



TWU Local 556

The Union of Southwest Airlines Flight Attendants

Revised By-laws 2023

PREAMBLE

The TWU International Constitution and These By-laws are the legal documents which establish the governing structure of Transport Workers Union of America (TWU) Local 556. These By-laws provide the mechanism through which all Members are represented both individually and collectively, thereby, providing for responsible leadership and, at the same time, retention of control of the Local by the Membership.

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.
- (c) The jurisdiction of Local 556 shall include all areas where Southwest Airlines operates within the United States and outside the United States, and such areas as may be assigned to Local 556 by the International Executive Council of the Transport Workers Union of America AFL-CIO.
- (d) Nothing in these By-laws shall be in conflict, or be construed to be in conflict, with the TWU International Constitution.
- (e) The TWU Local 556 Website or other electronic means shall serve as the official notice for mandated postings.

Transport Workers Union of America AFL-CIO Local 556

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ARTICLE II OBJECTIVES

The objectives of this organization shall be:

- (a) To unite in this industrial Union, regardless of age, race, creed, color, gender, sexual orientation, nationality, religious affiliation 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 Members voted at Executive Board Meetings on Union business issues directly affecting the Membership; Executive Board Members will be required to vote by Roll Call at Executive Board Meetings, not including individual grievances, or specific issues governed by the TWU International Constitution, or State or Federal Law. Any name or portion of any vote thought to be personal or private in nature may be redacted so as to protect confidentiality. The Executive Board voting records will be maintained in the Minutes on the Local website during their term.
- (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 Union of America, AFL-CIO.
- (b) 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.

- (c) Probationary Flight Attendants may not vote on any matters of Union business including elections, contractual changes to the Contract, Contractual amendments or Contract ratification.
- (d) It shall be the responsibility of each Member to advise the Financial Secretary-Treasurer or a designee 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 sent out by the Local or TWU International Union.

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 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 procedures of the Union (pursuant to the procedures of the TWU 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) Members of the Local accept and agree to abide by the TWU International Constitution and the Local By-laws as they are in force. The most current motions previously adopted by the Membership are posted on the Local website.

ARTICLE V MEMBERSHIP MEETINGS

Section 1. Meetings and Notice

- (a) There shall be at least three (3) general Membership Meetings of each Domicile in any calendar year, except as otherwise provided herein. The collective continuous Meeting of each Domicile shall constitute one Meeting of the general Membership of Local 556. Meetings may be held in person or electronically.

- (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) The Executive Board shall determine the starting times for all Meetings as to best accommodate the Membership in each Domicile.
- (d) Membership Meeting notices shall be posted electronically on the Local's website or any other electronic means at least forty-five (45) days prior to the date of the Meeting except in cases of Special Meetings.
- (e) The President or President's designee may invite guests to any regular Membership or Special Membership Meetings to make presentations of special interest with approval of the Executive Board.
- (f) A quorum shall be defined as those Members present, in person or electronically, at all General Membership Meetings.
- (g) 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.
- (h) All Members attending the Membership Meeting or Special Meeting shall sign the official Attendance Book, or electronically sign in as appropriate, as proof of attendance with their name and employee number.
- (i) The designated Presiding Officer may appoint a person, in the absence of the Recording Secretary, to examine the credentials of all persons attending the Meeting.
- (j) At Special Meetings, no business shall be conducted other than that for which the Meeting was called.

Section 2. Leadership at Meetings

- (a) The President may reassign the Presiding Officer role at the Membership Meeting to another Officer or Executive Board Member at the President's discretion.
- (b) In the event the Recording Secretary is absent, the Meeting's Presiding Officer shall appoint another Officer or Member to perform the Recording Secretary duties.

Section 3. Conduct of Business at Meetings

- (a) The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Membership Meetings in cases to which they are applicable and in which they are not inconsistent with the By-laws and any special Rules of order the Membership may adopt subject to the TWU International Constitution, and any applicable State or Federal Law. The Presiding Officer will have at least one loaner copy of the current parliamentary authority available at in-person Membership Meetings for Member referral.
- (b) A motion properly made from the floor will be postponed for purposes of deliberation to the next Membership Meeting.

