

Air Transport Local 514
Transport Workers Union of America
AFL-CIO

Bylaws



As Amended on March 28, 2024

kh:opeiu 381, aji-cio, clc

Index

Article I - Name & Affiliation	1
Article II - Membership	1
Article III - Membership Meetings	1
Article IV - Officers	2
Article V - Executive Board	4
Article VI - Union Stewards and Coordinators	4
Article VII - Salaries & Expenses	6
Article VIII - Elections	7
Article IX - Committees	8
Article X - Grievances	8
Article XI - Sections.	9
Article XII - Donations	9
Article XIII - Amendment to Bylaws	10
Oath of Office	11
Letter of TWU Support	11

Transport Workers Union of America Bylaws for Local 514

ARTICLE I - Name and Affiliation

- (a) This organization shall be known as AIR TRANSPORT LOCAL 514, TRANSPORT WORKERS UNION OF AMERICA, AFL-CIO, and may also be referred to as LOCAL 514 or the LOCAL UNION.
- (b) This Local shall be affiliated with the Oklahoma 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 the members of the Local, provided seven (7) days notice of such proposed action has been posted on the Local 514 website or Union Bulletin Boards.

ARTICLE II - Membership

- (a) Any person eligible for membership in Local 514 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 514.
- (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 514 following such action by the Executive Board must sustain, by a majority vote, the action of the Executive Board concerning any rejection.
- (c) After receiving a membership dues book, or check-off good standing card, a new member must attend the next regular membership meeting of Local 514 for the purpose of taking the membership pledge which shall be administered by the presiding officer.
- (d) Effective July 1, 1970, the initiation fee shall be \$15.00.

ARTICLE III - Membership Meetings

- (a) There shall be at least one regular meeting of the general membership of Local 514 each month, except as otherwise provided for herein.
- (b) The Executive Board may postpone a regular membership meeting if such change is for a valid reason.
- (c) 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.
- (d) The President may call special meetings of the sections, shops, crews or work units when deemed necessary.
- (e) Membership Meeting Notices shall be posted on the Local 514 website or Union Bulletin Boards by the Recording Secretary of Local 514 (or such other person as may be designated by the President or Executive Board) at least seven (7) days prior to the date of the meeting except in cases of special meetings.

Transport Workers Union of America

Bylaws for Local 514

-
- (f) Only members in good standing shall be permitted to attend meetings of Local 514.
 - (g) All members attending the regular membership meeting shall sign the official attendance book or electronically sign in as appropriate.
 - (h) The supreme authority of this Local Union shall be the membership of Local 514.
 - (i) The Sergeant-at-Arms shall examine the credentials of all members and visitors attending the meetings.
 - (j) Any member arriving at a regular membership meeting more than thirty (30) minutes late shall be allowed attend the meeting and participate in all orders of business of the meeting but will not be given credit on his/her meeting attendance record for having attended that meeting, except members on 4/10 shifts or when late arrival is due to an emergency. Such an emergency shall be checked by the Sergeant at Arms and determined by the Executive Board.
 - (k) Any member who leaves a regular membership meeting before said meeting has been officially declared adjourned by the Chairman, shall not be given credit for having attended the meeting except in case of emergency, and such emergency to be checked by the Sergeant-at-Arms and determined by the Executive Board.
 - (l) At special meetings, no business shall be transacted other than that for which the meeting was called.
 - (m) No member under the influence of intoxicants shall be admitted to any meeting of the Local Union; no rowdyism or vulgarity will be tolerated.
 - (n) The Executive Board shall determine the starting times for all meetings.
 - (o) In the event the regular Sergeants-at-Arms are absent the President may appoint other members to perform their duties.
 - (p) Membership meetings shall be governed by "Robert's Rules of Order Revised."

ARTICLE IV - Officers

- (a) The elected Officers of Local 514 shall be: President, First Vice President, Financial Secretary- Treasurer, Recording Secretary, Second Vice President (Chairman of Maintenance), Third Vice President (Chairman of Stores), Fourth Vice President (Chairman of Facilities/GSE Maintenance), Fifth Vice President (Chairman of Maintenance Control Technicians), and Executive Board Members at Large as provided for in the TWU International Constitution.
- (b) Officers are required to attend all membership meetings and answer the roll call. Only excusable absences will be acceptable by the Executive Board.
- (c) Duties of Officers shall be as outlined in the International Constitution and the Bylaws of Local 514.

