



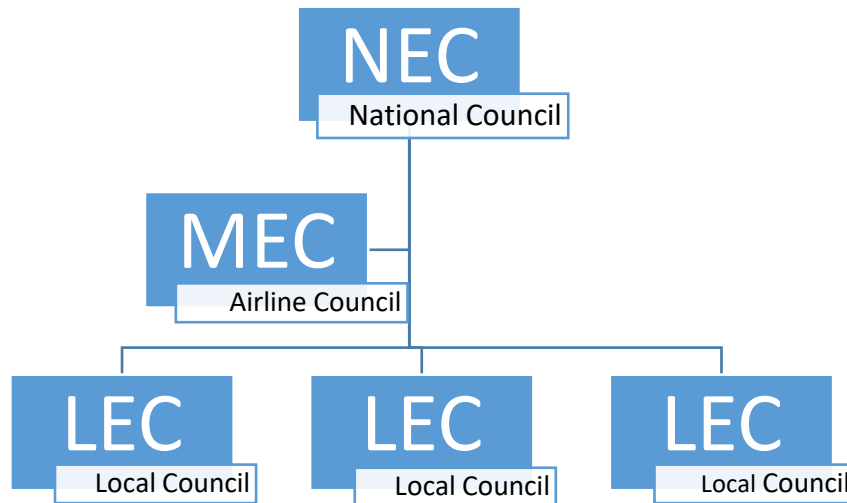
## ***ALTA STRUCTURE***

The Governing Councils of ALTA

*Pride in Our Profession*

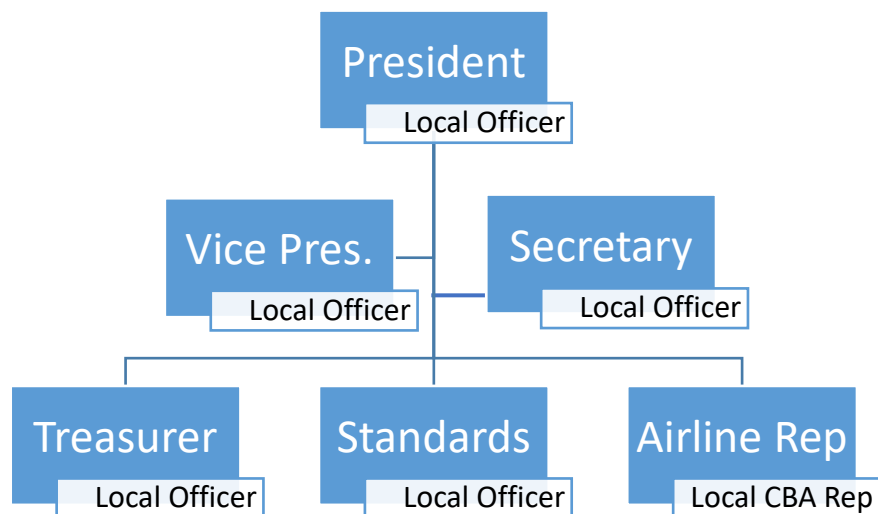
Building a Professional Craft Union for the Mechanics Class and Craft

# ALTA – Union Organization and Structure



The **NEC** - National Executive Council,  
**MEC** - Master Executive Council and your  
**LEC** - Local Executive Council represent the governing bodies of our Union at the National, Airline and Local levels.

## ALTA Union Structure



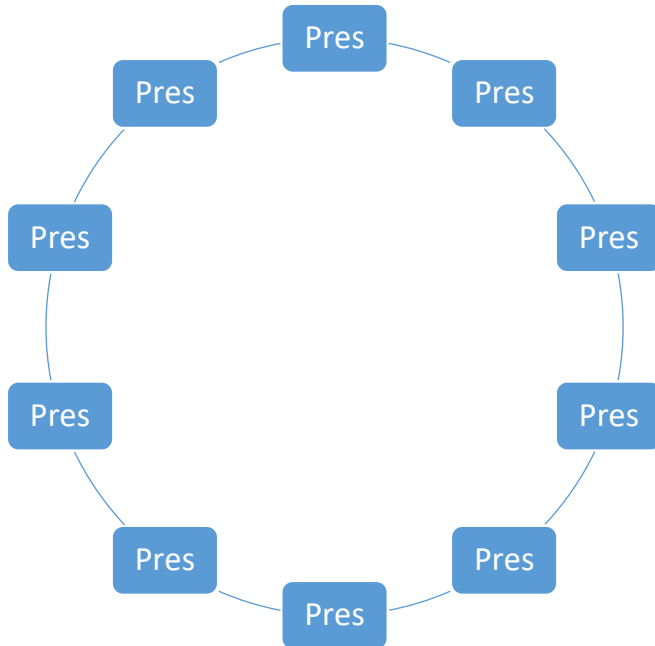
Local Officers and Representatives are all elected by the Local membership.

The President serves as the Local Representative to the Airline MEC – Master Executive Council.

The Airline Rep serves as the Local Representative to the Airline Negotiating Committee.

## *Local Executive Council*

# ALTA – Union Organization and Structure

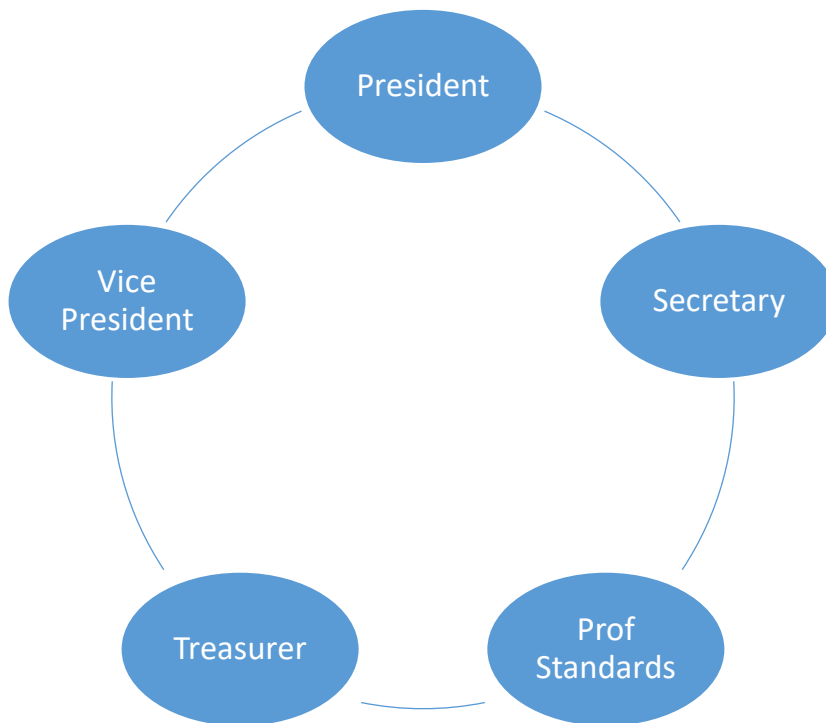


Technicians from each Local are represented by their Presidents at the Master Executive Council.

The MEC serves as a coordinating Council for the membership at the Airline.

Its activities will be fair and in accordance with demands made upon it by the Local Councils.

## *Airline Master Executive Council*

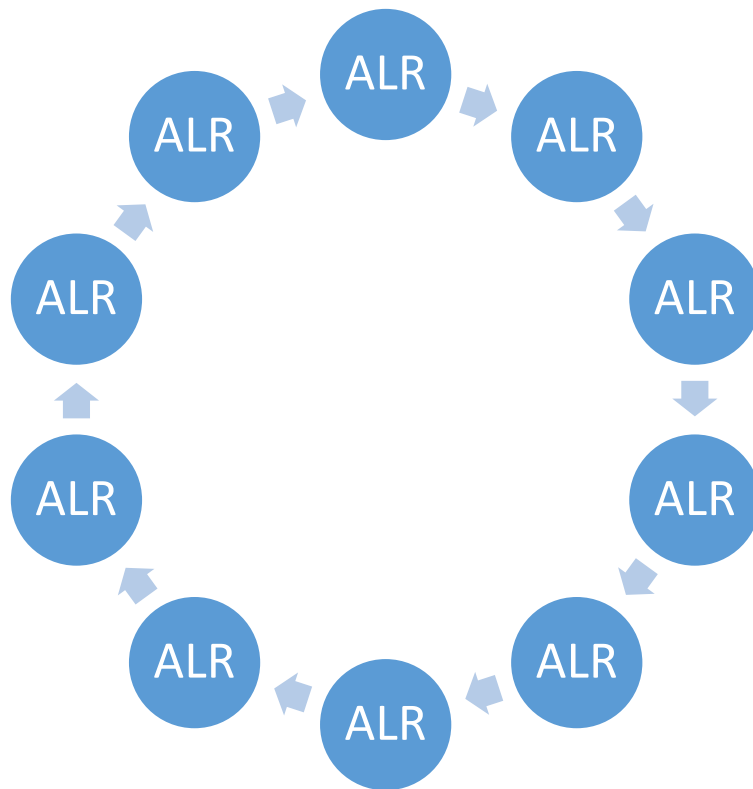


National Officers are Nominated and Elected by Technicians from all Airline Locals.

The NEC shall act in consultation and cooperation with the MEC in furthering the objectives of the association.

## *National Executive Council*

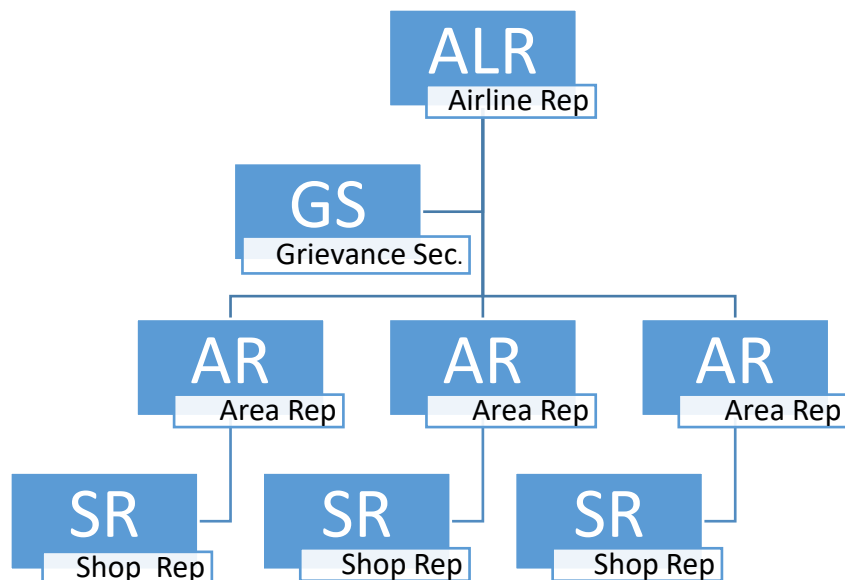
# ALTA – Union Organization and Structure



Technicians from each Local are represented by their Elected Airline Representatives during contract negotiations.

The Airline Negotiating Committee is built from an Elected Representative of each Local, this ensures that all Technicians have voice in representation and contract negotiations.

## ***Air Line Negotiating Committee***



The Local Grievance Committee consists of Technicians elected from the membership in four different positions.

**Airline Representative, Grievance Secretary, Area Representatives and Shop Representative**

These Representatives will be backed by Professional Representation and Legal Counsel.

## ***Local Grievance Committee***

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## **ARTICLE I – GENERAL**

### **SECTION 1 - NAME**

The name of this organization is "AIR LINE TECHNICIANS ASSOCIATION."

### **SECTION 2 - DEFINITIONS**

A. The words "CONSTITUTION AND BY-LAWS" when used herein mean the Constitution and By-Laws of the AIR LINE TECHNICIANS ASSOCIATION.

B. The word "ASSOCIATION" (or "ALTA") when used herein means the AIR LINE TECHNICIANS ASSOCIATION

### **SECTION 3 - HOME OFFICE LOCATION**

The Home Office of the Association shall be located in or adjacent to the City of (to be determined), U.S.A., or in such city within the continental limits of the United States as the National Executive Council may recommend, subject to the approval of the National Executive Board by a two-thirds (2/3) majority vote at any duly convened meeting thereof.

### **SECTION 4 - DURATION**

The duration of the Association shall be perpetual, or until it is dissolved as provided in the Constitution and By-Laws.

### **SECTION 5 - DISSOLUTION**

A. The Association may be dissolved at any time by a majority vote of all the Active members thereof in good standing, such vote to be conducted by the National Executive Council.

B. The National Executive Council shall promptly conduct such a vote as provided above by a ballot on the request by petition to the National Secretary by twenty-five percent (25%) of the Active members in good standing, or on the written request addressed to the National Secretary by three-fourths (3/4) of the members of the National Executive Board.

C. In the event of such dissolution, the National Executive Council shall act as agent for the members and dispose of all physical assets of the Association by public auction, private sales, or otherwise, and any and all questions relating thereto shall be decided by a majority vote of the National Executive Council. All the liquid assets shall then be prorated to the Active members of record in good standing at the time of such dissolution, in proportion to the dues then being paid by each of such members.

## **SECTION 6 - SCOPE OF AUTHORITY AND OBJECTIVES**

### **A. SCOPE OF AUTHORITY**

- (1) To operate as a nonprofit employee representing association, not for pecuniary gain.
- (2) To purchase, hold, acquire, lease, mortgage and convey real estate and personal property of every kind, nature and description, for the convenient conduct and execution of the Association's business, including the purchasing, leasing and maintaining of equipment, buildings, and improvements which may be necessary, directly or indirectly, in connection with any of the business and objectives of the Association.
- (3) To levy initiation fees, dues, and assessments upon its members to provide the funds with which to carry on the business and objectives of the Association, including the payment of all expenses, emergency or otherwise relating thereto, and to establish an ample basic net worth for the current and future protection of its members.
- (4) To consider and if desirable make mutual benefit affiliations with other employee organizations of local, state, national, or international jurisdiction.
- (5) To do any and all other acts consistent with and in furtherance of the policies and purposes herein declared.

