TWU LOCAL 591 BY-LAWS

(Amended December 1, 2018)
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ARTICLE I

GENERAL

SECTION ONE:  NAME AND AFFILIATION

A. This organization shall be known as Local 591, Transport Workers Union of America, AFL-CIO and its membership shall include American Airlines Maintenance & Related and Material Logistics Specialist (Stores) members. Whenever the term "Local" or "Union" is used, it shall refer to and mean TWU Local 591. Whenever the term "TWU" or "International" is used, it shall refer to and mean Transport Workers Union of America International.

B. The jurisdiction of the Local shall include line stations where American Airlines operates within the United States and such other areas as may be assigned to Local 591 by the International Executive Council of the Transport Workers Union of America, AFL-CIO.

C. This Local shall be affiliated with the State and City AFL-CIO Councils, and such other Central Bodies and Councils as may be deemed necessary by a majority vote of the Executive Board or by 50%+1 vote of those members who reside within the represented area of such affiliation, consistent with the affiliation policies of the TWU.

SECTION TWO:  LOCATION

The general office and headquarters of the Local shall be located in the vicinity of the airlines headquarters.

SECTION THREE:  DURATION

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

SECTION FOUR:  PURPOSE

A. To unite in this Union, regardless of race, creed, color, gender, sexual orientation, nationality or marital status all workers eligible for membership.

B. To protect the individual and collective rights of the Members of the Local and to promote their professional interests.

C. To disseminate information which enhances the professional status of the Membership.

SECTION FIVE:  LOGO

The official logo of the Local shall be that approved by the TWU International.

SECTION SIX:  OBLIGATION OF MEMBERS

Members of the Local accept and agree to abide by the TWU International Constitution and the Local's By-Laws as they are in force, amended, changed, or modified.
ARTICLE II
MEMBERSHIP

SECTION ONE: QUALIFICATIONS & RULES FOR MEMBERSHIP

A. Employees who are probationary Employees shall be eligible for Membership once hired by and working for the airline. An initiation fee of $50.00 will be charged on a one-time basis for all new members. There will be no initiation fee for anyone transferred into the Local as a result of the mergers creating the Local.

B. Members in good standing are entitled to participate in all Local activities and are entitled to all of the rights, privileges, and benefits of membership. Every Member should make an effort to attend Membership meetings and keep abreast of the current affairs of the Local.

C. It will be the responsibility of each Member to advise the Local within thirty (30) days of any change of address, in writing; otherwise, the Union cannot be held responsible if the Member does not receive correspondence or ballots mailed out by the Local or International Union.

D. Members on Military leave may have their Union Dues waived for any deployment in excess of thirty (30) days, by providing the Local Treasurer a copy of their Official Military Orders.

E. No Member shall make a collection in the name of the Union, regardless of its purpose, without prior approval of the Local 591 Executive Board.

SECTION TWO: DUES AND DUES DETERMINATION

A. Member's obligation for dues shall commence as of the date of eligibility for active Membership.

B. Dues are as provided for in the TWU Constitution.

ARTICLE III
MEMBERSHIP MEETINGS

A. Any member of Local 591, in good standing, is free to attend any meeting in the system. Membership meetings shall be held in each of the Local 591 represented cities quarterly, unless changed for good reason by the Executive Board.

B. The Regional Vice President shall be the Chairperson of the quarterly meeting in DFW, LAX, NYC, MIA, & ORD; except when the Local President or Vice President attends the meeting. The Local President or Vice President may reassign the Chair to the Regional Vice President at his/her discretion. The Regional Vice President shall be the Chairperson for all other quarterly regional membership meetings and may reassign the duties to the Station Chairperson with prior approval of the Executive Board.

C. Officers shall attend quarterly meetings in DFW, LAX, NYC, MIA & ORD unless absence is approved in advance by the Executive Board or the Executive Board accepts and approves the reason for their absence at the following months Executive Board Meeting. The reason for absence will also be written into the minutes of the Executive Board Meeting.
D. The Regional Vice President shall appoint a Sergeant-At-Arms at quarterly meetings in DFW, LAX, NYC, MIA, & ORD who will have full authority to examine the credentials of all persons attending the meeting and enforce such rules as are necessary to maintain order.

E. The Regional Vice President shall set the meeting start times for the meetings, subject to the approval of the Local Executive Board.

F. Members shall be notified of all meetings via the Local 591 website; the posting will contain the meeting agenda and shall be posted at least seven (7) days prior to the meeting date.