The motion as proposed will appear on the call of the next scheduled Meeting.

The motion as proposed will be considered at the next scheduled Meeting and will be adopted if it receives a collective majority of the votes cast at the Membership Meeting at which the motion is deliberated.

If an amendment is attached to a motion or if there is a proposal to refer the motion to a committee, then further deliberation on the motion shall be postponed and any such amendment or referral shall be set forth in the call of the subsequent scheduled Meeting.

Any such amended motion or referral shall be deliberated and it shall be considered adopted if a collective majority of the votes cast at the subsequent Meeting is achieved.

If the amendment or referral is not adopted, then the original motion as initially proposed shall be set forth in the call of the next subsequent scheduled Meeting and will be deliberated and voted on at the next subsequent Meeting.

ARTICLE VI STRUCTURE

Section 1. Organization of the Local

- (a) The structure of the Local shall consist of Local Officers and The Local Executive Board (the "Executive Board") in accordance with these By-laws and as set forth in the TWU International Constitution. The Members of the Local Executive Board shall be the Local Officers, Executive Board Members at Large (BMALs) and the Domicile Executive Board Members (DEBMs).
- (b) The Officers of Local 556 shall be the: President, 1st Vice President, 2nd Vice President, Recording Secretary, and Financial Secretary-Treasurer, as defined in the TWU International Constitution. The Local Executive Board shall consist of the Local Officers, Executive Board Members at Large, and Domicile Executive Board Members.

- (c) The number of Executive Board Members at Large shall be calculated based on one (1) BMAL for each 1,000 Members or major fraction thereof, minus the number of Domicile Executive Board Members. This calculation shall occur on/or before the nomination as defined by the Department of Labor and shall establish the number of BMAL(s) for the entire term.
- (d) Domicile Executive Board Members must be based in the Domicile they represent. There shall be one Domicile Executive Board Member elected from each Domicile.
- (e) The Local Union Headquarters Office, shall be located in the vicinity of Southwest Airlines Headquarters, or where their corporate business is conducted.

Section 2. Meetings of the Executive Board

- (a) The Executive Board shall meet at least once a month in accordance with the TWU International Constitution. The President or the majority of the Executive Board may call Special Meetings.
- (b) Executive Board Members are required to attend all Executive Board Meetings and answer the roll call. The Executive Board may accept excusable absences. A tally of each Executive Board Member's attendance record at Executive Board Meetings will be maintained in the minutes. The Executive Board, by majority vote, can suspend any Local Executive Board Member who misses more than two (2) Executive Board Meetings within a twelve (12) month period, for unexcused absences, in accordance with the provisions of Article XXI of the TWU International Constitution.

Section 3. Duties of the Board Members

- (a) Duties of Officers are outlined in the TWU International Constitution and By-laws of Local 556.
- (b) Executive Board Members shall perform such duties as may be assigned to them by the President or a majority of the Executive Board.
- (c) In the absence of the President, the 1st Vice President shall assume the duties of the President.
- (d) In the event the President is unable, for any reason, to complete their term of office, the 1st Vice President shall automatically become President.
- (e) The President shall preside at all negotiations. The President, or the President's designee shall carry out the resolutions of the Membership as adopted at Membership Meetings

and perform such other duties as may be assigned to them by the Executive Board or the Membership. The President or the President's designee may arrange for an Officer, Executive Board Member or individual Member to be absent from their 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 designee's responsibility to assemble all facts pertaining to Local 556 grievances pending before Board of Adjustment or Arbitration, and to ensure 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, Executive Board Members, 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 appoint all committees not otherwise provided for. The President shall be responsible for proper conduct of the affairs of the Local as enumerated in Article XVI of the TWU International Constitution. The President shall be responsible for the staffing of the Local office. Such full-time staffing recommendations shall be submitted to the Executive Board for approval.

