



AIR LINE TECHNICIANS
— ASSOCIATION —

ALTA LOCAL 1 BYLAWS

AS AMENDED [date]

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ALTA was built from the vision of Airline Technicians that believe their craft and skills deserve a Union dedicated to protecting our profession and future. A Union that will incorporate all the lessons they have learned from various representative groups over the last few decades and incorporate them into the ALTA constitution. A Union that is transparent and controlled by United Technicians with every aspect of it built for our membership, not a corporation.

Our Union is built on the same successful model used by ALPA the Air Line Pilot Association. A Craft Union built to serve and promote our Profession and Skill. A Union like ALPA to act as an advocate for Airline Technicians. Men and women who put their Airmen Certificates, skills, and Technical training on the line daily to provide safe and reliable aircraft for the flying public.

A Union of Certified Airmen and Aviation Maintenance Technicians

Principles of Our Union

- 1. A Professional and Democratic Union for Certified Airmen and Technicians.**
- 2. Advocate for Certified Airmen and Technicians in the Mechanics Class and Craft.**
- 3. Professional Legal Counsel to protect our Certified Airmen and Technicians.**
- 4. Elected Officials at both the Local and National Levels.**
- 5. Open Negotiations to allow our members access to their bargaining process.**

The Mechanics Creed

Upon my honor, I swear that I shall hold in sacred trust the rights and privileges conferred upon me as a certified mechanic. Knowing full well that the safety and lives of others are dependent upon my skill and judgment,

I shall never knowingly subject others to risks which I would not be willing to assume for myself, or for those dear to me. In discharging this trust,

I pledge myself never to undertake work or approve work which I feel to be beyond the limits of my knowledge,

nor shall I allow any non-certificated superior to persuade me to approve aircraft or equipment as airworthy against my better judgment,

nor shall I permit my judgment to be influenced by money or other personal gain,

nor shall I pass as airworthy aircraft or equipment about which I am in doubt, either as a result of direct inspection or uncertainty regarding the ability of others who have worked on it to accomplish their work satisfactorily.

I realize the grave responsibility which is mine as a certified airman, to exercise my adherence to these precepts for the advancement of aviation and for the dignity of my Vocation.

Written by Jerome Lederer

Director, Safety Bureau

U.S. Civil Aeronautics Board, 1941

OBJECTIVES OF ALTA

The objectives of Local [00] of the Air Line Technicians Association are to:

- (1) To represent all members of the Mechanics Class and Craft to promote the interests of those professions; and to safeguard the rights of our members.
- (2) To safeguard, with ceaseless vigilance, the safety of air transportation, recognizing the high degree of public trust, confidence, and responsibility placed on our members.
- (3) To advance and promote the professional image of the airline/aerospace technician and related trades in the aviation / aerospace industry, and with the public at large.
- (4) To establish and exercise the right of collective bargaining for the purposes of making and maintaining employment agreements covering rates of pay, rules, and working conditions for our members, and to settle disputes and grievances which may arise between such members and their employers.
- (5) To establish fair rates of compensation, health, and retirement benefits, with uniform principles of seniority for our membership through collective bargaining and legislation.
- (7) To disseminate news to keep our membership well informed in all matters relating to their profession.
- (9) To advocate, and sponsor the passage of legislation and regulations which will improve, protect, and ensure the safety of our members and their profession.
- (10) To participate in aviation-related matters that will contribute to the advancement of the airline/aerospace technician and related professions.

ARTICLE I: JURISDICTION

SECTION 1: This organization shall be known as Local [00] of the Air Line Technicians Association

A. Local [00] hereinafter may be referred to as the Local.

B. Air Line Technicians Association hereinafter may be referred to as ALTA or the Association.

SECTION 2: Local [00] shall have authority over the territorial area as prescribed by, the ALTA National Executive Council and the Local [00] Charter.

ARTICLE II: LOCAL EXECUTIVE COUNCIL

SECTION 1: There shall be a Local Executive Council (LEC), comprised of:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Safety and Standards Chairman
- F. Executive Officers at Large

The positions of Secretary and Treasurer may be combined if this does not violate the ALTA Constitution.

SECTION 2: The officers as described in Section 1 of this Article shall comprise the governing body of the Local and no other Local Executive Council positions shall be established without a Bylaw change. All changes in officers by any means shall be immediately forwarded to the National Secretary.

SECTION 3: Two-thirds (2/3) of the members of the Local Executive Council (LEC) shall constitute a quorum. This Council shall meet not less than once each month, and shall act as governing body of the Local between meetings. The President or Vice President, dependent upon that meeting's predominant subject matter, shall Chair the monthly LEC meetings. Records shall be kept of all meetings.

SECTION 4: The Local Executive Council (LEC), shall be vested with and carry out the duties and responsibilities, as outlined in Article III, Section 2 of these Bylaws, on behalf of the members of this Local. The LEC shall pay all operating expenses, have charge of all property of the Local, and ensure that the books are properly kept.

SECTION 5: The Local Executive Council shall hear all non-contract related grievances that may arise and will present their findings along with any recommendations they may agree upon to the members involved.

ARTICLE II: LOCAL EXECUTIVE COUNCIL

(Cont.)

