

TRANSPORT WORKERS UNION OF AMERICA AFL-CIO

LOCAL 567

AFW

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AFW BY-LAWS
TRANSPORT WORKERS UNION OF AMERICA, AFL-CIO
LOCAL 567
ARTICLE I

“NAME, AFFILIATION AND JURISDICTION

SECTION: 1

This organization shall be known as Air Transport Division Local 567, Transport Workers Union of America, AFL-CIO, and may also be referred to as Local 567 or the Local Union.

SECTION: 2

This Local shall be affiliated with the Texas State AFL-CIO 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 may be discontinued by a majority vote (fifty percent (50%) plus one, of the members of the Local) at a General Membership Meeting. Notice of any such proposed vote shall be posted on the Union Bulletin Boards at least thirty (30) days in advance of the meeting and shall be included in the agenda.

SECTION: 3

The jurisdiction of Local 567 shall include Alliance/Fort Worth and such areas and cities as may be assigned to Local 567 by the International Administrative Committee of the Transport Workers Union of America, AFL-CIO.

ARTICLE II “STRUCTURE”

SECTION: 1

The Supreme authority of the Local Union shall be the membership, acting through duly called regular meetings of the Local Union or through duly called regular meetings of the respective Sections, subject to the provisions of these By-laws, the International Constitution and the decisions of the International Conventions. Between such meetings, the Local Executive Board shall have the power and authority to administer the affairs of the Local.

SECTION: 2

Local 567 shall consist of the following Sections: Alliance Fort Worth (AFW) and adjacent stations that may be assigned by the International Administrative Committee of the Transport Workers Union of America, AFL-CIO. The Headquarters of the Local Union shall be at Fort Worth (AFW), and the Local Officers shall be installed at Fort Worth or such other locations as may be deemed necessary by the Local Executive Board in the interest of advancing the welfare of the members of this local.

SECTION: 3

Each Section shall have a Section Vice President in order of succession (second, third, fourth etc.) relative to the population of the respective sections as determined by the Election Committee during the month in which nominations are taken for these positions: Aircraft Maintenance, Facilities Maintenance, Technical Specialist, Stores and Fleet Service, Section Vice Presidents shall serve as the Union Representative in their respective Sections for a period of three (3) years, and shall attend and have a voice and vote at meetings of the Local Executive Board.

SECTION: 4

The Aircraft Maintenance Section and other Sections whose population exceeds two hundred fifty (250) members may be permitted by the Executive Board to have a Chief Steward(s) who shall be elected by the members of his/her section in the same year as the election of Local Officers. Once a particular section/area has been designated by the Executive Board to establish a Chief Steward, only members from that particular section/area shall vote in that election for their respective Chief Steward position. Procedures for election shall be at a General Membership Meeting in the same year the Local Officer election is held. After the requirements of the Election Committee have been met in accordance with Article IX of these By-laws, nominated individuals will be placed on the ballot. The Chief Steward shall serve as a

Union Representative in the respective section for a period of three (3) years. In the event the Chief Steward is unable to complete his/her term, a special election may be held to fill the position. Should there be less than twelve (12) months remaining when the position vacates, the vacancy may be filled by appointment by the Executive Board.

SECTION: 5

If by decision of the TWU International Administrative Committee any Station shall be placed under the jurisdiction of the Local, this Article and its subsections shall be amended, provided however, that such amendments conform to the provisions of Article XIII of these By-Laws.

ORIGINAL

ARTICLE III
“MEMBERSHIP AND OBLIGATIONS”

SECTION: 1

- A) Any person eligible for membership in Local 567 shall file an application for membership in accordance with the Constitution of the Transport Workers Union of America, AFL-CIO, and the rules and By-Laws of Local 567.

- B) The Executive Board shall have the power to reject any application for membership in this Local, however, before the Executive Board’s action may become final on any rejection, the members in attendance at the next membership meeting of Local 567 following such action by the Executive Board must sustain, by a majority vote, the action of the Executive Board concerning any rejection.

- C) After filing his/her membership application and check-off card, the new member should attend the next regular membership meeting of the Local 567, for the purpose of taking the membership pledge, which shall be administered by the presiding officer.