- (f) The 1st Vice President shall assist the President in the discharge of their duties, and during their absence shall perform the duties of the President. The 1st Vice President shall perform all duties required by the Executive Board.
- (g) The 2nd Vice President shall assist the President in the discharge of their duties, and during the President's and 1st Vice President's absence shall perform the duties of the President. The 2nd Vice President shall perform all duties required by the Executive Board.
- (h) The Recording Secretary shall keep and maintain correct Minutes of all Meetings of the Local Executive Board and all Local 556 Membership Meetings and Special Meetings. The Recording Secretary shall perform all duties required by the Executive Board.
- (i) The Financial Secretary-Treasurer shall receive all monies paid into the Local Union. The Financial Secretary-Treasurer shall keep regular books and records of the Local's finances pursuant to the rules and regulations established by the International Administrative Committee. The Financial Secretary-Treasurer shall report monthly to the Local Executive Board and to the International Secretary-Treasurer. The Financial Secretary-Treasurer 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. The Financial Secretary-Treasurer shall perform all duties required by the Executive Board.

- (j) Executive Board Members at Large will assist the Local's Officers, when necessary. They may be pulled for full-time work, or to work on short-term projects as needed. Such pulls shall be in accordance with Article XI. Executive Board Members at Large shall perform all duties required by the Executive Board.
- (k) Domicile Executive Board Members shall be responsible for daily Domicile business. DEBMs shall be responsible for reporting all Domicile business to the Executive Board. DEBMs shall perform all duties required by the Executive Board. They may be pulled full-time to work in their Domicile or on short-term projects. The daily Domicile business shall remain the priority of the Domicile Executive Board Member.

Section 4. Vacancies of the Executive Board

- (a) In all vacancies, except the President, if a position is vacated within the first eighteen (18) months of the Executive Board Member's term the person in good standing receiving the next highest number of votes 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(s) in good standing 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.
- (b) In the event of a new Domicile opening, the Executive Board shall appoint a Member in good standing as DEBM prior to the first Executive Board Meeting following the opening of the new Domicile to ensure representation on the Executive Board. If the vacancy created by the opening of the new Domicile occurs within the first eighteen (18) months of the current Executive Board's term, nominations will be taken at the first Membership Meeting in the new Domicile, and a secret ballot vote shall be held in accordance with Article IX for the new DEBM position. If the vacancy created by the opening of the new Domicile occurs within the second eighteen (18) months of the current Executive Board's term, The Executive Board will appoint an eligible Member in good standing to the new DEBM position to serve for the remaining term of the current Executive Board. In order to be considered for either appointment, a Member must have been awarded the new Domicile prior to the appointment.

ARTICLE VII

EXECUTIVE BOARD

- (a) The Executive Board shall consist of the President, 1st Vice President, 2nd Vice President, Recording Secretary, Financial Secretary-Treasurer, Executive Board Members at Large and Domicile Executive Board Members.
- (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 regards to reports by Standing and Special Committees and Officers. The Executive Board shall exercise these powers entrusted to it as specifically expressed in the TWU 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 Executive Board Members, subject to the approval of the Membership at Membership Meetings. Changes of salaries and/or expenses shall be posted on the Local's website, as part of the call of the Meeting at least forty-five (45) days prior to the Meeting.
- (f) The Executive Board by two-thirds ($\frac{2}{3}$) vote shall approve all proposed Tentative Agreements prior to presentation to the Membership.
- (g) The Executive Board, by majority vote, can suspend any Officer or Board Member of Local 556, subject to and in accordance with the provisions of Article XXI of the TWU International Constitution.
- (h) The Executive Board Meetings shall be governed by the current edition of Robert's Rules of Order Newly Revised.
- (i) The Executive Board of the Local will be responsible for providing to the Membership at least three (3) newsletters, which may be delivered via paper or electronically, in each calendar year.

