



BY-LAWS

OF THE

Transport Workers Union of America, AFL-CIO

Local 548

REPRESENTING

FLIGHT SIMULATOR ENGINEERS

FLIGHT CREW TRAINING INSTRUCTORS

SIMULATOR PILOT INSTRUCTORS

&

ENVOY INSTRUCTORS

In the service of

American Airlines and Envoy Airlines

Approved January 18th, 2019

PREAMBLE

Local 548, Transport Workers Union of America, AFL-CIO is a labor organization, established for and dedicated to the welfare, protection and professional interest of Sections that represent Flight Simulator Engineers or FSE and Instructors or FCTI (encompassing Flight Crew Training Instructors, Simulator Pilot Instructors and Envoy Instructors) for aviation organizations with flight operations in private or public sectors.

This Local is pledged to the objectives of constant and unremitting efforts for the preservation and enhancement of all aviation and aerospace professions and specialties, and to increase the safety of the traveling public.

The Local is also dedicated to the principle that all power is derived from the Membership and that this Local will respond with a vigilant, innovative and selfless leadership, selected democratically and cooperating with a loyal, constructive and united Membership, and with the International Union to the benefit of all.

ARTICLE 1 - GENERAL

A. NAME

This organization will be known as Local 548, Transport Workers Union of America, AFL-CIO and may be referred to hereinafter as "Local" or "Local 548".

B. AFFILIATIONS

This Local may be affiliated with associations, councils or other established entities that are deemed to be in the best interests of the total Membership or any segment thereof in accordance with the International Constitution, and in accord with the policy of the International Executive Council on Local Union affiliations, or with the explicit approval of the International Executive Council.

C. HEADQUARTERS (LOCAL & INTERNATIONAL)

Reference to "Headquarters" will mean Headquarters of Local 548, Transport Workers Union of America, AFL-CIO. Reference to the "International Headquarters" will mean the International Offices of the Transport Workers Union of America, AFL-CIO, Washington, D.C.

D. CONFLICTS WITH THE INTERNATIONAL CONSTITUTION

In the event of a conflict between these By-Laws and the International Constitution, the International Constitution shall govern.

E. OFFICIAL SEAL

The Official seal of this Local is as established in Article XIV, Section 2, of the International Constitution.

ARTICLE 2 - OBJECTIVES

A. GOALS

The objectives of the Local will be to act as an effective instrument in improving the working conditions, wage scales, work cycles and schedules, retirement plans, job security and all other benefits that should rightfully accrue to all Members, individually or collectively, according to the nature of the profession or specialty being represented.

B. INTERNAL COMMITTEES AND REPRESENTATIVES

The Local may establish internal committees, special representatives or any other structure to oversee and promote the interests of each profession or specialty which it represents. The Local may have representative(s) participate as needed on Committees of the Transport Workers Union International, Air Transport Division, Committee on Political Education, various Governmental and Regulatory agencies, Federal, State and Local Government Bodies, International Civil Aviation Organizations, AFL-CIO Departments or Affiliates, or any other organization necessary to advance the Membership.

All such committees or representatives will serve on a volunteer basis (except for expenses specifically authorized by the Local Executive Board), and will report to the President and Local Executive Board, and will make no commitments or statements other than those within parameters defined by the Local Executive Board. Representatives and members of committees established under this Article will be made by appointment of the Local Executive Board.

C. DISCRIMINATION

There will be no discrimination or disparity of effort in the exercise of pursuing the professional objectives of any represented person, profession, specialty or section. There will be no discrimination in any manner that may come within the purview of this Local regarding veteran's status, race, color, creed, gender, sexual orientation, or national origin. The words he, him and his are used in the generic sense when they appear in these By-Laws, and refer to both male and female Members.

D. LEGISLATIVE OR REGULATORY ACTIVITIES

This Local will participate to the fullest extent possible in all proposed legislative or regulatory activities affecting the Membership in coordination with the International and the Legislative Director.

