



AIR TRANSPORT LOCAL 564
WESTERN UNITED STATES
TRANSPORT WORKERS UNION OF AMERICA, AFL-CIO
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LOCAL 564 BYLAWS

APPROVED

11-01-2011

**MEMBERSHIP PLEDGE
OF THE
TRANSPORT WORKERS UNION
OF AMERICA, AFL-CIO**

(To be administered to new members upon their acceptance into the Transport Workers Union of America at a local meeting where their membership is approved.)

I solemnly pledge on my honor to abide by the Constitution of the Transport Workers Union of America and the rules and Bylaws of Local 564 to discharge all my duties and obligations faithfully; not make known any private business of this Union, and to conduct myself at all times as a member of the Transport Workers Union of America.

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ARTICLE I - NAME AND JURISDICTION

SECTION 1. This organization shall be known as Transport Workers Union of America, AFL- CIO, Air Transport Local 564, Western Region and may be referred to as Local 564. The seat of the Local Union will be located in the Los Angeles Airport area.

SECTION 2. The jurisdiction of Local 564 shall include the following American Airlines, Inc. Stations, - LAS VEGAS - LOS ANGELES - ONTARIO - ORANGE COUNTY - PHOENIX - SAN DIEGO - TUCSON - shall constitute the Southern Region and - RENO - SAN FRANCISCO - SAN JOSE- SEATTLE shall constitute the Northern Region and such other areas as may be assigned to Local 564 by the Air Transport Division, President's Council or by the International Executive Council of the Transport Workers Union of America, AFL-CIO.

ARTICLE II - MEMBERSHIP

SECTION 1. 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 and the rules and Bylaws of Local 564.

ARTICLE III - MEETINGS

SECTION 1. 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 (posted on Bulletin Boards) at least five (5) days in advance of the General Membership Meeting. Meeting notices shall include an agenda of the business to be transacted at the meeting.

SECTION 2. Motions made and seconded at a General Membership Meeting will be voted on at the following months General Membership Meeting. These motions will also be summarized and placed on that meetings notice as "Summary of Motions to be Voted On." Any matter for which a motion is made which fails to pass a subsequent vote will not be allowed to be raised again for one full year from the date the motion was originally made unless otherwise required by Federal, State, or Local Law or by changes in contractual provisions.

SECTION 3. The Local Executive Board upon reasonable notice may call section or Special Membership Meetings. All reasons for the calling of the meeting shall be stated in the meeting notice.

SECTION 4. A Special Section Meeting may be called by any member upon presentation to the Local Recording Secretary, of a petition calling for such meeting, listing the reasons for calling the meeting, and providing the petition is signed by at least twenty percent (20%) of the members in good standing at the station. Special Section Meetings may be called upon presentation of a petition signed by at least twenty percent (20%) of the members of the Section. Only specific issues listed on the petition will be addressed at that meeting.

SECTION 5. The Local 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 the receipt of a petition signed by a majority of the members of the Local Executive Board, the Local President shall be required to call a special meeting of that body to consider the matters contained in the petition. A majority of members of the Board shall constitute a quorum.

SECTION 6. The Recording Secretary or his/her designee shall post notices of all meetings by direction of the President.

SECTION 7. The Executive Board may call meetings of various Sections, for the purpose of conducting business specifically concerning the particular Section.

SECTION 8. The Executive Board will schedule meetings to fit the best interest of the Local.

SECTION 9. Only members in good standing shall be permitted to attend meetings of Local 564.

SECTION 10. All members attending the regular General Membership, Special or Section meetings, shall sign the official attendance roster in ink.

SECTION 11. The supreme authority in Local 564 shall be the membership.

SECTION 12. No member under the influence of intoxicants shall be admitted to any meeting of the Local Union; no rowdyism or vulgarity will be tolerated. Consumption of alcoholic beverages during a meeting is prohibited.

