

**TRANSPORT WORKERS UNION  
LOCAL 562  
BY-LAWS**



By-laws of the Transport Workers Union Local 562 AFL/CIO

Approved by the International Administrative Committee March 5, 2004

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# **TRANSPORT WORKERS UNION LOCAL 562**

## **LOCAL 562 BY-LAWS**

**AIR TRANSPORT LOCAL 562  
TRANSPORT WORKERS UNION  
OF AMERICA**

### **ARTICLE I**

#### *NAME AND JURISDICTION*

1. This organization shall be known as Local 562, Air Transport Division, Transport Workers Union of America, AFL-CIO.
2. The jurisdiction of Local shall include JFK, LGA, EWR, PHL, BDL, SJU, and BOS. And such other areas that may be assigned to Local 562 by the International Council of the Transport Workers Union of America, AFL-CIO.

### **ARTICLE II**

#### *OFFICERS AND DUTIES*

1. The Officers of Local 562 shall consist of a President, Vice President, Financial Secretary-Treasurer and Recording Secretary
2. The duties of the officers shall be outlined in article 16 of the International Constitution.
3. Executive Board - (a) The Executive Council shall consist of the President, Vice-President, Financial Secretary Treasurer, and Recording Secretary.

(b) The Executive Board shall consist of the officers and such additional executive board members at large as provided for in article 14 section 8 of the International Constitution.

© The Joint Executive Board shall consist of the officers of the Executive Board and the Chairman of the Sections.

4. In the event of a vacancy(s) in any office, should the vacancy occur with more than 24 months of the expired term remaining, it shall be filled through the normal election process. Should the vacancy occur with less than 24 months of the expired term remaining, it shall be filled by appointment.

5. The Local Executive Board shall be delegate to all conventions as provided within the International Constitution (Art. XI, Sec. II).

### ARTICLE III

#### *STRUCTURE AND FUNCTIONS*

1. The supreme authority of this Local Union shall be the general membership meetings, subject to the provisions of these by-laws, the International Constitution and the decisions of the International Conventions

2. The Local Executive Board:

(a) Between meetings the Local Executive Board shall govern the Local as far as the International Constitution allows.

(b) The Executive Board shall have the power to contribute money to Sister Locals on a Strike that calls for financial assistance if a regular meeting is more than five (5) days off.

### ARTICLE IV

#### *COMMITTEES*

1. The President of the Local from time to time shall appoint such special and temporary Committee(s) or Coordinator(s) as he/she may deem necessary to insure the smooth functioning of the Local provided that such Committee(s) do not conflict with the functions of any standing Committee.

### ARTICLE V

#### *LOCAL BUDGET*

1. An emergency fund of 25 cents per member per month shall be initiated as of 1/2000, for the use of the Local. Disbursement from the Emergency Fund shall be made only by vote of the Executive Board.

2. The following expenditures shall be considered routine items, payable by check properly signed by the President and Secretary-Treasurer of the Local Union, in accordance with the provisions of the by-laws, without prior approval of the Executive Board or Membership: Insurance payments and salaries of office personnel; salaries and expenses for Officers and Executive Board members; refunds of dues or initiations; office rent and electricity, including meeting hall rent and related expenses; telephone and internet; postage and mailing; stationary, office supplies and printing; purchase of office equipment; auditing expenses of a Certified Public Accountant; arbitration fees and legal fees and expenses payable to the regular Legal Council of this Local Union; flowers, religious articles; Union publications; miscellaneous of routine items involving an expenditure of less than eight hundred (800) dollars each.

3. The approval of the President, Financial Secretary-Treasurer, Secretary Treasurer or Vice-President shall be required before any member is taken off the clock to work for the Local Union, except in an emergency.

4. No reimbursement shall be made for expenses incurred in the name of the Local Union without the approval of the Local Financial Secretary-Treasurer and President.

5. Representative(s) shall be allowed the applicable IRS rates per mile for out of town Union functions.

6. The Local will compensate any Executive Board Member who is scheduled for Holiday off and is required

to work on bona fide Union business.