E. GROWTH

Recognizing rapid and fundamental changes in technology and functional responsibilities in the aerospace field, it will be the objectives of the Local to anticipate and act to further the interests of the Membership. The Local shall also invite to affiliate with this Local all persons working in the field of aviation, aerospace, or transportation (subject to the policies of the Local Executive Board, the Constitution of the Transport Workers Union International, and the AFL-CIO, each as amended).

ARTICLE 3 - MEMBERSHIP

A. CONDUCT

No Member will perform his duties in such a manner as to place an unfair burden on his fellow workers or as to bring discredit to this Local. No Member will make known the internal affairs of this Local to non-Members or to those negotiating against the Local in collective bargaining discussions.

B. COLLECTIONS

No Member will make a collection in the name of the Local regardless of its purpose, without the prior approval of the Local Executive Board.

C. CHANGE OF ADDRESS

It will be the responsibility of each Member to notify the Local Executive Board in writing, in advance of any change of their mailing address (or email address when applicable). If a Member's mailing address (or email address) is no longer valid, neither the Local nor the International shall be held responsible for that Member's lack of receipt of correspondence, notices, or ballots mailed to the expired address.

D. AUTHORITY

All power and authority originates with the Membership of this Local as defined in the International Constitution, subject to the provisions of these By-Laws, the International Constitution and the decisions of the International Conventions. Election of Local Officers and Local Executive Board Members is subject to the International Constitution and the procedures set forth therein.

The Transport Workers Union shall be the sole bargaining agent of Local 548. No Member or Members of the Local shall negotiate or confer with any management or agents thereof, without due authority, on matters pertaining to rates of pay, wages, hours of employment, or working conditions without due authority from the International Union.

E. REAPPLYING FOR MEMBERSHIP

Any person who reapplies for membership after having had his name removed from any Local 548 seniority list will be subject to all rules applicable to a new Member.

F. INITIATION FEES

Employees in the service of any company, private, public or quasi-public, under a TWU contract within the jurisdiction of Local 548 will pay an initiation fee of fifteen dollars (\$15.00) so long as that fee is not disallowed by the International Constitution.

Any current Members, in good standing of any sections or divisions of other TWU Locals who may become covered by this Local, will be exempt from payment of initiation fees upon presentation of credentials in accordance with the International Constitution. Any member of former Locals 541 and 544 shall be exempt from payment of initiation fees.

G. ASSESSMENTS

The Local Executive Board shall have the authority to levy Assessments as needed to maintain appropriate financial levels of the Local; any such assessment must be approved in advance by a majority vote of the Membership.

H. DUES

The Local dues for active Members shall be at a rate of two (2) times the hourly wage rate per month. For Members on a monthly pay base, the hourly wage rate shall be calculated by dividing the monthly pay by 173.3.

Local dues for those Retirees who wish to retain membership shall be at a rate of two (2) times their hourly wage rate per month based on their wage rate at the time of their retirement.

ARTICLE 4 - STRUCTURE

A. LOCAL OFFICERS

The Local Officers will be a President, a Vice President Flight Simulator Engineer CLT (FSE-CLT), a Vice President Flight Simulator Engineer DFW (FSE-DFW), a Vice President Instructor CLT (INST-CLT), a Vice President Instructor DFW (INST-DFW), a Financial Secretary-Treasurer, and a Recording Secretary. Each Officer is expected to enforce the provisions of the International Constitution and these By-Laws, and be aware of their contents and revisions.

B. LOCAL EXECUTIVE BOARD

The Local Executive Board will consist of the President, the four Vice Presidents noted above, Financial Secretary-Treasurer, Recording Secretary and Executive Board Members-at-Large as determined under Article XIV, Section 8 of the International Constitution.