G. All members in attendance shall sign the official attendance book or electronically sign in as appropriate, as proof of attendance. Outstation Chairpersons shall maintain the original station roster of meeting attendees and send an electronic copy of the list, of members who were in attendance, to the Recording Secretary within seven days of the meetings conclusion for the Locals records.

H. A standard motion submission form will be provided to members wishing to make a motion at the quarterly meeting. The Local 591 Executive Board will adopt a motion policy to accommodate an intra-station, sectional, station, region, or national motion. Once a motion has been processed, the Local will not reconsider any motion that fails for another vote for one year.

I. Special membership meetings will be called by the President with approval of the Executive Board, or by written request of fifteen (15%) of the membership. The President shall be required to call a special membership meeting to consider the matter contained in the written request. Notice shall be posted of the Special membership meeting on the Local 591 website at least fifteen (15) days prior to the meeting date.

J. At a Special meeting, no business shall be transacted other than that for which the meeting was called, and no votes will be taken unless specifically identified in the agenda for the meeting. When a Special meeting is called by the members, all Local and International Officers specifically requested to attend shall be notified promptly by the President and their reply shall be posted on all the Local 591 website.

K. No member under the influence of intoxicants, nor any member not in good standing, shall be admitted to any meeting of the Local Union.

**ARTICLE IV**

**STRUCTURE**

**SECTION ONE: GOVERNING BODIES**

The governmental powers of the Local shall be vested in the Local Executive Board (the "Board") and the Officers, in accordance with these bylaws. The final control of the Local shall be vested in the Membership, as set forth in the TWU International Constitution.

**SECTION TWO: OFFICERS DEFINED**

The Officers of the Local shall be: President, Vice President, Treasurer, and Financial Secretary-Treasurer.

A. Officers are required to attend all Executive Board Meetings and answer the roll call. The Executive Board will accept excusable absences. The Executive Board, by two thirds (2/3) majority vote of the Executive Board, can suspend any Officer who misses more than two (2) Executive Board Meetings within a twelve (12) month period, for unexcused
absences, in accordance with the provisions of Article XXI of the TWU Constitution. The Executive Board shall meet at least once a month in accordance with the International Constitution.

B. The President or the majority of the Executive Board may call Special meetings. A running tally of each Executive Board Members attendance record at Executive Board Meetings will be included in the minutes that are posted on the Local 591 website; during their full or partial term and will be used as a voting aid by the Membership during elections. Attendance or absence will be recorded and charted as: Present, Pre-excused absence, Tardy, Post-excused absence, or Non-excused absence. The attendance record can only be amended by a majority vote of the Executive Board and will reflect the record of the facts.

C. Duties of Officers shall be outlined in the TWU Constitution and these Bylaws of Local591.

D. Officers shall perform such duties as may be assigned to them by the President or by majority vote of the Executive Board.

E. In the absence of the President, the Vice President shall assume the duties of the President.

SECTION THREE: REGIONAL VICE PRESIDENTS DEFINED

Five (5) Regional Vice Presidents will represent the members in good standing from their respective region and any additional cities staffed per Article XIII, Section Two, (A&B) of these bylaws:

A) Northeast Region: JFK, LGA, EWR, BOS, DCA, RDU and PHL
B) Southeast Region: MIA, FLL, MCO, SJU, and TPA
C) Southwest Region: DFW, GSW, SAT, and AUS
D) Central Region: ORD, STL and ATL
E) Western Region: DEN, LAS, LAX, SEA, SFO, PHX, and SAN

SECTION FOUR: EXECUTIVE BOARD MEMBERS DEFINED

Titles I, II, and V will each have a Title-specific Executive Board member to represent the members from each Title Group. In addition, the Local shall have one (1) Executive Board Member At-Large

SECTION FIVE: THE EXECUTIVE BOARD

A. The Executive Board shall consist of the elected Officers, Five (5) Regional Vice Presidents, and (4) Executive Board Members.

B. The Executive Board shall have all the powers specified as those of a TWU Local Executive Board, including but not limited to those specified in Articles XIV and XVI). It has the power to make general decisions regarding the governing of the Local, provided that those decisions which the members make shall take precedence when appropriate, in accord with the TWU Constitution, and further provided that the exercise of those powers delegated exclusively to specified officers by the TWU Constitution shall not be subject to review by the Executive Board.

C. Executive Board Members shall carry out such other duties as may be properly delegated or assigned to them by the President, Executive Board, or Membership.

D. Officers or members who are on UB or UBC for the day are not eligible to work overtime, field trips, or receive other premium pay on the same day.

