



TRANSPORT WORKERS UNION OF AMERICA, AFL-CIO AIR TRANSPORT LOCAL 556

One Brookriver Place

7929 Brookriver Drive, Suite 750 Dallas, TX 75247
Fax (214) 357-9870 www.twu556.org

(214) 640-4700

(800) 969-7932

Hotline (800) 806-7992

TWU

The Transport Workers Union of America is affiliated with the AFL-CIO and the World Wide International Transport Workers Federation.

We are an Industrialized Labor Union representing workers in Airline, Railroad and the Transit, Utility, University and Service Industries.

Our Union operates on three levels –The International, Industrial Divisions and Locals.

All TWU Members belong to Locals formed on the basis of interest and geographic location. The Members elect their own Local Officers who handle most of their issues and business. The International coordinates the activities of the Divisions and the Locals and assists in negotiations, organizing drives and legislative campaigns. It provides professional legal, education, research and public relations services to the Locals and Divisions.

The supreme policy-making body of the Union is the International Convention, which is held every four years. International Officers are elected at the convention and the Constitution, which governs all Union activities, is reviewed and amended at that time.

Between conventions, the policy-making bodies of the Union are the International Executive Council and International Executive Board.

The Airline, Railroad and Transit, Utility and University Division President's Councils meet at regular intervals to discuss and formulate policies affecting their own particular memberships.

Local 556 of the Air Transport Division of the TWU was chartered as a Local on October 13, 1981, in the city of Dallas.

The Local Union represents the Southwest Airlines Flight Attendants.

TWU International Headquarters is located at 501 3rd. St. NW, 9th Floor, Washington, D.C. 20001. The phone number is (202) 719-3900.

BYLAWS

Amended December 2015

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TWU LOCAL 556

BYLAWS

ARTICLE I

NAME AND AFFILIATION

- (a) This organization shall be known as Air Transport Local 556, Transport Workers Union of America, AFL-CIO, representing Southwest Airlines Flight Attendants and may also be referred to as Local 556 or the Local Union.
- (b) This Local shall be affiliated with the State and City AFL-CIO Councils of each Domicile, and such other Central Bodies and Councils as may be deemed necessary in the interest of advancing the welfare of Members of this Local, and any such affiliations.

ARTICLE II

OBJECTIVES

The objectives of this organization shall be:

- (a) To unite in this industrial Union, regardless of race, creed, color, gender, sexual orientation, nationality or marital status, all workers eligible for membership.
- (b) To establish through collective bargaining adequate wage standards and retirement benefits, shorter hours of work and improvements in the conditions of employment for the workers in the industry.
- (c) To promote legislation and engage in such other activity as may be deemed necessary or advisable properly to safeguard the economic security and social welfare of working people and to protect and extend our democratic institutions, civil rights and liberties, and to perpetuate the cherished traditions of our democracy. Such democratic institutions will include the rights of Members to know how their Executive Board Officers voted at Executive Board Meetings on Union business issues directly affecting the Membership; Executive Board Officers will be required to vote by Roll Call at Executive Board Meetings, not including individual grievances, or specific issues governed by the International Constitution, or State or Federal Law. Any name or portion of any vote thought to be personal or private in nature may be obliterated as to protect confidentiality. The Executive Board voting records will be charted and tallied on the Local Web site during their term to aid the Members while voting in upcoming elections.
- (d) To protect each Member from unjust discipline and to promote the well-being and continued employment of all Members. Members shall be entitled to dissenting opinions and shall continue to receive unbiased representation.

ARTICLE III

MEMBERSHIP

- (a) Any person eligible for membership in Local 556 shall file an application for membership in accordance with the Constitution of the Transport Workers Union of America, AFL-CIO, and the rules and Bylaws of Local 556.
- (b) Effective January 1, 2012, the initiation fee shall be \$100 for all new TWU affiliates or anyone re-applying to return to full Membership who had previously voluntarily resigned from TWU affiliation.