ARTICLE IV - ARTICLE IV - OFFICERS AND DUTIES

SECTION 1. The elected officers of Local 564 shall consist of a President; Southern Regional Vice-President; Northern Regional Vice-President (Regional Vice-Presidents shall represent the regions where they are based); Financial Secretary-Treasurer; and Recording Secretary in accordance with the International Constitution of the Transport Workers Union of America, AFL- CIO, who shall be elected for a term of three (3) years.

(A) When the Local's membership reaches 500 members the Executive Board will meet to review the allocation of Vice Presidents and the combination of the Treasurer/Secretary position(s) as well as the TWU Constitutionally required Executive Board allotment.

SECTION 2. The duties of the officers shall be as outlined in the International Constitution.

SECTION 3. All vacancies in any office shall be filled by a special election, however any vacancy that occurs when less than one half of the term remains prior to the nomination date for general election shall be filled by appointment by the Local Executive Board.

SECTION 4. The Financial Secretary-Treasurer shall arrange to have the Local books audited annually by a Certified Public Accountant on or before January 15 of each year. In the event there is a change in officers between audits, a CPA will audit the books before the new officer assumes office.

SECTION 5. Officers and Board Members shall attend every Executive Board meeting and answer the roll call. The President and Recording Secretary, or the Station Chairperson and Local Officer or delegate, shall be present, and/or available, during all General Membership Meetings. Officers, Board Members, and Stewards shall attend a minimum six (6) General Membership Meetings in a calendar year. In addition to his/her other duties, the Vice-President, or his/her designee, shall attend the monthly Steward meetings.

SECTION 6. The Local President or a delegate shall attend Negotiations, International Conventions and System Council Meetings of the Air Transport Division; detailed reports will be submitted to the Local Executive Board for distribution to members at general membership meetings.

SECTION 7. A Local Officer or delegate will record the minutes of the General Membership Meetings and forward a copy to the Local.

ARTICLE V - ARTICLE V - LOCAL EXECUTIVE BOARD

SECTION 1. The Local Executive Board shall consist of Local Officers and the requisite number of Board Members determined by Article XIV Section 8 of the TWU International Constitution. In addition to the Article XIV provisions, the Local Executive Board will consist of two (2) Board Members elected from the Title I group (as outlined in the current TWU contract) one Executive Board Member will be elected from the northern region and one Board Member will be elected from the southern region, one (1) Board Member elected from the combination of the groups covered under Title II, Title IV and Title V. In the event that no member from the above mentioned Title groups petition for a Title-specific position during the regular elections, such Board seat(s) will revert to an at-large position for that election only. All Officers and Board Members seated during a regularly scheduled election (i.e. excluding elections to fill interim vacancies and positions established between regular elections) shall serve a term of three (3) years.

SECTION 2. The Executive Board shall transact all business of the Local when the membership is not in session; faithfully execute the orders of the membership; adopt measures in the best interest of the Local; and recommend such actions to the Local membership as it may deem necessary. It shall receive and make recommendations in regard to reports by standing committees and Officers.

SECTION 3. Executive Board Members shall carry out such duties as may be assigned them by the Local President or the Executive Board.

SECTION 4. The Executive Board shall be empowered to designate such full time organizers, representatives, and other agents and employees as may be deemed necessary for the proper conduct of Union affairs and shall establish expense allowances and length of service subject to the approval of the General Membership which shall consist of the presence of not less than thirty (30) members in good standing at three (3) meetings.

ARTICLE VI - ARTICLE VI - STATION CHAIRPERSON

SECTION 1. Stations outlined in Article I, Section 2 of these Bylaws shall have a Chairperson and a Vice-Chairperson who shall be elected by a majority of votes cast by members voting by mail. The election of Station Chairperson shall take place in the month of May Chairperson will be installed at the July General Membership Meeting. They will serve for a term of three (3) years.

SECTION 2. In addition to all other qualifications for office specified in these Bylaws, Station Chairpersons at the stations outlined in Article I, Section 2, shall be a condition of holding office, agree to work a fixed shift, in accordance with TWU-ATD policy.