### **B. OBJECTIVES**

- (1) To provide representation for all members of the airline/aerospace technicians profession and related trades; to promote the interests of those professions in all its aspects; and to safeguard the rights, individually and collectively, of its members.
- (2) To safeguard, with ceaseless vigilance, the safety of scheduled/non-scheduled air transportation in recognition of the high degree of public trust, confidence, and responsibility placed on the members.
- (3) To advance and promote the professional image of the airline/aerospace technician and related trades in the business and educational communities, 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 the members of the Association, and to settle promptly disputes and grievances which may arise between such members and their employers.
- (5) To establish fair rates of compensation, minimum hours of employment, and uniform principles of seniority for members of the Association, and to seek the adoption and perpetuation thereof.
- (6) To obtain suitable health, retirement, and disability benefits for all members of the Association through legislation, collective bargaining, and other means.
- (7) To disseminate news in any manner to keep Association members alert and well informed in all matters relating to their profession.
- (8) To provide a means for participation by members of the Association in resolution of issues that affect the airline/aerospace technician and related profession.

(9) To urge, support, and sponsor the passage of legislation and regulations affecting members of the Association which will improve, protect, and increase the safety of their working conditions or otherwise advance their professional interests.

(10) To develop, administer, and make available to members of the Association services that will provide protection and/or assistance in unforeseen circumstances which may jeopardize their continued employment in the airline/aerospace technician and related profession.

(11) To develop, administer and make available to members of the Association benefit programs designed to satisfy specific needs not adequately provided for by their respective employers.

(12) To participate in or sponsor research in aviation-related matters that will contribute to the advancement of the airline/aerospace technician and related profession.

(13) To participate in appropriate efforts to preserve, document, and memorialize noteworthy events and achievements in aviation history.

(14) To provide suitable and effective support services to the Association's officers, representatives, and staff, and to its governing bodies and technical committees.

(15) To foster an environment that encourages respect for the dignity, the rights, and the human concerns of all members and employees of the Association, and to provide motivation for those individuals to strive for the best of which they are capable.

#### **SECTION 7 - ASSOCIATION SEAL**

The official seal shall be (to be determined).

#### **SECTION 8 - FISCAL YEAR**

The fiscal year shall commence on the first (1st) day of January and expire on the thirty-first (31st) day of December of each year.

#### **SECTION 9 - BILLS, NOTES, CHECKS, NEGOTIABLE INSTRUMENTS**

A. All bills payable, notes, checks, or other negotiable instruments of the Association shall be made in the name of the Association.

#### **SECTION 10 - CHARTERS AND AFFILIATIONS**

The National Executive Council shall process all matters in connection with charters and affiliations. The National Executive Council is empowered to and may issue charters and make affiliations.

#### **SECTION 11 - REPRESENTATION OF ALL MEMBERS**

Representation of all members of the Association at any duly called meeting of the National Executive Council and Master National Executive Council is mandatory. Elected representatives may be considered as acting against the best interest of the Association if they fail to represent, or arrange for representation of their constituents.



## **SECTION 12 - PROXIES - GENERAL**

Proxies at any Association meeting shall be used only in a manner specifically provided for in the Constitution and By-Laws and shall not be given when the duly elected officer or member is personally present.

## **SECTION 13 - ROLL CALL VOTING**

Whenever a roll call vote is taken, a representative shall vote all the members in good standing he represents.

## **SECTION 14 - PARLIAMENTARY LAW AND RULES OF ORDER**

At any meeting of members or their elected representatives held under the provisions of this Constitution and By-Laws, all questions of parliamentary laws and rules of order not specifically provided for in the Constitution and By-Laws shall be decided according to the principles laid down in the most current published edition of ROBERT'S RULES OF ORDER as published by the trustee for the Robert's Rules Association, except that, when voting by roll call the secret ballot provision shall not apply.

## **SECTION 15 - EXPENSES**

Normal expenses incurred by an officer, representative or member while on Association business shall be reimbursed by the Association. Allowable expenses shall include transportation, lodging, any pay for work time lost and verified, computed in accordance with the applicable employment agreement, and expenses for meals and incidentals conforming to the expense policy of the Association.

## ARTICLE II – MEMBERSHIP

### SECTION 1 - ELIGIBILITY FOR MEMBERSHIP

Any person of lawful age and of good moral character who is actively engaged as an airline/aerospace technician or related trade in/for commercial air transportation, shall be eligible for membership in the Association in accordance with the stipulations in this Article and elsewhere in the Constitution and By-Laws.

### SECTION 2 – CLASSIFICATIONS

There shall be five classes of membership: Active Member, Active Associate Member, Associate Member, Inactive Member, and Honorary Member.

### SECTION 3 - DESCRIPTION OF CLASSES

A. **Active Member** – shall be one who is actively engaged in regular aircraft maintenance and/or related class and craft work carried on by any certified commercial carrier, private carrier, or general aviation operator and who is represented by this Association under his contract agreement or, if involuntarily suspended, for as long as he is actively looking for employment in aircraft maintenance.

An active member shall be entitled to hold office at any level, vote at all elections and referendums, and be entitled to all benefits as described in this Constitution.

Any officer of the Association shall be considered as an active member. Furloughed members shall be entitled to continue as active members upon payment of full dues based upon their wage rates at the time of layoff.

B. **Active Associate Member** – shall be one who is actively engaged in regular aircraft maintenance and/or related class and craft work carried on by any certified commercial carrier, private carrier, or general aviation operator and who is not represented by this Association under his contract agreement. This member shall not be entitled to receive representation on employment disputes but shall be entitled to benefits as described in this Constitution, and he may hold office and be entitled to vote in any election and referendum, not including contract ratification votes.

C. **Associate Member** – shall be limited to members who are not represented by this Association under a contract. This member shall not be entitled to receive representation on employment disputes, exercise voting rights, or hold office, but may participate in Association meetings and programs consistent with NEC policy and Local bylaws.

D. **Inactive Member** – except as otherwise provided in this Constitution, any active member in good standing shall become an inactive member when he ceases to receive income as a technician or ground support personnel due to resignation; leave of absence in excess of one month, involuntary suspension, unless the member is challenging the suspension; temporary layoff; actively seeking employment as a technician or ground support personnel; or when he accepts a position as a supervisor. Any active member on medical leave of absence will be considered inactive after a period of six months. Upon his return to active employment, he shall again become active upon approval of the Local Treasurer and payment of any required fees. Inactive members shall not be entitled to exercise voting rights or hold office, but may participate in Association meetings and programs consistent with NEC policy and Local bylaws. If a member becomes a supervisor, he shall not participate in or attend Local meetings.

**E. Honorary Member** – any person who by two thirds (2/3) vote of the National Executive Council has been granted honorary membership in this Association. There shall be no more than ten such memberships in any one year and posthumous awards may be bestowed. Such memberships may be rescinded in the same manner as they were granted. Any member who has completed twenty-five years of membership in good standing and is on retirement status shall be entitled to honorary membership on approval of the National Executive Council. The membership card of an honorary member shall be “Gold” and shall be valid for the life of the member unless revoked. An honorary member shall be entitled to all the provisions of the Constitution except that he shall hold no office or vote in any election or referendum.

#### **SECTION 4 - MEMBERSHIP CREDENTIALS**

Every member shall be issued a membership card by the National Secretary bearing the Seal of the Association. This credential shall contain the name of the member, class of membership, period of validity, and such additional information as may be deemed necessary.

#### **SECTION 5 - OBLIGATION OF MEMBERS TO THE ASSOCIATION**

A. A member of the Association shall accept and agree to abide by the Constitution and By-Laws of the Association as they are in force at the time he is accepted for membership, or as they may be thereafter amended, changed, modified or adopted by the National Executive Board.

B. It is a member's obligation to maintain a current mailing address with the Home Office Membership Department and with his LEC Secretary. Failure to do so relieves the Association of any responsibility concerning its inability to establish due notice in any case, and the dispatch of mail to a member's last known address will constitute adequate service.

#### **SECTION 6 – MEMBER IN GOOD STANDING**

**Member in Good Standing** – shall mean any person who has fulfilled the requirements of membership and who has not voluntarily withdrawn from membership, and has not been expelled or suspended in accordance with the Constitution and Bylaws. If dues are by checkoff system under a collective bargaining agreement pursuant to his voluntary authorization and said dues become in arrears, it shall not be 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.). With respect to the enforcement of union security provisions as referenced in a collective bargaining agreement, member or membership in good standing shall mean any person who is no more than two months overdue (arrears, delinquent, etc.) in the payment of dues, fees, and/or assessments.

#### **SECTION 7 – MEMBER IN BAD STANDING**

**Member in Bad Standing** – shall mean any person whose dues are in arrears, as defined in this Constitution. A member in bad standing shall also mean (1) anyone who has fines or assessments that have not been paid in full by the date established for payment of same or (2) anyone who has been placed in bad standing pursuant to a disciplinary action authorized by this Constitution. A member in bad standing shall not enjoy the rights of membership in the Association until membership in good standing has been restored. A member shall be restored to good standing only when all dues in arrears, fines, fees, and assessments have been paid in full and all other requirements established by this Constitution for membership in good standing have been satisfied. Such other requirements shall include, but not be limited to, payment of the reinstatement fee established by

the member's Local Executive Council, where the Local has not established such fee, payment of a reinstatement fee of \$250, which will be retained by the Local in which it is collected.

#### **SECTION 8 – NONDISCRIMINATION**

We recognize the similar needs and interests of all ALTA members regardless of race, creed, color, sex, marital status, religion, age, national origin, disability, veteran status, or sexual orientation and bar no individuals from membership except for those disloyal to the government of the United States of America. Any applicant who is a member of the Communist Party or encourages communism, fascism, Nazism, or any other totalitarian philosophy or supports any subversive organization shall not be considered for membership.

#### **SECTION 9 – GENDER NEUTRAL LANGUAGE**

It is the intent of the Association that at any point in this Constitution where references are made in the masculine gender it will be recognized as referring to both male and female members.

#### **SECTION 10 – ADMISSION TO MEMBERSHIP**

Pursuant to this Constitution, any individual may be admitted for membership upon paying the required fee and assuming the obligations of this Association. Unless the specific labor agreement with a carrier allows the Association to offer full and complete membership rights and protections under that agreement, newly hired probationary employees will not be required to join the Association or pay dues or fees until their probationary period is complete.

#### **SECTION 11 – APPLICATION FOR MEMBERSHIP**

Any one of the following shall be deemed an application for membership unless the individual advises the National Secretary in writing this is not his intent:

- A. A standard form provided by the National Secretary
- B. An official dues check-off form
- C. Uncontested payment of the membership dues

#### **SECTION 12 – FALSIFICATION OF APPLICATION**

Any applicant who has falsified his application for initiation or reinstatement shall be fined or suspended at the discretion of the Local of which he is a member after charges and a hearing for misconduct as provided for in this Constitution.

#### **SECTION 13 – WITHDRAWAL FROM THE ASSOCIATION**

In the event a member resigns, retires, is furloughed, or is taking a position not represented by this Association, he may request an honorary withdrawal card from the Association. After it has been verified that said member is free of all fines and assessment to both the National and Local, request for such a card shall then be presented to the Local membership for their approval. In the event that said member's Local has been closed or is under trusteeship, the request for such card will be presented to the National Executive Council for approval.

#### **SECTION 14 – TRANSFER TO ANOTHER LOCAL**

**A)** Any member of this Association shall be entitled to transfer to another Local if such transfer is due to job relocation. No new initiation fee shall be levied by the Local. If said member shall have paid his dues one or more months in advance, such monies shall remain the property of the Local from which he is transferring. Members verified to be in good standing by the National Secretary shall immediately become members of said Local.

**B)** A member on notice of transfer to a new location due to relocation of employment shall notify the Local Treasurer. The member shall then contact the Secretary of the Local to which he is transferring who shall place the member's name on file and issue the member a copy of the Local bylaws.

#### **SECTION 15 – RESIGNATION AFTER A STRIKE VOTE**

If any member tenders a resignation to the Association after a strike vote has been taken and voted upon affirmatively, his resignation will not be effective until termination of the strike or, in the event that there is no strike, upon ratification of a collective bargaining agreement.

**A)** During the period between the tender of resignation and the effective date of that resignation, the member shall have all the rights and obligations of membership.

**B)** Any member who has tendered his resignation to the Association following an affirmative strike authorization vote may be readmitted to membership only upon approval of the National Executive Council the Local to which application is made. The National Executive Council and Locals may, among other things, require the re-applying member, either as a precondition to readmission or as an obligation imposed after readmission, to pay all dues and assessments that he would have paid had he not resigned and reimburse the Association for the costs of a substitute picket during the strike period, or they may prescribe other conditions or limitations on the membership rights of a readmitted member.

## **ARTICLE III - LOCALS AND LOCAL EXECUTIVE COUNCILS**

### **SECTION 1 - ORGANIZATION**

#### **A – Initial Organization**

Locals shall be established and dissolved as provided in Section 9 of this Article.

#### **B – Local Bylaws**

- 1) Each Local may adopt its own bylaws, providing that such bylaws are not contrary to the provisions of this Constitution. All Local bylaws and proposed amendments to bylaws shall be submitted to the National Executive Council for approval before being adopted.
- 2) The National Director, upon approval of such bylaws and/or amendments, shall state the date such bylaws and/or amendments shall take effect.
- 3) Parliamentary law and rules shall govern the conduct of all meetings at all times as so stipulated in this Constitution, and no other rules shall apply.
- 4) Special Rules of Order that apply to all meetings are adopted by the National and are included as part of this Constitution.

### **SECTION 2 - LOCAL OFFICERS AND REPRESENTATIVES**

#### **A: Local Officers and Representatives**

- The Officers of the Local shall consist of at least the following:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Professional Standards Director
6. Airline Representative(s)
7. Communications Officer

The positions of Secretary and Treasurer, may be combined per Local Bylaws.

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

1. Executive Officers at Large (as approved, two maximum)

- The Representatives of the Local shall consist of the following:

1. Airline Representative
2. Grievance Secretary (if applicable)
3. Area Representatives (if applicable)
4. Shop Representatives
5. Committees (as provided for in the applicable CBA/Local Bylaws)
6. Local Convention Delegates

C. No other officer or representative 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.

### **1: Duties of Local Officers and Representatives**

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, Subject to the membership approval by a show of hands vote, simple majority, at the next regularly scheduled monthly meeting. 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 National Executive Council. That person shall be custodian of the Local Charter. The Local President or his designee(s) shall be an official spokesperson for all Local matters involving outside parties. These matters shall include, but not be limited to: media interviews, meeting with other Labor organizations, etc.

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 National 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.

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 jurisdiction of another Local shall immediately notify the Secretary of such Local, with full particulars as to name, address, card number, airline and the amount. When a member transfers 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. PROFESSIONAL STANDARDS DIRECTOR** -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 Professional Standards Director. That person shall also periodically provide briefing reports on industrial safety and air issues to the National Professional 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.