- D) The initiation fee shall be fifty (\$50.00) dollars, unless otherwise stated in the TWU Constitution or waived at the sole discretion of the Local Treasurer.

SECTION: 2

- A) Dues payments shall be in accordance with the Constitution.

SECTION: 3

- A) It shall be the responsibility of each member to promptly advise the Local Union of any change of address, in writing; otherwise, the Union Will not be responsible if the member does not receive correspondence or ballots mailed out by the Local or International Union.

SECTION: 4

- A) No member shall perform his/her duties on the job in such a manner as to place an unfair burden on his/her fellow workers or as to bring discredit to his/her Union.

SECTION: 5

- A) No member shall join or participate in any way in any organized group to which this Local is not affiliated, which discusses and makes decisions on matters directly related to the internal affairs of the Union.

No member shall apply, interview or assume any temporary or permanent management specialist position without forfeiture of any position held with the Local Union and any expenses due.

SECTION: 6

- A) No member shall make known the internal affairs of this Union to non-members.

SECTION: 7

- A) No member shall make a collection in the name of the Union, regardless of its purpose, without the prior approval of the Local Executive Board.

SECTION: 8

- A) No member shall willfully wrong any member of the Local Union nor shall any member intentionally act in any manner that would discredit the Local Union, its officers, or the Local Union membership pursuant to the provisions of Article XIX of the International Constitution.

ARTICLE IV
“MEMBERSHIP MEETINGS & QUORUMS”

SECTION: 1

- A) The General Membership Meeting shall be conducted monthly, at a time and location designated by the Local Executive Board. All members shall be notified by posting at least ten (10) calendar days in advance of the meeting.
- B) The regular monthly membership meeting shall be held on the third (3rd) Wednesday of each month; however, in the event the third (3rd) Wednesday of the month falls on a contractual holiday, the Local Executive Board shall set another date for the regular membership meeting.
- C) The Executive Board may postpone a regular Membership Meeting if such postponement is for a valid reason.

SECTION: 2

- A) Special Membership Meetings may be called by the Executive Board and/or President upon reasonable notice. All reasons for calling the meeting shall be stated in the meeting notice.
- B) A Special Meeting may be called by any member upon presentation to the Local Recording Secretary, a petition calling for such a meeting, listing the reasons for calling the meeting, and signed by at least twenty five percent (25%) of the Local Members in good standing.
- C) At a Special Meeting, no business shall be transacted other than that for which the meeting was called, and no votes will be taken unless specifically identified in the agenda for the meeting.

SECTION: 3

- A) At least five percent (5%) of the members in good standing must be present to constitute a quorum at a membership meeting throughout the day.
- B) A majority of the Executive Board must be present to constitute a quorum at an Executive Board Meeting.

SECTION: 4

- A) Officers (as defined in Article V section 1) are required to attend all membership meetings. Only excusable absences will be accepted by the Executive Board.

- B) All seated Executive Board Members (i.e. President, Vice President, Section Vice Presidents, Treasurer, Recording Secretary, and Executive Board Members at large) shall answer a roll call at the Membership meetings.

SECTION: 5

- A) Only members in good standing or such other guests approved by the Executive Board in advance shall be permitted to attend meetings of the Local. Members attending those meetings shall be required to sign the official attendance book or register electronically as appropriate.

SECTION: 6

- A) Except where otherwise specifically provided for, in these By-Laws, or in the Transport Workers Union International Constitution, majority rule shall prevail throughout the Local.

SECTION: 7

- A) Any member arriving at a Membership Meeting more than fifteen (15) minutes late, or who leaves before said meeting has been declared officially adjourned/shall be allowed to participate in all orders of business of the meeting, but shall not be given credit on his/her meeting attendance record for having attended that meeting, except, when late arrival or early departure is due to an emergency, certified by the Sergeant-At-Arms, and approved in writing by the Executive Board.

SECTION: 8

- A) Any motion to be voted on shall be voted on at all meetings.

SECTION: 9

- A) No member under the influence of intoxicants shall be admitted to any meeting of the Local subject to the sole opinion of the ranking Officer. Profanity and vulgarity may not be tolerated.