SECTION 3. Duties of the station Chairperson will include coordinating ASAP assistance. Chairperson will also be responsible for posting official Local Union notices on Union Board at their respective stations. Station Vice Chairperson duties will be to assist and assume duties of the Station Chairperson when they are absent from said station, in addition the Vice-Chairperson will be the Chief Steward of the Station. It shall also be the duty of the Chairperson or Vice Chairperson to schedule and or attend Joint Safety Meetings, in accordance with the TWU/AA Joint Bargaining Agreement ("contract") at his or her respective station and to make available for review minutes from those meetings at monthly General Membership Meetings.

SECTION 4. Stipend checks will not be disbursed until all GMM meeting minutes, rosters and motions, when applicable, have been received by the Local.

ARTICLE VII - ARTICLE VII - SHOP STEWARDS

SECTION 1. Each Regional Vice-President shall oversee and be held responsible for the election of Shop Stewards in their respective regions. Shop Stewards shall be elected by their respective crews. The Executive Board shall designate shops, crews or groups that each Shop Steward shall represent.

SECTION 2. It shall be the duty of the Vice-Presidents and the Executive Board Members to keep all Stewards informed on events of interest to the General Membership. It shall be the duty of the Regional Vice-Presidents and Executive Board Members to coordinate the work of the Stewards in their areas, to assist in handling of grievances and to generally act as contact between the Stewards under their jurisdiction. It shall be the duty of the Shop Steward to clarify and explain to members any matters pertaining to Union affairs.

SECTION 3. The Regional Vice-Presidents and Stewards shall attend Steward's meetings and assist the Executive Board in the enforcement of the labor agreement, local agreements TWU Constitution, and the Local Bylaws. All Stewards must attend two (2) Steward meetings in a calendar quarter. Only excusable absences submitted per Article XV Section 6 of the TWU Constitution will be accepted for non-attendance at any meeting covered herein. The Executive Board will give stewards who fail to comply with the above Steward meeting requirement during a single calendar quarter written notification of non-compliance. Stewards who fail to comply with the Steward meeting requirement during two calendar quarters (concurrent or otherwise) must step down. Failure of the Local to give written notification on noncompliance shall not absolve members from meeting responsibility. If a Shop Steward moves his shift (either voluntary or through a bump) to one in which no Shop Steward vacancy exists, he/she must step down.

SECTION 4. In the event of Steward vacancies, the Local President may appoint acting Steward until such time as an election can be held.

SECTION 5. The Executive Board may remove Stewards from office for dereliction of duty, or when a majority of the members who the Steward represents requests in writing to the President or the executive Board their desire for such removal.

SECTION 6. Stewards shall be responsible for handling grievances and complaints of members whom they have been designated to represent in accordance with these Bylaws.

ARTICLE VIII - ARTICLE VIII - NOMINATION & ELECTION OF OFFICERS

SECTION 1. An Election Board shall be elected at the regular General Membership Meeting in the month of May, and shall consist of a committee of four (4) members and (4) alternates 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.

(A) A call to Election will be mailed to each member of the Local no later than November 1st.

SECTION 2. The Election Board shall supervise general 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. All nominees with the required number of signatures on the nomination petition shall be entitled to a place on the ballot provided such nominations are postmarked no later than the last Monday in October.

- (C) Candidates for all offices will be eligible for nomination for one office only. Any person holding a union position that is not up for election cycle, wishing to run for another position that is, will do so with the understanding that they will relinquish their current position (win or lose) immediately after the ballots have been counted and attested to. 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) A member, to be eligible for nomination and election to any office, in addition to all other requirements of the International Constitution and these bylaws, must have been a member in good standing in the Union for the preceding year.
- (F) All Local Officer elections will follow Department of Labor (DOL) – Office of Labor-management Standards (OLMS) guidelines for elections by mail and the TWU Constitution. Notice of Elections shall be posted no later than the first Monday in October. Ballots for Local Officers and Executive Board Members shall be prepared and mailed to all members in good standing not later than the second Monday in November. To be valid, ballots must be received in the Post office Box rented for that purpose no later than the second Monday of December. The ballots shall then be removed from the Post Office Box by the Election Board and shall be counted and attested to and announced on that day by the Election Board.
- (G) The elected Officers shall take the oath of office and assume their duties at the January Executive Board Meeting.
- (H) In interim elections, whenever there is an unopposed candidate duly nominated for any office, such candidate shall be considered elected without necessity of an election.