**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.

**G. AIRLINE REPRESENTATIVE** - The duties of the 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, Area Representative, or Grievance Secretary position the members have not elected, within his Airline. That person will be a coordinator for the Area Representatives, Shop Representatives, and Grievance Secretary to the LEC and provide the Area Representatives, Shop Representatives, and Grievance Secretary 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 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.



Each airline within a Local shall be represented by one Airline Representative. Locals with airline membership larger than 1500 may add additional Airline Representatives by the following scale:

1501 – 2500 1 additional

2501 - 3 5 0 0 2 additional

3501 – 4500 3 additional

4501 – 5500 4 additional

**H. COMMUNICATIONS OFFICER** – Shall be a spokesperson for the Local matters involving outside parties, in conjunction with the Local President. These tasks are to include, but not limited to; Media interviews, maintaining the Local website, newsletter (format & content), all flyers and meetings with other labor organizations, etc. The communications officer will ensure that the latest fliers and notices are posted to all ALTA bulletin boards via the current and future Local policies, as set by the LEC and the Local Bylaws

**I** - 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 Local Bylaws.

**J** - Local Officers shall work at least sixty-four (64) hours a month on the floor, in their normal work area and classification. The LEC, by way of unanimous vote, may amend this work requirement based on the needs of the Local, as determined by the LEC, with notification to the membership, except where otherwise stated differently in these Bylaws.

**K - SHOP REPRESENTATIVES** - 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. Shop Representatives shall report to the Area/Airline Representative, as applicable, weekly in regard to 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 as applicable. That person shall distribute to the members any information forwarded to that person from the Local Officers and Representatives and, in turn, forwards the concerns of the members to the Airline Representative, and/or LEC. The Shop Representatives shall communicate all concerns regarding workplace and flight safety to the Local Professional Standards Director.

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

**L - AREA REPRESENTATIVES** - Shall thoroughly familiarize themselves with the collective bargaining agreement between the airline and this Association. Area Representatives will be utilized for the purpose of 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. Area Representatives will be responsible and perform all duties of a Shop Representative for shops/work centers that do not have an elected Shop Representative.

**M - GRIEVANCE SECRETARY** – Shall maintain the grievance master files for all grievances beyond the 1<sup>st</sup> step. Shall give reports to the membership on the status and general trends of current grievances. Shall be responsible for the scheduling of hearings and meetings for grievances, and maintaining the minutes of these hearings. Shall work with Area Representatives, Airline Representatives and Grievance Committee Chairman in the investigation and presentation of grievances for beyond first step.

### **SECTION 3 - LOCAL MEETINGS**

A) Each Local shall hold no less than one membership meeting every quarter. Local bylaws shall specify the number of regularly scheduled meetings to be held during each quarterly period. Meetings shall be scheduled as to provide all members equal opportunity to attend. A Local may, if it holds monthly meetings, rotate the business meeting monthly to accommodate the membership.

B) Each Local shall through its bylaws determine the number of members that will constitute a quorum by the minimum requirements as follows:

*For Locals with:*

Less than 250 members – not less than 3

250 or more members – not less than 4 more

than 500 members – not less than 5 more

than 750 members – not less than 7 more

than 1000 members – not less than 10 more

than 1250 members – not less than 13 more

than 1500 members – not less than 15 more

than 1750 members – not less than 17 more

than 2000 members – not less than 20

C) Special meetings may be called by the President with approval of the Local National Executive Council, or by written request of fifteen percent (15%) of the membership. In Locals having fewer than 150 members, no fewer than ten members shall be able to request such meeting.

D) Whenever the membership has met the numerical requirements of the Constitution for a special meeting and has presented the petition to the President, he shall take immediate action to notify the membership of the meeting. The meeting shall start no earlier than twenty-four hours after the notification has been given and no later than seven calendar days after the President has received the petition. Such notice shall be posted on all Association bulletin boards, or by other means that will be effective. The notice of such meeting shall contain the purpose for such meeting. Discussion and action at that meeting shall be confined to the subject for which the meeting was called.

E) The order of business for each Local meeting shall be as follows:

1. Pledge to the Flag
2. Roll call of officers and identification of nonmembers
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

F) All Association meetings shall be considered closed and confidential.

## **SECTION 4 - LOCAL EXECUTIVE COUNCIL**

### **A. – LEC**

- 1) Each Local shall establish and maintain a Local Executive Council that shall consist of President, Vice President, Secretary, Treasurer (or a Secretary/Treasurer), and a Professional Standards Director, plus two additional officer-at-large positions and/ or a Communications Officer that may be made available through Local bylaws. In no event shall the Local Executive Council have more than nine persons or fewer than five persons, or four if the Secretary/Treasurer position is combined.
- 2) The Local Executive Council of each Local shall execute and cause to be filed all financial and other reports on behalf of the Local that may be required by civil law to be prepared and signed by all members of the Local National Executive Council. This Council shall also make available the information contained in such reports to the membership of their Local in such form and manner as shall constitute compliance with legal requirements.
- 3) Two-thirds (2/3) of the members of the Local Executive Council shall constitute a quorum. The Council shall meet not less than once a month and shall act as governing board for the Local between meetings.
- 4) The Local Executive Council shall make arrangements to keep the membership informed of all the latest developments within the Association.
- 5) The Local Executive Council shall be the final say as to the disposition of a grievance when a Local dispute arises within the guidelines of this constitution.
- 6) Upon request of any member in good standing, the Local Executive Council will make available a minimum of two additional seats at the Local Executive Council meeting. The member or members occupying such seats will conduct themselves in an orderly manner and shall be removed from the room if found to be disorderly by the chairman. They shall be allowed the right to question and discuss all matters opened for debate by the Council. Such member or members will not have a vote.
- 7) In the event that more than two members submit requests for seats as described in paragraph (F) of this section, the seats will be assigned to the members in the order that the requests were received, with requests from members who have attended a Local Executive Council meeting in the last three months being bypassed. If space permits, the Local president may make more seats available.

### **B. – Local Seal**

- 1) Locals shall procure a seal from the National Secretary, which seal shall be made in accordance with the design adopted by the National Association. The Local seal shall remain in the custody of the Local Secretary, and no paper, document, or communication issued by the Local shall be valid unless it bears the impression of said seal. Electronic documents shall have electronic validation placed on them.
- 2) Any officers or members of a Local who use this seal without permission of the Local shall be fined, suspended, or expelled at the discretion of the Local of which they are members, after charges and a hearing in accordance with the appropriate provisions of this constitution.

## **SECTION 5 - LOCAL EXECUTIVE COUNCIL COMMITTEES**

The Local Executive Council shall establish such Committees and appoint Committee Chairmen as may be necessary for proper conduct of Local Council business consistent with Association and Local policy.

## **SECTION 6 - LOCAL REPRESENTATIVE MEETINGS**

A) Each Local shall establish a monthly meeting of Airline Representatives, Grievance Secretary, Area Representatives, and Shop Representatives with the President as Chairman and with the Secretary to record the minutes. Twenty-five percent (25%) of all Representatives shall constitute a quorum. The purpose of such meeting will be to acquaint the Local Executive Council with the needs and problems of the members of each airline within the Local. The agenda shall also include discussions on grievance handling and Local policy on grievance procedures, and discussions on Local safety and standards problems, safety campaigns, and special projects.

B) The Representatives meeting shall not have the power to set policy, but a motion of policy that is carried by a seventy-five percent (75%) affirmative vote of all voting Representatives shall be presented to the Local Executive Council discussion and handling. The Local Executive Council shall then present the motion, along with its recommendations, before the membership at the next regularly scheduled meeting for a vote.

C) A motion as described in Subsection (B) of this section having been presented to the membership and receiving a negative vote shall not be put on the floor for discussion and debate for a period of at least six months. Any motion made on the motion at any regularly scheduled monthly meeting of Airline Representatives, combined Shop Representatives, or National Executive Council meeting shall be deemed out of order

## **SECTION 7 - ELECTION PROCEDURES**

### **– Local Officer and Representative Nominations**

A) Nominations for Local officers and representatives shall be called for at the regular business meeting in September. If a quorum is not present at this meeting, the meeting will proceed for the sole purpose of completing the nomination process. Nominations shall also be accepted by the Local Secretary via mail, fax, or email and must be received no later than the close of the final nominating meeting. A member may accept the nomination for only one Local officer or representative position.

B) To be nominated, a member shall be in good standing, an active or active associate member, attended fifty percent (50%) of regular Local meetings held during the last year or present to the Local Secretary a nominating petition containing signatures (valid as certified by the Local Secretary) of ten percent (10%) of the affected members in good standing in the Local (this petition must be submitted before the end of the regular membership meeting in September), and have been free of all fines and assessments to the National and Local for the preceding twelve months prior to nomination (except for the first election after receiving charter). Members who are unable to attend a meeting because of verified illness, death in the family, vacation, official Association business, or because they reside and work beyond a fifty mile radius of where the meeting is held will be given credit for having attended that meeting for purposes of meeting the minimum attendance requirements.

C) At the discretion of the Local LEC, Officer and Representative nomination and elections may be offset by six months to help alleviate possible transition issues – All such election offsets shall be reported directly to the National Executive Council. No more than half of the current officers and representatives nominations and elections maybe offset in this manner. Newly established Locals may shorten initial Officers and Representative terms to establish this offset.

**– Local Nomination Notification**

- A) Notice of nominations, stating the time, place, and positions available for nominations will be posted at least seven days prior to nominations in order for all members in good standing to have the opportunity to participate fully.
- B) Not less than fifteen days prior to the time when the elections specified in this section are to be held, notice of time, place, and positions shall be mailed to each member at his last known home address. Notification of nominations and elections, stating time, place, and positions, may be contained on the same notification.
- C) No later than the first meeting in December, each Local shall have completed its initial officers election by secret ballot vote of its members in good standing, following the procedure required for such voting. No member shall be entitled to hold more than one office at a time.
- D) Members who reside more than twenty-five miles from designated balloting place, members who are ill and confined under orders of a physician, and members temporarily away from the city or town in which the election is to take place may be furnished absentee ballots as set forth in paragraph (E) below. The execution and return of absentee ballots must conform to the provisions as set forth in paragraph (F) below.
- E) A request for an absentee ballot must be written and mailed or delivered to the Local Secretary not later than fifteen days prior to the election.
- F) Ballots cast for candidates not nominated in conformity with Local bylaws (write-in) shall not be tabulated.
- G) Balloting shall take place in the Local facility where regular Local meetings are held, except in those Locals where circumstances require other arrangements. The Local, through its bylaws, may utilize other methods providing they are in conformance with the LMRDA.
- H) When the election takes place at a polling place or via mail, the Local shall utilize at least three election tellers to assist in conducting the election in a fair and impartial manner. Each candidate for office shall be entitled upon request to have an observer present at the preparation and mailing of the ballots. More than one observer may be appointed if necessary to effectively observe the counting of the ballots.
- I) a member shall be considered elected if he received the highest number of votes cast by members in good standing. The Local Secretary shall preserve for one year the ballots and all other records pertaining to the election.
- J) The term of office for all Local officers and representatives shall be not less than one year nor more than three years as outlined by Local bylaws.
- K) The installation of officers and representatives shall take place at the first meeting in January. The ceremony of installation shall be conducted by an officer of the Association.
- L) Vacancies occurring in Local office due to death, resignation, or other causes shall be filled for the unexpired term in such form or manner as is prescribed by the Local and set forth in its Local bylaws.

### **– Qualifications for Delegates**

All delegates to the National Convention shall:

- A) Be members in good standing free from all assessments, fees, and fines to both the National Association and Local.
- B) Be an active or active associate member in the Local of election for a period of one year prior to the opening date of the convention (this qualification does not apply to Locals chartered less than one year).
- C) Have attended fifty percent (50%) of all regular Local membership meetings held during the one year preceding nomination. Meetings that a member is unable to attend because of verified illness, death in the immediate family, vacation, official Association business, working hours, jury duty, service in the armed forces of the United States, or because they reside and work beyond a fifty mile radius of where the meeting is held will not be counted as meetings held in determining such member's eligibility under this section.
- D) A National officer or member of the National Executive Council shall not be entitled to serve as a delegate to a convention.

### **– Delegate Election**

- A) Upon notification of a National Convention by the National Secretary, each Local shall elect convention delegates and alternate delegates for a two (2) year term.
- B) Such elections shall take place within ninety (90) days of notification.
- C) Election of National Convention delegates shall be by secret ballot of the members in good standing. This election shall be conducted as described in this Section.
- D) When the results of elections are known, the Local Secretary shall forward a complete list of delegates and alternate delegates to the National Secretary.

### **– Oath of Office**

This oath is to be administered to new officers/ representatives upon their installation into an elected position of this Association. This oath must be administered at the first meeting in January by an officer of the Association or at the meeting immediately following an offset Officer/Representative election per Section: 7C of this article or as prescribed by Local bylaws, in order to be binding on all parties concerned.

***I hereby pledge on my honor to accept the responsibilities of this office and perform the attendant duties to the best of my ability; to uphold faithfully the Constitution and By-Laws of the Air Line Technicians Association; to comply with and advance the policies of the Association; to bear true allegiance to and uphold the principles of the Air Line Technicians Association and conduct myself and this office in such a manner so as to bring credit to the Association, its members and the airline maintenance profession.***

## **– Election Protest**

Any member in good standing may protest the election of any officer, representative or delegate by filing in writing a notice of his protest specifying the reasons therefore, each element of which must be separately stated, with the National Director within ten days of the announcement of the election results. The National Executive Council, excluding any member whose election is being protested, shall decide by majority vote on the validity of any protest. If the National Executive Council decides the protest is valid, a new election will be held for the position protested. If the National Executive Council decides the protest is not valid, the election shall be upheld. Pending a decision of the National Executive Council, the incumbent shall retain the office protested. The decision of the National Executive Council shall be final and binding. For protests other than officers or delegates, the protest shall be filed and handled by the respective Local Executive Council.

## **SECTION 8 - RECALL PROCEDURES**

### **A – Local Officer Misconduct**

The following actions or omissions shall constitute misconduct by any officer of a Local, which shall warrant a reprimand, removal from office or disqualification from holding office for a period of not more than three years, suspension from office, or any combination of penalties as the evidence may warrant:

- Incompetence                      • Negligence                      • Insubordination in performance of duty
- Refusal or failure to perform duties validly assigned

### **B – Local Officer Recall**

All Recalls will follow the membership rights provisions as outlined in Title I of the LMRDA.