SECTION: 10

- A) Any item brought before the membership may be voted on by secret ballot at a regular General Membership Meeting (when properly amended) if the majority so desires.

SECTION: 11

- A) The Executive Board shall appoint, annually, a Sergeant-At-Arms for all membership meetings (General or Special).

- B) The Sergeant-at-Arms shall examine the credentials of all members and visitors attending the meeting.
- C) In the event the regular Sergeant-at-Arms is absent the Meeting Chairman may appoint other members to perform their duties.

SECTION: 12

- A) Membership Meetings shall be governed by “Robert’s Rules of Order Revised”, with consideration of the fact that multiple meetings are conducted throughout the day and proceed, under the rules, as a single meeting.
- B) The Chairman of any meeting of the Local shall have a voice and a vote and is not subject to reserve in the interest of a tie.

ORIGINAL

ARTICLE V
“LOCAL OFFICERS & DUTIES”

SECTION: 1

- A) The Officers of Local 567 shall consist of a President, Vice President, Secretary- Treasurer, and Recording Secretary, all of whom shall be elected for a term of three (3) years.

SECTION: 2

- A) The President shall preside at all Membership, Executive Board and Executive Committee Meetings of the Local. He shall have all the duties and powers enumerated in Article XVI of the International Constitution, as well as such duties assigned to him by the Local Union. All correspondence (electronic or otherwise) regarding the business of the Local will be made available upon request of the Local Executive Board.
- B) The Vice President shall assist the President in the discharge of his duties in such manner and extent, as the President shall determine. In the absence of the President, the Vice President shall assume the duties of the President. In the event a vacancy occurs in the office of the President, the Vice President shall serve as President for the un-expired term.
- C) Section Vice Presidents shall keep the President and Executive Board advised of the activities within their respective sections. In addition, they shall be responsible for grievance handling until remanded to the Grievance Committee for final disposition.
- D) The Financial Secretary-Treasurer shall perform all duties set forth in Article XVI of the International Constitution, in addition to such other duties as are prescribed by the International Constitution or by the Local Executive Board, or the Executive Committee.
- E) The Recording Secretary shall be responsible to maintain current, all Local Union bulletin boards, as well as perform all duties set forth in Article XVI of the International Constitution, in addition to such other duties as prescribed by the Local Executive Board, or the Executive Committee.

SECTION: 3

- A) Except as otherwise provided for in these By-Laws, vacancies for office shall be filled in the following manner:

Should the vacancy occur with more than one third (1/3) of the un-expired term remaining, it shall be filled through the normal election process and procedures. Should the vacancy occur with less than one third (1/3) of the un-expired term remaining, it shall be filled by appointment.

SECTION: 4

- A) The Local Officers; President, Vice President, Financial Secretary-Treasurer and Recording Secretary, shall be designated as Delegates to the International Convention.
- B) In the event that this Local shall be entitled to additional delegates under Article XI of the International Constitution, they shall be elected at the same time and manner as the elected officers and shall serve for a period of three years.

ARTICLE VI
“EXECUTIVE BOARD”

SECTION: 1

- A) The Local Executive Board shall consist of elected Local officers and Executive Board Members in accordance with the TWU International Constitution.
- B) The Executive Board shall transact all business of the Local when the membership is not in session; faithfully execute the orders of the membership; and adopt measures in the interest of the Local as it may deem necessary. It shall receive and make recommendations pertaining to reports made by standing and special committees and officers.
- C) The Executive Board Members shall carry out such duties as may be assigned to them by the President or the Executive Board.
- D) Executive Board Members shall be elected at the same time and manner as the Local Officers and serve for a term of three (3) years.
- E) Regular Meetings of the Executive Board shall be held at least once a month. The regular monthly meeting shall be held on the first Wednesday of each month; however, in the event the first Wednesday of the month falls on a contractual holiday, the Local Executive Board shall set another date for the regular meeting.
- F) Special Meetings of the Executive Board may be called by the President or by petition of a majority of the Members of the Executive Board.
- G) Executive Board Members shall be required to attend all Executive Board Meetings unless they are (for good reason) exonerated by the Local President.
- H) All votes taken at Executive Board Meetings will be published, identifying how each member voted and will be posted upon the approval of the Executive Board meeting minutes in the subsequent month.