E. Executive Board Meetings shall be governed by Robert’s Rules of Order (Revised).
F. The Executive Board Meeting Minutes will be posted on the Local 591 website and will be approved by the members at the General Membership meeting.

G. Special meetings of the Board may be called by the President or will be called within fourteen (14) days upon written request of twenty-five percent (25%) of the Executive Board. Business conducted in the special meeting shall only be for the reason the meeting was called.

H. The Local's business issues, other than specifically provided for in the Local 591 bylaws, shall be decided by a majority vote of the Executive Board.

I. Two members in good standing may observe an Executive Board meeting at their own expense. The Recording Secretary shall keep a signup list for members who wish to observe. Preference will be given in order received. If space permits, the President may make more seats available. The Executive Board retains the right to remove any observe(s) from the meeting for disorderly conduct or during any discussion where a member's protection of privacy might be compromised.

J. A vote to determine whether to take a System Board grievance to arbitration will require a 50% (tie) or more to pass.

ARTICLE V
OFFICER & EXECUTIVE BOARD DUTIES AND RESPONSIBILITIES

SECTION ONE: OFFICERS

A. PRESIDENT

The President shall notify the Officers of all regular and special meetings of the Board. He/she shall be the authorized representative of the Local and shall select and oversee all committees and committee activities. The President shall normally work out of the Local Headquarters.

The President shall also serve as the Chairman of the Executive Board. The President shall ensure that the regions conduct business meetings as necessary. He/she shall, subject to the approval of the Board, appoint and remove, employ and discharge agents and employees of the Local other than duly elected Officers. He/she shall sign notes, checks, drafts, or bills of exchange; warrants or other orders for the payment of money duly drawn by the Treasurer; enforce the TWU Constitution and the Local’s By-Laws; sign any agreement entered into between the Local and any other organization; carry out any other duties the Local may request; oversee the activities of the Local and shall render an Annual Report to the membership.

The President or President’s designee, as approved by majority vote of the entire Executive Board, shall be present at all negotiations. The President or the President’s designee shall carry out the resolution of the Membership as adopted at Membership Meetings and perform such other duties as may be assigned to him/her by the Executive Board or the Membership. The President or the President’s designee may arrange for an Officer or individual Member to be absent from her/his regular assigned work, at the expense of the Union, for the purpose of assisting the President in conducting the affairs of the Local Union. The President or the President’s designee shall attend all Membership
Meetings and Special Meetings of the Local and shall preside at said meetings. The President or the President’s designee shall assist other Officers, Union Representatives, or individual Members in the handling or processing of daily business and such other problems, which have not yet become grievances. The President shall perform all duties required by the Executive Board. The President shall be responsible for the staffing of the Local office. The Executive Board will approve all full-time staff.

B. VICE PRESIDENT

The Vice President shall assist the President in the discharge of his/her duties, and during his/her absence shall perform the duties of the President. The Vice President shall normally work out of the Local headquarters. He/she shall attend the monthly Executive Board meeting. He/she shall perform all duties required by the Executive Board. The Vice President or the Vice Presidents designee shall draft all Board of Adjustment submissions and be responsible for the proper processing of said submissions. It shall be the Vice President or the Vice President’s designees’ responsibility to assemble all facts pertaining to Local 591 grievances pending before System/Area Board of Adjustment or Arbitration, and to assure the proper presentation of said grievances.

C. SECRETARY TREASURER

The Secretary-Treasurer shall receive all monies paid into the Local Union. He/she shall keep records of the Local’s finances pursuant to the rules and regulations established by the International Administrative Committee. He/she will be responsible for all financial books and records. He/she, will maintain all financial books and records for not less than five years, at the Locals Headquarters. He/she shall report monthly to the Local Executive Board and to the International Secretary/Treasurer. He/she shall submit all records 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. He/she or his/her successor will present this audit upon completion to the Local Executive Board and to the Membership. The Secretary-Treasurer shall compile and file all financial reports as required by law and the Membership. He/she shall sign all financial instruments of the Local as required by these bylaws. He/she shall prepare and submit under his/her signature all Federal and State reports required under law. He/she shall perform all duties required by the Executive Board. The Local Executive Board shall have the authority to determine to what extent the Secretary Treasurer must report to the Local headquarters as necessary perform his/her duties.