### **C – Recall Procedure**

Recall of Local officials may also be accomplished as follows:

- 1) Twenty-five percent (25%) of the active members in good standing may petition the Local President (Vice President if the President is the subject of the recall) requesting a recall. The petition must include the printed name and signature of each of the petitioners and the date of each signing. All signatures must be dated within forty-five days of the petition's submission. Each page of the petition shall include a list of any and all reasons for the recall.
- 2) The President/Vice President shall ascertain that the petition falls within all requirements of this Constitution.
- 3) Upon receipt of a valid petition, the official shall be notified and have fifteen days to submit a written statement, not in excess of two pages per charge, stating the reasons why he should not be recalled, with such statement to be included with the ballot.
- 4) The submitter of the petition shall also be allowed to include a statement, not to exceed two pages per charge.



5) The recall voting process, including the tallying of the ballots, shall be completed within forty-five days of the receipt of the petition. The voting procedure is to be determined in accordance with Local bylaws, provided that the vote must be conducted by secret ballot and in a manner consistent with the requirements of the LMRDA.

#### **D – Local Recall Defeated**

If the members vote against recall, the Local official shall continue his duties. During the remainder of his term in office, any recall must be initiated by petition bearing the signatures of no fewer than fifty percent (50%) of the affected members in good standing.

#### **E – Local Recall Approved**

If the members vote in favor of recall, said recall shall take effect immediately and said decision shall be final and binding.

### **SECTION 9 - ESTABLISHMENT AND DISSOLUTION OF LOCALS**

#### **A – Application for Charter**

In localities where there are a sufficient number (to be determined by the National Executive Council) of aircraft technicians and/or ground support personnel, as defined in this Constitution, who qualify for membership in the Association, a Local may be organized and apply for charter under the Constitution of this Association.

#### **B – Local Jurisdiction**

- 1) The establishment of Local jurisdiction resides solely with the National Executive Council.
- 2) To better facilitate the representation of members, the National Executive Council may assign members from a city where a Local has jurisdiction to a Local in another city.

#### **C – Multi-airline Local**

- 1) Locals may be made up of members from more than one airline.
- 2) With the exception of the Airline Representative and any other airline specific position, any member of a Local who meets the qualifications as stated in this Constitution may hold office within the Local regardless of employer.
- 3) Each airline within a Local will elect its own Airline Representative.
- 4) When issues arise that affect the members of only one airline within a Local, whether in membership meetings, contract negotiations, or otherwise, only those members from that airline shall be allowed to vote upon the issue.

#### **D – Application Submission**

All applications for charters shall be presented to the National President along with all initiation fees and dues, plus a copy of the bylaws of the proposed Local. Upon approval of the application and the bylaws by the National Executive Council, the National President shall issue a charter.

## **E – Application Approval**

Upon approval of a charter by the National Executive Council, the Local shall, within two months of receiving the charter, call for election of all officers as provided for in this Constitution.

## **F – Local Minimum Numbers**

A Local shall consist of not less than 250 members in a locality who are actively engaged in aircraft maintenance and/or ground support for any certificated commercial air carrier, and/or general aviation operator. If due to transfer, resignation, relocation of work or any other reason a Local ceases to represent at least 150 members, it shall forfeit its charter.

## **G – Loss of Charter**

- 1) In the event a Local loses its charter, or if there are an insufficient number of members to qualify for a Local, as described in this article, the members shall be placed under the jurisdiction of the most convenient Local.
- 2) If a Local is dissolved in accordance with the provisions of this article, the affected members of the Local may petition the National Executive Council to assign those members to the Local jurisdiction of their choosing after approval by a secret ballot majority vote of the affected members. The NEC shall be responsible for the election.

## **H – Local Debt**

After resolving all debts, all monies belonging to the dissolved Local shall remain in the dissolved Local until distributed to the members' assigned Local in accordance with the provisions of this article.

## **I – Dissolved Local Funds**

- 1) The National President shall take charge of all funds and properties belonging to the Local that has lost its charter through revocation, lapsing, expulsion, or disbanding. All such funds and property shall be held "intact" by him for a period of one year following the payment of all outstanding debts.
- 2) If within that one-year period application for a charter is made by the members in good standing in that locality, as described in this article, the National President may, with approval of the National Executive Council, reissue a charter and return all funds and property thereto.
- 3) In the event such charter is not applied for within this one-year period, all funds and monies will be distributed on a prorated basis to the members' newly assigned Local(s).

## **J – Local Charter Revocation**

A Local shall be subject to revocation or expulsion for any of the following actions or omissions:

- Failure to perform duties as provided in this Constitution
- Violation of any provisions of this Constitution
- Insubordination with respect to valid orders or directives of officers and/or convention of the National Association
- Circulation of libelous or slanderous statements concerning any officers or members of this Association
- Failure to otherwise carry out the legitimate objectives of this Association

## **K – Local Suspension**

- 1) The National Executive Council may, pending final disposition of charges, suspend a Local for any of the actions or omissions listed in Section J of this article.
- 2) The suspension order shall be sent by registered mail to such Local together with a full statement of the charges upon which suspension is predicated.
- 3) During the suspension of a Local pending the disposition of the charges, the Local and Local funds shall be under the supervision of either the National President or the MEC President within that Airline and the National Treasurer.
- 4) During such period of suspension, the Local shall function only in those capacities that serve the best interests of its membership.
- 5) Locals under suspension shall not be entitled to send delegates to the convention, but shall otherwise participate in elections during the period of suspension.
- 6) A hearing shall be held before the National Executive Council within thirty days of any suspension, at which time the Local can present its defense.
- 7) The decision of the National Executive Council shall be final and binding.

## **ARTICLE IV – AIRLINE MASTER EXECUTIVE COUNCIL**

### **SECTION 1 – ORGANIZATION**

A. On an airline having two (2) or more Locals, all of the LEC Presidents, shall be members of the Master Executive Council and the NEC will be non-voting members of the MEC.

C. When the Association represents more than one airline; all of the LEC Presidents from that Airline, shall be members of the Master Executive Council and;

1) Each MEC shall elect a President, Vice President, Secretary, Treasurer or Secretary/Treasurer and Professional Standards Chairman.

2) These MEC positions will be elected by and from the representative ranks from all Locals of that Airline.

3) These positions will be non-voting members of the MEC with the exception of Presidents who are elected to these positions.

B. On an airline having one (1) Local, the Local Executive Council shall be the Master Executive Council except when the membership of a Local, at a duly called meeting and with the subject having been on the published agenda for the meeting, approves, the Local Executive Council of a single-Local airline may elect, by unanimous vote, with the consent of the National Executive Council, any Active member in good standing on their airline to serve as MEC Chairman.

### **SECTION 2 - JURISDICTION AND DUTIES OF THE MEC**

A. The Master Executive Council shall function as a coordinating Council for the membership on that airline. Its activities shall be proportionate to and in accordance with the demands made upon it by the Local Councils. All normal or routine local Association business shall, however, be conducted by the individual Local Councils.

B. The approval by a majority vote of the Master Executive Council on an airline, with the advice of the President, is mandatory before a strike vote of the members of an airline may be taken. This membership strike vote shall be by secret ballot. If taken by mail, strike ballots executed by Active members in good standing of the airline shall be returned in accordance with Association Voting Procedures on or before a deadline date established by the National Secretary. The strike ballots shall be validated and tallied under the supervision of the Election and Ballot Certification Board who certify the results of the ballot and notify the National Secretary. The National Secretary shall promptly mail a copy of the certification to the members of that airline's Master Executive Council. A simple majority of the valid ballots returned shall govern.

C. The Master Executive Council of an airline is empowered to make the final decision on any problem or problems of the members of that airline, except as provided elsewhere in the Constitution and By-Laws. The decisions of the Master Executive Council shall be considered as the decisions of the members of the airline and shall be acted upon accordingly. However, nothing in this Section shall authorize any Master Executive Council to initiate any action that is inconsistent with this Constitution and By-Laws or with the best interests of the Association or the general membership.

D. The Master Executive Council shall establish committees and appoint committee chairmen as may be necessary for conducting Master Executive Council business consistent with Association and MEC policy.

E. Each Master Executive Council shall develop an annual allocation of their Master Executive Council Controllable Budget not later than the close of the first regular Master Executive Council meeting following the National Executive Council approval of an Association budget. The National Treasurer of the Association shall provide monthly comparative data, relative to that MEC's constructed budget, to any MEC requesting such information.

F. At any meeting of the Master Executive Council, a majority of its members shall constitute a quorum for the transaction of business. When a quorum is not present, a lesser number of its members shall adjourn.

G. If for any reason a Local Council Representative, is unable to attend a Master Executive Council meeting, he may designate in writing his duly elected successor in office to attend and act as his proxy, who will then have all of the rights and privileges of the original representative.

### **SECTION 3 - OFFICERS**

A. The Master Executive Council shall have the following elected MEC officers: President, Vice President, Secretary, Treasurer or a Secretary / Treasurer if such option is chosen, Professional Standards Chairman, and the President from each ALTA Local Executive Council.

B. There shall be no salary in connection with any office of a Master Executive Council.

### **SECTION 4 - JURISDICTION AND DUTIES OF MASTER EXECUTIVE COUNCIL OFFICERS**

#### **A. The MEC President will serve as the Master Chairman his duties shall be:**

- (1) The chief executive officer of his Master Executive Council.
- (2) Charged with, and responsible for, administering the policies of his Master Executive Council.
- (3) Responsible for expeditious processing of members' complaints and grievances.
- (4) The Association representative on his airline for the purpose of furthering and implementing the objectives and policies of the Board of Directors and Executive Board.
- (5) Charged with, and responsible for, coordinating and compiling Local Council policy, review reports and recommendations and submitting such material to the appropriate committees of the Association.
- (6) An ex officio member of the Negotiating Committee.

#### **B. The MEC Vice President will serve as Vice Chairman of the Master Executive Council his duties shall be:**

- (1) Assist the Master Chairman by performing such duties that may be specifically assigned to him by the Master Chairman.
- (2) Perform the duties of the Master Chairman in his absence.

#### **D. The MEC Secretary will serve as Recorder of the Master Executive Council his duties shall be:**

- (1) Maintain Master Executive Council records.
- (2) Perform such other duties that may be specifically assigned by the Master Chairman.

**E. The MEC Treasurer will serve as Accountant of the Master Executive Council his duties shall be:**

- (1) Maintain Master Executive Council Financial records.
- (2) Perform such other duties that may be specifically assigned by the Master Chairman.

**F. The MEC Professional Standards Chairman will serve as Safety Liaison of the Master Executive Council his duties shall be:**

- (1) Brief the Master Executive Council on FAA Safety Issues and Professional Standards Information.
- (2) Brief the Master Executive Council on Flight Safety and Maintenance Safety Issues.

### **SECTION 13 – BOND**

The Master Executive Council Chairman or any Master Executive Council officer or member who may be entrusted with Master Executive Council funds shall be bonded in the amounts specified in the Labor Management Reporting and Disclosure Act of 1959, as amended, or as it may be amended in the future. The Master Chairman, in any event, shall be accountable for such funds.

## **ARTICLE V –EXECUTIVE BOARD (Reserved)**

## **ARTICLE VI National Executive Council**

### **SECTION 1 – ORGANIZATION**

The National Executive Council shall be composed of the President, the Vice President, the Secretary, the Treasurer and the Professional Standards Chairman.

### **SECTION 2 - JURISDICTION AND DUTIES**

A. The National Executive Council shall attend all meetings the MEC. It shall act in consultation and cooperation with the MEC in furthering the objectives of the association. It may interpret the Constitution and By-Laws and Policy. The National Executive Council shall act in the capacity of owners' representatives and general trusteeship of the Association's business and funds, and shall affect loans or guarantee notes as necessary for the implementation of approved programs. In addition, the National Executive Council shall perform any duties mentioned elsewhere in the Constitution and By-Laws.

B. The National Executive Council may adopt policy or initiate changes to the Constitution and By-Laws for approval by the MEC.

### **SECTION 3 – MEETINGS**

#### **A. REGULAR MEETINGS**

Regular meetings of the National Executive Council shall be held every three (3) months.

#### **B. SPECIAL MEETINGS**

Special meetings may be called at any time by the President. If any other member of the Executive Council desires to call a special meeting thereof, he may so request of the President, indicating the item or items he wishes to place on the agenda. The President shall within seven (7) days ballot the National Executive Council on whether or not a special meeting shall be called. A special meeting shall then be called if thirty percent (30%) or more of the National Executive Council members so vote.

### **SECTION 4 - ATTENDANCE AND QUORUM**

A. A quorum consisting of a simple majority National Officers shall be required for the consideration of and action upon the following matters:

- (1) Interpretation of the Constitution and By-Laws
- (2) Adoption of policy
- (3) Initiation of Constitution and By-Laws changes
- (4) Adoption of Association-wide immediate or long term planning
- (5) Institution of Association-wide action
- (6) National budget approval or modification

### **SECTION 5 - REPRESENTATION AT NATIONAL EXECUTIVE COUNCIL MEETINGS**

Should an Executive officer be absent, such officer may designate a personal representative from among the Active membership to attend the meeting in his stead.

## **SECTION 6 – PROXIES**

A member in attendance at a National Executive Council meeting, should a member find it necessary to depart such meeting prior to its adjournment, may designate another member in attendance, by written proxy, to represent him in his absence. A proxy may not be transferred when a proxyholder finds it necessary to depart a meeting.

## **SECTION 7 - MEETING RECORDS AND MINUTES**

A. The National Executive Council shall report to the Local LECs

B. A report from the Secretary on the discussions, recommendations and actions of the National Executive Council shall be distributed to all members of the Master Executive Council within twenty-one (21) days after adjournment of each meeting of the National Executive Council. Such report shall include, as a minimum, the minutes; the names of National Executive Council members present; every resolution acted upon, whether approved, disapproved, or tabled; the disposition of each question; and the manner in which each member voted.

C. Whenever two (2) or more of the members of the National Executive Council (including personal representatives) do not agree with the opinion of the majority on any matter at any meeting of the Council, they shall have the right of submitting a minority report to all members of the Board of Directors, Executive Board, and to all Master National Executive Council Vice Chairmen.

## **SECTION 14 - NATIONAL COMMITTEES**

A. The President shall oversee all ALTA Committees personally or by delegation to other ALTA Officers. A Committee or its members may be called upon for specialized services by the President, as needed, in furtherance of ALTA projects and goals.