Transport Workers Union of America

Bylaws for Local 514

- (d) Officers shall perform such duties as may be assigned to them by the Executive Board or membership.
- (e) In the absence of the President, the First Vice President shall assume the duties of the President and shall receive the same salary.
- (f) In the event the President is unable, for any reason, to complete his term of office, the First Vice President shall automatically become President. The Second and Third Vice Presidents shall temporarily fulfill the duties of the First and Second Vice President in that order. In the event of a vacancy in the Executive Board Members at Large, the first qualified runner-up in the last regular election of the Executive Board Members at Large shall fill the vacancy.
- (g) All vacancies except the President and the Executive Board Members at Large shall be filled by a special election. Time and place will be determined by the Election Board. During the interim period required to hold a special election, the Executive Board may appoint a member in good standing who meets the qualifications under Article 8, Paragraph C, of these Bylaws, for a period not to exceed ninety (90) days before an election is called.
- (h) The Executive Board, by a majority vote, can suspend any officer of Local 514, subject to and in accordance with the provisions of Article XXI of the International Constitution.
- (i) The elected delegates to the International Convention will be for a three-year period. The top runners will serve as delegates to the State AFL-CIO Convention, except for COPE Conventions and COPE Conferences. Eligibility for election shall be as per Article VIII(c). The President shall attend all contract negotiations pertaining to Local 514 and its members. The President shall be a delegate to the International Convention of the Transport Workers Union of America, AFL- CIO, and such other conventions in which Local 514 participates.
- (j) The President shall preside at all meetings of the Local.
- (k) The President shall carry out the instructions of the membership and perform such other duties as may be assigned to him by the Executive Board or the membership.
- (l) The President may arrange for an Officer or individual member to be absent from 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.
- (m) The President shall draft all Board of Adjustment submissions and be responsible for the proper processing of said submissions.
- (n) It shall be the Local President's responsibility to assemble all facts pertaining to Local 514 grievances pending before the Board of Adjustment or Arbitration, to assure the proper presentation of said grievances.
- (o) The Local President shall attend all System Council Meetings and such other meetings as may be called by the ATD Director.
- (p) The President shall attend all regular and special meetings of the Local and shall preside at said meetings.

Transport Workers Union of America

Bylaws for Local 514

-
- (q) The President shall assist other officers, stewards or individual members in the handling or processing of grievances and such other problems which have not yet become grievances.

ARTICLE V - Executive Board

- (a) The Executive Board shall consist of: President, First Vice President, Financial Secretary-Treasurer, Recording Secretary, Second Vice President (Chairman of Maintenance), Third Vice President (Chairman of Stores), Fourth Vice President (Chairman of Facilities/GSE Maintenance), Fifth Vice President (Chairman of Maintenance Control Technicians) and Executive Board Members at Large as provided for in 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.; 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) The Regular Executive Board meeting shall be held on the Friday preceding the Regular Monthly Membership meeting, or on such other day as may be determined by the Local 514 President.
- (e) Any Executive Board member who has two (2) consecutive unexcused absences from Executive Board meetings shall be subject to removal from office and if so removed, shall not be eligible to hold any office for the remainder of the existing term.
- (f) All Executive Board members are required to attend the regular monthly Shop Stewards' meeting.
- (g) 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 the meeting.
- (h) A majority of the members of the Executive Board shall constitute a quorum for the purpose of conducting business.

ARTICLE VI - Union Stewards and Coordinators

Section 1 - Union Stewards

- (a) Union Stewards shall be elected during the months of January each year, except as otherwise provided for herein.
- (b) Union Stewards shall represent the members designated by the Executive Board.