D. RECORDING SECRETARY

The Recording Secretary shall take charge of all records of Membership and effects of the Local. He/she shall keep the official record of all votes, proceedings at regular and special membership meetings and any other official meetings of the Local 591 Executive Board. He/she will maintain these records for not less than five years, at the Locals Headquarters. He/she shall keep a record of all elected and appointed members. He/she shall assist the President in preparing an Annual Report to the members of the Local. He/she shall cause to be kept the Local’s Membership records so as to show at all times the number of Members, their names, their respective places of residence, and their post office addresses. He/she
shall perform all duties required by the Executive Board. The Local Executive Board shall have the authority to determine to what extent the Recording Secretary must report to the Local headquarters as necessary to perform his/her duties.

SECTION TWO: EXECUTIVE BOARD

E. REGIONAL VICE PRESIDENTS

It shall be the duty of the Regional Vice President (or his/her designee) to call and preside at any meetings of the Region, to preserve order during its deliberation, to authorize expenditures of any budgeted funds and to administrate the Local's regional duties. He/she will be the Grievance Chairperson in their respective region and oversee all chairpersons and stewards in their region. He/she will be responsible for reporting all regional business to the Executive Board and is required to provide a written monthly report of the region's activities.

F. TITLE I, II, V & AT-LARGE EXECUTIVE BOARD MEMBERS

Title I, II, V & At-Large Executive Board members shall attend all monthly Executive Board meetings and shall perform all duties assigned by the President or Executive Board. Executive Board members will serve as assistant to the Vice President, when necessary, in system board arbitration cases for their Title Group. Executive Board members shall serve as the Local Safety Committee Chairman for their Title Group, with Executive Board Member At-Large as alternate as required.

ARTICLE VI

ELECTED OR APPOINTED REPRESENTATIVE DUTIES AND RESPONSIBILITIES

SECTION ONE: REGIONAL CHAIRPERSON

A Regional Chairperson shall be elected by the region's membership. The term for a Regional Chairperson will be three years. It shall be the duty of the Regional Chairperson, to assist the Regional Vice President in the administration of his/her duties, including grievance administration, and any other duties as assigned by the Executive Board or Local President.

SECTION TWO: STATION CHAIRPERSON

Will assist the Regional Vice President in grievance handling, interstation negotiations pertaining to local guidelines, and other such duties as assigned by the President, Regional Vice President or Executive Board. Station Chairperson's term shall be three years and they will be elected by the membership. Only members in good standing from the Station or Section represented by the Station Chairperson and only members in good standing from the Section represented by the Section Chairperson will vote in these elections.

SECTION THREE: EAP, BENEFIT, & COMMUNICATIONS COORDINATOR'S

The President may appoint an Employee Assistance Program (EAP) Coordinator, Benefits Coordinator, and Communications Coordinator subject to the approval of the Executive Board.
These coordinators shall perform duties assigned to them by the President or Executive Board and shall provide a written monthly report to the Executive Board.

Employee Assistance Program (EAP) Peer Coordinators shall receive a monthly salary equal to that of a Shop Steward.

**SECTION FOUR: SECTION CHAIRPERSON TITLE I, II, V**

One member from each Title Group at DFW, LAX, MIA, NY1, and ORD will assist the Regional Chairperson and the Regional Vice President in the performance of their assigned duties. The term shall be three years and they will be elected by the membership.

**SECTION FIVE: SHOP STEWARD**

A. Shop Stewards shall be elected and represent the Members at the station they represent and assist the Regional Vice President and Chairperson with station duties.

B. Special Meetings of Shop Stewards may be called by the President, Executive Board, or Regional Vice President with majority vote of the Executive Board and will not conflict or coincide with other meetings.

C. To be eligible for nomination as a Shop Steward a Member must, in addition to all other requirements of the International Constitution and these Bylaws, be on the American Airlines Seniority list for not less than a period of one year at the time of nominations and be a Member in good standing.

D. It shall be the duty of all Shop Stewards to represent all/any Members requesting or requiring representation in any meeting with management. It shall be the duty of Shop Stewards, at all times, to keep in close contact with their Regional Vice President in order to keep him/her informed on events of interest to the Membership. It shall be the duty of all Shop Stewards to clarify and explain to Members any matters pertaining to Union affairs.

E. The Shop Steward will be responsible to the Regional Vice President for all Station or Section Union business including the handling of grievances, entering their grievance submissions into the Local's online database.

F. Shop Steward terms begin the first day of the month following their election. Within the first 45 days of their terms, Shop Stewards will receive training on the duties outlined in letter (e) from their Regional Vice President(s) or his/her designee. The term for a Shop Steward is three (3) years.

G. Elected Shop Stewards may change their Station and continue to represent Members in their new Station with Executive Board approval by filling an existing Shop Steward vacancy.