B. The Executive Council may establish National Committees as deemed necessary. They normally shall charge such committees, specify the number of members and method of appointment and recall, and determine the life of the committee and establish the budget for said committees. Such National Committees may be either a Continuing Committee or a Special Committee.

### **(1) CONTINUING:**

Unless otherwise specified by National Executive Council, a Continuing Committee shall not have a time limitation on its life. Such committee shall be responsible to the President and the National Executive Council, either of whom may require reports upon thirty (30) days' notice. A Continuing Committee shall submit written reports to the National Executive Council. It shall submit interim reports if requested by the National Executive Council.

### **(2) SPECIAL:**

A Special Committee may be created and shall terminate upon conclusion of its charge, or at the next regular Executive Board meeting, unless otherwise specified by the National Executive Council. It shall submit reports, either written or oral, if requested by the National Executive Council.



A. Unless otherwise specified the National Executive Council shall:

- (1) Appoint members, remove or replace members or fill vacancies on all National Committees and annually review the membership of each Committee.
- (2) Establish budgetary amounts for newly created National Committees.
- (3) Determine which National Committee members will attend MEC and National Executive Council meetings.
- (4) Monitor each National Committee's progress as to the completion of its assigned tasks and the completion of any required written reports.
- (5) Recommend to the MEC those National Committees which can be terminated.
- (6) Select the chairman of each committee.

B. Air Safety Committees are established and dissolved by the Professional Standards Chairman, with the approval of National Executive Council.

C. Subcommittees of the National Executive Council are established by the National Executive Council with the staffing and reporting requirements of any such Committees left to the discretion of that authorizing body.

## **SECTION 15 - MEETING RECORDS AND REPORTS**

A. The actions taken at each meeting of the National Executive Council shall be compiled and issued to all members of the MEC within twenty-one (21) days of such meeting.

B. A copy of the transcripts of each meeting of the Executive Council shall be available to the Active membership for review at each Local.

## **Duties of National Executive Officers**

### **PRESIDENT**

#### **SECTION 1A - ELIGIBILITY AND ELECTION**

A. Active members in good standing of the Association who have served at least one term as a Local Officer or Representative, shall be eligible to hold the office of President.

B. The member elected to this position shall not serve as a member or officer of his MEC during the term of the office of President.

#### **SECTION 2A - TERM OF OFFICE**

A. The regular term of office for President of the Association shall be four (4) years and shall commence the first day of January following his election.

B. The term of office of the President, if elected as a result of a vacancy in the office for any reason, shall be for the balance of the unexpired term and shall commence immediately upon election.

### **SECTION 3A - VACANCY IN OFFICE**

- A. When a vacancy in the office of President occurs, such vacancy shall be filled by the Vice President as provided in Article VII. The National Executive Council shall call a special meeting of the MEC within three (3) months from the date the vacancy occurred unless a regularly scheduled Regular MEC meeting is to be held within six (6) months.
- B. Upon leaving the office of President, each former President shall be given the title of "President Emeritus."

### **SECTION 4A - JURISDICTION AND DUTIES**

- A. The President shall be the Chief Executive and Administrative Head of the Association. He shall supervise the affairs of the Association, its functions and shall coordinate its activities. He shall be responsible for and supervise the managerial functions within the Association. The President shall consult with and be assisted by the Vice President, National Secretary, National Treasurer and the National Executive Council in furthering the objectives and policies of the Association. He shall have such other administrative assistants he may deem necessary.
- B. The President shall determine and implement the organizational structure of the Home Office in accordance with the declared policies of the Association.
- C. The President is charged with carrying out the policies of the NEC and the Association.
- D. The President shall provide an annual report to each member immediately following the annual audit which shall include, but shall not be limited to, the following: Report of the President on the state of the Association; reports by major ALTA Committees.
- E. The President shall be required to ballot the MEC as provided in Part 2B of the Strike Policy.
- F. Additionally, the President shall perform any duties mentioned elsewhere in the Constitution and By-Laws.

### **SECTION 5A – SALARY**

The Presidency of the Association is not a full-time position. The monthly stipend of the President shall be set by the NEC.

### **SECTION 6A - PRESIDENTIAL COMMITTEES**

The President may establish, charge, and appoint committees for services as needed in the furtherance of Association projects. Such committees shall be known as Presidential Committees and shall report directly to the President. The President may terminate Presidential Committees at any time.

### **SECTION 7A – BOND**

The President shall be bonded for an amount determined by the National Executive Council.

## **VICE PRESIDENT**

### **SECTION 1B - ELIGIBILITY AND ELECTION**

- A. Any Active member in good standing of the Association who has served at least one term as a Local Officer or Representative, shall be eligible to hold the office of Vice President
- B. The member elected to this position shall not serve as a member or officer of his MEC during the term of the office of First Vice President.

### **SECTION 2B - TERM OF OFFICE**

- A. The regular term of office for Vice President shall be four (4) years and shall commence the first day of January following his election.
- B. The term of office of the Vice President, if elected as a result of a vacancy in office, shall be for the balance of the unexpired term and shall commence immediately upon election.

### **SECTION 3B - VACANCY IN OFFICE**

When a vacancy in the office of Vice President occurs, such vacancy shall be filled by the National Secretary as provided in Article VI.

### **SECTION 4B - JURISDICTION AND DUTIES**

- A. The Vice President shall:
  - (1) Function under the jurisdiction of the President in carrying out the policies of the National Executive Council.
  - (2) Perform such other representing and coordinating duties assigned to him by the President.
  - (3) Perform such other functions as may be assigned to him by the President, the National Executive Council.
- B. In the event the office of President becomes vacant for any reason, the Vice President shall become acting President, assuming those jurisdictions and duties provided in Article VI.

### **SECTION 5B – SALARY**

The Vice Presidency of the Association is not a full-time position. The monthly stipend of the Vice President shall be set by the NEC.

## **NATIONAL SECRETARY**

### **SECTION 1C - ELIGIBILITY AND ELECTION**

- A. Any Active member in good standing of the Association who has served at least one term as a Local Officer or Representative, shall be eligible to hold the office of National Secretary
- B. The member elected to this position shall not serve as a member or officer of his MEC during the term of the office of Vice President-National Secretary.

### **SECTION 2C - TERM OF OFFICE**

- A. The regular term of office for National Secretary shall be four (4) years and shall commence the first day of January following his election.
- B. The term of office of the National Secretary, if elected as a result of a vacancy in office, shall be for the balance of the unexpired term and shall commence immediately upon election.

### **SECTION 3C - VACANCY IN OFFICE**

When a vacancy in the office National Secretary occurs, such vacancy shall be filled by the National Treasurer as provided in Article VI.

### **SECTION 4C - JURISDICTION AND DUTIES**

- A. The National Secretary shall:
  - (1) Function under the jurisdiction of the President in carrying out the policies of the National Executive Council.
  - (2) Act as custodian of the Association's documents, contracts, leases, deeds to Association property and general records other than those required to be kept by the National Treasurer.
  - (3) Maintain current membership records, and shall, upon request, provide accurate records for the purpose of roll call voting at meetings of the Master Executive Council.
  - (4) Be an ex officio member of the Election and Ballot Certification Board and shall conduct Association voting and election procedures and shall announce results.
  - (5) Be responsible for keeping minutes of the meetings of the National Executive Council.
  - (6) Attend to Association correspondence including inquiries from members and the public concerning matters of general policy.
  - (7) File Association reports prescribed by Federal, State and other governmental authorities.
  - (8) Make arrangements for and give notice of meetings of the National Executive Council in accordance with this Constitution and By-Laws.
  - (9) Maintain a current panel of candidates for Hearing Board and Appeal Board membership and shall notify the National Executive Council when vacancies occur on the Hearing and Appeal Boards.
  - (10) Record and publish membership of committees of the President, the National Executive Council.
  - (11) Sign Association documents and affix the Association's seal which will be in his custody.
  - (12) Issue membership cards.
  - (13) Exhibit Association records to any Officer or member in good standing within a reasonable period of time upon application at the Home Office.
  - (14) Approve applications for membership.

(15) Perform such other functions assigned to him by the President, National Executive Council.

(16) Perform such other duties mentioned elsewhere in the Constitution and By-Laws.

B. In the event the office of Vice President becomes vacant for any reason, the National Secretary shall become acting Vice President, assuming those jurisdictions and duties provided in Article VI.

C. When the National Treasurer is unable to execute his duties and perform the functions stipulated in Article VI, the National Secretary shall become acting National Treasurer and perform the duties of both National Secretary and Vice President-National Treasurer.

## **SECTION 5C - SALARY**

The Secretary of the Association is not a full-time position. The monthly stipend of the Secretary shall be set by the NEC.

## **NATIONAL TREASURER**

### **SECTION 1D - ELIGIBILITY AND ELECTION**

A. Any Active member in good standing of the Association who has served at least one term as a Local Officer or Representative, shall be eligible to hold the office of National Treasurer.

B. The member elected to this position shall not serve as a member or officer of his MEC during the term of the office of Vice President-National Treasurer.

### **SECTION 2D - TERM OF OFFICE**

A. The regular term of office for the National Treasurer shall be four (4) years and shall commence the first day of January following his election

B. The term of office of the National Treasurer, if elected as a result of a vacancy in office, shall be for the balance of the unexpired term and shall commence immediately upon election.

### **SECTION 3D - VACANCY IN OFFICE**

When a vacancy in the office of National Treasurer occurs, such vacancy shall be filled by the National Secretary as provided in Article XII.

### **SECTION 4D - JURISDICTION AND DUTIES**

A. The National Treasurer shall:

(1) Function under the jurisdiction of the President in carrying out the policies of the National Executive Council.

(2) Be responsible for the general financial and fiscal administration of the Association.

(3) Be accountable for the custodianship of cash funds, financial assets, and fiscal records of the Association.

(4) Cause a modern accounting system to be maintained.

(5) Cause the reserves of the Association to be maintained at an acceptable level in the form of negotiable interest bearing securities, and stocks and bonds, as allowed by law and, further, be responsible for the selection

and monitoring of the Trustee(s) to manage these reserves, subject to the approval of the National Executive Council.

(6) Cause a combined financial report for January and February and a monthly financial report thereafter to be submitted to the National Executive Council Said report shall be submitted quarterly to the LECs

(7) Provide each Master Chairman with a monthly "report comparing expenses to budget on his airline.

(8) Under the direction of the President, the National Treasurer shall cause a budget and financial reports to be prepared for the National Executive Council for review and approval. Said budget shall encompass all Departments of the Association and allow for the establishment and maintenance of adequate reserves and basic net worth.

(a) A one year budget will be submitted by the National Treasurer so as to be received by the National Executive Council at least fifteen (15) days prior to the meeting called for the purpose of approval of the budget.

(b) Such approved budget shall be the subject of consultation with the National Executive Council in session at its regular September/October meeting.

(c) The budget, which has been approved by the National Executive Council and reviewed by the is to be mailed first class mail to the LECs at least twenty (20) days prior to MEC meeting.

(9) Review plans for maintenance of adequate funds to meet outstanding and planned commitments and may recommend studies of general economic, business, and financial developments insofar as they affect operations or policies and the annual budget.

(10) Cause a certified financial audit of the books and accounts each year to be prepared by a firm of Certified Public Accountants and cause such audit report and recommendations of the auditors, if any, to be presented to the National Executive Council. He may authorize a special audit at any time.

(11) The National Treasurer may hire (and/or discharge) a properly qualified Internal Auditor. The Internal Auditor shall report to the National Treasurer.

(12) The National Treasurer shall be responsible to develop with a Certified Public Accountant a format in accordance with standard accounting procedures to be used to provide adequate disclosure of ALTA assets and liabilities to the membership.

(13) Exhibit the books and accounts to any Officer or Active member in good standing of the Association upon application at the Home Office during business hours.

(14) Maintain adequate and suitable insurance on Association property.

(15) Perform such other functions as are assigned to him by the President, and the National Executive Council.

(16) Perform such other duties required elsewhere in the Constitution and By-Laws.

## **SECTION 5D – BOND**

The National Treasurer shall be bonded in such amount as the National Executive Council may determine

## **SECTION 6D – SALARY**

The Treasurer of the Association is not a full-time position. The monthly stipend of the Treasurer shall be set by the NEC.

## **PROFESSIONAL STANDARDS CHAIRMAN**

### **SECTION 1E – ELIGIBILITY**

Any member of the Association who has served at least one term as a Local Officer or Representative, shall be eligible to hold the office of Professional Standards Chairman. In addition, any person of lawful age with appropriate qualifications and experience will be eligible for appointment to this office.

### **SECTION 2E - TERM OF OFFICE**

A. The regular term of office for the Professional Standards Chairman shall be four (4) years and shall commence the first day of January following his election

B. The term of office of the Professional Standards Chairman, if elected as a result of a vacancy in office, shall be for the balance of the unexpired term and shall commence immediately upon election.

### **SECTION 3E - VACANCY IN OFFICE**

When a vacancy in the office of the Professional Standards Chairman occurs, such vacancy shall be filled by a vote of the LEC Standards Chairmen.

### **SECTION 4E - JURISDICTION AND DUTIES**

The Professional Standards Chairman shall be responsible for overseeing and managing ALTA Maintenance and Flight Safety Programs and the liaison between the FAA and the Association. The Professional Standards Chairman shall also oversee the Professional Standards Program established by the Association.

### **SECTION 5E – SALARY**

The Professional Standards Director of the Association is not a full-time position. The monthly stipend of the Professional Standards Director shall be set by the NEC.

## **EXECUTIVE ADMINISTRATOR**

### **SECTION 1F – ELIGIBILITY**

Any member of the Association shall be eligible to hold the office of Executive Administrator. In addition, any person of lawful age with appropriate qualifications and experience will be eligible for appointment to this office.

## **SECTION 2F - APPOINTMENT, JURISDICTION AND DUTIES**

The President, with the advice and approval of the National Executive Council, shall appoint an Executive Administrator who shall assist the President in the performance of the President's duties generally, including assistance in the administration of the various departments of the Association, the maintenance of active liaison between the Home Office and all departments, councils, members and in all functions of the Association, and to perform such other duties as the President and the National Executive Council may assign.

## **SECTION 3F – REMOVAL**

The Executive Administrator may be removed from office by the President at any time, subject to a review and hearing of such action by the National Executive Council if requested within fifteen (15) days.

When such removal is reviewed by the National Executive Council, the reasons for its actions and final determination shall be reported to the next meeting of the Executive Board or Board of Directors.

## **SECTION 4F – SALARY**

The amount and nature of the compensation and the basis of employment of the Executive Administrator shall be fixed by the President, subject to the approval of the National Executive Council.