SECTION 6: A maximum of two Executive Officer at Large positions may be recommended by the Local Executive Council (LEC), and approved by a majority of the membership at a regular business meeting.

Upon approval, these positions shall be filled through the election process as outlined in Article IV of these Bylaws. These Officers shall assist the LEC, and perform other duties as determined by the Local membership.

SECTION 7: Any Local Executive Council (LEC) member missing three (3) successive regular Council meetings, missing two-thirds (2/3) of specially called LEC meetings, missing a total of five (5) regular LEC meetings in one (1) calendar year, or attending less than fifty percent (50%) of regular membership meetings in one (1) calendar year and is not incapacitated by personal medical reasons, family emergencies, on scheduled vacation, or on official ALTA business shall have that office considered vacant and said office shall be filled according to Article IV of these Bylaws.

SECTION 8: The Local Executive Council (LEC) will make available two additional seats at the monthly LEC meeting. Two members in good standing may attend the LEC meeting. These members will conduct themselves in an orderly manner. They shall be allowed the right to question and discuss all matters opened for debate by the Council. Such member(s) will not have a vote and will accept the right of the LEC to remove them from the room in matters of another member's protection of privacy.

A signup sheet to request to attend the LEC meetings will be available to members in good standing at the Local office

If more than two members submit requests for seats, the seats will be assigned to members in the order that the requests were received. If space permits, the Local President may make more seats available.

ARTICLE III: LOCAL OFFICERS AND DUTIES

SECTION 1: Local Officers

A. The Officers of the Local shall consist of at least the following:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Safety & Standards Chairman
6. Airline Representative

The positions of Secretary and Treasurer, may be combined if this does not violate the ALTA Constitution.

B. The following Officers may be utilized to best meet the needs of the Local membership:

1. Executive Officers at Large

C. No other officer positions shall be established without a change in the Local Bylaws. All changes in officers by any means shall be immediately forwarded to the National Secretary.

SECTION 2: Duties of Local Officers

- A. PRESIDENT** - will preside at all meetings of the Local unless otherwise noted, decide all questions and disputes not controlled by the law of the Association, will countersign all checks properly drawn on or by the Treasurer. That person shall appoint all Committees not provided for by the Constitution or the Bylaws. That person shall enforce the law of the Association as pertaining to the Local. That person shall render an accounting of that person's activities once a month to the Local Executive Council. That person shall be custodian of the Local Charter.

ARTICLE III: LOCAL OFFICERS AND DUTIES

(Cont.)

- B. VICE PRESIDENT**- will preside at all meetings in the absence of the President. That person shall assume the duties of the President in the absence of that officer, or when such office is made vacant by death, resignation, or otherwise. That person shall see to it that the property of the Local is maintained in good order. That person shall assist the President in carrying out the policies of the Local.
- C. SECRETARY** - shall conduct all correspondence in the name of the Local. That person shall be custodian of the Local Seal. That person shall keep a permanent up-to-date record of the minutes of the Local. That person shall keep the correct minutes of all Local meetings and shall preserve all documents and correspondence. A record of attendance shall be kept at all meetings, both regular and special, and such attendance records shall be a part of the minutes of the meetings. That person shall present all communications and bills to the Local. That person shall draft all orders on the Treasurer, or Secretary/Treasurer, when passed by the Local, and attest the same by signing and attaching the Seal of the Local thereto. That person shall prepare and sign all credentials of delegates and alternate delegates to the National Convention, and send duplicates to the National Secretary and perform such other duties as required by the National Constitution.
- D. TREASURER** - shall receive all funds of the Local, give receipts therefore and deposit the same in a bank of sound financial standing in the name of the Local. That person shall countersign all checks with the President drawn from such accounts, and shall be responsible for ensuring the payment of all bills payable by the Local upon approval of the Local Executive Council. That person shall keep an accurate account of all disbursements in such a way as to show the balance of cash on hand on the last day of the preceding month and cash on hand at the beginning of each meeting of the local; file all receipted bills; keep a correct account between the Local and its members; and notify all members who become two months delinquent in dues.

ARTICLE III: LOCAL OFFICERS AND DUTIES

(Cont.)

At the end of each month, the Treasurer shall complete the monthly report form in duplicate, furnished by the National Treasurer, send the original report to the National Treasurer, and remit an amount equal to the per capita tax called for by the report. This report shall also include a correct statement of the number of members on the books of the Local and shall set forth in detail all additions to and subtractions from the membership roll, together with a list of members who have been expelled and persons whose applications have been rejected, with reasons therefore.

Monies collected by the Local Treasurer on behalf of the National as indicated on the monthly reports shall be used for no other purpose and must accompany the report. Treasurers who receive dues from a member under the authority of another Local shall immediately notify the Secretary of such Local, with full as to name, address, card number, airline, and the amount. When a transfer to another Local, the Treasurer shall bring his record up-to-date and notify the National Secretary of such transfers.

The Local Treasurer shall forward to the National Treasurer a copy of the Local monthly financial statement presented to the membership at Local meetings.