H. The Regional Vice President maintains the right to remove any Shop Steward with Executive Board approval. Prior to the Shop Steward being removed, the Regional Vice President shall notify the Shop Steward of his decision to request such removal in writing and copy the Executive Board in on the letter. Upon notification, the Shop steward will have seven (7) calendar days to request an appeal hearing before the Executive Board, at their next Executive Board meeting, the Local will not compensate such appearance and appeal.

I. Existing Shop Steward Terms will end three (3) years from the date of the first day of their term.
J. Anytime there is a Shop Steward vacancy in a station, the Regional Vice President may appoint a Shop Steward. The appointed position will be for the period of up to 60-days, in which time an election will take place. In the event there is no challenger, to the appointee, that Shop Steward will serve the remainder of the term for that election cycle.

**ARTICLE VII**

**GRIEVANCES**

A. Grievances will initially be filed and administered on behalf of the membership by Shop Stewards or Section/Station Chairpersons.

B. The Shop Steward will attempt to solve the grievance at its source, enter the grievance into the database, and any unresolved grievances will be turned over to the Regional Vice President who will handle the grievance to its conclusion within the region.

C. Unresolved grievances docketed for arbitration, will be turned over to the Local Executive Board Member over that Title Group who will be responsible for tracking, researching, and gathering all pertinent information. He/She will also continue to resolve the grievance if possible.

D. If at all possible, all grievances will be screened by the Grievance committee to determine the merits of each prior to being heard by the appropriate System Board of Adjustment. The final disposition of all grievances will be communicated to the Grievant in a timely manner.

E. The Vice President shall keep a written record of all grievances.

**ARTICLE VIII**

**RECALL**

**SECTION ONE:** RECALL

Recall of an Officer or the Executive Board Member At-Large must be by 50%+1 of the membership of the Local. Recall of a Regional Vice President must be by the 50%+1 of the Local members in that Vice President’s region only. Recall of the Title I, II, or V Executive Board Member must be by 50%+1 of the Local members of the respective Title group. Recall of a Regional Chairperson, a Station Chairperson or Section Chairperson must be by 50%+1 of the respective Local members group that elects him/her. (Amended July 15, 2014)

**SECTION TWO:** RECALL PROCESS

A. A petition to recall a Local officer, or a Regional Vice President, or a Title I, II, V or At-Large Executive Board member may be filed with the Local Executive Board; by delivery to the Local Recording Secretary, or, if the Local Recording Secretary is the subject of the recall petition, with the Local President. If the petition has been signed by at least 50% plus 1 of the members who would be entitled to vote regarding the position in question in a regular election, then the Executive Board shall order a vote of the members over whether to recall the officer in question. If 50% plus one of the eligible voters vote to recall that officer in the
election, then the officer shall be deemed recalled, and the position shall be deemed vacant, to be filled in accordance with these by-laws and the TWU Constitution.

B. A petition to recall a Regional Chairperson, a Station Chairperson, or a Section Chairperson may be filed with the Local Executive Board; by delivery to the Local Recording Secretary. If the petition has been signed by 50% plus 1 of the members who would be entitled to vote regarding the position in question in a regular election, then the Executive Board shall order a vote of the members whether to recall the Chairperson in question. If 50% plus one of the eligible voters vote to recall a Chairperson, that Chairperson will be deemed recalled, and the position shall be deemed vacant, and will be filled in accordance with these by-laws and the TWU Constitution. (Amended July 15, 2014)

ARTICLE IX
FINANCES AND SALARIES

SECTION ONE: BILLS, NOTES, CHECKS, AND FINANCIAL DOCUMENTS

A. All bills payable, notes, checks, or other negotiable instruments of the Local shall be made in the name of the Local and shall be signed by the President and shall be counter-signed by the Secretary-Treasurer. In the absence of the President, the Vice President and the Secretary-Treasurer may sign.

B. The Executive Board from time to time shall have the power to designate an individual or individuals who will have temporary authority to counter-sign checks, provided there is a two-thirds (2/3) majority vote of the Board. This authority must be approved by a published vote in writing.

C. If deemed necessary to have an emergency fund, is shall be set up and used at the discretion of the Executive Board for negotiations or any emergency arising. The Local shall seek the approval of the TWU International Administrative Committee to set up any other fund separate from the Local, in accord with the TWU Constitution.

D. Reports and Inspections:

1) A Certified Public Accounting Firm shall perform an audit of the Local's books and the results of that audit made available to the Membership at the end of each fiscal year. The Board may, at its discretion, appoint an internal audit committee to examine any aspect of the Local's finances.