7. For the purpose of negotiations, the Local President and/or his/her designated representative(s) expenses will be as provided in Article V, Par 4 and 5.

8. The President and/or the Financial Secretary-Treasurer shall purchase a Bible for members and their immediate family due to death. Immediate family includes mother, father, legal guardian, spouse, life partner, sister, brother, daughter, son, mother-in-law, father-in-law, grandmother, grandfather, or relative who is a resident of the household.

## ARTICLE VI

### *DUES AND INITIATION FEES*

1. The initiation fee will be \$30.00 for new hires and are due within 60 days of employment.
2. Dues will be in accordance with the International Constitution.
3. In no case will the amount fixed by the Local Union for initiation fees be less than the minimum specified in the International Constitution.

## ARTICLE VII

### *MEETINGS*

1. The Local Executive Board shall meet at least once in each calendar month. Additional meetings may be called at the discretion of the Local President within 5 days after a request from the majority of the members of the Executive Board.
2. A regular membership meeting will be held monthly or at the discretion of the Local president
  - (a) Any motions that are to be voted on concerning the above groups and sections will be voted on at all meetings.
  - (b) All motions will be made to the Chairman in writing; upon receiving a second the motion will be reviewed and placed on the agenda of the next monthly membership meeting.
  - (c) Upon membership approval to accept the motion (at all membership meetings) the vote to approve the motion will be placed on the agenda of the following monthly meeting.
  - (d) Any motion brought to the Board cannot be brought forth again for 12 calendar months after membership approval/disapproval of the motion.
3. No member under the influence of intoxicants, nor any member not in good standing, shall be admitted to any meeting of the Local Union. No profanity or vulgarity will be tolerated.
4. All meetings will be conducted in accordance with Transport Workers Union of America's Constitution. The President, or Chairperson, may appoint a Sergeant-At-Arms at each meeting to assist him/her in carrying out these procedures.

## ARTICLE VIII

### *STEWARDS*

1. Subject to the approval of the Executive Board, stewards shall be elected by a written petition of the union members, of a particular shop or work unit.
2. A shop steward that leaves the unit or shift that he was elected by, shall continue to serve at the discretion of the Local Executive Board.
3. A Chairman or Officer of the Local shall have the authority to remove a shop steward with the concurrence of the Local Executive Board.
4. Stewards training sessions will be held at three month intervals, or at the discretion of the Local President.

## ARTICLE IX

### ELECTIONS

1. Prior to the date set for the election of Local Officers, an Election Committee shall be established.

(a) The Election Committee shall consist of three (3) members in good standing and shall represent the work groups of Title I, Title II and Stores. They are to be nominated in January and elected at regular meetings in February for a term of three (3) years and these meetings will have these items listed on the agenda. No member of the Election Committee shall in any way attempt to influence voting and shall not be eligible to run for an elected position.

(b) The Election Committee shall utilize appropriate rules and provide forms and ballots for conducting the election in accordance with the Constitution, Local By-Laws, and LMRDA.

(c) Ballots for election of Officers will be mailed to each member in good standing at their last known address at least twenty (20) days before the election date for the ballots to be counted. It shall be each member's responsibility to ensure that the Local Union has his or her address. The outer return envelope must have the Union card number in upper left-hand corner in order for ballot to be counted. All mail and secret ballots will utilize secure non-see through envelopes.

(d) Twenty (20) days prior to nominations, a notice will be posted on all Union bulletin boards and at the Union Hall notifying the membership of the date, time and place for nominations. The names of the members eligible to run for office or Executive Board shall be posted at the Local Union Hall twenty (20) days prior to nominations.

(e) A record of the official count of the election of officers shall be recorded in the official minute's book, and the ballots cast shall be retained by the Election Committee for one (1) year.

(f) No member of this Local shall be permitted to run for more than one (1) elected office.

2. All Officers of the Executive Board shall serve for three (3) years. Those Officers and Executive Board Members leaving office at the end of their term shall coordinate with the newly elected representatives in order to ensure a smooth transition.