E. LOCAL SAFETY & STANDARDS CHAIRMAN - that person shall coordinate the duties and functions of all Local Safety and Standards Coordinators and their committees. That person shall be directly responsible to the membership and shall submit report to the National Safety & Standards Director. That person shall also periodically provide briefing reports on industrial safety and air issues to the National Safety and Standards Director. That person shall act as liaison between the Local and government and academic entities. Through Local meetings, newsletters, and other means will keep the members informed of all matters relating to safety and standards. Local Bylaws shall prevail.

F. EXECUTIVE OFFICER AT LARGE - The Executive Officer at Large positions are up to two open positions to assist the Local Executive Council and perform other duties for the Local as approved by the Local membership.

ARTICLE III: LOCAL OFFICERS AND DUTIES

(Cont.)

G. AIRLINE REPRESENTATIVE - The duties of Airline Representative shall be to thoroughly familiarize him/herself with the contract agreement between the airline and this Association, select, with approval of Local Executive Council (LEC), any Shop Representative or Area Representative positions the members have not elected, within his Airline. That person will be a coordinator for the Area Representatives and Shop Representatives to the LEC and provide the Area Representatives and Shop Representatives with accurate up-to-date information on all contract interpretation and grievance matters. That person shall be a member of the grievance committee. Attendance at the monthly Airline Representative meeting is mandatory.

The Airline Representative will communicate as deemed necessary to keep the Area Representative(s) up-to-date regarding grievances, negotiations, and contractual interpretations. Prior to ratification, the Airline Representative will call a meeting to acquaint the new contract to the Area Representative(s).

Three (3) absences in succession for any reason, except while on official Association business or for personal medical reasons shall deem his/her position vacant. An Airline Representative may be recalled from office in accordance with the provisions of the National Constitution, upon written request to the Local President by twenty-five percent (25%) of the members in good standing of the airline with that Local.

SECTION 3: Any Local officer missing three successive regular membership meetings or attending less than fifty percent (50%) of regular membership meetings in one calendar year and is not incapacitated by personal medical reasons, family emergencies, on scheduled vacation, or on official ALTA business shall have that office considered vacant and said office shall be filled according to Article IV, Section 2 of these Bylaws.

Oath of Office

This oath is to be administered to new officers/ representatives upon their installation into an elected position of the Local.

This oath must be administered at the first meeting in January by an officer of the Local or at the meeting immediately following the Officer/Representative election per Section: 7C of this article or as prescribed by Local bylaws, to be binding on all parties concerned.

I hereby pledge on my honor to accept the responsibilities of this office and perform the duties to the best of my ability; to uphold faithfully the Constitution and By-Laws of the Air Line Technicians Association; to advance the policies of the Association; to uphold the principles of the Air Line Technicians Association and conduct myself in such a manner to bring credit to our Union, its members, and the aviation maintenance profession.

ARTICLE IV: LOCAL OFFICER ELECTIONS, VACANCIES, AND RECALL

SECTION 1: Elections

- a. Election of Local Officers Nominations and elections shall be governed by the rules set forth in the National Constitution.
- b. Nominations for all Local Officers shall be called for at the first meeting in October. Notice of such nominations will be posted on all Association bulletin boards stating the date, time, place of the meeting, and positions open for nomination at least seven (7) calendar days prior to nominations, as to provide ample time for all members in good standing to participate therein. If a quorum is not present at this meeting, nominations will be called for at a special meeting called for taking nominations.
- c. To be nominated, a member shall be an active member in good standing and meet all other necessary requirements as outlined in the National Constitution. Any member having accepted nomination and whom later wishes to decline, for any reason, must do so in writing to the Local Secretary and shall have his/her name removed as a candidate provided such notice has been received prior to ballot preparation.
- d. No member may accept nominations for more than one (1) office at the same time.
- e. Local Officers shall be elected, unless otherwise specified in these Bylaws, for a two (2) year term.
- f. The officers of the Local shall be elected in the month of December on a staggered basis as follows: During the month of December of every odd numbered year the positions of President, Secretary, Safety, and Standards Chairman, and one (1) Executive Officer at Large (if required) shall be elected. During the month of December of every even numbered year the positions of Vice President, Treasurer, and Airline Representative and one (1) Executive Officer at Large (if required) shall be elected.

ARTICLE IV: LOCAL OFFICER ELECTIONS, VACANCIES, AND RECALL

(Cont.)

Note: In newly established Locals the initial officer election will take the place of the annual December election for that year. These officers will serve a term of more than one year and less than three years. These officers will be installed and assume their duties immediately.

- g. Unless otherwise specified in these Bylaws, newly elected officers shall assume the duties of the office to which they were elected at the regular membership meeting(s) in January following their election in December as provided in the ALTA Constitution.

- h. Executive Officer(s) at Large election process will be conducted as follows - If the Local Executive Council (LEC) recognizes a need for additional members to assist them in the performance of their duties, the LEC will present for membership approval, a recommendation and motion at the regular membership meeting(s) to allow for election of such position(s). The recommendation will explain the need for, including the anticipated duties for the position, the time commitment required, and the anticipated term of office (not to exceed two years).