2) The Local's books shall be balanced and an un-audited income statement and balance sheet prepared monthly. These monthly trial balances shall be made available.

3) The financial records of the Local shall be available for inspection by any Member in good standing provided the Member gives written notice to the Secretary-Treasurer at least two (2) weeks prior to the date he/she wishes to conduct such inspection at the address where the Local is headquartered during regular business hours at the members' expense.
SECTION TWO: LOST TIME

1) Written approval from two of the following Officers: the President, Secretary Treasurer or Vice President, shall be required before any member is taken off the clock to work for the Local Union; except that in an emergency this approval may be verbal.

2) Local Officers and other Members who are required by the President to perform duties for the Local that require a release from their normally assigned duties, with a subsequent loss of income, shall be compensated for that loss of income by the Local, within fifteen (15) days on which such Member would normally have been paid by the Company; provided all the required documents have been submitted.

3) Authority to pay lost time is controlled by the President.

4) The Local’s Secretary-Treasurer shall verify all lost time monthly. A written monthly record shall be kept by the Secretary-Treasurer of Employees by name, date, location and total lost time paid by the Local. A report of all lost time paid by Local 591 will be published on the Local 591 website quarterly.

SECTION THREE: FISCAL YEAR

The fiscal year of the Local shall be from April 1st to March 31st of the following year.

SECTION FOUR: BONDING

The Executive Board of the Local shall be bonded in amounts not less than those provided for and required by appropriate Federal statute.

SECTION FIVE: SALARIES

A. President $2,500 Monthly
B. Vice President $2,250 Monthly
C. Treasurer $2,000 Monthly
D. Recording Secretary $1,750 Monthly
E. Regional Vice President $1,500 Monthly
F. Executive Board I, II, V, At-Large $1,500 Monthly
G. Regional Chairperson $550 Monthly + $50 Cell Phone Allowance
H. EAP, Benefit, & Communication Coordinator $450 Monthly + $50 Cell Phone Allowance
I. Station Chairperson Class I $350 Monthly + 50 Cell Phone Allowance
J. Station Chairperson Class II $250 Monthly + $50 Cell Phone Allowance
K. Section Chairperson Title I, II, V $250 Monthly + $50 Cell Phone Allowance
L. Shop Steward’s & EAP Peer Coordinators $125 Monthly

N. Salary increases and decreases will follow those negotiated within the M&R CBA.

* The MOU wage adjustment payable to Local 591 members upon implementation of the AA/US Airways merger will not be added to the above salaries. *

O. All Local 591 salaries with be decreased by 5% for every 5% decrease in the Local 591 membership.

P. Any future changes in salaries, not contained in these bylaws, will be posted on the Local 591 website as part of the meeting agenda for discussion, prior to an affirmation vote of those members present at the meeting.
Q. All Officers and Executive Board members will be provided a cell phone or equivalent allowance.

R. Any union representative, elected or appointed, who accepts a temporary or permanent position outside the bargaining unit, or accepts an acting assignment as a manager, supervisor, planner, or any special assignment outside the scope of the Collective Bargaining Agreement (CBA) with the company shall immediately forfeit their union position and any monies due to him/her from the date of acceptance in the position outside the bargaining unit.

SECTION SIX: PAYMENTS

All payments for salaries and expenses will be made electronically whenever possible.

ARTICLE X

NOMINATIONS & ELECTIONS

SECTION ONE: ELECTION COMMITTEE

A. The Election Committee shall adopt appropriate rules and provide forms and ballots, conduct the nominations and election of Officers and the Executive Board in accordance with the LMRDA and the regulations of the Department of Labor interpretation of the law, the International Constitution, and these bylaws. 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. Nominations for the Election Committee will be held following a General Election and installation of new Officers and elections will be by secret ballot. The term will be for a three (3) year period. Vacancies will be filled, by the nominee with the next highest vote total. The nominee receiving the highest number of votes will chair the Election Committee. In the event of a tie, a coin flip draw will determine the winner.

SECTION TWO: ELIGIBILITY

A. Only members in good standing of Local 591 are eligible to participate and vote in the election.

B. No member shall be eligible for nomination or election to any office unless he/she shall have been in continuous good standing in his/her Local Union for a period of twelve (12) months immediately preceding nomination.

C. No member shall be able to run for multiple positions during the same election.

D. 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.

SECTION THREE: NOMINATIONS FOR LOCAL OFFICERS AND EXECUTIVE BOARD

A. Nominations for the office of President, Vice President, Recording Secretary, Financial Secretary-Treasurer, Regional Vice Presidents, Title I, II, V & At-Large Executive Board Member’s will be conducted in accordance with the TWU International Constitution.