Transport Workers Union of America

Bylaws for Local 514

-
- (c) A Union Steward shall attend at least four (4) regular membership meetings and four (4) Union Steward meetings per calendar year or shall be subject to removal by the Executive Board.
 - (d) There shall be at least one regular Union Steward meeting of Local 514 each month. However, if for valid reasons, the President or Executive Board may change the date of the Stewards' meeting. The Executive Board shall determine the starting times for all meetings.
 - (e) Special meetings of the Union Stewards may be called by the President or the Executive Board when deemed necessary.
 - (f) In conjunction with the regular monthly Union Stewards' meeting, if possible, a portion of the meeting shall be devoted to educational training.
 - (g) Union Stewards shall be responsible for handling grievances and complaints of members whom they have been designated to represent in accordance with these Bylaws. Union Stewards shall keep their respective members advised of actions of the Union, shall attend Stewards' meetings and assist Executive Board members in enforcement of the Contract and of the Constitution and Bylaws of the Union and in such other duties as may be assigned to them by the Executive Board.
 - (h) Union Stewards shall receive expenses to be determined by the Executive Board, subject to the membership's approval. Expenses will be paid monthly.
 - (i) A member must be in good standing and have attended at least three (3) regular membership meetings during the preceding year in order to be eligible to hold a Union Steward position.
 - (j) Union Stewards may be removed from office for dereliction of duty by the Executive Board, subject to approval of the membership in attendance at a regular membership meeting or when a majority of the members who the Stewards represents requests in writing to the President or the Executive Board their desire for such removal. Any Steward removed from a Steward position may appeal such removal to the Executive Board, provided such appeal is made in writing to the Executive Board within ten (10) days, in which event the Executive Board will conduct a hearing within ten (10) days from the date of the appeal and the Steward will be notified of the time and place of such hearing. Union Stewards shall not assume any temporary non-bargaining unit position without forfeiture of their Union Shop Steward position.
 - (k) In the event a Union Steward transfers, or is transferred by the Company, to another shop, crew, group, or work unit, the Steward may forfeit the Union Steward's position based on the Executive Board's determination..

Section 2 - Executive Union Stewards

- (a) The position of Executive Union Steward shall be appointed and assigned by the Executive Board to their designated areas and the term shall be for a one (1) year period beginning in August. The total number of Executive Union Steward positions shall not exceed the total number of Executive Board positions.
- (b) A member must be in good standing and have attended at least four (4) regular membership meetings during the preceding year to be eligible to hold an Executive Union Steward position.
- (c) An Executive Union Steward shall attend at least four (4) regular membership meetings and

Transport Workers Union of America Bylaws for Local 514

four (4) Union Steward meetings per calendar year or shall be subject to removal by the Executive Board.

- (d) Executive Union Stewards shall receive expenses to be determined by the Executive Board, subject to the membership's approval. Expenses will be paid monthly.
- (e) In the event an Executive Union Steward transfers, or is transferred by the Company, to another area the Executive Union Steward may forfeit the Executive Union Steward's position based on the Executive Board's determination.
- (f) Executive Union Stewards may be removed from office for dereliction of duty by the Executive Board, or when a majority of the members who the Steward represents requests in writing to the President or the Executive Board their desire for such removal. Any Executive Union Steward removed from an Executive Union Steward position may appeal such removal to the Executive Board, provided such appeal is made in writing to the Executive Board within ten (10) days, in which event the Executive Board will conduct a hearing within ten (10) days, from the date of the appeal and the Steward will be notified of the time and place of such hearing. Executive Union Stewards shall not assume any temporary non-bargaining unit position without forfeiture of their Executive Union Steward position and any Executive Union Steward expenses due for the month or months they have not collected.
- (g) Executive Union Stewards shall be responsible for assisting in the handling of grievances and the complaints of members whom they have been designated to represent in accordance with these Bylaws and any other assignments as directed by the Executive Board.
- (h) Executive Union Stewards shall keep their respective members advised of actions of the Union, shall attend Stewards meetings and assist Union Stewards and Executive Board members in enforcement of the Contract and of the Constitution and Bylaws of the Union and in such other duties as may be assigned to them by the Executive Board.

Section 3 - Coordinators - Base Safety and Flight Safety

- (a) The President may appoint Base Safety Coordinator(s) and Flight Safety Coordinator(s) (ASAP/ERC) subject to the approval of the Executive Board. These coordinators shall perform duties assigned to them by the President or Executive Board, and shall provide a written monthly report to the Executive Board.