SECTION: 2

- A) Except as otherwise provided for in these By-Laws, vacancies for office (i.e. Vice President, Section Vice President, Treasurer, Recording Secretary or Executive Board Member at large) shall be filled in the following manner:

Should the vacancy occur with more than one third (1/3) of the un-expired term remaining, it shall be filled through the normal election process and procedures. Should the vacancy occur with less than one third (1/3) of the un-expired term remaining, it shall be filled by appointment by the Executive Board.

- B) The Executive Board, by a two thirds (2/3) vote of a quorum present, can suspend any officer of Local 567, subject to and in accordance with the provisions of Article XXI of the International Constitution.

SECTION: 3

- A) The Executive Committee: The Executive Committee shall consist of the Local Officers (President, Vice President, Treasurer, and Recording Secretary) and between meetings, of the Local Executive Board, shall be charged with the responsibility of carrying out the policies and decisions of the Local Executive Board.
- B) Members of the Executive Board who are scheduled to work during meetings of the Executive Board shall be compensated by the Local Union for their lost time as a result of attending those meetings.
- C) A majority of the members of the Executive Board shall constitute a quorum for the purpose of conducting business.

ARTICLE VII
“SHOP STEWARDS”

SECTION: 1

- A) Shop Stewards shall be elected annually. They shall be nominated at the regular membership meeting in November, elected in December, and assume office in January. Vacancies occurring between annual elections shall be filled by election, upon the request of the respective Section Vice President.
- B) Shop Stewards shall represent such shops, crews, work units or groups as may be designated by the Executive Board.
- C) All Shop Stewards shall be required to attend regular membership and Shop Steward Meetings unless excused for good reason by either the President or the Financial Secretary-Treasurer. Failure to attend three (3) consecutive Shop Steward or Membership meetings (unexcused), will result in their attendance being reviewed by the local Executive Board and may result in removal.
- D) In conjunction with the regular monthly Shop Stewards Meeting, if possible, a portion of the meeting shall be devoted to educational training.
- E) Shop Stewards shall receive monthly expense amounts to be established by the Local Executive Board and approved by the Membership. Monthly expense amounts will be prorated on the basis of attendance at the monthly General Membership Meetings and Shop Stewards Meetings.
- F) To be eligible for Shop Steward, one must have maintained continuous good standing within the previous twelve (12) months of nomination, and maintain his/her good standing status throughout his/her term.
- G) Shop Stewards shall be responsible for the handling of grievances and complaints of members he/she has been designated to represent in accordance with these By-Laws.
- H) Shop Stewards shall be required to communicate and inform, both the Local Officers and Membership, of affairs of mutual interest and concerns. A Shop Steward can be removed from Shop Steward Assignment by submission of a petition of fifty percent (50%) plus one of the membership he/she is assigned to represent. This petition must be submitted to the Local Recording Secretary for review by the Executive Board. The Executive Board shall review the specific allegations and investigate the situation before rendering their determination on the merits of the case. The Executive Board shall decide on the matter of upholding the request for

removal of the Shop Steward or denying the request. The Executive Board decision is final and binding. In the event a Shop Steward is removed from his/her position, he/she will be ineligible to hold any Shop Steward office for the duration of the term he/she was serving when removed.

- I) In the event a Shop Steward transfers or is transferred by the Company to another shop, crew, group or work unit, to which he/she was not elected, they shall automatically forfeit their Shop Steward, unless a vacancy currently exists, in this case they will maintain their Shop Steward position.

ORIGINAL

ARTICLE VIII
“FINANCES, SALARIES, EXPENSES, & DONATIONS”