B. Any eligible member may be nominated by another active member in good standing, with any accompanying second by a different Member in good standing. Regional Vice Presidents
must be nominated and seconded by a member in good standing, from within their Region. For the position of Title I, II, & V Executive Board Member, the member must be nominated and seconded by a member in good standing from that Title Group.

C. Each nominee must verbally accept the nomination prior to the distribution of the ballot. If a nominee cannot be reached to verbally accept or decline, a message will be left on the number on file at the Union office where applicable until nominations close. Each nominee has until the nominations close, or forty eight (48) hours from the time the message was left to respond (whichever is longer), otherwise the nomination becomes invalid.

D. If only one person is nominated for office, that person shall be deemed elected by acclamation and no further vote is required.

SECTION FOUR: VOTING

Voting shall be a simple majority vote of those Members casting ballots.

SECTION FIVE: OFFICER ELECTIONS

A. Election of Officers and Executive Board members shall be conducted by a secret ballot; either through U.S. mail, phone, and/or electronic balloting as determined by majority vote of the Executive Board. Control numbers may be used on ballots as long as steps are taken to ensure the secrecy of the ballot.

B. The candidates receiving a plurality of the secret ballot votes cast for each office shall be deemed elected to the office. A Member of the Election Committee will notify the winner via phone or e-mail. If the winner cannot be reached a message will be left on their home or mobile phone or E-mail. After this is done the results will be released to the Membership.

C. In the event of a tie for the most votes cast in an election, there will be a runoff election for the candidates involved in the tie.

D. Each candidate will be notified of the date and time when the ballots are to be counted or results are to be retrieved and will be allowed one (1) representative at their own expense to monitor the process.

E. Any Member in good standing who believes that he/she has been improperly denied the opportunity to be a candidate for elective office or position or that an election in which he/she was a candidate was improperly conducted, may file a complaint with the Local Executive Board no later than fifteen (15) calendar days after the results of the election have been made known.

F. In the event the Local President is unable, for any reason, to complete his/her term of office, the Vice President shall automatically become President.

G. In the event of an Officer or Executive Board Member vacancy in any office 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 Article X of the Local 591 bylaws and Article XV of the Transport Workers Union of America Constitution. In the event of a vacancy in any office that has less than 18 months remaining on the term the Executive Board will appoint a person to fill said vacancy, except the Local President. * This provision will take effect with the 2016 election.

SECTION SIX: REGIONAL CHAIRPERSON, STATION CHAIRPERSON, SECTION CHAIRPERSON TITLE I, II, V & SHOP STEWARD ELECTIONS
A. Regional Chairperson Elections shall be conducted by a secret ballot; either by electronic balloting or at a Local Membership meeting as determined by majority vote of the Executive Board.

B. Station Chairperson, Section Chairperson (Title I, II, V) and Shop Steward elections shall be conducted by a secret ballot; either by electronic balloting or at a Local Membership meeting as determined; by majority vote of the Executive Board. Control numbers may be used on ballots as long as steps are taken to ensure the secrecy of the ballot.

C. The candidates receiving a plurality of the secret ballot votes cast for each office shall be deemed elected to the office. The winner of each position via phone or e-mail. If the winner cannot be reached, a message will be left on their home or mobile phone or e-mail. Results will also be released to the Membership via the Local 591 website.

D. In the event of a tie for the most votes cast in an election, there will be a runoff election for the candidates involved in the tie.

E. Each candidate will be notified of the date and time when the ballots are to be counted or results are to be retrieved and will be allowed one (1) representative at their own expense to monitor the process.

F. Any member in good standing who believes that he/she has been improperly denied the opportunity to be a candidate for elective office or position or that an election in which he/she was a candidate was improperly conducted, may file a complaint with the Local Executive Board no later than fifteen (15) calendar days after the results of the election have been made known.

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 defined above. In the event of a vacancy in any position herein, that has less than 18 months remaining in the term, the Executive Board will appoint a person to fill said vacancy.

SECTION SEVEN: DELEGATE SELECTION

A. Each Officer and Executive Board Member described in Article IV, Section Five, (A.) of these bylaws is deemed to be elected as an ex officio delegate to the International Convention.

B. Additional delegates and alternates to the TWU International Convention shall be elected under the same requirements as for election to Local Union office, as set forth in the TWU International Constitution. If additional delegates or alternates are required to attend the TWU International Convention, they will be seated, highest to lowest, in order of votes received.