ARTICLE IV RESPONSIBILITIES OF MEMBERS

- (a) No Member shall perform their duty on the job in such a manner as to place an unfair burden on his/her fellow workers.
- (b) No Member shall join or participate in any way in any organized group, which purports to make decisions concerning rates of pay, hours of service and working conditions on behalf of the Membership, or obligates the Membership or Union in any way without the authorization of the Union (pursuant to the procedures of International Constitution).
- (c) No Member shall improperly disclose confidential matters of the Union.
- (d) No Member shall make a collection in the name of the Union, regardless of its purpose, without prior approval of the Local Executive Board.
- (e) It shall be the responsibility of each Member to advise the Union within thirty (30) days of any change of address, in writing; otherwise, the Union cannot be held responsible if the Member does not receive correspondence or ballots mailed out by the Local or International Union.
- (f) Every Member should make a reasonable effort to attend Membership Meetings and keep abreast of the current affairs of the Local.
- (g) All Members shall adhere to the provisions of these Bylaws, the International Constitution and all Collective Bargaining Agreements or working rules of the Local. Including standing rules, rules of order, or any special rules written as motions previously adopted by the Membership will be presented with these Bylaws but under a separate heading from the Bylaws. Motions previously adopted by the Membership are binding to the Membership and as such should be easily available to the Membership for easy reference. Motions previously adopted by the Membership will be presented with these Bylaws but under a separate heading as "Motions previously adopted." Motions previously adopted by the Membership will be posted on their own Web page on the Local Web site under a separate heading as "Motions previously adopted by the Membership."

ARTICLE V MEMBERSHIP MEETINGS

- (a) There shall be at least three (3) regular meetings in each Domicile of the general Membership of Local 556 in any 12 month period, except as otherwise provided herein.
- (b) The President may call Special Meetings of the Membership when deemed necessary or when requested to do so by a majority of the Executive Board.
- (c) Membership Meeting notices shall be posted on all Union Bulletin Boards and any electronic means available at least forty-five (45) days prior to the date of Meetings except in cases of Special Meetings.
- (d) Only Members in good standing shall be permitted to attend Meetings of Local 556. Probationary Flight Attendants are encouraged to attend Membership Meetings and will have a voice but no vote until the completion of the Probationary Period.
- (e) All Members attending the Membership or Special Membership Meeting shall sign the official Attendance Book with their name and employee number.
- (f) The Recording Secretary shall examine the credentials of all Members attending the Meeting.

- (g) At Special Meetings, no business shall be transacted other than that for which the Meeting was called.
- (h) The Executive Board shall determine the starting times for all Meetings as to best accommodate the Membership in each Domicile.
- (i) In the event the Recording Secretary is absent, the President may appoint other Members to perform their duties.
- (j) The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern our Membership Meetings and in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules or order or working rules the Membership may adopt subject to our International Constitution, and any applicable State or Federal Law. The Chair will have at least one loaner copy of the current parliamentary authority available at Membership Meetings for Member referral.
- (k) The President or his/her designee may invite guests to any regular Membership or Special Membership Meeting to make presentations of special interest with approval of the Executive Board.
- (l) A quorum shall be defined as those Members in attendance at all Membership Meetings.