SECTION: 1

- A) Officers, Executive Board Members, and Representatives shall be paid their regular hourly rate, not to exceed the hours on their regularly scheduled workday, at straight time, for time lost while on authorized Union Business.
- B) Local Officers and Executive Board Members shall receive a monthly salary, the amount to be established by the Local Executive Board, and approved by the Membership. Monthly salary amounts will be prorated on the basis of attendance at the monthly Executive Board, General Membership, and Shop Stewards Meetings.
- C) Chief Stewards and Shop Stewards shall receive a monthly expense amount to be established by the Local Executive Board and approved by the Membership. Monthly expense amounts will be prorated on attendance at the monthly General Membership and the Shop Stewards Meetings.
- D) A Representative who has failed to attend a required Meeting must apply, in writing, to the Executive Board, within fourteen days after the meeting, to be excused for his non-attendance. If the Local Executive Board, within thirty days after receipt of such application, finds the member had good cause for his absence, the member shall be deemed, for the purpose of this Section, to have attended the meeting. The action of the Local Executive Board and the reason for its actions shall be set forth in the minutes of the Local Executive Board Meeting.
- E) All members on Union Business shall be reimbursed for actual reasonable incurred expenses. The Financial Secretary-Treasurer shall account for such reimbursements as provided for in Article XVI Section IV of the International Constitution and shall present such records for review to any member in good standing of this Local and when such member has requested an appointment for such purpose.
- F) The written approval of the President and Secretary-Treasurer shall be required before any member is taken off the job to work for the Local Union, except that, in and during an emergency, a member may be taken off the job with the oral approval of the Local President or Secretary-Treasurer.
- G) At the beginning of each calendar year, the Local Secretary-Treasurer shall prepare a budget for the Local, detailing expected income and expenditures for the year.
- H) The Local Secretary-Treasurer shall report to the Local Executive Board comparisons of estimated income with a report of actual expenses.

- D) No reimbursements or payments shall be made for any expenses incurred in the name of the Local Union without the approval of the Local President and the Secretary-Treasurer, on the forms provided by the Local, and shall be regulated by procedures outlined in Article XVI of the International Constitution.
- J) Cash contributions from the treasury of Local 567 shall be limited to not more than \$500.00, except in the case of a Strike Donation to a sister Local of TWU, AFL-CIO. Any contribution of over \$500.00 shall be only for the purpose of the advancement of organized labor and approved by the membership.

ORIGINAL

ARTICLE IX
“ELECTIONS”

SECTION: 1

- A) At a meeting in the month of May, in each third year, the Local Executive Board shall appoint an Election Committee from a list of nominees from amongst the various work units of members in good standing, none of whom shall be a candidate for any office to be filled in such election. The Election Committee shall consist of three (3) members, one (1) of whom shall be designated as Chairperson. Alternate members may be appointed, the number to be determined by the Local Executive Board, from that same list of nominees, to effectively conduct the business of the election process. It will be at this point that the Local Executive Board will instruct the Election Committee as to whether the balloting will be by mail-out or electronic process (online/phone) subject to International and regulatory approval.
- B) The Election Committee shall supervise the elections in the following process:
- a. Nominations shall be by separate petition.
 - b. Nominations of Local Officers or Executive Board members at-large shall require a minimum of five percent (5%) of the signatures of the members in good standing. Additionally, Convention Delegate shall also require a minimum of five percent (5%) of the signatures of the members in good standing on a separate petition. Nominations for Section Vice Presidents shall require a minimum of five percent (5%) of the signatures of members in good standing from their section.
 - c. A member to be eligible for nomination and election for any office except Shop Steward shall, in addition to all other requirements of the International Constitution and these By-Laws, have attended at least six (6) regular monthly Membership Meetings during the twelve (12) months preceding nominations, furthermore, have maintained continuous good standing in the Local for the period of twelve (12) months preceding nominations and shall be in good standing at the time of nomination.
 - d. A member who has failed to attend a General Membership Meeting must apply, in writing, to the Executive Board, within fourteen days after the meeting, to be excused for his non-attendance. If the Local Executive Board, within thirty (30) days after receipt of such application, finds the member had good cause for his absence, the member shall be deemed, for the purpose of this Section, to have attended the meeting. The action of the Local Executive Board and the reason for its actions shall be set forth in the minutes of the Local Executive Board Meeting.