SECTION 3.

- (A) All disputes arising out of the nominations and elections shall be reported to the Election Board. The Election Board 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 Board, and the disposition thereof; and shall report any violations 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.
- (B) Any appeal from the certification or other decision by the Election Board 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 Section 7 of Article XV of 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 4. 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 elections reported by the Election Board 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 5. The procedure for electing the Vice-Presidents will be as follows:

- (A) The Southern Vice-Presidential candidate will be based in the Southern Region and will be elected by a majority votes cast from the entire local.

- (B) The Northern Vice-Presidential candidate will be based in the Northern Region and will be elected by a majority of the votes cast from the entire local.
- (C) In the event the President is unable to complete his term in office the Vice President with most votes in the general election shall automatically become President.

SECTION 6. If a candidate wants to have a direct mailing to the membership the following rules apply:

- (A) All mailings will be mailed one week prior to the ballots being mailed out.
- (B) All mailings will be handled by a Local 564 Secretary and the candidate, along with all other expenses incurred by the mailing, will pay his/her wages at the applicable rates. To prevent the interruption of the Union's business, a seven-day notice of a mailing will be required.
- (C) Upon completion of the mailing, the candidate will be escorted to the Post Office by an Officer or member of the Election Board. The Local 564 mailing list will not be given to any candidate or allowed to leave the Union Hall.

SECTION 7. The Election Board 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 Board with a locked cabinet, which will be under the control of the Election Board only.

SECTION 8. Station Chair and Vice Chair elections will abide by the above rules except as indicated below:

- (A) The election will be conducted by the Executive Board.
- (B) Petitions must be signed by twenty-five (25) members in good standing at their station or twenty-five (25) percent of members in good standing at their station, which ever is less.
- (C) Nominations for the above officers will open on April 1st and close on April 30th.
- (D) Ballots will be mailed no later than May 10th and must be received at the Union Office no later than May 31st. Ballots will be counted on June 1st. New Officers will be installed on July 1st.
- (E)

SECTION 9. Notices for Shop Stewards elections will be posted on Union Bulletin Boards in the month of July and petitions turned in to the Station Chairperson two (2) days prior to the August General Membership Meeting, if necessary. Voting will be done by secret ballot. Proxy votes or absentee ballots are not allowed. The Station Chairperson shall supervise the election of Stewards in their respective stations. Successful members will be installed in office at the September General Membership Meeting. Terms of office are for three (3) years. The Executive Board will determine steward coverage.

- (A)

ARTICLE IX - ARTICLE IX - GENERAL

SECTION 1.

- (A) Delegates to the International Convention other than the President shall be elected by the members.

SECTION 2. A union official on a Leave of Absence (LOA) from the primary employer will also be considered on a LOA from their Union position.

(A) A union official on a LOA or unable to perform their duties for 90 days will be considered to have vacated their office. The office will be filled in accordance with these By-Laws.

SECTION 3. The Joint Executive Committee shall consist of the Officers, Executive Board Officers and the Station Chairpersons outlined here in.

ARTICLE X - ARTICLE X - ATTENDANCE OF MEETINGS

SECTION 1. The President shall appoint a Sergeant-at-Arms at each Local meeting. His/her name and duty shall be recorded on the roster.

SECTION 2. The Sergeant-at-Arms shall examine the credentials of all members and visitors attending the meetings and shall have them sign the attendance book for the respective session.

SECTION 3. The official attendance register shall constitute attendance at Local or Section Meetings.