ARTICLE VI OFFICERS

- (a) The elected Officers of Local 556 shall be the President, 1st Vice President, 2nd Vice President, Recording Secretary, Financial Secretary-Treasurer, Domicile Executive Board Members and Executive Board Members at Large.
- (b) Domicile Executive Board Members must be based and reside in the Domicile they represent. In the event a Domicile Executive Board Member relocates outside of his/her Domicile the position will automatically be considered vacated. A Member who is based and resides in that Domicile must fill the vacated position.
- (c) Officers are required to attend all Executive Board Meetings and answer the roll call. The Executive Board will accept excusable absences. The Executive Board, by majority vote, can suspend any Officer who misses more than two (2) Executive Board Meetings within a twelve (12) month period, for unexcused absences, in accordance with the provisions of Article XXI of the International Constitution. The Executive Board shall meet at least once a month in accordance with the International Constitution. The President or the majority of the Executive Board may call Special Meetings. A running tally of each Executive Board Officers' attendance record at Executive Board Meetings will be (in addition to the Minutes) charted and logged on the Local 556 Web site during their full or partial term and will be used as a voting aid by the Membership during elections. Attendance or absence will be recorded and charted as: Present; Pre-excused absence; Tardy; Post-excused absence; Non-excused absence. The attendance record can be amended only by a majority vote of the Executive Board.
- (d) Duties of Officers shall be outlined in the International Constitution and the Bylaws of Local 556.
- (e) Officers shall perform such duties as may be assigned to them by the President or by majority vote of the Executive Board.
- (f) In the absence of the President, the 1st Vice President shall assume the duties of the President.
- (g) In the event the President is unable, for any reason, to complete his/her term of office, the 1st Vice President shall automatically become President.
- (h) In all vacancies except the President, if a position is vacated within the first eighteen (18) months of the Officers' term the person receiving the next highest number of votes from the Officers election for the vacated position will

be offered that position. If that Member does not accept the position, the position will be offered to the candidate who ran for the vacated position by descending order of votes. If all candidates refuse or the position was unopposed, the Executive Board will appoint a Member in good standing. If the position is vacated within the second eighteen (18) months of the term, the Executive Board will appoint an eligible Member to the position. All vacancies must be filled within forty-five (45) days of the occurrence of the vacancy.

- (i) The Executive Board, by a majority vote, can suspend any Officer of Local 556, subject to and in accordance with the provisions of Article XXI of the International Constitution.
- (j) The President shall be a delegate of the International Convention of the TWU and such other conventions in which Local 556 participates. Delegates to the International Convention shall be the Local President, 1st Vice President, 2nd Vice President, Financial Secretary-Treasurer, Recording Secretary, Domicile Executive Board Members and Board Members at Large, and Members in good standing in that order and to the extent and numbers entitled by the Constitution. Domicile Executive Board Members, Board Members at Large and Members in good standing shall be appointed by the Local President to the extent the International Constitution allows.
- (k) The President shall preside at all negotiations. The President or the President's designee shall carry out the resolution of the Membership as adopted at Membership Meetings and perform such other duties as may be assigned to him/her by the Executive Board or the Membership. The President or the President's designee may arrange for an Officer or individual Member to be absent from her/his regular assigned work, at the expense of the Union, for the purpose of assisting the President in conducting the affairs of the Local Union. The President or the President's designee shall draft all Board of Adjustment submissions and be responsible for the proper processing of said submissions. It shall be the President's or the President's designees' responsibility to assemble all facts pertaining to Local 556 grievances pending before Board of Adjustment or Arbitration, and to assure the proper presentation of said grievances. The President or the President's designee shall attend all Membership Meetings and Special Meetings of the Local and shall preside at said meetings. The President or the President's designee shall assist other Officers, Union Representatives, or individual Members in the handling or processing of grievances and such other problems, which have not yet become grievances. The President shall perform all duties required by the Executive Board. The President shall be responsible for the staffing of the Local office. The Executive Board will approve all full-time staff.
- (l) The 1st Vice President shall assist the President in the discharge of his/her duties, and during his/her absence shall perform the duties of the President. He/she shall attend the monthly Executive Board Meeting. He/she shall perform all duties required by the Executive Board.
- (m) The 2nd Vice President shall assist the President in the discharge of his/her duties, and during the President's or 1st Vice President's absence shall perform the duties of the President. He/she shall attend the monthly Executive Board Meeting. He/she shall perform all duties required by the Executive Board.
- (n) The Recording Secretary shall keep and maintain correct Minutes of all Meetings of the Local Executive Board and Local 556 Membership Meetings and Special Meetings. He/she shall perform all duties required by the Executive Board.
- (o) The Financial Secretary-Treasurer shall receive all monies paid into the Local Union. He/she shall keep regular books and records of the Local's finances pursuant to the rules and regulations established by the International Administrative Committee. He/she shall report monthly to the Local Executive Board and to the International Secretary/Treasurer. He/she shall submit all records and books at least once a year to a Certified Public Accountant and will forward the name and address of the Certified Public Accountant who is to conduct the audit to the International. He/she shall perform all duties required by the Executive Board.
- (p) Domicile Executive Board Members shall be responsible for Domicile grievance administration and other daily Domicile business. He/she will be responsible for reporting all Domicile business to the Executive Board and is required to attend the monthly Executive Board Meeting. He/she shall perform all duties required by the