Upon receiving membership approval for the creation of these positions, by a majority vote of all members in attendance at the regular membership meeting(s), official notification shall be posted for nominations to and election of these position(s) in accordance with these Bylaws, including a summary of the anticipated duties, and term of office.

- i. Officers elected in the first election will serve as if they were elected in the month of December of the upcoming year.

Election Protests of Local Officer elections shall be accomplished per the National Constitution.

ARTICLE IV: LOCAL OFFICER ELECTIONS, VACANCIES, AND RECALL

(Cont.)

- a. A member shall be considered elected if that person receives the highest number of all votes cast by members in good standing.
- b. The installation of officers shall take place at the first regularly scheduled monthly business meeting in January, or at the first regular membership meeting following their election.
- c. When a notice to resign an elected position has been submitted in writing to the Local Secretary, it shall not be withdrawn. Prior to any election a minimum of three (3) Election Tellers (not on any ballot) will be chosen at random from the list of Local Tellers.

Election Tellers chosen are to assist in conducting elections in a fair and impartial manner.

- d. A balloting method and/or location, that best meets the needs of the membership, will be determined by the LEC, in accordance with the ALTA Constitution.
- e. Ballots cast for candidates not nominated in conformity with Local Bylaws (i.e. write-ins) shall not be tabulated.
- f. Each candidate for office shall be permitted to have an observer(s) present during the preparation, mailing, and counting of ballots in a mail ballot election; and at the polling place(s) and the counting of ballots in a polling place election.
- g. All elections held within this Local shall be conducted, when applicable, in accordance with the ALTA Constitution and the Department of Labor Labor-Management Reporting and Disclosure Act of 1959 as amended.
- h. The Local Secretary shall preserve for one (1) year the ballots and all other records pertaining to an election.

ARTICLE IV: LOCAL OFFICER ELECTIONS, VACANCIES, AND RECALL

(Cont.)

SECTION 2: Vacancies in Local Officer positions

The Vice-President shall assume the duties of the President in the absence of that officer, or when such office is made vacant by death, resignation, or otherwise.

All vacancies over one hundred-eighty (180) days, for Local Officer positions, are to be considered permanent vacancies and will be filled through an election process by a secret ballot vote of the affected members.

Vacancies, of one hundred-eighty (180) days or less, for Local Officer positions, shall be filled by appointment for the remainder of the term by the Local Executive Council with the approval by a simple majority of the members in attendance at the next regular membership meeting.

SECTION 3: Recall of Local Officers

Recall of Local officers shall be accomplished per the ALTA Constitution.

ARTICLE V: LOCAL REPRESENTATIVES

SECTION 1: A. Local Representatives regarding contractual issues shall include:

1. Area Representatives
2. Shop Representatives
3. Shop/Contract Committee (as provided for in the CBA)
4. Committees (as provided for in the CBA)

B. Duties of Local CBA Representatives:

1. AREA REPRESENTATIVES - Shall thoroughly familiarize themselves with the collective bargaining agreement between the airline and this Association. Area Representatives will be utilized for handling grievances from their respective areas and, in coordination with the Airline Representative of their Local, shall be utilized for contractual interpretations. Area Representatives shall represent the members of their respective areas to the Airline Representative and the Local Executive Council (LEC). Area Representatives will maintain close contact with the members and Shop Representatives of the respective areas they serve.

Area Representatives will be responsible for compiling contract proposals from their respective areas and will submit them to the LEC in ample time for investigation, coordination, and preparation prior to negotiations as per the Constitution and Bylaws. They may be utilized for counsel and communication to the negotiators. Area Representatives will be kept informed regarding the progress of negotiations and will keep the Shop Representatives and members of their respective areas informed of such progress, and may be requested to attend negotiations by the LEC. They will receive a copy of the proposed contract prior to negotiations and minutes concerning negotiations as well as Local meetings.

2. SHOP REPRESENTATIVES - shall act on behalf of employees in the work areas they have responsibility for, for collecting and facilitating the processing of grievances/complaints.

Shop Representatives shall report to the Area/Airline Representative, or Contract/Shop Committee as applicable, weekly regarding disciplinary action by the company. This report shall include the affected employee's response to the Shop Representative. That person shall act as the member's first line of communication between the shop floor and LEC, coordinating through the Area/Airline Representative or Shop/Contract Committee as applicable.

ARTICLE V: LOCAL REPRESENTATIVES

(Cont.)

SECTION 1: (Cont.)

That person shall distribute to the members any information forwarded to that person from the Local Officers and Representatives and, in turn, forward the concerns of the members to the Airline Representative, Contract/Shop Committee, and/or LEC.

The Shop Representatives shall communicate all concerns regarding workplace and flight safety to the Local Safety and Standards Chairman.

In the event of a shift or bid location change, it is the Shop Representative's duty to inform the Area/Airline Representative of said change at the earliest possible time so that a replacement Shop Representative may be elected or appointed with no undue delay.

There will be a Shop Steward assigned for every shift work group above (15) members.

The Area Representative ensure that all work groups have an assigned Shop Steward.

3. **Contract/Shop Committee** (as provided for in the applicable CBA):

Shall thoroughly familiarize themselves with the contract agreement between the airline and this Association. Shall act on behalf of employees in the work areas they have responsibility for, for the purpose of collecting and facilitating the processing of grievances/complaints.