C. PRESIDENT

The President will preside at all Membership, Local Executive Board, and any other Special meetings of the Local. The President will attend all Air Transport Division President's Council and other meetings, Local Negotiations and International Conventions. He shall countersign all checks issued by the Financial Secretary-Treasurer against the accounts of Local 548 as authorized by the Executive Board or General Membership. The President will have all the duties and powers enumerated in Article XVI of the International Constitution.

D. VICE PRESIDENTS

The four Vice Presidents shall assist the President in the discharge of his duties in such manner and extent as the President will determine in accordance with the International Constitution and these By-Laws. Each Vice President will serve as a member of the Grievance Committee and Negotiations Committee for their respective Section (FSE and INST). The Committees shall decide which Vice President shall serve as Chairman for each respective Section Committee (FSE and INST). Each Vice President shall serve as Chair for their respective Section meetings on a rotating basis. Each Vice President may also serve as the Base Section Chair for their respective Section and Base. The Vice Presidents in carrying out their duties (including making any appointments) will consult and work with the other Vice President from their respective Section. The four Vice Presidents will have all the duties and powers enumerated in Article XVI of the International Constitution.

E. BASE SECTION CHAIR

Each Base Section (individual Class and Craft at each Base) may be represented by a Base Section Chair. Each Base Section Chair shall have primary responsibility to serve in the role as a Steward and shall be responsible for filing and processing of grievances with the Company. Each Base Section Chair shall be responsible for recording the minutes of all meetings with Members and management, within his Section. Each Base Section Chair shall perform all duties within their Section and Base as assigned by the President and by the Local Executive Board. Each Base Section Chair shall be appointed by the Vice President (from their respective Section and Base) from within the Membership in good standing within their Class and Craft in each Base as necessary.

F. FINANCIAL SECRETARY-TREASURER

The Financial Secretary-Treasurer will receive all monies paid into the Local Union and perform all duties as set forth in Article XVI of the International Constitution. The Financial Secretary-Treasurer shall be responsible for filing of Federal Reports, and will be responsible for maintaining all financial records of the Local. The Financial Secretary-Treasurer will perform other such duties as assigned by the President or Local Executive Board and as required by the International Constitution.

G. RECORDING SECRETARY

The Recording Secretary will perform all duties as set forth in Article XVI of the International Constitution. The Recording Secretary shall be responsible for posting of all notices on the Local website and bulletin boards and for keeping minutes and any other records of all meetings (General Membership, Special and Local Executive Board). He shall issue the call for all meetings. The Recording Secretary will perform other such duties as assigned by the President, Local Executive Board and as required by the International Constitution.

H. EXECUTIVE BOARD MEMBER-AT-LARGE

Any Executive Board Members-At-Large shall attend Local Executive Board meetings and shall perform all duties assigned by the Local President, the Local Executive Board and as required by the International Constitution. The Executive Board Members-At-Large shall be elected from the entire Membership in good standing.

ARTICLE 5 - ELECTIONS AND MEETINGS

A. ELECTIONS

Local Officers and Executive Board Members-At-Large will be elected by secret ballot and will serve concurrent terms of office. The term of office for all elected officers will be three (3) years.

The President, Recording Secretary, Financial Secretary-Treasurer and any Executive Board Members-At-Large will be elected from the Local Membership at large. The Vice Presidents will be elected from their respective Sections and Bases of the Local.

Installation of Local Officers and Executive Board Members-At-Large will take place as soon as possible following the counting of ballots.

B. ELECTION COMMITTEE

Following the initial Local election and at least one month prior to accepting nominations for any office or position, the Local Executive Board will appoint the Members of the Election Committee and, within two business days following this appointment, will provide the names to the Recording Secretary who shall as soon as practicable post the names of the Election Committee Members in all work places and on the Local website. The Election Committee shall consist of four (4) Members in good standing, one (1) each from the FSE Section DFW, and FSE Section CLT. Also, one (1) each Instructor Section DFW and Instructor Section CLT.

The Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA), establish certain rights for union Members and contain provisions to insure union democracy and financial integrity. Title IV of the LMRDA sets forth basic democratic procedures which must be followed in conducting officer elections. The Election Committee shall follow these guidelines to establish and adopt Campaign and Election Rules.

The Election Committee shall be guided by three principles:

- Be fair and impartial, treating all candidates equally and avoiding any acts of favoritism or even the appearance of favoritism, maintaining a businesslike relationship with all candidates.
- Follow the election provisions of the International Constitution and these By-Laws as long as they are not inconsistent with Federal Law.
- Uphold American democratic traditions by protecting the right of every eligible Member to nominate candidates, run for office, and vote by secret ballot for Officers.

The Election Committee will accept, confirm, and publish nominations and distribute, receive and count ballots. Voting may be performed by electronic means.

The Election Committee shall adopt rules and provide forms and ballots for the conduct of nominations and elections, shall receive and count ballots, and shall receive and rule on any election disputes, all subject to approval of the Executive Board and appropriate provisions of the International Constitution and Local By-Laws. The Election Committee shall also report election results to the Recording Secretary who shall then post the official election results on the workplace bulletin boards and on the Local website. The election shall be conducted in accordance with the International Constitution and Federal Law.

C. NOMINATIONS

Any Local 548 Member in good standing may nominate Members for the office of President, Financial Secretary-Treasurer, Recording Secretary and Executive Board Member-At-Large.

Any Local 548 FSE Member in good standing from the CLT work area may nominate Members for Vice President FSE-CLT.

Any Local 548 Instructor Member in good standing from the CLT work area may nominate Members for Vice President INST-CLT.

Any Local 548 FSE Member in good standing from the DFW work area may nominate Members for Vice President FSE-DFW.

Any Local 548 Instructor Member in good standing from the DFW work area may nominate Members for Vice President INST-DFW.

No Member of Local 548 shall be permitted to run for more than one (1) elective office.

To be eligible for nomination and election to any office in Local 548, a Member must have been in good standing in the Transport Workers Union of America for the twelve (12) months immediately preceding nominations and must meet the requirements as outlined in the International Constitution and of Section 504 of the LMRDA.

Confirmed nominees will be afforded the opportunity to address the Membership for not more than five (5) minutes or distribute a written statement at one General Membership meeting following the completion of the nomination process, if any such meeting is held. In the event a nominee is unable to attend the meeting, another Member may read the nominee's statement.

D. ELECTION AND INSTALLATION OF LOCAL OFFICERS AND LOCAL EXECUTIVE BOARD

Election and installation of elected Officers and Executive Board members will be as follows:

Officers	Sequence to be filled	Elected From	Filled by these members
President	1st	Entire Membership	Entire Membership
Recording Secretary	2nd	Entire Membership	Entire Membership
Financial Secretary-Treasurer	3rd	Entire Membership	Entire Membership
Vice President FSE-CLT	4th	Only FSE Members from the CLT work area	Only FSE Members from the CLT work area
Vice President INST-CLT		Only Instructor Members from the CLT work area	Only Instructor Members from the CLT work area
Vice President FSE-DFW		Only FSE Members from the DFW work area	Only FSE Members from the DFW work area
Vice President INST-DFW		Only Instructor Members from the DFW work area	Only Instructor Members from the DFW work area

Local Executive Board Members (Other than Officers)	Sequence to be filled	Elected From	Filled by these members
Members-At-Large	5th	Entire Membership	Entire Membership

E. VACANCIES

In the event that a vacancy occurs in the office of President, the Executive Board shall determine which Vice President shall act as President for the unexpired term, and then the Executive Board shall call for an election within the Section and Base that Vice President represented to fulfill the term for that Vice President.

All vacancies in any office, except the office of President, shall be filled by secret ballot if less than half the normal term has been served. If more than half the normal term has expired prior to the vacancy, the office shall be filled by appointment of the Executive Board.