Executive Board. Domicile Executive Board Members may not hold a full time-position in the Local Union Office. They may be pulled full-time to work in their Domicile or on short-term projects.

- (q) In the event of a new Domicile opening, the Executive Board shall appoint the Domicile Executive Board Member for the length of the term only until the next General Election. Upon being appointed to the Executive Board, the Domicile Executive Board Member shall be allowed a three month time period following the date of the appointment to finish his/her move to and reside as defined in (b) above the Domicile to which he/she was appointed. In order to be considered for this appointment, a Member must have been awarded the new said Domicile prior to the appointment.
- (r) Executive Board Members at Large shall attend monthly Executive Board Meetings and shall perform all duties required by the Executive Board.
- (s) The President and Financial Secretary-Treasurer must perform their duties at the Local Union Headquarters Office during normal operating hours.
- (t) The Local Union Headquarters office shall be located in the city of the Corporate Headquarters.

ARTICLE VII EXECUTIVE BOARD

- (a) The Executive Board shall consist of President, 1st Vice President, 2nd Vice President, Recording Secretary, Financial Secretary-Treasurer, Domicile Executive Board Members and Executive Board Members At Large.
- (b) The Executive Board shall transact all business of the Local and faithfully execute the orders of the Membership; adopt measures in the interest of the Local and recommend such actions to the Local, as it may deem necessary. The Executive Board shall receive and make recommendations in regard to reports by Standing and Special Committees and Officers. The Executive Board shall exercise these powers entrusted to it as specifically expressed in the International Constitution.
- (c) Executive Board Members shall carry out such other duties as may be assigned to them by the President, Executive Board, or Membership.
- (d) A majority of the Members of the Executive Board shall constitute a quorum for the purpose of conducting business.
- (e) The Executive Board shall set salaries and/or expenses for all Officers, subject to the approval of the Membership at a Membership Meeting. Changes of salaries and/or expenses of Officers shall be posted on all Union Bulletin Boards and any electronic means available, at least forty-five (45) days prior to the meeting, as part of the agenda.
- (f) The Executive Board by two-thirds (2/3rd) vote shall approve all proposed Collective Bargaining Agreements prior to presentation to the Membership.
- (g) All Officers will be required to fly one multi-day pairing per calendar quarter unless otherwise approved by the Executive Board. The multi-day pairing cannot be a Charter.
- (h) The Executive Board Meetings shall be governed by Robert's Rules of Order, Revised.
- (i) The Executive Board of the Local will be responsible for providing to the Membership at least four (4) printed newsletters during a 12-month period.