ARTICLE VIII SHOP STEWARDS

- (a) Elected Shop Stewards shall assist Domicile Executive Board Members with daily Domicile duties. Shop Steward duties shall not be Domicile specific. Elected Shop Stewards may change their Domicile.
- (b) Nominations and elections for Shop Stewards shall be held at the first regularly scheduled Membership Meeting following the swearing-in of the new Executive Board Members. The vote will be by secret ballot and may be electronic, for Members present. They will be voted upon only by those Members in their respective Domicile.
- (c) To be eligible for nomination as a Shop Steward, a Member must, in addition to all other requirements of the TWU International Constitution and these By-laws:
 - 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
- (d) The duties of Shop Stewards will include: representing Members on behalf of the Local in Meetings with Management, keeping informed on events of interest to the Membership, clarifying and explaining to Members any matters pertaining to Union affairs.
- (e) Shop Stewards terms begin the first day of the month following their election. Within the first ninety (90) days of their terms, Shop Stewards will receive training on the duties outlined in subsection (d). The term for a Shop Steward is three (3) years.
- (f) There shall be a minimum of one (1) Shop Steward per every 200 Members (rounded up) in each Domicile.
- (g) Shop Stewards can be removed by a majority vote of the Executive Board for Cause and may appeal such a decision as stated in Article XXII in the TWU International Constitution.
- (h) If a Domicile drops below the minimum number of Shop Stewards, according to section (f), the Domicile Executive Board Member will appoint a Shop Steward with the approval of the Membership at their respective Domicile Membership Meeting.

- (i) If a new Domicile opens, existing Shop Stewards transferring into the new Domicile will continue their term in the new Domicile. Any resulting vacancies in the previous Domicile will be filled in accordance with Article VIII (h). 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 and may be electronic for Members present. They will be voted upon only by those Members in their respective Domicile.
- (j) The Shop Steward will be responsible to the Executive Board.

ARTICLE IX ELECTIONS

Section 1. Nomination Eligibilities

- (a) A Member, to be eligible for nomination and election to any office, including the Board of Elections and Negotiating Committee, or a delegate or alternate delegate to Convention of the International Union, must meet the requirements of the TWU International Constitution. and these By-laws;
 - 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.
 - 3. No Member shall be eligible to run for multiple Executive Board Member positions during the same election.
- (b) Any Member in good standing who believes they have been improperly denied the opportunity to be a candidate for an elected office or position may file a complaint as stated in Article XV, Section 8 of the TWU International Constitution.

Section 2. Board of Elections

- (a) The Board of Elections shall consist of three (3) Members and two (2) alternates. The three (3) Members and the alternates shall be nominated at the first regularly scheduled Membership Meeting following the swearing-in of the new Executive Board Members. The secret ballot vote will take place at the next scheduled Membership Meeting. The new Board of Elections Members will be determined by a plurality vote. The nominee receiving the highest number of votes will chair the Board of Elections. In the event a tie exists, a drawing of lots will determine the winner. The term will be for a three-year

period or until their successors are elected. Vacancies will be filled by the next highest vote total.

- (b) The Board of Elections shall adopt appropriate rules in accordance with LMRDA and Department of Labor (DOL) and provide forms and ballots, conduct the nominations and election of Officers, Executive Board Members, Elected Negotiation Committee Members and delegates and alternate delegates to Convention of International Union (when needed) in accordance with the TWU International Constitution and these By-laws. 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) All disputes arising out of the nominations and elections shall be reported to the Board of Elections. The Board of Elections shall take nominations at the Membership Meetings for the General Election, Contract Negotiator Election and delegates and alternate delegates to Convention of the International Union (when needed), and confirm such nominations with the Recording Secretary. The Board of Elections shall be responsible for the handling of all election objections and complaints and shall make a complete report of the elections and any complaints received to the Local Executive Board and the Ballot Tally Certification Report. The Board of Elections shall set forth a digest of each complaint 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 (10) days following the date of the elections.
- (d) Any Member in good standing who believes that an election in which they were a candidate was improperly conducted, may file a complaint with the Local Executive Board no later than fifteen (15) days after the results of the election have been made known. If they are dissatisfied with the action of the Local Executive Board on their complaint, they may, within fifteen (15) days thereafter, or within thirty (30) days after filing their complaint with the Local Executive Board if the Board has not taken final action thereon within that time, file an appeal to the International Union pursuant to Article XXII of the TWU International Constitution.