## **Article VII – National Convention**

### **SECTION 1 – REGULAR MEETINGS**

On the first Monday during the month of April of every fourth year, commencing from the first regular convention, a National Convention shall be held in a location and city selected by the Master Executive Council. Notice of such convention shall be given to each Local by the National Secretary not later than the first day of September of the year preceding the convention.

### **SECTION 2 – SPECIAL MEETINGS**

A) In case of an emergency, the National Executive Council may, on its own initiative, or having an endorsement of at least fifteen percent (50%) of all Locals, submit a call for a Special Convention. It shall convene at such a date as most practical to meet the emergency.

B) No more than one National Convention shall be held in any calendar year without approval of at least fifty percent (50%) of all Locals in good standing.

### **SECTION 3 – POWERS AND DUTIES OF THE NATIONAL CONVENTION**

The purpose of the National Convention shall be to:

A) Submit for approval of the Local delegates all changes, revisions, and amendments to the Constitution of the Association.

B) Nominate candidates for National Office.

### **SECTION 4 – REPRESENTATION AT CONVENTION**

Each Local in good standing and free of delinquency of any nature to the National within ninety days prior to the opening date of such convention shall be entitled to be represented by one delegate. Locals having more than 250 Active and Active Associate members shall be apportioned as follows:

251 to 500 members.....one additional delegate  
501 to 800 members.....two additional delegates  
801 to 1200 members.....three additional delegates  
1201 to 1700 members.....four additional delegates  
1701 to 2300 members.....five additional delegates  
2301 to 3000 members.....six additional delegates  
3001 to 3800 members.....seven additional delegates  
3801 to 4700 members.....eight additional delegates  
4701 to 5700 members.....nine additional delegates  
5701 to 6800 members.....ten additional delegates  
6801 to 8000 members.....eleven additional delegates  
8001 to 9300 members.....twelve additional delegates  
9301 to 10700 members.....thirteen additional delegates

Each Local of more than 250 members represented at the convention by a delegate shall be entitled to one vote for each delegate. The number of delegates and votes to which each Local is entitled shall be computed upon the total membership of said Local as of the first day of January of the convention year.

Any Local, at the recommendation of the LEC, may set aside any number of seats it sees fit to accommodate the needs of its members to be represented at the National Convention. Appropriate consideration shall include smaller airlines or departments. Any such plan would be subject to the prior approval of the NEC, which would consult with Legal and the Department of Labor.

## **SECTION 5 – QUALIFICATIONS FOR DELEGATES**

Delegates to the National Convention shall have been in good standing in the Local from which elected for one year prior to their election (this qualification does not apply to Locals chartered less than one year) and free from delinquencies of any nature, and have been an Active Member of the Association for one year prior to the opening date of the convention. A National officer or member of the National Executive Council shall not be entitled to serve as a delegate to a convention.

## **SECTION 6 – SELECTION OF DELEGATES**

A) Upon notification from the National Secretary of such convention, the Locals shall call for an election of delegates, and immediately thereafter, the Local Secretary shall forward the names, addresses, and card numbers of all delegates and alternate delegates to the National Secretary.

B) Such elections shall take place within sixty days of notification.

C) Locals organized 120 days prior to the opening date of the convention may elect delegates and alternate delegates. Locals that receive their charter after said 120 days shall be entitled to representation by one delegate as outlined in Section 4 of this article. Representation by additional delegates based on membership shall not apply. If due to time constraints the newly chartered Local is not able to elect a delegate in the prescribed manner, the Local may petition the National Director to assign a delegate to represent the Local. The National Executive Council will choose from members of the new Local.

## **SECTION 7 – PRE-CONVENTION MAILINGS**

The National Secretary shall prepare and forward a complete list of all elected delegates and alternate delegates along with their Local numbers to all Locals thirty days prior to the opening of the convention. He shall also mail to each delegate a copy of the officer's report so that it will be in the hands of the delegates at least ten days prior to the opening of the convention.

## **SECTION 8 – EXPENSES**

The transportation of one delegate from each Local that has been in good standing with the National for one year prior to the opening date of the convention, who is accepted and seated as a delegate (except in Locals less than one year old for which the time will be waived), shall be paid by the National upon presentation of the bill by the Local in an amount equal to the cost of the round trip fare.

## **SECTION 9 – RULES COMMITTEE**

- A) There shall be a Rules Committee consisting of up to five members of whom no more than one member can be selected from any one airline or the Active Associate membership.
- B) The Rules Committee may be selected by the outgoing delegates at the National Convention. If the Rules Committee has not been selected or a vacancy occurs, the National Executive Council shall fill the vacancy or vacancies by written appointment not later than one-hundred twenty days prior to the opening date of the next convention.
- C) The purpose of the Rules Committee shall be to consider proposed changes to this Constitution.
- D) The Rules Committee shall be called in by the National Director not later than seven days before the convention convenes to consider proposals that may come properly before the convention.
- E) The Committee shall rule on all Constitutional proposals and shall reject any that are not in conformance with the Constitutional guidelines.
- F) The Rules Committee shall report its findings as soon as possible to the National Secretary.
- G) For faithful performance of their duties, each Rules Committee member shall receive a per diem in accordance with the applicable city chart as published by the IRS for that year, plus single occupancy lodging, actual transportation costs, and actual lost time from his employment. The expense of the Rules Committee shall be borne by the National.

## **SECTION 10 – OTHER COMMITTEES**

Committees necessary for conducting business of the convention not provided for may be appointed by the National Executive Council with the approval of the convention.

## **SECTION 11 – MINUTES**

The National Secretary shall keep minutes of the convention and shall publish in the national newsletter all adopted amendments to the Constitution, along with the minutes found to be of importance to the membership at large. A complete text of the convention, and/or electronic version of this document when available, shall be mailed to each Local within sixty days after the close of said convention.

## **SECTION 12 – PRESIDING OFFICER AND PARLIMENTARIAN**

A parliamentarian (CPP) selected by the National Executive Council shall preside at all National Conventions. A parliamentarian (CPP) will also be chosen to assist the Chair. Their expenses shall be covered by National.

## **ARTICLE VIII – CONSTITUTIONAL AMENDMENTS**

### **SECTION 1 – MEMBERS RIGHTS**

No amendment to this Constitution or to any Local Bylaws shall be proposed or adopted that would affect any members in good standing by infringing upon their rights and powers or taking away their right to:

- 1) Propose and submit changes to this Constitution or any Local Bylaws
- 2) Approve and ratify all contracts and letters of agreement
- 3) Approve all ALTA strikes
- 4) Select and elect or Recall all officers or Representatives both National and Local
- 5) Select and elect all convention delegates

### **SECTION 2 – AMENDMENT PROCESS**

A) All proposed changes, revisions, and amendments to this Constitution, if adopted by a two-thirds vote of the delegates at a National Convention or a Special Convention called for that purpose, shall then be submitted to the membership through a referendum for their approval, which will require a majority of votes cast.

B) No changes, revisions or amendments to this Constitution shall be made at any time other than the National Convention of the Association, or a Special Convention so called for that purpose.

### **SECTION 3 – AMENDMENT ACCEPTANCE PROCESS**

All Locals shall have proposed amendments to the Constitution in the hands of the Rules Committee one-hundred twenty (120) days prior to the opening date of the convention. All proposals received after such date shall not be accepted and will be returned to the Local. No proposed amendments to the Constitution shall be accepted on the convention floor.

### **SECTION 4 – RULES COMMITTEE AMENDMENTS**

In the course of their duties preparing for the National Convention, Rules Committee members may submit proposals after the general deadline for such proposals. All proposals submitted after the deadline must be accepted by a two-thirds (2/3) majority vote of the Committee.

### **SECTION 5 – ADDITIONAL AMENDMENTS**

### **SECTION 6 – RULES COMMITTEE RECOMMENDATIONS**

All proposals shall bear the Rules Committee's recommendations and shall be so stated on the Convention floor, along with reasons for such recommendations, including changes to the Constitution made necessary by a proposal being submitted to the convention. All proposals received and processed shall be published and distributed to all delegates. Proposals that are unconstitutional shall not be accepted for processing and will be returned to the Local stating reasons for non-acceptance.

## **SECTION 7 – AMENDMENT RATIFICATION**

- A) Within sixty days of the closing of the National Convention, the Rules Committee shall forward to the National Secretary all proposals, as amended and endorsed by the convention delegates.
- B) Within 120 days of the closing of the National Convention, the National Secretary will mail to each member in good standing a ballot identifying each Constitutional amendment that was endorsed by the delegates. Each Local will make available to its membership copies of the text of the endorsed proposals for review while completing their ballots.
- C) Members will mark their ballots to indicate which of the endorsed proposals they wish to have adopted into the Constitution.
- D) Only those amendments where the member indicates a preference to either adopt or reject will be counted; no inference will be made where a preference is not indicated.
- E) Ballots must be returned to the Nationally or Locally controlled U.S. Post Office box used for such purposes in sufficient time to be received by the posted deadline, as determined by the National Executive Council. Such deadline will be within sixty days of the mailing of the ballots.
- F) A simple majority of votes cast shall be required to ratify each proposal.

## **SECTION 8 – CONSTITUTIONAL REFORMATTING**

Following the ratification of proposed amendments to the National Constitution / Bylaws by the membership, the Rules Committee may, in preparing the ratified language for printing and distribution, reformat/rearrange articles and sections of the draft document in an effort to improve its organization, readability, and functionality. They shall not change or modify any verbiage as ratified by the membership; however, they may correct grammatical and spelling errors. The reformatting process is subject to final approval by the National Executive Council.

## **ARTICLE IX – FINANCES**

### **SECTION 1 – GENERAL**

All fiscal obligations of a member to the Association are due and payable as provided in this Article IX and, subject to the provisions hereof. All membership financial obligations are due within two (2) months of the billing and/or information request date.

### **SECTION 2 - INITIATION FEE**

A. Each applicant accepted by the Association for Active membership shall be required to pay an initiation fee, except that an initiation fee shall not be required by any applicant whose membership or representation is transferred from an affiliate Association or any other recognized union representing mechanics and related, or is a reactivated member as in Article II, Section 3.

B. When application for membership is submitted within ninety (90) days after the applicant's date of eligibility for Active membership, the initiation fee, based upon the applicant's status at the time of eligibility for membership, shall be:

Normal Application for membership - \$ 100.00

C. When application for membership is submitted later than ninety (90) days after the applicant's date of eligibility for Active membership, the initiation fee shall be: \$200.00

### **SECTION 3 - ANNUAL DUES**

A. All airline income of a member is subject to dues so long as he remains on his Company seniority list, except as provided in Section 4 of this Article. The Association's dues year shall be the calendar year. Annual dues are due and payable in advance by January 1 of each year subject to the payment method provisions set forth in Paragraph D( 1) of this Section. A per capita tax on all active members shall be due before the 15th of each month. The National shall receive 25% of dues collected from active members.

B. (1) DUES RATE (ACTIVE MEMBERS). The dues rate for Active members shall be 2 times member's airline hourly rate.

(2) DUES RATE (ACTIVE ASSOCIATE MEMBERS). The dues rate for ACTIVE ASSOCIATE MEMBERS shall be \$100.00 per year.

D. (1) DUES PAYMENT METHODS. Three (3) methods of payment are available to each Active Member, Inactive member. He may pay his dues:

(a) Monthly by dues check-off through his airline when available through his employment agreement.

(b) Monthly to the Association through the Local.

(c) Annually to the Association through the Local January 1<sup>st</sup> of each year.

### **SECTION 4 - INCOME EXEMPT FROM DUES**

The following income shall be exempt from dues, subject to verification and approval by the member's Local National Executive Council:

A. Any Sick leave in excess of 30 days, Leave of Absence – Personal, Military, or Educational.

## **SECTION 5 - ANNUAL DUES ADJUSTMENT**

Any resultant overpayment will be credited to the member. The National Treasurer will bill the member for dues owed to the Association at the rate of 2 times airline hourly wage for Active Members.

## **SECTION 7 – ASSESSMENTS**

Any increase in membership Dues through an assessment either locally or nationally must first be voted on by the affected membership through a secret ballot of the majority of the membership voting. Such money shall be used only for the purposes stated on the ballot with the purpose and duration of the assessment.

## **SECTION 8 - MONETARY FINES**

All fines levied against and collected from a member shall be remitted to the Association. The National Treasurer shall be copied on all notices of such fines, decisions thereon, and shall establish procedures for collection and receipt thereof.

## **SECTION 9 - LATE PAYMENT CHARGE**

Any member failing to remit a billed obligation by the published due date established under the provisions of Section 1 of this Article will be billed a late payment charge.

## **SECTION 10 - BAD STANDING AND EXPULSION**

A member who has not paid his dues, dues adjustment, assessments, monetary fines, prior to the published payment deadline date established under the provisions of Section 1 of this Article or who has not made satisfactory arrangement with the Treasurer for payment thereof prior to such date, shall become a member in bad standing.

For the period of such bad standing, he shall be deprived of all rights to participate in any activities of the Association and shall be denied all rights, privileges, and benefits of membership in the Association.

B. Any member who remains in bad standing for a period of two (2) consecutive months shall be expelled, unless, in the discretion of his Local National Executive Council, acting in concert with the National Executive Council, there are extenuating circumstances. If the National Secretary of the Association determines that extenuating circumstances exist he may delay expulsion. In either case, the National Executive Council will review the decision at its next meeting and will be the final authority.

C. Any member who has paid his financial obligations to the Association, or made satisfactory arrangements in accordance with the provisions of this Constitution and By-Laws, shall be a member in good standing and entitled to all the rights, privileges, and benefits of membership.

## **SECTION 11 - MAJOR CONTINGENCY FUND**

A. Effective when, in the judgment of the National Executive Council and the Master Executive Council the Major Contingency Fund may be instituted by approval of two-thirds (2/3) majority vote either by ballot initiated by the National Executive Council or at a regular or special meeting of the MEC.

B. The Major Contingency Fund shall be maintained as Association Funds to be separately accounted for, with earnings and appreciation thereon to be a part of such Fund. The Major Contingency Fund shall not be utilized under any conditions as a source of funding for past or current budgeted operational expenses, unless specifically authorized by the National Executive Council as a result of loss of dues revenue due to a work stoppage. Such Fund may be utilized only for the following purposes:

(1) To treat issues of urgent concern that significantly and adversely affect the Mechanics Class and Craft profession and which cannot be funded by normal Association budgeting practices and policies, including defense of the integrity of the Association.