ARTICLE VIII SHOP STEWARDS

- (a) Elected Shop Stewards shall represent the Members at each Domicile they represent and assist Domicile Executive Board Members with Base duties.
- (b) Special Meetings of Shop Stewards may be called by the President or majority vote of the Executive Board and will not conflict or coincide with other meetings.
- (c) Nominations and elections for Shop Stewards shall be held at the first regularly scheduled Membership Meeting following the swearing in of the new Officers. The vote will be by secret ballot of those present and voting.
- (d) To be eligible for nomination as a Shop Steward, a Member must, in addition to all other requirements of the International Constitution and these Bylaws: (1) be on the Southwest Airlines Inflight Services Seniority list for not less than a period of six (6) months at the time of nominations; (2) Shop Stewards must be a Member in good standing.
- (e) It shall be the duty of all Shop Stewards to represent all/any Members requesting or requiring representation in any meeting with Management upon the direction of the Executive Board. It shall be the duty of Shop Stewards, at all times, to keep in close contact with the Domicile Executive Board Member in order to keep informed on events of interest to the Membership. It shall be the duty of all Shop Stewards to clarify and explain to Members any matters pertaining to Union affairs.
- (f) Shop Steward terms begin the first day of the month following their election. Within the first 45 days of their terms, Shop Stewards will receive training on the duties outlined in letter (e) from their Domicile Executive Board Member or his/her designee. The term for a Shop Steward is three (3) years.
- (g) Elected Shop Stewards may change their Domicile and continue to represent Members in their new Domicile by filling any existing Shop Steward vacancies.
- (h) Any discipline which would result in suspension or expulsion from the office of Shop Steward will be governed by Articles XXI and XXII of the TWU Constitution.
- (i) Existing Shop Steward terms will end three (3) years from the date of the first day of their term.
- (j) Anytime there is a vacancy on the Shop Steward Staff in a Base, the Domicile Executive Board Member will appoint a Shop Steward with the approval of the Membership at their respective Domicile Membership Meeting.
- (k) There shall be a minimum of one (1) Shop Steward per every 200 Members (rounded up) in each Domicile.
- (l) Commuters may serve as Shop Stewards in their Domicile, provided they meet all other requirements of eligibility outlined in this article.
- (m) The Shop Steward will be responsible to the Executive Board for all Domicile Union business.
- (n) An elected Shop Steward will keep the Executive Board updated on current address and phone numbers.
- (o) If the Company opens a new Domicile, existing Shop Stewards transferring into the new Domicile will continue their term in the new Domicile and the resulting vacancies in their previous Domiciles will be filled in accordance with Article VIII (j). Nominations and elections for Shop Stewards in the new Domicile shall be held at the first regularly scheduled Membership Meeting following the opening of the new Domicile. The vote will be by secret ballot of those present and voting.

- (p) Shop Steward duties shall not be Base-specific.

ARTICLE IX ELECTIONS

- (a) A Member, to be eligible for nomination and election to any office, including Board of Election and Negotiating Committee or a delegate or alternate to the TWU International Convention, must, in addition to all other requirements of the International Constitution and these Bylaws;
1. Be on the SWA Inflight seniority list for not less than a period of one (1) year at the time of nominations;
 2. Have maintained continued good standing in the Local for the same twelve (12) month period.
- (b) The Board of Election shall adopt appropriate rules and provide forms and ballots, conduct the nominations and election of Officers in accordance with the International Constitution, Bylaws and accepted past practices of Local 556. Upon financial approval by the Executive Board, any new technology may be applied to any election provided it has been proven to be reliable, verifiable and is approved by the US Department of Labor. The Board of Election shall be responsible for ensuring that all eligible ballots received are counted.
- (c) The Board of Election shall consist of three (3) Members and two alternates. The three Members and the alternates shall be nominated at the first regularly scheduled Membership Meeting following the swearing in of the new Officers. The secret ballot vote will take place at the next scheduled Membership Meeting. The new Board of Elections will be determined by a majority vote of those Members present. The term will be for a three-year period. Vacancies shall be filled by the nominee with the next highest vote total. The nominee receiving the highest number of votes will chair the Board of Election. In the event a tie exists, drawing of lots will determine the winner.
- (d) Nominations of Officers shall be held at the first (1st) regularly scheduled Membership Meeting of 1985 and each three years thereafter, pursuant to Article XV, Section I of the International Constitution.
- (e) Domicile Executive Board Members shall be elected during the same general election as are the Local Officers and are pursuant to the same procedures, except they will be elected only by those Members in their respective Domicile. Each Domicile shall have one Domicile Executive Board Member.
- (f) The Executive Board Members at Large shall be elected during the same general election as are the Local Officers and are pursuant to the same election procedures. The Executive Board Members at Large positions will become available in order to fill additional Board Member positions as pursuant to Article XIV, Section 8 of the International Constitution.
- (g) The candidate receiving the highest number of the votes cast for each office shall be deemed elected to the office. In the event a tie exists, drawing of lots will determine the winner. Any Member running unopposed shall be deemed elected to that office.
- (h) In the event that no eligible Member chooses to run for any position on the Executive Board, with the exception of President, after the Election is completed, the new Executive Board will appoint a Member in good standing to the vacant position within 45 days of being sworn in. In the case of the President, in accordance with the rules of succession to the Presidency, the 1st Vice President will become the President. In the case of a Domicile Executive Board Member, the Executive Board may waive the residency requirement if necessary.
- (i) Newly elected Officers shall be sworn-in within sixty (60) days after the election. The term shall begin May 1st after the general election. Those newly elected Officers shall serve for a period of three (3) years. During the sixty (60) day transition period, from the election to the swearing in, the Officers Elect of President, Financial