Shall report to the Airline Representative weekly regarding disciplinary action by the company. This report shall include the affected employee's response to the Shop Representative.

That person shall distribute to the members any information forwarded to that person from the Local Officers and Representatives and, in turn, forward the concerns of the members to the Airline Representative and/or LEC.

4. **Other Committees** as provided for in the applicable Collective bargaining agreement.

- a. Farm out Committee
- b. Safety Committee

ARTICLE V: LOCAL REPRESENTATIVES

(Cont.)

SECTION 1: (Cont.)

C. Elections:

1. Area Representatives shall be elected by the members they will represent, as determined by the Airline Representative. The election for this position will be conducted in the month of January following the Airline Representative election. The term of office for this position is two years.
2. Shop Representatives shall be elected by the members they will represent, as determined by the Airline/ Area Representative. The election for this position will be conducted in the month of February each year.
3. Shop/Contract Committee members shall be elected by the members they will represent. The Election cycle and terms of office will be determined by the LEC.
4. Committee members shall be elected by the members they will represent. The Election cycle and terms of office will be determined by the LEC.

D. **Recall:** Recall of Local Representatives listed above shall be accomplished in accordance with the ALTA Constitution.

E. **Vacancies:** The Airline Representative shall select, with approval of the LEC any shop/area representative positions the members have not filled by election.

The Airline Representative shall select, with approval of the LEC any shop/area representative positions that have become vacant with less than 180 days remaining in the term of service. Vacancies of 180 days or more will be filled by election.

ARTICLE V: LOCAL REPRESENTATIVES

(Cont.)

SECTION 2:

A. Other Representatives of the Local shall include:

1. Safety and Standards Coordinators Representatives
2. Auditors (3)
3. Tellers (8)
4. Committees
 - a. Accident Investigation Committee
 - b. Bylaws Committee (3)
 - c. Contract Proposal Committee

B. Duties of Local Representatives:

1. SAFETY & STANDARDS COORDINATORS/REPRESENTATIVES – shall report to and take direction from the Local Safety and Standards Chairman and will coordinate and assist Industrial and Standards Committees.
2. AUDITORS – Shall examine the books each January and July for the preceding six months, and a copy of their findings shall be sent to the National Treasurer within thirty days after completing their audit. Their findings will be reported to the membership at the next regular membership meeting(s) after their audit is complete.
3. TELLERS – Shall assist in conducting elections in a fair and impartial manner. Tellers shall be responsible for the preparation and mailing of ballot packages, collecting ballots, verification of voter eligibility, counting of ballots, and the completion of tally sheets.
4. COMMITTEE MEMBERS – Shall perform the duties of their respective committees as described in this Article and/or the applicable CBA.
5. BYLAWS COMMITTEE- Shall be responsible for the properly amending the Local Bylaws as described in these Bylaws.

ARTICLE V: LOCAL REPRESENTATIVES

(Cont.)

SECTION 2: (Cont.)

C. Elections

1. Safety and Standards Coordinators shall be elected by the members they will serve, as determined by the S&S Chairman, in the month of February of each year.
2. Auditors shall be elected in the month of December of every Even/Odd numbered year for a term of two years.
3. Eight tellers shall be nominated in the month of June and elected by the members at the monthly meeting(s) held in the month of July, of every Even/Odd numbered year for a term of two years.
4. Committee members shall be elected by the members they will represent. The election cycle and terms of office will be determined by the LEC.

ARTICLE: VI FINANCES

SECTION 1. The Local Executive Council shall have full control over all assets and monies of the Local. The membership shall approve all sales & purchases of the Local subject to these Bylaws.

SECTION 2. The Local Treasurer or Secretary/Treasurer shall deposit all funds received in such bank or depository as approved by the Local Executive Council. The Local Treasurer shall sign all checks, drafts, or orders of withdrawal or transfer of such monies, or Secretary/Treasurer, and countersigned by the Local President, or the Local Vice President in his absence.

SECTION 3. A per-capita tax on all active members shall be due to the National Treasury before the tenth of each month. The amount of the per-capita tax shall be based on the National Constitution.

SECTION 4. The Local Treasurer shall issue a financial statement monthly, and shall be made available to the membership at the regularly scheduled meetings for their approval.

This financial statement shall contain the Following:

1. Savings and checking account bank balances
2. Officers' salaries paid, including lost time
3. Officers expenses paid
4. Committee expenses, including lost time
5. Welfare fund balances and expenditures
6. Emergency fund balances and expenditures
7. Operating expenses such as telephone, electric, rent. Etc.
8. All other fund balances and expenditures

A motion by other than delinquent members may be put to a vote by the membership at a Local meeting to determine if a referendum shall be held which will rule on a demand for an interim report on Local financial status.

ARTICLE: VI FINANCES

(Cont.)

SECTION 5. No other fees, dues, or assessments of any kind besides those stated in Section 3 of this Article shall be levied without prior approval by secret ballot of most of, much of the membership voting. Such money shall only be used for the purpose as stated on the ballot. No assessment shall be imposed more than 0.5 (50%) times the base hourly rate per month nor shall any fines be levied more than five hundred dollars (\$500.00).