SECTION 4. Each General Membership Meeting shall be of two (2) hours or less duration, unless a majority of those present should vote to extend the meeting.

ARTICLE XI - ARTICLE XI - COMMITTEES

SECTION 1. Upon installation in office, the Executive Board shall appoint the following standing committees:

- (A) Safety
- (B) Community Service
- (C) Grievance Committee
- (D) Budget and Finance
- (E) Political Action/Education

SECTION 2. A separate Members Assistance Committee shall be established in the same manner. At no time shall the Members Assistance Chairperson be a member of the Local Executive Board or an elected representative of the Local Union. The Members Assistance Chairperson shall, if possible, appoint Members Assistance Field Representatives in each station and department within the Local. A list of such representatives shall be provided to the Local Executive Board for review and approval. Whenever possible the Members Assistance Chairperson shall appoint Field Representatives from other than the Steward Body.

SECTION 3. Committees shall carry on such activities as may be required by their respective functions under the supervision of the Local Executive Board and subject to the approval of the membership.

SECTION 4. A committee may not incur any liability or indebtedness on behalf of the Local Union without the written approval From the Local Executive Board.

SECTION 5. The President may, from time to time, appoint such Special Committee(s) as may be necessary for the efficient conduct of the Local, subject to the approval of the Executive Board.

ARTICLE XII - ARTICLE XII - DUES AND INITIATIONS

SECTION 1. An initiation fee of fifty dollars (\$50.00) shall be paid by each applicant accepted for membership.

SECTION 2. 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.

SECTION 3. The amount fixed for dues or initiation fees can be changed pursuant to the methods provided for in the amendment of the Bylaws in Article XVIII herein. However, in no event shall the amount fixed by the Local Union for dues or initiation fees be less than the minimum amount specified in the International Constitution.

ARTICLE XIII - ARTICLE XIII - FINANCES AND EXPENSES

SECTION 1.

- (A) The President shall receive a salary of seven hundred dollars (\$700.00) per month.
- (B) The Vice-President shall receive a salary of four hundred and fifty dollars (\$450.00) per month.
- (C) The Financial Secretary-Treasurer shall receive a salary of four hundred and fifty dollars (\$450.00) per month.
- (D) The Recording Secretary shall receive a salary of two hundred & twenty-five dollars (\$225.00) per month.
- (E) The Executive Board Members shall receive a salary of two hundred dollars (\$200.00) per month.
- (F) The Station Chairperson shall receive a salary of two hundred dollars (\$200.00) per month.
- (G) The Station Vice-Chairperson shall receive a salary of one hundred dollars (\$100.00) per month.
- (H) The Members Employee Assistance Chairperson (EAP) shall receive a salary of one hundred dollars (\$100.00) per month.
- (I) Stewards shall receive a salary which will be set by the Executive Board. Each January the Executive Board will review Steward salaries and adjust salaries as necessary. Steward salaries will be paid in arrears and will only be issued at the monthly Steward meetings.
- (J) In addition to the monthly salary, Stewards shall be compensated for attending the monthly Stewards meeting. These monies will be paid in arrears and the amount will be set by the Executive Board each January. Only Stewards who attend the Steward meeting will be paid for the Steward meeting (even if the absence is excused). All Steward salaries/compensations will be issued at the conclusion of the monthly Steward meetings and will be subject to applicable State and Federal taxes.
- (K) All monthly salaries will be paid to the member who assumes office on or before the 15th of the month (e.g., in the event of an office turnover, the member sworn in on or before the 15th of the month will receive the salary for the entire month).
- (L)

SECTION 2. All expenditures shall be subject to the approval of the Executive Board. Expenditures in excess of five hundred dollars (500.00) must be approved by the General Membership.

SECTION 3. Officers and Members shall be compensated for all time lost while in the performance of authorized Union Business.

SECTION 4.