Secretary-Treasurer and Recording Secretary shall be pulled from their flying schedules with pay and required to be present at the Local Union Headquarters Office for a training period not less than thirty (30) calendar days.

- (j) The official Attendance Book shall reflect the signatures and employee numbers of those Members in attendance at the Membership Meetings.
- (k) The Contract Negotiating Committee shall consist of five (5) Members. The President will preside. The Executive Board shall appoint two (2) Members. Two (2) Members shall be elected through a ballot election by the Membership. Any vacancy shall be filled by appointment of two-thirds (2/3rd) vote of the Executive Board. All Contract Negotiating Committee Members must be on the SWA Inflight seniority list for not less than a period of one (1) year at the time of nominations.
- (l) Probationary Flight Attendants may not vote on any matters of Union business including elections, contractual changes to the Contract, Contractual amendments or Contract ratification.
- (m) It shall be the responsibility of each Member to advise the Union within thirty (30) days of any change of address, in writing; otherwise, the Union cannot be held responsible if the Member does not receive correspondence or ballots mailed out by the Local or International Union.
- (n) All disputes arising out of the nominations and elections shall be reported to the Board of Election. The Board of Election shall take nominations at Membership Meetings for the General Election and for the Contract Negotiator Election and confirm such nominations with the Recording Secretary at those meetings. The Board of Election shall make a full and complete report of the nominations and elections allowing the Board of Election to certify the results of the Election. The Board of Election shall set forth a digest of each appeal made to them and the disposition thereof and shall report any violation of the rules and regulations governing the nominations and elections to a meeting of the Executive Board no later than ten (10) days following the date of elections.

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

- (o) Any Tentative Agreement or Side Letter of Agreement shall be made available for Membership review for no less than 15 days prior to the commencement of voting on said Tentative Agreement or Side Letter of Agreement. Voting shall be open to Members for no less than 15 days not to exceed 30, for a maximum of 45 days total inclusive of the review period and voting.

ARTICLE X RECALL OF OFFICER

- (a) A recall election shall be held if fifty (50%) percent plus one of the Membership in good standing sign, in person, a written petition demanding the recall of an Officer(s). Such petition must allege that the Officer has violated his/her obligations under the Local or International Constitution and specify the obligations which have been violated and the acts or omissions which constitute the violation. The above statement must be set forth on each page of the petition and the Members' employee number and date of signature accompany each signature. The Financial Secretary-Treasurer shall be responsible for validating the signatures on a recall petition and such signatures shall be considered valid up to one year from the date of signature. If the Financial Secretary-Treasurer is the subject of the petition, the Recording Secretary will validate the signatures. If the entire Board is the subject of the petition, an Officer assigned by the International Union will validate the signatures.

If a valid petition is filed pursuant to section (a) of this Article, ballots shall be sent to all Members in good standing thirty (30) days from the time the petition is validated. The ballot shall provide a "yes" or "no" vote on

whether the Officer(s) who are the subject of the petition shall be recalled. A statement of the allegations in the petition and the Officer(s)' response shall be mailed with the ballot.

- (b) An affirmative fifty (50%) percent plus one of the Local's Members in good standing must return ballots stating that the Officer(s) in question should be recalled. The office shall be declared vacant and an election shall be held to fill the position(s).