F. ELECTION PROTEST

Any Member in good standing who believes they have been improperly denied the opportunity to be a candidate for an elective office or position, or who believes that an election in which they were a candidate was improperly conducted may file a complaint with the Election Committee. Any complaint regarding denial of the opportunity to be a candidate must be filed within fifteen (15) days of the denial and any complaint pertaining to the conduct of an election must be filed within fifteen (15) days after the results of the election have been made known. If dissatisfied with the action of the Election Committee on the complaint, the Member may within fifteen (15) days thereafter, or within thirty (30) days after filing the complaint with the Election Committee if the Election Committee has not taken final action on the complaint within that time, file an appeal to the Local Executive Board. If dissatisfied with the action of the Local Executive Board, the Member may within fifteen (15) days thereafter, or within thirty (30) days after filing the complaint with the Local Executive Board if the Local Executive Board has not taken final action on the complaint within that time, file an appeal to the International Union pursuant to the International Constitution.

G. INTERNATIONAL CONVENTION

The Local President shall be a delegate to the International Convention. If one or more additional Local delegates are allowed under Article XI Section 2 of the International Constitution, the Local shall conduct an election for any such Local delegate positions.

H. GENERAL MEMBERSHIP MEETINGS

General Membership meetings will be held on a monthly basis unless the Executive Board determines that this is impractical in which case the Executive Board can call General Membership meetings on a bimonthly basis. Special meetings may be called by a majority of the Executive Board. Those present will constitute a quorum for all General Membership and Special meetings properly called. The President will chair all Regular and Special meetings. The Recording Secretary shall record minutes of all Regular and Special meetings. General Membership meetings may be held more frequently, if needed, and General Membership meetings and Special meetings may be conducted using electronic means (internet, video and/or phone conference) providing all participants are able to hear each speaker and hear and/or observe votes and actions at that meeting.

I. LOCAL EXECUTIVE BOARD MEETINGS

The Local Executive Board will meet once each month, or as needed, on a day fixed by the Board. The President, with five (5) days' notice to each Board Member, may call Special meetings of the Local Executive Board. A majority of Local Executive Board Members will constitute a quorum. The President shall abstain from all Local Executive Board votes except, in the event of a tie vote, the President will cast a vote as a tiebreaker. These meetings may be conducted using electronic means (internet, video and/or phone conference) providing all participants are able to hear each speaker and hear and/or observe votes and actions of the Local Executive Board Members participating in the meeting. All meetings shall be conducted in accordance with Roberts Rules of Order, as most currently revised. Minutes shall be kept of all meetings; the minutes will record those who attended, those excused or unable to attend, resolutions introduced, whether the resolution passed or failed, how an attendee Executive Board Member voted on any resolution introduced (for or against or abstain), and numbers voting in a roll call; minutes will be distributed to all elected officials concerned.

J. SECTION AND GEOGRAPHICAL MEETINGS

Meetings affecting only one Section of the Local shall be called by either of the Vice Presidents representing that Section with Local Executive Board approval. That Vice President shall report the results of the Section meeting at the next Local Executive Board meeting. Other Officers and Executive Board Members At Large may attend such meetings. Meetings affecting only one Base of the Local (DFW or CLT) shall be called by the Vice President in that Base with Local Executive Board approval. That Vice President shall report the results of the meeting at the next Local Executive Board meeting. Other Officers and Executive Board Members-At-Large may attend such meetings.

K. MEETING CHAIRS

General Membership, Local Executive Board, and Special meetings will be chaired by the President. In the event the President is not available then at the first such meeting (either General Membership, Local Executive Board, or Special meetings), the Vice President from the Section and Base other than that of the President shall chair the meeting; and the Chair for the next such meeting (the next General Membership, Local Executive Board or Special meetings for which the President is not available) shall be the other Vice President from that Base; and the Chair for the next such meeting shall be the Vice President from the opposite Section and Base; and the Chair for the next such meeting shall be the other Vice President from that Base; and thereafter, the Chair for any such meeting shall rotate in that order. (i.e.: if the President is from the FSE-DFW Section, the Chairs would be Vice President INST-CLT, then Vice President FSE-CLT, then Vice President INST-DFW, then Vice President FSE-DFW)

Section and Base meetings will be chaired by the Vice President from the respective Section or Base requiring the meeting.