SECTION 6. The Local shall reimburse expenses incurred by an officer, representative, or member, while on authorized Local business. Allowable expenses shall include:

1. Pay for work lost, not including overtime opportunities, computed in accordance with applicable agreement, including all applicable premiums.
2. Expenses for lodging and meals shall be based on per diem. Cost for airfare, if space available transportation is not available.
3. Any member of the Local who is on approved Local business (if air transportation is not available) will receive per diem per mile while traveling by private motor vehicle. That person must use a rental car if the estimated total rental is less than (54) cents per mile times round trip mileage.

Transportation, meal, and lodging expenses may be requested and drawn in advance

Expense reports shall be submitted to the Local Treasurer by the first of every month.

All travel expense reports shall be submitted within thirty (30) days after the completion of travel.

Approval by two Council members will be required on all expense reports. No Council member can approve expense report(s) he/she submitted for reimbursement of personal expenses.

SECTION 7. Three auditors shall be elected at the regular membership meetings in the month of December of each year. They shall examine the books each January and July for the preceding six months and a copy of their findings shall be sent to the National Treasurer within thirty (30) days after completing their audit. Upon completion of the audit a member of the Auditors shall report the results to the membership at the next regularly scheduled membership meeting(s).

ARTICLE: VI LOCAL FINANCES

(Cont.)

The National Treasurers findings and recommendations, if any, shall be read at a regularly scheduled membership meeting(s) within sixty (60) days of their receipt along with a report from the Treasurer as to how such recommendations will be implemented.

SECTION 8: All officers, representatives, members, and employees of this Local who are responsible for, or handle funds of or for the Local, more than \$5000.00, shall be bonded in accordance with all state and federal laws and ordinances and Association policy relating thereto.

SECTION 9: If no regularly scheduled membership meeting is held, for any reason, the LEC can approve payment of the per-capita tax and normal recurring expenses for those months.

SECTION 10: Fiscal year for the Local shall commence on the first (1st) day of January and expire on the thirty-first (31st) day of December of the same year.

ARTICLE VII: MEMBERSHIP AND DUES

SECTION 1: All members of an airline represented by ALTA shall pay a one hundred dollar (\$100) initiation fee upon application for membership in the union.

The initiation fee shall be waived for the following persons: those individuals who were employed within the represented class and craft at and before the time ALTA was duly authorized by said persons at the company at which they are employed. Local dues shall be in accordance with the National Constitution for each member of a certified airline.

SECTION 2: Newly hired Probationary Employees will not be required to pay dues if they are on probationary status as defined in their applicable labor agreement as per ALTA National policy or the ALTA Constitution.

SECTION 3: Each applicant for membership shall be thoroughly investigated by the Local Secretary with the aid and advice of the Local Executive Council having authority. Acceptance or rejection to membership shall be determined by the members with the recommendation of the Secretary. The Local Executive Council shall be notified immediately upon the applicant's acceptance or rejection. Upon his acceptance, he may become a member.

SECTION 4: Any Association member transferring from any ALTA Local will not be required to pay any initiation or reinstatement fees.

SECTION 5: In the event a member chooses to withdraw from the Union due to taking a position in management or seeking employment in a field not represented by this Association, he/she may request an honorary withdrawal card from the Association.

The request for such a card shall then be presented to the membership for their approval at the next regularly scheduled membership meeting(s). Any member issued a withdrawal card by the Union shall be entitled to return to the membership of the Association with a reinstatement fee of twenty-five dollars (\$25.00). Requests for Honorary Withdrawal must be submitted within sixty (60) days of the receipt of the last payment of dues.

ARTICLE VII: MEMBERSHIP AND DUES

(Cont.)

SECTION 6: Each member shall keep the Secretary informed of his correct address and telephone number.

SECTION 7: Any member having knowledge of a job opening in the industry shall notify the Local Secretary to enable him to assist in the placement of any unemployed members.

SECTION 8: Any member of the Local who is holding a position as a full-time or part-time Officer, Representative, Committee Person, etc., shall be required to pay union dues and assessments during their tenure in office.

ARTICLE VIII: MEETINGS

SECTION 1: This local shall hold no less than one membership meeting every month.

The regular meeting day shall consistently be the same day of the week, in the same week of the month, during the calendar year. The initial meeting day shall be determined by a majority vote of the membership in attendance at the first Local Bylaws meeting.

In the event a regularly scheduled meeting happens to fall on a holiday the Local Executive Council shall determine an appropriate day to hold the meeting. Said meeting may be scheduled no more than seven days before or after the original meeting date.

A motion to change the starting time for any shift meeting must be submitted in writing to the Local Secretary seven days prior to the monthly meeting and appear in the posted agenda per Section 9 of this Article.

Meetings shall be scheduled as to provide all members equal opportunity to attend.

SECTION 2: The Order of Business will be as follows:

1. Pledge to the Flag
2. Roll call of officers and identification of non-members
3. Reading of minutes and correspondence
4. Applications for membership and withdrawals
5. Report of the Treasurer
6. Report of the President
7. Report of committees
8. Unfinished business
9. New business
10. Adjournment

ARTICLE VIII: MEETINGS

(Cont.)