ARTICLE VII - Salaries and Expenses

- (a) The Executive Board shall set salaries and/or expenses for all Officers, subject to the approval of the membership at a regular meeting. Changes of salaries and/or expenses of Officers shall be posted on the Bulletin Boards as part of the agenda.
- (b) Local 514 monthly salaries shall be as follows: Shop Stewards \$125; Executive Shop Stewards \$175; MCT Vice Chairman \$300; MCT Recording Secretary \$300; Executive Board Member at large \$1,020; Chairman of Maintenance, MLS, Plant Maintenance, and MCT \$1,100; Recording Secretary \$1,200; Secretary Treasurer \$1,350; Vice President \$1,500; President \$4,150 per month. Salary increases and decreases will follow those negotiated within the M&R CBA.

Transport Workers Union of America

Bylaws for Local 514

ARTICLE VIII - Elections

- (a) Commencing in 2023, the Election Board consisting of three members shall be elected at the regular membership meeting in February of every third year (following the regular officers elections). In order to be eligible for nomination and election to the Election Board a member must be in good standing and have attended at least three (3) regular membership meetings during the previous twelve (12) months. Replacement to any vacancy on the Election Board shall be by appointing the alternate, in order of the votes they received at the time of election.
- (b) The Board of Election shall adopt appropriate rules and provide forms and ballots for the conduct of nominations and election of Officers in accordance with the International Constitution, Bylaws and accepted past practices of Local 514. The Election Board shall count ballots which are mailed or, in the event the handling and tabulation of ballots is assigned to an outside vendor by the membership or the International Union, monitor the work performed by such vendor during the entire election process.
- (c) To be eligible for nomination and election to any office a member shall have maintained continuous good standing for a period of twelve (12) months prior to nominations and shall be in good standing at the time of nominations.
- (d) Any employee eligible for membership in Local 514, or any member of Local 514 who actively engages in dual unionism (such as trying to persuade TWU members to sign cards or support another union), will not be permitted to hold any office of Local 514 or any Section of Local 514 for a period of five (5) years. Said five (5) years shall be from the last known date of such dual union activity.
- (e) Nominations of Officers shall be held at the regular membership meeting in May of every third year, commencing in May 1995.
- (f) Newly elected Officers shall be installed at the regular membership meeting in July following their election to office and they shall serve for a period of three (3) years.
- (g) The official attendance register shall constitute the sole proof of attendance at regular membership meetings.
- (h) Eight (8) Sergeant-at-Arms shall be elected during the general election of Officers. A member must be in good standing and have attended at least three (3) regular membership meetings during the preceding 12 months in order to be eligible to hold a sergeant-at-arms position.
- (i) Any member elected to office shall sign the oath of office and submit a letter of support to the TWU. (See Attached)

Transport Workers Union of America Bylaws for Local 514

ARTICLE IX - Committees

- (a) Upon installation of office the Local 514 President shall appoint the following standing committees (all appointments must be approved by the Executive Board and members in attendance at a regular membership meeting): Contracting Out Committee, Affirmative Action/Human Rights Committee, Community Services Committee, COPE Committee, Education Committee, I-Committee, Insurance Committee, Northeastern Oklahoma Labor Council, Publications Committee, Retirement Committee, Safety Committee, Trade Test Committee, Welfare and Entertainment Committee, Workers' Compensation Committee and Future Leaders Organizing Committee (FLOC).
- (b) Standing Committees shall carry out 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 approval of the Executive Board, the President may appoint such special committees as may be necessary for the efficient conduct of the Local.
- (e) The President of Local 514 shall appoint and/or remove the Chair of each Standing Committee subject to the approval of the Executive Board.
- (f) The Chairman of the Education Committee will serve as Chairman of the I-Committee. The Committee will be composed of five (5) to ten (10) Shop Stewards. The responsibilities of the I-Committee are to assist and make recommendations in developing education and communication plans that will best serve the membership, Shop Stewards and Officers of Local 514. An I- Committee report will be given at each regular Executive Board meeting.

ARTICLE X - Grievances

- (a) Any member who has a grievance in respect to their job or who wishes to confer with management on any matter pertaining to their employment shall discuss said complaint with their Shop Steward. If the Steward is in doubt as to what action should be taken, the Steward should contact an officer of Local 514 for assistance.
- (b) The Executive Board, Committee person or Shop Steward shall provide appropriate grievance forms for members' use and shall be responsible for the effective processing of all grievances.
- (c) The Steward shall immediately advise the Local President of all grievances filed in his respective area shop, crew or work units, and shall, within twenty-four (24) hours, deliver to the President the No. 3 copy of the grievance form.
- (d) 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.
- (e) Nothing herein shall prohibit members from taking their grievance directly to the Local President or any other Officer for processing.