- c) 'Nominations', under this Article, is the date of submission of the petition to the Election Committee. No member of this Local shall be permitted to run for more than one (1) elective office, or hold a combination of elective and appointive office (except Convention Delegate).
- a. Nominations for Officers and Executive Board Members at large shall be submitted no later than 5:00 p.m. on June 15th, if this date falls on a weekend or holiday, the next day shall be the appropriate day as the deadline required by this provision.
 - b. Nominations for Section Vice President shall be submitted no later than 5:00 p.m. on August 16th, if this date falls on a weekend or holiday, the next day shall be the appropriate day as the deadline required by this provision. .
 - c. Nominations for Chief Steward shall be made at the Membership Meeting in the month of October, voting shall take place at the Membership meeting in November and the successor shall assume office on December 1st.

The Election Committee shall verify the acceptance of all nominations made at Membership Meetings no sooner than the conclusion of the final meeting of the day on which they were made.

- D) The Election Committee shall adopt appropriate rules and provide forms and ballots for conducting the election in accordance with the Constitution, Local By-Laws, and appropriate Federal Laws.
- E) When ballots are mailed the following will apply:
- a. Ballots for election of officers will be mailed to each member in good standing at their last known address. No member of the Election Committee shall in any way attempt to influence voting and shall not be eligible to run for office.
 - b. The Recording Secretary and Secretary-Treasurer shall prepare a list of members in good standing of the Local. This list shall be given to the Election Committee. Ballots shall be prepared and mailed to all members in good standing at their last known address no later than the 15th of July, and to be valid, must be returned to the Post Office Box selected by the Election Committee, no later than 0800 hours (eight o'clock a.m.), on the 15th of August. The ballots shall be removed from the Post Office Box by members of the Election Committee on the 15th of August, and shall be counted that day and the results attested to and announced in actual count of the candidates for each office. If any of the above dates fall on a weekend or holiday, the next day shall be the appropriate day as the deadline required by this provision.

- c. Ballots for election on Section Vice Presidents will be mailed to each member in good standing at their last known address. No member of the Election Committee shall in any way attempt to influence voting and shall not be eligible to run for office.
 - d. The Recording Secretary and Secretary Treasurer shall prepare a list of members in good standing of the Local. This list shall be given to the Election Committee. Ballots shall be prepared and mailed to all members in good standing at their last known address no later than the 15th of September, and to be valid, must be returned to the Post Office Box selected by the Election Committee, no later than 0800 hours (eight o'clock a.m.), on the 15th of October. The ballots shall be removed from the Post Office Box by members of the Election Committee on the 15th of October, and shall be counted that day and the results attested to and announced in actual count of the candidates for each office. If any of the above dates falls on a weekend or holiday, the next day shall be the appropriate day as the deadline required by this provision.
- F) All ballots or electronic results shall be preserved by the Secretary-Treasurer for a period of one year (365 days).
 - G) Newly elected officers (President, Vice President, Treasurer, Recording Secretary) and Executive Board members at-large shall assume office September 1st and shall serve for a period of three (3) years.
 - H) Newly elected Section Vice Presidents (Aircraft Maintenance, Facilities Maintenance, Technical Specialist, Stores and Fleet Service) shall assume office November 1st and shall serve for a period of three (3) years.
 - I) All disputes arising out of the nominations and elections process shall be reported to the Election Committee. The Election Committee shall make a full and complete report on the nominations and elections, and shall certify the results of the election; shall set forth a digest of each appeal made to the Election Committee, and the disposition thereof, and shall report any violation of the rules and regulations governing the nominations and elections to a meeting of the Executive Board to be held no more than ten (10) days after the date of the elections.
 - J) An appeal of the certification by the Election Committee or the results of the Election may be made only to the International Executive Committee on Appeals and shall become, and remain effective, unless and until the International Committee on Appeals decides otherwise.

K) The Local Executive Board shall take action, as it deems proper, upon any violation of the rules and regulations governing the nominations and elections reported by the Election Committee, or otherwise made known to the Executive Board. The Local Executive Board may, after a proper hearing and upon reasonable notice to the member, impose an appropriate penalty upon any member for the violation of the said rules and regulations, subject to the provisions of Article XX of the International Constitution.

ORIGINAL

ARTICLE X
“COMMITTEES”

SECTION: 1

- A) Upon installation in office, the Executive Board shall appoint such Standing Committees, as it may deem necessary.