SECTION 3: Special meetings may be called by the President with the approval of the Local Executive Council (LEC), or by written request of twenty percent (20%) of the membership.

When a special meeting is called by the members, all Local and National Officers specifically requested to attend shall be notified promptly by the President and their reply shall be posted on all bulletin boards.

The President with the approval of the LEC may call special meetings of such nature as the ratification of contracts between the Association and the Company. Such special meetings for contract ratification shall be scheduled at times and places, in such manner, as to allow all members equal opportunity to attend.

A special meeting shall start no earlier than twenty-four hours after the notification has been given and no later than seven calendar days after the Local President has received the petition. Such notice of the meeting shall be posted on all Association bulletin boards, electronic media, or by other means that will be effective. If a special meeting is called, the notice of such meeting shall contain the purpose of such meeting. Discussion and action at that meeting shall be confined to the specific purpose as stated in the notice.

SECTION 4: The total number of members present at the regular monthly business meeting on a given date shall determine if a quorum is met. Minimum quorum requirements will be according to the minimums as stated in, the ALTA Constitution.

SECTION 5: No motion shall be to vote a sum greater than three hundred (\$300.00) dollars for any purpose unless at least four calendar days' notice has been given the membership. Such motions must be submitted to the Local Secretary at least seven days prior to the monthly meeting and appear in the posted agenda per Section 6 of this Article.

SECTION 6: The Local Secretary or his designee shall post the meeting agenda on Association bulletin boards at least (96) hours prior to the regularly scheduled meeting day.

ARTICLE VIII: MEETINGS

(Cont.)

SECTION 7: During meetings, where a show of hands vote is taken, the yes and nay votes will be tabulated, the simple majority of which shall determine the outcome.

SECTION 8: Unless otherwise stated in the formal call of the meeting, all meetings of the Local including regular monthly meetings, special meetings, Local Executive Council meetings, or any other formally called meeting of the membership and/or officers of the Local shall be considered a closed confidential meeting as provided in the ALTA Constitution.

No reproduction of the proceedings of the meeting except the official recording of the minutes by the recording Secretary or his appointee shall be allowed.

Any member in good standing may examine the official minutes of any prior meeting by appointment with the Secretary at the Local office.

SECTION 9: The possession of alcohol shall be prohibited at all meetings.

SECTION 10: Parliamentary law and rules shall govern the conduct and procedures of all meetings at all time as so stipulated in the ALTA Constitution. ("Robert's Rules of Order", Newly Revised, Latest Edition)

ARTICLE IX: SALARIES

SECTION 1: When any member of the Local is elected or temporarily appointed to serve as Airline Representative on a full-time basis, that person's salary shall be

When any member of the Local is elected or temporarily appointed to serve on a full-time basis, that person shall receive all holidays, vacation accrual, reimbursement of insurance premium(s), benefits, etc. They would be entitled to under the current agreement between the Airline represented and the Association.

SECTION 2: All reductions in the contractual pay scale (within an airline) used to compute the salary, as agreed upon by the Association membership, shall be similarly borne by all elected or temporarily appointed full-time paid officers of the Local (within the airline).

SECTION 3: Paid full time members of the Local will be paid on a bi-weekly schedule in conjunction with company payroll periods.

SECTION 4: Officers of the Local shall be paid at the following monthly amounts:

- A. President - \$ XXX
- B. Vice president - \$ XXX
- C. Secretary - \$ XXX
- D. Treasurer - \$ XXX
- E. Safety & Standards Chairman - \$ XXX
- F. Executive Officers at Large - \$ XXX

SECTION 5: Representatives of the Local shall be paid at the following monthly amounts:

- A. Airline Representative - \$ XXX
- B. Grievance Committee Secretary - \$ XXX
- C. Area Representative - \$ XXX
- D. Shop Representative - \$ XXX

ARTICLE X: GENERAL

SECTION 1: No Local Bylaw or amendment to the Local Bylaws shall be adopted that will in any way conflict with, or run contrary to, the provisions of the National Constitution or will deny any member in good standing his individual rights as set forth in the ALTA Constitution.

No amendment to these Bylaws shall be proposed or adopted that would affect any members in good standing by:

1. Infringing upon their rights and powers
2. Taking away their right to hold office
3. Taking away their right to select and elect all officers, both National and Local
4. Taking away their right to select and elect all convention delegates
5. Taking away their right to recall any officers
6. Taking away their right to approve and ratify all contracts and letters of agreement
7. Taking away their right to approve all ALTA strikes and other ALTA recognized unions' legal picket lines (sympathy strike)
8. Taking away their right to propose and submit changes to the National Constitution or any Local Bylaws

SECTION 2: "Member in good standing" shall mean any person who has fulfilled the requirements of membership and who has not voluntarily withdrawn from membership, nor has been expelled or suspended in accordance with the Constitution and/or Bylaws, and is free of all fines and assessments, and is not more than two months in arrears of payment of dues, special fees, and assessments, such date marked as the last day of the second month. If said dues are paid by check-off system under a collective bargaining agreement pursuant to the members' voluntary authorization and said dues become in arrears, it shall not be a cause to remove a member from good standing, unless said dues are for a period in which they are not subject to check-off (i.e., strike, etc.). Dues not paid by check-off system are considered in arrears if not paid by the tenth (10th) calendar day of the month for which they are counted.