C. Expenditures from the Major Contingency Fund may be made only in accordance with the following procedures:

(1) Following the Master Executive Council approval and prior to payment out of the Major Contingency Fund the National Executive Council must approve by a two-thirds (2/3) vote the financial operating plan contemplated for such use.

D. The National Treasurer is directed to report the status of the Major Contingency Fund to the MEC and the LECs using the following guidelines:

- (a) Monthly to the NEC
- (b) Quarterly to the MEC.
- (c) Quarterly to the LECs.

E. The MCF Report will include at least the following information:

- (a) Total income in the fund.
- (b) Projects authorized money from the fund and the amount authorized.
- (c) Amount expended per project to date.
- (d) Balance of uncommitted money in the fund.

## **SECTION 12 - FISCAL RESPONSIBILITY**

A. Sound fiscal practices and budgeting are declared to be integral to the strength and effectiveness of the LECs, MEC and the Association. Further expenditures shall not be authorized from National budgeting accounts which have exhausted their annual budgeted funds without approval of the National Executive Council.



# **ARTICLE X- RECALL OF OFFICERS AND REPRESENTATIVES**

## **SECTION 1 - RECALL OF OFFICERS AND REPRESENTATIVES**

A. Any Officer or Representative of the Association, with cause, may be recalled or removed from office by action of the membership.

B. Recall of any Local or National Officer or Representative of the Association may be accomplished in the following manner:

(1) If twenty-five percent (25%) of the Active members in good standing petition the Local or National Secretary requesting a recall of any of said Officer or Representative, it shall be the duty of the Local or National Secretary to circulate such a recall ballot to all Active members.

If the National Secretary is the officer whose recall is being requested, it shall be the duty of the President to circulate such a recall ballot. Such ballots shall be returnable to the Election and Ballot Certification Board, and a reasonable deadline date shall be specified thereon.

A Recall shall require a 2/3 majority vote of the members in good standing voting in such recall election. The Election and Ballot Certification Board shall certify the results of such recall election to the officers, and the membership. When such recall is accomplished, such recalled officer shall immediately be divested of all authority, prestige, and rights commensurate with his office.

## **SECTION 2 - RECALL PROCEDURES**

### **A –Officer or Representative Misconduct**

The following actions or omissions shall constitute misconduct by any officer of a Local, which shall warrant a reprimand, removal from office or disqualification from holding office for a period of not more than three years, suspension from office, or any combination of penalties as the evidence may warrant:

- Incompetence                      • Negligence                      • Insubordination in performance of duty
- Refusal or failure to perform duties validly assigned

### **B –Officer or Representative Recall**

All Recalls will follow the membership rights provisions as outlined in Title I of the LMRDA.

### **C – Recall Procedure**

Recall of officials may be accomplished as follows:

1) Twenty-five percent (25%) of the active members in good standing may petition the Local President or National President in the case of a National Officer Recall (Vice President if the President is the subject of the recall) requesting a recall. The petition must include the printed name and signature of each of the petitioners and the date of each signing. All signatures must be dated within forty-five days of the petition's submission. Each page of the petition shall include a list of any and all reasons for the recall.

2) The President/Vice President shall ascertain that the petition falls within all requirements of this Constitution.

3) Upon receipt of a valid petition, the official shall be notified and have fifteen days to submit a written statement, not in excess of two pages per charge, stating the reasons why he should not be recalled, with such statement to be included with the ballot.

4) The submitter of the petition shall also be allowed to include a statement, not to exceed two pages per charge.

5) The recall voting process, including the tallying of the ballots, shall be completed within forty-five days of the receipt of the petition. The voting procedure is to be determined in accordance with Local bylaws, provided that the vote must be conducted by secret ballot and in a manner consistent with the requirements of the LMRDA.

#### **D. Recall Defeated**

If the members vote against recall, the Local official shall continue his duties. During the remainder of his term in office, any recall must be initiated by petition bearing the signatures of no fewer than fifty percent (50%) of the affected members in good standing.

#### **E. Local Recall Approved**

If the members vote in favor of recall, said recall shall take effect immediately and said decision shall be final and binding.

## **ARTICLE XI - HEARING AND APPEAL PROCEDURES**

### **SECTION 1 - HEARING OF MEMBERSHIP CASES**

A. Any member (including Inactive member) may be disciplined, fined, or expelled for any of the following acts:

- (1) Willful violation of this Constitution and By-Laws.
- (2) Making a false statement or withholding material information when applying for membership.
- (3) Disobeying or failing to comply with a decision of the National Executive Council, or Master Executive Council, or his Local Council.
- (4) Misappropriating money or property of the Association.
- (5) Performing work for or assisting an airline during a period when the members of this Association are on strike against such airline.
- (6) Entering into an employment agreement, or any contract which might injure the Association.
- (7) Improperly disclosing confidential matter of the Association.
- (8) Refusing or willfully neglecting to pay dues, assessments, fines, or financial obligations to the Association.
- (9) Acting in any manner to circumvent, defeat, or interfere with collective bargaining between the Association and an employer or with existing collective bargaining agreements.
- (10) Doing any act contrary to the best interests of the Association or its members.

### **SECTION 2 - GRIEVANCE PROCEDURE**

A. Any member or group of members on an airline having a dispute with the Association concerning interpretation of the Constitution and By-Laws or interpretation of policies adopted by the National Executive Council, has the same right of hearing before the Hearing Board and the same privileges as to appeal before the Appeal Board as is accorded under this Article.

### **SECTION 3 - HEARING PROCEDURE**

A. Such charges shall be preferred in writing and shall be sufficiently specific as to the identity of the charged party and the alleged acts which constitute the basis of the charges and the provisions of the Constitution and By-Laws allegedly violated. The accused member shall be supplied with a copy known address. If the addressee refuses the letter, this nevertheless shall be deemed sufficient notice of the proceedings. It shall be the duty of the members of the Local Council to provide the correct address. The National Secretary on the same date shall be mailed a copy of the registered or certified letter bearing the charges.

B. Such charges to be heard must be filed within ninety (90) days after the accuser becomes aware of the alleged offense, but in no case more than one (1) year after the alleged offense.

C. Such charges shall be heard by the accused member's Local Executive Council and a decision published not less than fifteen (15) days nor more than sixty (60) days after receipt by the accused of the charges against him, provided, that by mutual consent, such hearing may be held sooner than fifteen (15) days but not later than sixty (60) days from the date of receipt of charges.

If application to the Hearing Board is made by either party to hear the case in the initial instance, the Local Executive Council shall not conduct a hearing pending announcement by the Hearing Board of its decision as set forth in subparagraph E hereof.

If the Hearing Board accepts jurisdiction in the first instance, the hearing shall be held not later than sixty (60) days following receipt by the Hearing Board of the request that the Hearing Board hear the charges in the initial instance after receipt by the accused of the charges against him and a decision published as soon as possible thereafter, but no later than fifteen (15) days from the date of the hearing.

D. Both the accused member and the accuser shall have the right, both at the original hearing and at any appeal taken therefrom, to designate and be represented by an Active member of the Association in good standing. Whether or not the accused member appears at the hearing or any adjourned date thereof, evidence either for or against such member may be received. If the accused or the party preferring charges fails to appear at such hearing, or fails to request a hearing as provided in Section 4A of this Article, he shall be deemed to have waived his rights to an appeal from the decision of the hearing body, provided that if he shows good cause for not appearing at the hearing, his rights to appeal shall not be denied as provided hereinafter.

E. Either the party charged or making the charges may apply to the Hearing Board to hear such case in the first instance. If in the opinion of the Hearing Board good cause is shown for such request, said Board may then hear the case initially. If the accuser makes such application, it shall be directed to the Hearing Board at the time the charges are filed. If the accused makes such application, such request that the Hearing Board hears the charges in the initial instance must be made no later than fifteen (15) days from date of receipt of the charges. Announcement of the Hearing Board's decision on whether or not it will hear the charges must be made within fifteen (15) days of the receipt of the request from the accuser or accused and published to the parties concerned, i.e., the accused, accuser, and the Local Executive Council concerned, by Registered Mail, Return Receipt Requested, or Certified Mail.

F. Should the accused member be a Local Executive Council member or an officer of the Association, or should the accused member not have any Active affiliation with any Local Council, then such charges shall be tried by the Hearing Board in the first instance. When accused members from more than one (1) Local Council are jointly charged, such charges shall be heard by the Hearing Board in the first instance.

G. The Local Executive Council the Hearing Board subject to the time limitations in Paragraph C of this Section, shall designate the time and place and any adjournments for the hearing of such charges and shall keep a copy or resume of the evidence presented. Notice of hearing shall be sent Registered Mail, Return Receipt Requested, or Certified Mail.

H. When it is mutually agreed that a stenographic report is to be taken of the hearing, in whole or in part, the cost will be equally borne by both parties. In the event, it is not mutually agreed that a stenographic report of the hearing be taken, any written record available which was taken during such hearing by either of the parties shall be furnished to the other party of the dispute on request, provided that the cost of such record so requested, shall then be borne by both parties to the dispute.

I. Upon the conclusion of a hearing conducted before a Local Executive Council of the Hearing Board, such body shall render its decision, subject to the time limitations in Paragraph C of this Section, sustaining or dismissing the charges in whole or part, and shall affix penalties or direct disciplinary action as it deems proper. Such decision shall be in writing, sent Registered Mail, Return Receipt Requested or Certified Mail, with a copy furnished to the accused member, the person or body making the charges, and the National Secretary for the permanent records at the Home Office.

#### **SECTION 4 - APPEAL PROCEDURE**

A. The accused member or the party making the charge, being aggrieved by the decision, may appeal therefrom to the Appeal Board. This appeal shall be by written request within fifteen (15) days from the date of receipt of the written decision from which such appeal is taken.

B. When the Appeal Board receives an appeal request, they shall obtain a copy or resume of the evidence and the decision rendered from the previous hearing body.

C. The Appeal Board may hear appeals solely upon the evidence and decision submitted to it. Upon application of any party, or upon its own motion, the Appeal Board may take additional evidence as it deems proper. The Appeal Board shall designate a time and place and any adjournments for the hearing of charges, with notice of the hearing sent Registered Mail, Return Receipt Requested or by Certified Mail. The Appeal Board shall issue its decision no later than sixty (60) days following the Appeal Board's receipt of an appeal from a hearing decision in the initial instance.

D. The decision of the Appeal Board shall be final and binding. It shall be in writing, sent Registered Mail, Return Receipt Requested or Certified Mail, and shall be furnished to the accused member and to the person or body making the charge, and a copy also furnished to the National Secretary for the permanent records at the Home Office.

#### **SECTION 5 - STATUS OF AN ACCUSED MEMBER**

The status of an accused member in good standing may not be changed until all actions, hearings and appeals set forth in Sections 3 and 4 of this Article have been completed and final adjudication provided, or the time limit for any appeal has expired. A member in such cases shall be afforded full protection and services of the Association, provided that his financial obligations to the Association remain current.

#### **SECTION 6 - HEARING BOARD**

A. A Hearing Board shall be established to hear cases in the initial instance under the procedure provided in Section 3 of this Article.

B. The Hearing Board shall be composed of three (3) regular and six (6) alternate members who shall be Active members in good standing appointed by the National Executive Council from a list of candidates furnished by each Master National Executive Council.

C. On or about January 1 each year, the National Secretary shall forward a list of those members serving on the Hearing Board and Appeal Board, as well as a roster of current nominees for Hearing Board and/or Appeal Board service, to all Master Chairmen for the purpose of obtaining revalidation, re-designation or replacement of its member(s) on the Hearing Board and/or Appeal Board and Nominee Roster. The names of candidates furnished to the National Secretary shall be members on an MEC's airline who are willing to serve on such Hearing Board or on the Appeal Board provided by Section 7 of this Article. The number of names submitted shall equal the number of Councils on the airline. It is not necessary each Council be represented. Absent any response, current members and nominees will be considered as revalidated.

D. Appointments to the Hearing Board shall be made at the first regular National Executive Council meeting following the deadline for submission of candidates as specified in paragraph C of this Section.

E. The term of office for the members and alternates shall be for three (3) years, until reappointed, or until their successors have been selected in accordance with Paragraph G of this Section. Hearing Board members whose terms have expired will nevertheless continue as members of the Board for the purpose of concluding matters pending before such Board at the time of expiration of their terms.

F. The members of the Hearing Board shall elect one (1) of their number as Chairman.

G. Vacancies on the Hearing Board shall be filled by the National Executive Council from candidates on the panel or from among the alternates. Vacancies among the alternates shall be filled by appointment from the candidates on the panel.

## **SECTION 7 - APPEAL BOARD**

A. An Appeal Board shall be established to hear cases appealed to it under the procedure provided in Section 4 of this Article.

B. The Appeal Board shall be composed of five (5) regular and five (5) alternate members who shall be Active members in good standing appointed by the National Executive Council from the list of candidates furnished by each Local Executive Council pursuant to Section 6C of this Article.

C. Appointments shall be made at the first regular National Executive Council meeting following the deadline for submission of candidates as specified in Section 6C of this Article.

D. The term of office for the members and alternates shall be for two and one half (2 1/2) years, until reappointed, or until their successors have been selected in accordance with Paragraph G of this Section. Appeal Board members whose terms have expired will nevertheless continue as members of the Board for the purpose of concluding matters pending before such Board at the time of expiration of their terms.

E. The members of the Appeal Board shall elect one (1) of their number as Chairman.

F. No less than ten (10) days prior to each hearing before the Appeal Board, either the accused or the party preferring the charges shall have the right of challenging a member of the Appeal Board. When such challenge is exercised, one of the alternates selected by the challenger shall become a regular member of the Board for hearing the subject case. If both parties in a case indicate a desire to challenge a regular member of the Board, the accused shall be given the first right of challenge.

G. Vacancies on the Appeal Board shall be filled by the National Executive Council from the candidates on the panel or from among the alternates. Vacancies among the alternates shall be filled by appointment from the candidates on the panel.

## **ARTICLE XII - AGREEMENTS APPROVAL AND VALIDATION**

### **SECTION 1 - COLLECTIVE BARGAINING**

Conference or negotiations shall not be initiated, carried on, or concluded in the name of ALTA by any member, group, or groups of members thereof to make or establish employment agreements relating to rates of pay, rules, or other conditions of employment, or any other agreements, contracts, or documents of a similar or related character, or any other form of agreements, contracts, or documents without the prior approval of the President. Any and all agreements, contracts, or documents of any and every character whatsoever shall not become effective, binding or operative unless and until they bear the signature of the President.