L. MEETING CONDUCT

All General and Section and Base meetings will be conducted in accordance with Roberts Rules of Order, as most currently revised. Discussions by a Member on any subject on the floor will be limited to three (3) minutes. Until all other Members who wish to speak have done so, no Member may speak twice on the same subject.

M. POSTPONING MEETINGS

Nothing herein will prevent the President or Local Executive Board from postponing a meeting (i.e. due to a holiday or some unforeseen incident).

N. NOTIFICATION OF MEETINGS

Except in emergency situations where telephone notice may be made to those Members affected, notice of General Membership and Special meetings will be published on the Local 548 website and by posting on work area bulletin boards ten (10) days in advance of the meetings, and will stipulate date, time, place and agenda.

Any Member in good standing may submit an Agenda item for the General Membership and Section meetings in writing to the Recording Secretary at least fifteen (15) days in advance of that meeting.

ARTICLE 6 - COMMITTEES

A. STANDING COMMITTEES

The Local Executive Board may appoint from among the Membership in good standing the following permanent Standing Committees to assist the Local Officers and report at regular intervals to the Local Executive Board:

- Safety
- FSE Negotiations (comprised of FSE Members)
- AA Instructor Negotiations (comprised of AA Instructor Members)
- Envoy Instructor Negotiations (comprised of Envoy Instructor Members)
- Grievance
- Veterans
- Working Women
- Training and Education
- COPE and Legislative Affairs
- Retirement and Retiree Outreach
- Jumpseat and Employee Travel
- Professional Standards

B. AD HOC COMMITTEES

The Local Executive Board may appoint Ad Hoc Committees from time to time as may be necessary, for efficient conduct of the Local.

C. COMMITTEE ACTIVITIES

Committees will engage in such activities as may be required by their respective functions under the supervision of the President and the Local Executive Board. Each Committee Chair shall provide a report to the Recording Secretary in advance of each Local Executive Board meeting.

D. LIABILITY OR INDEBTEDNESS

No committee may incur liability or indebtedness on behalf of the Local without prior authorization from the Local Executive Board.

ARTICLE 7 - GRIEVANCES

A. GRIEVANCE HANDLING

Grievances will be handled in accordance with the respective Section's Collective Bargaining Agreement.

B. LOCAL GRIEVANCE SCREENING COMMITTEE

Denied grievances will be brought to the Local Executive Board before they are advanced to arbitration. The Local Executive Board shall have the authority to proceed with the grievance or to withdraw any grievance it considers to be without sufficient merit under the respective Collective Bargaining Agreement in accordance with the International Constitution.

C. RECORDS

The Vice Presidents, with the assistance of the Base Section Chairs, will keep a written record of all grievances, settlements, related correspondence, and references. The Vice Presidents will consult and work with the Vice President from the other Base (as applicable) on such matters.

D. BYPASSING THE GRIEVANCE PROCESS

No Member shall by-pass the grievance process of these By-Laws or of the respective Collective Bargaining Agreement.

ARTICLE 8 - FINANCE AND EXPENSES

A. MONTHLY DUES

Any person accruing seniority on a seniority list of Local 548 will be required to pay monthly dues starting sixty days following the date of employment, if such date occurs prior to or on the fifteenth (15th) day of the month, or the next month if it occurs after the fifteenth (15th), subject to provisions contained in the International Constitution.

B. BUDGET

The Local Executive Board will adopt a budget at the first meeting following installation, or at such other meetings as may be deemed necessary and the Local Executive Board will be guided by such budget in conducting the affairs of the Local.