- (A) Members assigned Union Business away from their home base will be reimbursed all hotel and ground transportation expenses. In addition to the above, per diem will be paid while away from their home base in the following manner: twenty dollars (\$20.00) per day (day trip only), thirty-six dollars (\$36.00) per overnight or not to exceed the US Government guidelines as published by the U.S. General Services Administration (GSA). Also, mileage will be paid at the IRS applicable rate when members utilize their private vehicle (either in, or out of town) for authorized Union Business. Members requesting mileage reimbursement must submit a Mileage Reimbursement Form to the Local Financial Secretary-Treasurer.
- (B) With the exception of monthly salaries Steward's compensation and, all wages will be paid on the basis of lost time from the primary employer. All time compensated by the Union must be lost from the members regularly scheduled hours. The Local President, or the Financial Secretary-Treasurer, and/or the Local Executive Board prior to the date in question must approve lost time. All members receiving lost time compensation will, within one week of receiving their paycheck from the employer, provide the Local Union with a copy of their pay stub showing the lost time for the date(s) claimed. All hours worked for the Union on member's days off must be put on hold and used as "comp" lost time at some future date. At no time will the Local pay any member more than his regularly scheduled hours for that day. All lost time on hold must be taken within one year of performing the work for the Union.
- (C) All expense reimbursements and lost time requests will be submitted to the local within sixty days of actual date of occurrence. Reimbursements will be forfeited if not submitted within the sixty days.

SECTION 5. The Local Executive Board prior to approval of the monthly financial report must examine all vouchers with attached bills. Vouchers and bills shall be made available to members in good standing for examination immediately prior to each monthly membership meeting.

SECTION 6. Any change in base wage negotiated between American Airlines and the TWU for the Title groups represented, shall be applied to the salaries of the Officers and Executive Board members effective date of ratification.

ARTICLE XIV - GRIEVANCES

SECTION 1. Once a grievance has been signed and duly submitted, it shall become the property of the TWU Local 564.

SECTION 2. The Executive Board shall provide appropriate grievance forms for the use of members and shall be responsible for the effective processing of grievances.

SECTION 3. The Grievance Committee shall consist of the Executive Board. It shall be the responsibility of each member to bring his/her grievance to the attention of his/her Steward immediately after such act is committed, whereby such grievances may be processed within the time limits specified in the current appropriate contract between the Transport Workers Union of America, AFL-CIO and the Company.

SECTION 4. It will be the duty of the Grievance Committee to record and file the disposition of all grievances and to notify the grievant in writing.

ARTICLE XV - OBLIGATIONS OF MEMBERS

SECTION 1. No member shall by-pass the grievance procedure provided in Article XIV of these Bylaws to handle his/her own or another employee's grievance.

SECTION 2. No member shall perform his/her duties on the job in/such a manner as to place an unfair burden on his/her fellow worker or as to bring discredit to his/her Union.

SECTION 3. No member shall make known the affairs of the Union to a non-member.

SECTION 4. No member shall make a collection in the name of the Union, regardless of its purpose, without prior approval of the Local Executive Board. This shall not apply to collections taken by, or for candidates for Local office to defray the cost of their campaign.

SECTION 5. All members are to be in strict observance of all working rules of the Union as recommended and approved by the Local Executive Board and the General Membership.

ARTICLE XVI - DISCIPLINE OF MEMBERS

SECTION 1. Any member of the Local Union who is charged with violating any of his/her obligations under these Bylaws or under the International Constitution shall be disciplined and/or fined, in accordance with the provisions of Article XIX of the International Constitution.

SECTION 2. Any Local Officer, Executive Board Member or Steward who expresses a desire to go into management or take an MPR position will be removed.

ARTICLE XVII - RECALL OF LOCAL OFFICERS AND REPRESENTATIVES

SECTION 1. Any member in good standing may initiate a petition for the recall of any Local Officer or Representative, whose view or actions, in the opinion of the member, are contrary to the goals of the Transport Workers Union and the Local Membership.