ARTICLE XI FINANCE AND EXPENSES

- (a) The Executive Board shall adopt a budget each Fiscal Year. The Fiscal Year begins each October 1st and ends September 30th the following calendar year. The Budget for the following Fiscal Year must be completed and approved by the Local Executive Board before the last day of the Fiscal Year unless otherwise agreed to by the Executive Board. The Executive Board shall be guided by such budget in conducting the affairs of the Local Union.
- (b) An annual audit will be conducted by a Certified Public Accountant.
- (c) The Local will pay for hotel and car rental expenses for the President and Financial Secretary or any full time Union office pulls, as approved by the Executive Board. The Local will pay for a round trip move for any full time Union position requiring relocation to the city in which the Local Union Headquarters Office is located. Each full time position must commit to a minimum of one (1) year in the position in order to receive a return paid move of equal or lesser distance. The move will be paid per usual and customary moving expenses and shall be approved by the Executive Board. The Executive Board may release the full time position requirement of one year under special circumstances. The paid return move must be made within six (6) months of completion of said obligation.
- (d) Monetary contribution may be made from the treasury of Local 556 in support or recognition of TWU Local 556 Members, to causes that support organized labor, for charitable organizations that directly impact working people or strike donations to another AFL-CIO affiliated Union. All contributions must be reasonable and the amount will be determined by the Executive Board
- (e) Local 556 shall not solicit money or conduct raffles for charitable organizations or any other purpose without the approval of the Executive Board or the Members in attendance at a Membership Meeting. This shall not prohibit any Member as an individual from participating in such activity.
- (f) All trip pulls that are submitted to perform Union work require the approval of two Executive Board Officers prior to being submitted to Southwest Airlines. All Members pulled from flying duties, for an entire month at one time, to perform full time Union work must receive prior approval by the President and Treasurer. In the event of a disagreement in granting the approval, the 1st Vice President of the Union will cast a third vote. A reporting of all full time pulls issued during the month will be presented to the Executive Board by the Treasurer.

ARTICLE XII COMMITTEES

- (a) Upon installation of office, the Executive Board shall appoint the following Standing Committees: COPE, CISM, Grievance, Scheduling, Health, Safety, Education, Professional Standards, Uniforms, Communications, Mobilization/Organizing, Civil and Human Rights and Shop Steward. All Chairs previous before the election will remain in place until a complete joint evaluation by the Committee chair and Executive Board. The Committee

Chair will submit an in depth report of the Committee and will give an account of the Committee at the first Executive Board Meeting after the installation of Officers.

- (b) Standing Committees shall carry on such activities as may be required by their respective functions under supervision of the Executive Board or the Membership.
- (c) A Committee may not incur any liability or indebtedness on behalf of the Local Union without written authority from the Executive Board.
- (d) Subject to the approval of the Executive Board, the President may appoint such special Committees as may be necessary for the efficient operation of the Local.
- (e) Persons not affiliated with the TWU Executive Board or Southwest Airlines Management shall chair Professional Standards and Special Services Committees.

ARTICLE XIII AMENDMENTS TO THE BYLAWS

- (a) These Bylaws may be altered, amended or repealed by a 2/3rd majority vote of the Membership only once every odd-numbered ending calendar year. The Bylaws must be offered at the Second Membership Meeting of the odd-numbered calendar year and must be voted upon at the Third Membership Meeting of the year. Each proposed change, amendment or repeal shall be submitted on a form, which will include the change itself, a synopsis of the change and a rationale for the change. The proposed change, amendment or repeal shall be posted for a period of forty-five (45) days on the Union Bulletin Board and on the Union Website. A printed copy will be mailed to a Member if requested.”
- (b) The Bylaws shall conform to the provisions and the principles of the Constitution and to the established policies of the International Union, and shall be effective only when approved by the International Administrative Committee. No amendment to the Bylaws shall be effective until so approved.
- (c) The current amended Bylaws will be posted to the Union Web site within 60 days of the first regularly scheduled Membership Meeting. A printed copy will be mailed to a Member if requested.