SECTION EIGHT: TERM OF OFFICE

A. Beginning April 1 2013 terms of office will start on April 1st of the respective year of each election.

B. The term of office for Officers shall be for three (3) years.

ARTICLE XI
AMENDMENTS TO BYLAWS

SECTION ONE: PROCEDURE FOR AMENDMENTS TO THE BYLAWS
A. Any member may propose an amendment to these bylaws, by submitting the change in writing to the Local Recording Secretary. The Executive Board may also consider amendments submitted to it by members of the Executive Board at its meetings.

B. The Recording Secretary will post proposed amendments, both those proposed by members and by a member of the Executive Board, on the first of each month, for thirty (30) days on the Local 591 website, allowing members to review, comment, and provide feedback for the Executive Board to review before any determination is made.

C. The Executive Board shall review all proposed amendments, to ensure consistency with the provisions of the Constitution of the Transport Workers Union of America, and any applicable Federal, State and Local Laws. Any proposed amendment found to be in violation shall be returned to the member who submitted it with a written explanation, from the Recording Secretary, for its rejection.

D. The Executive Board shall have the discretion to accept (as set forth in E below), reject, or modify any proposed amendment. The action of the Executive Board, in resolving amendments, shall be set forth in the meeting minutes of the Local Executive Board. If an amendment is rejected, the member initiating the amendment will be notified.

E. A two-thirds (2/3) majority vote of the Executive Board is required to approve an amendment to these bylaws and will not become final and binding unless approved by the International Administrative Committee. Any future changes in salaries, not contained in these bylaws, will be posted on the Local 591 website as part of the meeting agenda for discussion, prior to a required affirmation vote of those members present at the meeting.

ARTICLE XII

PROFESSIONAL STANDARDS PROGRAM

A. The Local Executive Board shall have the authority to establish and maintain a Professional Standards Program. The purpose of the Professional Standards Program is to promote and maintain the highest degree of professional conduct among the Local 591 members. The Professional Standards Program serves as an "in house" means for the Local 591 members to resolve disputes of a professional or personal nature between members and other employees. The program is not an enforcement effort, nor does it function as an extension of the company or AA department.

B. Prior to the establishment of a Professional Standards Program the Executive Board will develop a Professional Standards Manual that will govern the program. Once the manual is developed it will be placed on the agenda of a General Membership meeting and voted on by the members. If the majority of the members attending said meeting vote in favor of adopting the manual it shall then be adopted.

C. Once the membership adopts the Professional Standards Manual the Local President shall appoint a Professional Standards Committee made up from each Title group consisting of three (3) members in good standing who will not work in any other capacity at Local 591.
The Professional Standards Committee will be dedicated to helping members resolve issues in a discrete, non-threatening and non-official way without involving management. It is important to remember that the TWU Local 591 Professional Standards Committee never functions on behalf of the Maintenance and Engineering Department.

D. The Professional Standards Manual shall be reviewed as necessary but any changes to said manual shall be approved by the membership as per Paragraph B of this Article.

**ARTICLE XIII**
**MISCELLANEOUS**

**SECTION ONE: COMMITTEES**

A. The President shall appoint Special Committees, as he/she may deem necessary to administer the business of the Local.

B. A Committee may not incur any liability or indebtedness on behalf of the Local without written consent of the Local President.

C. All Committees will provide a written report to the President and the Executive Board at specified intervals and/or upon completion.

**SECTION TWO: POSTINGS**

The Local 591 website will be considered the official bulletin board for all postings.

**SECTION THREE: PREVIOUSLY OR FUTURE STAFFED CITIES FALLING WITHIN A REGION**

A. Should American Airlines restaff any city which was previously staffed, and then closed down, the members there shall be assigned to the Region that corresponds to the Local in which they were previously included.

B. Any newly staffed city will be placed into a region by majority vote of the Executive Board.

**SECTION FOUR: TOBACCO**

Tobacco products including smoking, chewing and electronic devices inside any Local 591 facility is strictly prohibited.

**SECTION FIVE: CONDUCT OF MEETINGS**

A. Order of Business shall be conducted as outlined in the TWU Constitution.

B. Conduct of Business: All meetings will be conducted in accordance with Robert’s Rules of Order (Revised).

**SECTION SIX: PARLIAMENTARY LAW AND RULES OF ORDER**

All questions on parliamentary law and rules of order that are not answered in the Constitution and By-Laws shall be decided according to the principles set forth in Robert’s Rules of Order (Revised).