Section 3. Elections

- (a) Nominations of Officers and Executive Board Members shall be held at the first (1st) regularly scheduled Membership Meeting of 1985 and each three years thereafter, pursuant to Article XV, Section 1 of the TWU International Constitution.

- (b) The Executive Board Members at Large shall be elected during the same General election as 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 TWU International Constitution.
- (c) Domicile Executive Board Members shall be elected during the same general election as the Local Officers and 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. For the purposes of compliance with TWU Constitution Article XIV, Section 8, Domicile Executive Board Members shall be counted as Board Members at Large.
- (d) The candidate receiving the highest number of votes cast for each office shall be deemed elected to the office. In the event a tie exists, a drawing of lots will determine the winner. Any Member running unopposed shall be deemed elected to that office.
- (e) In the event that no eligible Member chooses to run for any position on the Executive Board, with the exception of the President, after the election is completed, the new Executive Board will appoint a Member in good standing to the vacant position within forty-five (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.
- (f) Newly elected Officers and Executive Board Members 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 and Executive Board Members shall serve for a period of three (3) years. During the transition period from the election to the beginning of the term, 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 of not less than thirty (30) calendar days.

Section 4. Other Elections

- (a) 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 secret ballot election by the Membership. Any vacancy shall be filled by appointment of two-thirds ($\frac{2}{3}$) vote by 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.

- (b) Any Tentative Agreement or Side Letter of Agreement shall be made available for Membership review for no less than fifteen (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 fifteen (15) days not to exceed thirty (30) days, for a maximum of forty-five (45) days total inclusive of the review period and voting.

ARTICLE X

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 said 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 lodging and transportation 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 roundtrip move for any full time Union position requiring relocation to the city in which the Local Union Headquarters 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 XI COMMITTEES

- (a) Upon installation of office, the Executive Board shall appoint the following Standing Committees: Civil and Human Rights (CHRC), Communications, Committee on Political Education (COPE), Education, Flight Attendant Drug and Alcohol Program (FADAP), Grievance, Health, Mobilization/Organizing, Professional Standards, Safety, Scheduling, Shop Steward, Tech Services, Uniforms, Veterans, and Working Women's. All Chairs previous before the election will remain in place until a complete evaluation by the 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) The President shall have the ability to appoint special committees not otherwise provided for in these By-laws in accordance with the TWU Constitution, Article XVI. (Duties of the President)
- (e) Persons not affiliated with the TWU Executive Board or Southwest Airlines Management shall chair Critical Incident Stress Management (CISM), Flight Attendant Drug and Alcohol Program (FADAP), Professional Standards, or any other co-funded Committee.

ARTICLE XII AMENDMENTS TO THE BY-LAWS

- (a) These By-laws may be altered, amended or repealed, by a 2/3rd majority vote of the Membership only once every odd-numbered ending calendar year. The By-laws 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 Local Union Website. A copy will be provided to a Member if requested.

- (b) The By-laws shall conform to the provisions and the principles of the TWU International Constitution and to established policies of the International Union, and shall be effective only when approved by the TWU International Administrative Committee. No amendment to the By-laws shall be effective until so approved.
- (c) The current amended By-laws will be posted to the Union website within 60 days of the first regularly scheduled Membership Meeting. A copy will be provided to a Member if requested.

ARTICLE XIII

CONVENTION OF THE INTERNATIONAL UNION

The President shall be, ex-officio, a delegate to Convention of the International Union and of all organizations to which the Local is affiliated. In addition to the President, the remaining Local Executive Board Members shall be, ex-officio, delegates to Convention of the International Union. Additional delegates to Convention of the International Union, when necessary, will be elected Members in good standing to fulfill the Locals requirement pursuant to the TWU International Constitution Article XI, Sec. 11.