New Officer Training</li> <li>• LEB Budget Development</li> </ul>  |
| <b>NOV</b> | General Membership Meeting | Meeting                               | <ul style="list-style-type: none"> <li>• LEB Recommend Budget</li> </ul>  |
| <b>DEC</b> |                            | Meeting                               | <ul style="list-style-type: none"> <li>• LEB Adopts Proposed Budget</li> </ul>  |