3. To be eligible to be a candidate for an elected office, including Local Officers, Executive Board Members or Chairperson(s) position, a member shall have been a member in "good standing" for a period of twelve (12) months immediately preceding nomination, and shall have attended at least fifty percent (50%) of the general membership meetings he/she was able to attend, in each calendar year. A member who has failed to attend a general membership meeting can apply for attendance credit in writing within thirty (30) days after the meeting. The Local Executive Board within thirty (30) days after receipt of such application finds that a

member has "good cause" which excuses his/her non-attendance, the member shall be deemed, for the purposes of this section, to have attended such meeting. The action of the Local Executive Board and the reason for its action shall be set forth in the minutes of the Local Executive Board meeting. **Any member who retires on pension or accepts severance plan provided in a Collective Bargaining Agreement with the Union shall be ineligible to be a candidate for office.**

4. New officers Executive Board Members and Chairperson(s) shall assume office on the first day of January following the general election.

5. All disputes arising out of the nominations and elections shall be reported to the Election Committee and Executive Board. The Election Committee shall make a full and complete report on the nominations and elections, and shall certify the results of the election; shall set forth a digest of each appeal made to the Election Committee and the disposition thereof and shall report any violation of the rules and regulations governing the nominations and elections to a meeting of the Executive Board to be held no more than ten (10) days after the date of the election.

- a. An appeal from the certification by the Election Committee or the results of the election may be made only to the International Committee on Appeals. The decision of the Election Committee shall become and remain effective unless and until the International Committee on Appeals decides otherwise.

6. The Local Executive Board shall take such action as it deems proper, upon any violation of the rules and regulations governing the nomination and elections reported by the Election Committee, or otherwise made known to the Executive Board. The Local Executive Board may, after proper hearing and upon reasonable notice to the member, impose an appropriate penalty upon any member for the violation of the said rules and regulations.

7. The Vice-President shall succeed to the office of President in the event of a vacancy during the term of office of the President.

## ARTICLE X

### *OBLIGATION OF MEMBERS*

1. No member shall perform his/her duties on the job in such a manner as to place an unfair burden on his fellow workers or as to bring discredit to his Union.
2. No member shall make known the internal affairs of this Union to non-members.
3. No member shall make a collection in the name of the Union regardless of its purpose, without the prior approval of the Local Executive Board.

## ARTICLE XI

### *RATIFICATION AND AMENDMENTS*

1. The forgoing By-Laws shall be adopted in this manner:

(a) The proposed amendment shall be submitted in writing to the Local Recording Secretary who shall submit it to the next regular meeting of the Local Executive Board.

(b) If the proposed amendment is approved by a majority vote of the Local Executive Board, it shall be read at the next regular membership meeting. The action of the Executive Board, in approving or rejecting a proposed amendment, shall be set forth in the minutes of the Local Executive Board meeting, and if rejected, the member initiating the amendment will be notified and given the reasons for rejection by the Recording Secretary.

(c) The proposed amendment shall then be voted upon at the next succeeding regular membership meeting. The membership shall be given proper notice of the upcoming amendment(s) vote by way of posting such on the agenda for the next regular membership meeting. Such amendment(s) shall be considered adopted if approved by a majority of the membership voting, unless the amendment increases the dues or the initiation fee. In the latter event, the vote shall be by secret ballot.

(d) The amendment shall become effective if and when approved by the International Administrative Committee.

2. These By-Laws may be amended in the same manner as provided in Section 1 of this Article.

**Local 562 By-Laws, Final**

-Revised by membership 1/2000. Article VII Para.-(d) added.

-Revision of Boston (BOS) added to Article I paragraph 2 (April/2000)

-Revised by Executive Board approved by membership (November/2003) *Awaiting Approval of International.*

Removed Membership Pledge

Article II Amended Para 1, 2 3 and 4. Removed Duties of Officers, covered under Constitution.

Article III Amended Para. 2. (a) and (b)

Article V Para. 3 Struck *written, and this approval may be oral.*

*Removed Para 4. And amended paragraph numbering.*

Article VII Amended Para 1.

Para 2. Struck Outstations will hold their...etc and inserted or at the discretion of the Local President.

Struck Paragraphs 5, 6, and 7.

Article X Removed completely.