- (A) The petition shall contain specific reasons against the Officer or Representative and shall require the endorsement affixed to the petition of fifty percent plus one (50% + 1) of the members in good standing. In the case of an Executive Board member or Section/Station Chairperson, the petition shall require a fifty percent plus one (50% + 1) endorsement of the members in good standing from the Title group/work unit/station that would normally vote for that representative during normal elections.
- (B) Each page of the petition shall include a list of any and all reasons. The Financial/Recording Secretary shall ascertain that the petition is valid and falls within all the requirements of these bylaws. If the Financial/Recording Secretary is the officer requested to be recalled the President shall assign an Officer or Executive Board member to ascertain that the petition is valid and falls within all the requirements of these bylaws
- (C) Upon receipt of a valid petition, the Officer/ Representative shall be notified and have fifteen days to submit a written statement, not in excess of two pages per charge, stating the reasons why he should not be recalled, with such statement to be included with the ballot. The submitter of the petition shall also be allowed to include a written statement not to exceed two pages per charge. No other documents will be allowed.

- (D) The recall voting process, including the tallying of the ballots, shall be completed within forty- five days of the receipt of the petition. The voting procedure is to be determined in accordance with Local Bylaws, provided that the vote must be conducted by secret ballot and in a manner consistent with the requirements of the LMRDA.
- (E) Upon tabulation of the vote, if the membership is against recall, the Local official/representative shall continue his duties. He/She will not be subject to another recall during the remainder of his/her elected term in office.
- (F) Upon tabulation of the vote, if the membership calls for the recall of such official/representative by majority, that is 50% + 1 of the membership, the official/representative whose recall is sought shall be removed from office immediately. After the recall vote is counted and affirmed said decision shall be final and binding. The office shall be declared vacant and the office shall be filled as outlined in Article IV Section 3 of these Bylaws.

SECTION 2. In the event such recalled official is the President, the Vice President shall assume the duties of the President as outlined in Article VIII Section 5 (C) of these bylaws and the TWU Constitution. The Vice Presidents office shall then be declared vacant and the office shall be filled as outlined in Article IV Section 3 of these Bylaws.

ARTICLE XVIII - ROBERT'S RULES OF ORDER

SECTION 1. Except where modified in these Bylaws and the International Constitution, all meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE XIX - AMENDMENTS TO THE BYLAWS

SECTION 1. The foregoing Bylaws shall be in effect when approved by a majority vote of all members present at a General Membership Meeting. Copies shall be made available to all members.

SECTION 2. The procedure for Amendments or revisions to the Bylaws shall be as follows:

- (A) The proposal shall be in writing and addressed to the Local Recording Secretary. A time-stamped email is an acceptable for of writing for submitting a proposal.
- (B) The Recording Secretary will hold such proposals for the By-Laws Committee, which will meet on February 15th of each year to consider any proposals.
- (C) The Committee shall review all proposals to ensure consistency with the provisions of the International Constitution.
- (D) If conflicting or duplicate proposals are submitted the Executive board shall have the discretion to modify the conflicting proposal and determine which duplicate proposals wording shall go forward.
- (E) The action of the Executive Board, in resolving a conflicting, duplicate or unconstitutional proposed amendment, shall be set forth in the minutes of the Local Executive Board meeting, and if rejected or modified, the member initiating the amendment will be notified and given the reasons for rejection or modification by the Recording Secretary.
- (F) Once reviewed, proposed changes shall be posted for no less than fifteen (15) days.

- (G) The proposed changes shall then be submitted to the membership at the regular Section or General Membership meeting in May for approval by a majority of the members present and voting.
- (H) The amendment shall become effective if and when approved by the International Administrative Committee.
- (I) Any amendment which would increase the initiation fee or membership dues shall require for approval a majority vote, in a secret ballot, of those voting on the amendment.

SECTION 3. Any and all Bylaws, which are inconsistent with the provisions of the International Constitution, shall be null and void.

SECTION 4. 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 obligation of the Members and Officers of Local 564.