ARTICLE X: GENERAL

(Cont.)

SECTION 3: All voting methods, unless specified in the Bylaws (secret ballot, electronic ballot or membership show of hands), voting locations and times shall be decided upon by the Local Executive Council.

It is understood that, unless otherwise stated in the Bylaws, any reference in the Bylaws to nominations or secret ballot votes received on any regularly scheduled business meeting day, shall mean the total of nominations and votes received from all members, in good standing, in attendance, at the meetings that day.

Any reference to a secret ballot vote held during the December monthly meeting day, shall mean an election, during the day, for which meeting attendance is not required. Voting results shall be determined by a simple majority (highest number) of votes cast

SECTION 4: Secret ballots shall mean the expression by printed ballot, electronic ballot, voting machine, or otherwise, but in no event by proxy, of a choice with respect to any election or vote, cast in such manner that the member expressing such choice cannot be identified with the choice expressed. Absentee ballots may be furnished as called for in the National Constitution. All election ballots sent out by mail shall include a stamped, addressed, return envelope.

SECTION 5: Any grievance forwarded to the Grievance Committee can only be withdrawn by the member who filed the grievance and/or by the Grievance Committee after advisement of legal counsel. The member who filed the grievance shall receive a written explanation as to why the grievance was withdrawn.

SECTION 6: Membership trials, if required, shall be conducted per the ALTA Constitution.

ARTICLE X: GENERAL

(Cont.)

SECTION 7: Each member of the Local, that is eligible to ratify a contract, shall be provided a complete copy of the Tentative Agreement and be allowed sufficient time to review it before the contents of the Tentative Agreement are given out to any non- member.

SECTION 8: It is understood wherever, in these Bylaws, a position or member is referenced in the masculine or feminine gender, it will be recognized as referring to both male and female members.

SECTION 10: Correction of typing, spelling, and grammar mistakes in these Bylaws shall be allowed without a membership vote. An uncorrected copy shall be maintained in the Local files until the next Bylaw meeting is concluded. The table of contents, articles, and sections can be edited to reflect the final approved version of the Bylaws.

ARTICLE XI: AMENDMENTS

SECTION 1: These Bylaws become effective upon approval by the Local membership and the National Director.

SECTION 2: These Bylaws shall be open for amendment in every even/odd numbered year as follows:

1. On the second Tuesday in the month of January the Local Secretary shall post a notice on all Association bulletin boards announcing that of the Bylaws meeting, to be held on the second Saturday in the month of March.
2. The Bylaws Committee shall accept proposed changes to the Bylaws from the date of posting of the Bylaws meeting notice until the Second Monday in the month of February.
3. The Bylaws Committee shall ensure that the proposals do not conflict with the ALTA Constitution or 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 for its rejection.
4. One week prior to the Bylaws meeting the Committee shall make available a list of all proposed amendments to the Local Bylaws.
5. At the Bylaws meeting the Bylaws Committee shall present each proposed amendment submitted along with their recommendation to the members in attendance.
6. At the Bylaws meeting the members in attendance may discuss and amend each proposed amendment to these Bylaws. To be accepted an amendment to a proposal must receive a simple majority of affirmative votes cast.
7. The Committee shall then submit the proposals as amended to the membership of the local for ratification by mail-out ballot. To be adopted an amendment to these bylaws must receive a two-thirds (2/3) majority vote.
8. The Committee shall then submit a complete set of bylaws as amended to the Local Secretary who shall forward them to the National Executive Council for approval per the ALTA Constitution.
9. Proposed changes to the Local Bylaws shall become effective when received as approved by the NEC and the National Director.

ARTICLE XI: AMENDMENTS

(Cont.)

SECTION 3: Between regular Bylaw renewal/amendment meetings, a Bylaw may be amended as follows

1. A petition containing a motion for Bylaw amendment must be submitted to the President of the Local. This petition will contain signatures from two thirds (2/3rds) of the entire membership of the Local.
2. The LEC will then direct the Bylaw Committee to conduct a review for conformity to the ALTA Constitution, and all Federal, State, and Local Laws.
3. If the proposal is found to comply it shall be presented to the membership for approval by referendum vote.
4. The Committee shall then submit a complete set of Bylaws as amended to the Local.
5. The Local Secretary shall forward them to the National Director for approval per the ALTA Constitution. Proposed changes to the Local Bylaws shall become effective when received as approved by the NEC and National Director.

SECTION 4: The Constitution of the Air Line Technicians Association is hereby made a part of these Bylaws. Where there is any doubt about any Section or part of these Bylaws, or where such Bylaw or part of the Bylaws appears to conflict with the Air Line Technicians Association Constitution, then the Constitution shall control and be the law.

These Bylaws shall be amended to conform to changes in the ALTA Constitution, any labor agreement between the company and the Association, and all local, state, and federal laws.