Transport Workers Union of America Bylaws for Local 514

ARTICLE XI - Sections

- (a) There shall be a Material Logistic Specialist Section, an Aircraft Maintenance Section, a Maintenance Control Technician Section, and a Facilities/GSE Maintenance Section. Each section shall have a chairman who shall be elected by members of their respective sections during the general elections of Officers.
- (b) Section Chairs shall keep the President and Executive Board advised of the functions of their respective Sections.
- (c) GSW shall be under the jurisdiction of Local 514 and considered to be a “down line” station and shall hold regular monthly membership meetings.
- (d) GSW shall have station Officers of Vice Chairman and Recording Secretary positions, that shall be elected by members represented at that station and shall be elected in accordance with Article VIII.
- (e) The Station Vice Chairman and Recording Secretary shall assist the Chair person and carry out such other duties as may be assigned to him by the Chair, Executive Board, or President.
- (f) All applicable provisions of the Bylaws will apply equally to all Stations under the jurisdiction of Local 514.

ARTICLE XII - Donations

- (a) Cash contributions from the treasury of Local 514 shall be limited to \$100.00 except in case of a Strike Donation to another Local of TWU, AFL-CIO. Any other contribution of over \$100.00 shall be only for the purpose of the advancement of Organized Labor and notice shall be posted seven (7) days prior to a regular or special membership meeting for discussion and vote at such meeting.
- (b) Local 514 shall not solicit money or conduct raffles for charitable organizations or for 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.

Transport Workers Union of America

Bylaws for Local 514

ARTICLE XIII - Amendments to Bylaws

- (a) These Bylaws may be altered, amended or repealed by a majority vote by the membership present at any regular or special membership meeting called for that purpose, provided that the proposed change, amendment or repeal has been posted for a period of seven (7) calendar days on the Local 514 website or Union Bulletin Boards.

Submitted and approved by the Members in attendance at the regular membership meetings of Local 514 on August 31, 1953. Amended on Feb 26, 1964; July 27, 1970; Apr 24, 1978; Dec 13, 1986, Mar 30, 1993, Aug 26, 1994, Dec 20, 1994, Mar 30, 1999, May 24, 1999, Jan 2001, Mar 26, 2002, July 29, 2002, Dec 7, 2004, May 28, 2009, Jan 6, 2010, Sept 1, 2010, April 2, 2013, June 11, 2013, April 17, 2017, May 22, 2017, Aug 10, 2018, and Sept 24, 2019, January 24, 2023 and September 25, 2023, March 28, 2024.

Transport Workers Union of America

Bylaws for Local 514

Oath of Office

(For Installation of Officers Transport Workers Union of America)

I solemnly pledge on my honor, to perform the duties of my office as required by the Constitution of the Transport Workers Union of America; to bear true and faithful allegiance to the International and the Local Union and the cause of all organized labor, not to divulge or make known any private proceedings of this Union; to perform faithfully all the duties assigned to me to the best of my ability; to deliver to my successor in office all books, papers and other property of the Union in my possession at the end of my term; to conduct myself at all times as becomes a member and officer of the Transport Workers union; and to discharge all my obligations to the end that victory shall crown all our efforts.

Letter of TWU Support

I, _____, do solemnly pledge on my honor to:

1. Perform the duties of my office as required by the Constitution of the Transport Workers Union of America;
2. Bear true and faithful allegiance to the International and the Local Union and the cause of all organized labor;
3. Not divulge or make known any private proceedings of this Union;
4. Perform faithfully all the duties assigned to me to the best of my ability;
5. Deliver to my successor in office all books, papers and other property of the Union in my possession at the end of my term;
6. Deter any effort by outside organizations that may attempt to bring about the withdrawal from the International Union of any Local Union or any member or group of members; adhere to and carry out the instructions, directions, or decisions of the local Executive Board or of the Local Union or of the International Executive Council to the best of my ability, and
7. Conduct myself at all times as becoming a member and officer of the Transport Workers union; and
8. Discharge all my obligations to the end that victory shall crown all our efforts.

Dated this _____ day of _____, 20 ____

Name and Employee Number