### **SECTION 2 – RATIFICATION**

A. Any contract, letter of agreement or letter of understanding that, in the opinion of the MEC, substantially affects the pay, working conditions, retirement, or career security of Association members will be subject to membership ratification under the following terms and conditions:

(1) The MEC will, conduct a secret ballot vote of the membership of their airline to ratify or reject the contract, letter of agreement or letter of understanding. Once membership ratification is established it will remain in effect until changed by another ballot of the membership through MEC action.

## ARTICLE XIII – PROFESSIONAL STANDARDS

### SECTION 1 – PURPOSE OF COMMITTEE

The purpose of the ALTA Professional Standards Committee is to promote and maintain the highest degree of professional conduct and standards among Association members, officers, and representatives. The PSC will protect and enhance the standing of our craft.

#### **A. The Professional Standards Committee will:**

1. Address problems of a professional or ethical nature involving Association Officers, Representatives, and Mechanics.
2. Resolve cases of misconduct by any Association member that effect the safety of any Association member or our craft.
3. Resolve conflicts between Locals within the Association, with a member of another employee group, or with another Association member that might affect the safety and standards of our Association and craft.
4. Resolve conflicts arising out of conduct perceived as reflecting unfavorably upon our profession.
5. Promote the highest standards of professional conduct through regular communication within the Association. Examples of situations that would be handled by the Professional Standards Committee include:
  - a. Personality conflict
  - b. Non-adherence to standard operating procedures
  - c. The use of profanity / vulgar language in public speaking and written communications
  - d. Verbal / written attacks on the character / good reputation of other members.

Examples of situations that are NOT handled by the Professional Standards Committee include:

- a. Grievance matters
- b. Substance abuse problems
- c. Medical related issues
- d. Legal issues

**B. Standards** The standards for professional conduct for all Association members can be found in the ALTA Constitution, Article II Section 4.

**C. Policy** It shall be the policy of ALTA, that all Association members can bring their concerns about the Professional conduct of a fellow member Officer, Representative, or any other employee to the Professional Standards Committee. This can be done by reporting to the LEC or the Local Professional Standards Committee.

The Professional Standards Committee will investigate cases brought by any member or other credible source. If the facts in the case warrant professional standards action, the Professional Standards Committee will follow these guidelines. If the facts in the case indicate that other resources or remedies are needed beyond the Professional Standards Committee, the case will be refereed back to the Local and the individual(s).



The Professional Standards Committee will approach each case and individual in a non-judgmental, non-accusatory, and non-confrontational manner. Association members will be treated with respect and as professionals. The emphasis will be on correcting possible differences, resolving interpersonal disputes, and enhancing professional skills. By virtue of this conflict resolution, it is hoped that a mutually agreeable outcome will develop. The Professional Standards Committee may recommend the use of the carriers Employee Assistance Program (EAP) if needed. They may also recommend carrier specific training.

**D. Confidentiality** - is integral to the Professional Standards process. For the Professional Standards Committee to function properly it must be able to maintain strict confidentiality. When the Professional Standards Committee is contacted for assistance, the procedure calls for it to “go confidential” assuring the individual that anything said will be held in the strictest of confidence. We should keep in mind that the individual(s) should adhere to this confidentiality as well. Once the Committee and the individual(s) filling the complaint agree to this process, then the need to know rule must apply. This means the case must not be discussed with anyone unless they have a need to know of the situation.

The Professional Standards Committee will keep the names of the individual(s) reporting possible cases to the Professional Standards Committee confidential if the reporter requests anonymity. However, it must be recognized that the circumstances of some cases may make anonymity difficult. The Professional Standards Committee may provide the submitter with acknowledgment that the case is being handled according to NEC policy. However, no other details or actions should normally be revealed except in cases where it is necessary to bring the reporter and the other party together for resolution.

Considering the circumstances of the case, confidentiality for the Association member referred to the Professional Standards Committee will also be honored to the maximum extent possible. Only those Committee members needed to resolve the case will be privy to the names and details. “Need to know” will be the test when deciding who to consult. Maintaining strict confidentiality promotes acceptance of and participation in the Professional Standards process by all Association members.

**E. Written Records** Professional Standards is NOT allowed to generate or maintain written records of any Committee activity. Professional Standards Committee members are encouraged to use the **Case Receipt Checklist**. This form must then be destroyed as soon as the case is cleared, **but never more than 90 days from its initial utilization**. If Professional Standards has interaction with other entities, such as another union on the property that desires to maintain any type of written contact with involved parties (e.g. writing letters to the involved individual(s)) Professional Standards must not participate in that activity.

**Other than the Case Receipt Checklist, NO documentation concerning any Professional Standards activity may be generated by any entity. As written documents can be subject to subpoena, there can be no deviation from this policy.**

**F. Summary** The role of Professional Standards Committee members can be summed up as follows:

- a. Gather facts accurately and confidentially
- b. Remain neutral and non-judgmental, always remember that there are two sides to every story
- c. Facilitate problem recognition and acceptance of individual responsibility
- d. Establish good communications and coordination between the parties
- e. Seek a mutually acceptable resolution.

## **ARTICLE XIV - SALARY OF OFFICERS**

### **SECTION 1 - SALARY OF OFFICERS**

There shall be no salary paid to any officer, provided that the National Executive Council may authorize the compensation of any officer or any member who may be assigned by them or by the Home Office to full time duty with the Association.

Normal expenses incurred by officers, representatives, members and employees while on Association business, dependent upon the nature of such business, shall be reimbursed by the Association. "Normal Expenses," for the purposes of this Section, shall include pay for time lost by an Active member in good standing while serving temporarily in a full time capacity in accordance with the Constitution and By-Laws, or in accordance with instructions from the Home Office.

All Officers and Representatives of the Locals, the MEC and the NEC will receive a monthly stipend as set by their respective governing council; Local Executive Council, the Master Executive Council and National Executive Council.

## **ARTICLE XV - TRUSTEESHIPS AND WITHDRAWAL OF REPRESENTATION**

### **SECTION 1 - TRUSTEE ACTION TO PROTECT THE ASSOCIATION**

A. The President of the Association, with the concurrent approval of the National Executive Council, is authorized to take corrective action against an airline Master Executive Council or Local Executive Council, or any officer or representative thereof, if any such Council, officer or other representative, in the judgment of the President of the Association and the National Executive Council, violates or fails to comply with any of the provisions of the Constitution and By-Laws of the Association, or policies, or engages in financial malpractice or corruption, or embezzlement or misappropriation of funds.

B. Such corrective action may include, in the case of a Master Executive Council or Local Executive Council, the suspension or revocation of recognition of such Master Executive Council or Local Executive Council, its dissolution, the suspension or removal of any of its officers or committees or representatives and the designation of a Trustee or Trustees over the affairs and property of the Master Executive Council or Local Executive Council.

C. The Master Executive Council or Local Executive Council or officer or representative thereof involved, before any corrective action is taken, shall be given written notice of the charges, a reasonable time to prepare a defense and shall be afforded a full and fair hearing before the National Executive Council on no less than twenty (20) days written notice.

D. The President of the Association may cause written charges to be served, notice to be given and the National Executive Council to be convened in order to initiate the procedures herein provided.

### **SECTION 2 - APPEAL AND REVIEW**

A. Master Executive Council or Local Executive Council or officer or any representative thereof involved may appeal the decision of the President and National Executive Council to the next ensuing meeting of the Appeals Board of the Association. Upon written request, the President shall authorize pay loss and expenses for Technicians as to whom the corrective action was taken for attendance at said Appeals Board meeting. Notice of any such appeal shall be filed in writing with the Association's Administration within one hundred twenty (120) days after transmittal of the President's and National Executive Council's decision, and an appellant shall have the right to appear before the Board of Appeals as provided herein. During the pendency of any appeal from the decision of the President and National Executive Council, said decision shall remain in full force. The Board of Appeals shall affirm, reverse or modify the decision of the President and the Executive Council.

### **SECTION 3 - DUTIES, RIGHTS AND OBLIGATIONS OF TRUSTEES**

In any case where the President of the Association appoints a Trustee to take charge of and conduct the affairs of a Master Executive Council or Local Executive Council, such Trustee shall have the right, in the name of the Association, upon demand, to all of the funds, properties, books and assets of the suspended Master Executive Council or Local Executive Council whether obtained from the Association's Treasury or from membership assessment or contribution, and shall hold such funds and properties in trust on behalf and for the benefit of the respective membership group involved, and to be expended in the conduct of their affairs. The President may also appoint temporary officers and committees to serve under the supervision of a Trustee. Said Trustee and temporary officers shall be empowered to act in a representative capacity in the same manner and to the same extent as the deposed or suspended officers that they replace. A Trustee appointed under this rule may be removed, with or without cause, by the President at any time.

### **SECTION 4 - TERMINATION OF TRUSTEESHIP**

Such Trusteeship shall be terminated by direction, if any, of the Executive Council or by the President, as soon as in its, or his, judgment the need for the same shall no longer exist, and thereupon the affairs and assets then held in trusteeship shall be returned to the respective local body. If appropriate, the Master Executive Council or the Local Executive Council or any officer or representative thereof shall be reestablished as provided in Article III and/or Article IV of the Constitution and By-Laws of the Association.

### **SECTION 5 – REPRESENTATION**

A. The National Executive Council at any regular or special session may withdraw representation in respect of any Technician group in the event that such Technician group or its representatives shall have acted so as to place itself at basic variance with the Constitution and By-Laws and policy of the Association. The National Executive Council shall treat with the membership status of such entire Technician group pursuant to the provisions of the Constitution and By-Laws.

B. Such action shall be taken by the National Executive Council following a review of all the facts and circumstances, consideration of the views of the affected Technician group, or its representatives, to the extent proffered by them. The National Executive Council may effect such withdrawal of representation and treat the membership status on terms it deems appropriate to the circumstances. The Executive Council may provide for the modification or revision of action taken by it at such times and upon such conditions as it deems appropriate.

## **ARTICLE XVI – CUSTODIANSHIP**

### **SECTION 1 – AUTHORIZATION**

The President of the Association, with the concurrent approval of the National Executive Council, is authorized to take emergency action to provide representation for the Technicians in the service of any airline which interrupts or ceases all or substantially all operations or which is conducting operations after filing of bankruptcy or reorganization proceedings or pending liquidation, or of any airline or Local Council where there is an insufficient number of eligible members willing to serve to fill vacancies in office.

### **SECTION 2 - CUSTODIAN REPRESENTATIVES**

A. Such emergency action may include the appointment by the President of custodian representatives, who shall function as representatives in place of the last Master Executive Council and Local Executive Councils on the airline and their officers. Such custodian representatives may include members who served as members and officers of the last Master Executive Council, provided that such members are willing to serve.

B. The number of such custodian representatives and their respective duties shall be determined by the President and may vary from time to time as circumstances may require. Upon appointment, the custodian representatives designated for such purpose by the President shall have the right, on behalf of the Association, to all the funds, properties, books, assets, records and files of the former Master Executive Council and Local Executive Councils and their officers, whether obtained from the Association's treasury or from membership assessment or contribution, and shall to the extent provided for in respect of a Master Executive Council or Local Executive Council, hold such funds and properties on behalf of and to be used for the benefit of the respective membership group involved. Such emergency action may also include establishing a budget for representation activities on the airline. Any and all custodian representatives appointed under this Section may be removed, with or without cause, by the President at any time.

### **SECTION 3 - HEARING BEFORE NATIONAL EXECUTIVE COUNCIL**

A. The President shall notify the MEC Chairman of proposed emergency action at least forty-eight (48) hours prior to taking emergency action with concurrent approval of the National Executive Council. When such emergency action is taken, the affected Master Executive Council and Local Executive Councils and their officers shall be given written notice of the basis for authorization of custodianship under these provisions and a full and fair hearing respecting the custodianship before the National Executive Council no more than twenty (20) days after the establishment of the custodianship, provided that the hearing may be held more than twenty (20) days but no later than ninety (90) days after establishment of custodianship if the affected Master Executive Councils and Local Executive Councils agree to such later hearing date. Upon written request, the President shall authorize expenses for the member(s) as to whom the action was taken for attendance at this hearing. The National Executive Council shall affirm, modify or reverse the prior decision of the President and the National Executive Council.

B. Where the President determines, in his discretion, that immediate emergency action establishing a custodianship is not required prior to a hearing, the President may cause the National Executive Council to be convened and conduct a full and fair hearing prior to establishing a custodianship, provided that nothing in this Section shall preclude emergency action establishing a custodianship prior to such hearing. The President and National Executive Council, after such hearing, may take all action authorized by Sections 1 and 2 of this Article.

C. Nothing in this Article shall preclude any MEC involved in an actual or pending bankruptcy or reorganization or absence of representation as specified in Section 1 of this Article from requesting custodianship under this Article.

#### **SECTION 4 - APPEAL AND REVIEW**

The affected former Master Executive Council or Local Executive Councils or their officers may appeal the decision of the President and National Executive Council under Sec. 3, above, to the next ensuing meeting of the National Executive Council of the Association. Notice of any such appeal shall be filed in writing with the Association's National Secretary within one hundred twenty (120) days after transmittal of the President's and the National Executive Council's decision, and an appellant shall have the right to a full and fair hearing before the Appeals Board. Upon written request, the President shall authorize expenses for the member or members as to whom the action was taken for attendance at this meeting. During the pendency of any appeal from the decision of the President and National Executive Council said decision shall remain in full force. The Appeals Board shall affirm, reverse or modify the decision of the President and the National Executive Council.

#### **SECTION 5 - ATTENDANCE AT NATIONAL EXECUTIVE COUNCIL MEETINGS**

Custodian representatives may attend National Executive Council meetings as delegates and voting members to the extent they represent Active members in good standing, provided that they shall not vote in regular national officer elections unless they have been elected by secret ballot under the procedures established by Article III. Custodian representatives who do not represent Active members in good standing may attend such meetings with the approval of the President or National Executive Council as observers.

#### **SECTION 6 - TERMINATION OF CUSTODIANSHIP**

Such Custodianship shall be terminated by direction, if any, of the National Executive Council or the President, as soon as in its or his judgment the need for the same shall no longer exist, and thereupon the affairs and assets then held in custodianship shall be returned to the respective body or, if appropriate, entered into the National Account. If appropriate, the Master Executive Council and/or Local Executive Council, any officer or representative thereof, shall be re-established as provided in Article III and/or Article IV of the Constitution and By-Laws of the Association.