- B) Local 567 Standing Committees shall consist of:
 - a. C.O.P.E. Committee
 - b. Election Committee
 - c. Grievance Committee
 - d. R. O. Committee
 - e. Safety Committee
 - f. Work Rule Committee

- C) The Standing Committee shall assist the Local Officers and provide written reports at regular intervals to the Executive Board. They shall perform those duties assigned to them by the Local Executive Board consistent with the provisions of the International Constitution.

- D) The President of the Local shall appoint such special and temporary committees as may be necessary to ensure the smooth functioning of the Local, provided that such committees do not conflict with the functions of any Standing Committee.

ARTICLE XI
“GRIEVANCES”

SECTION: 1

- A) Any member of the Local, feeling that he/she has been unjustly dealt with by the employer or employer’s agents, shall file with the Local Steward, his/her grievance, the form for which shall be furnished by the Local.

- B) If the grievance cannot be resolved at its source by the Shop Steward or Section Vice President, it will then be turned over to the Local President who will handle the grievance to its conclusion.

- C) The grievant will be advised of the status and disposition of his/her grievance in writing.

- D) A written record shall be made by the Local of all grievances submitted and their disposition.

- E) All grievances will be determined for merit by the Grievance Committee.

- F) Nothing herein shall prohibit members from taking their grievance directly to the Local President for processing, and in the event the President or any Officer files a grievance for a member, said officer shall advise the member’s Steward of the action taken.

- G) Except as provided for specifically in these By-Laws, all grievances shall be addressed in accordance with Article XXIV of the International Constitution.

ARTICLE XII
REMOVAL OF OFFICERS, EXECUTIVE BOARD MEMBERS, SECTION
VICE PRESIDENTS & CHIEF STEWARDS

SECTION: 1

Upon receipt of a written petition signed by one-third (1/3) of the members in good standing of the Local Union, requesting the recall or removal of an Officer, the Recording Secretary shall issue a call for a special meeting to be held not less than fifteen (15) days and not more than thirty (30) days after the presentation of such petition to consider the recall or remove said Officer. In the event that a majority, fifty (50) percent plus one, of the members of the Local vote for recall or removal of said Officer, his/her office shall be declared vacant.

SECTION: 2

Upon receipt of a written petition signed by one-third (1/3) of the members in good standing of the Local Union, requesting the recall or removal of an Executive Board Member, the Recording Secretary shall issue a call for a special meeting to be held not less than fifteen (15) days and not more than thirty (30) days after the presentation of such petition to consider the recall or remove said Officer. In the event that a majority, fifty (50) percent plus one, of the members of the Local vote for recall or removal of said Officer, his/her office shall be declared vacant.

SECTION: 3

Upon receipt of a written petition signed by one-third (1/3) of the members in good standing of a Section Vice Presidents respective section, requesting the recall or removal of a Section Vice President, the Recording Secretary shall issue a call for a special meeting to be held not less than fifteen (15) days and not more than thirty (30) days after the presentation of such petition to consider the recall or removal of said Section Vice President. In the event that a majority, fifty (50) percent plus one, of the members of the respective section vote for the removal or recall of said Section Vice President, his/her office shall be declared vacant.

SECTION: 4

Upon receipt of a written petition signed by one-third (1/3) of the members in good standing of a Chief Steward respective section, the Recording Secretary shall issue a call for a special meeting to be held not less than fifteen (15) and not more than thirty (30) days after the presentation of such petition to consider the recall or removal of said Chief Steward. In the event that a majority fifty

(50) percent plus one, of the members of the respective section vote for the recall or removal of said Chief Steward, his/her office shall be declared vacant.

ORIGINAL

ARTICLE XIII
"RATIFICATION &: AMENDMENTS"

Following any information pertaining to the proposed adoption/amendment being reasonably made available to the membership for review by the Local, the foregoing By-Laws shall be adopted and/or amended in the following manner:

SECTION: 1

- A) When approved by majority vote of all members present at a General Membership Meeting.

SECTION: 2

- A) Notice of meeting for the purpose of changing or amending of the By-laws will be posted thirty (30) days prior to Membership Meeting.
- B) Amendments shall become effective if and when approved by the International Administrative Committee.

Approved by the Membership: July 20th 2011

Approved by International: August 30th 2011

PCW Local 2348 ipuat\af1-cio