C. ROUTINE EXPENDITURES

The following expenditures will be deemed routine items payable by check or wire transfer signed by the President and Financial Secretary-Treasurer, in accordance with these By-laws, without prior approval of the Local Executive Board or the Membership:

- Budgeted per capita levies to the International Union (including Quill Scholarship fees),
- Budgeted per capita levies to State AFL-CIO and Labor Councils,
- Budgeted insurance payments covering Officers and office personnel on pay status or employed by the Local,
- Compensation or stipends (if any) for Local Officers, Board Members-At-Large, Base Section Chairs, and shop stewards.

- Expenses previously authorized by the Local Executive Board for Local Officers and Members of Standing or Ad Hoc committees.
- Lost time wages for Local Officers on Union Business,
- Lost time wages for Members (other than Officers) as specifically authorized in advance by the President and Financial Secretary-Treasurer,
- Budgeted salaries of office employees (if any) in such amount as has been authorized by the Local Executive Board,
- Budgeted office rent and utility bills (if any),
- Required meeting hall rents and related expenses,
- Budgeted expenses incurred for office telephone, internet, stationary, postage, supplies and printing,
- Budgeted auditing service payments to Certified Public Accountant(s),
- Actual arbitration costs,
- Budgeted subscription to publications,
- Budgeted fire, theft, and liability insurance,
- Budgeted bonding costs as required by the International Constitution.

D. NON-BUDGETED EXPENDITURES

The following are examples of non-budgeted expenditures which will be deemed items payable by check or wire transfer signed by the President and Financial Secretary-Treasurer, in accordance with these By-laws, only with prior approval of the Local Executive Board:

- Purchase of required office equipment,
- Retirement gifts,
- Memorial gifts,
- Miscellaneous items involving expenditures of more than one hundred U.S. Dollars (\$100.00)

E. EXPENSE REIMBURSEMENT

No reimbursement (other than outlined previously) will be made for expenses incurred in the name of the Local without the approval of the Local Executive Board. Expense reports with itemized receipts must accompany all requests for reimbursement.

F. COMPENSATION

The Local Executive Board shall have the authority to set compensation and compensation guidelines. The compensation guidelines will be set by the Local Executive Board subject to approval by a majority vote of the Membership at a Membership Meeting, provided that at least fifteen (15) days prior to the vote at the membership meeting notice of the meeting and the issue to be voted upon shall be effectively communicated to the Members.

G. PER DIEM

A per diem will be set by the Local Executive Board. When a Member or Officer is away from their normal area of work as an official representative of the Local, a per diem will be paid.

H. UNION BUSINESS (CHARGEABLE LOST TIME WAGES)

The approval of the President and the Financial Secretary-Treasurer will be required before any Member (other than an Officer) is taken off the job to work for the Local or to attend a Local Executive Board meeting. The President and Financial Secretary-Treasurer may approve work schedule coverage if they believe it is in the best interests of the Local.

The Local Executive Board will authorize pay for Members who are on Union Business (UB) for lost time wages. The amount paid for UB lost time shall be the equivalent wages and overrides that said Member would earn while on duty for that work schedule missed including any surcharges assessed by the employer when billing the Local for the lost time.

I. LOCAL EXECUTIVE BOARD MEETINGS

Members required to attend Local Executive Board meetings may receive an amount set by the Local Executive Board to offset mileage and other expenses. The Local will compensate the company for lost time wages (if any).

J. MEMBERSHIP MEETINGS

Local Officers who are required to attend General Membership meetings may receive an amount set by the Local Executive Board to offset mileage and other expenses. The Local will compensate the company for lost time wages (if any).

K. FINANCIAL REPORT

A financial report is to be given at each Local Executive Board and General Membership meeting by the Financial Secretary-Treasurer.

L. COMPANY REQUESTED UNION BUSINESS (NON-CHARGEABLE LOST TIME WAGES)

The approval of the President and the Financial Secretary-Treasurer will be required before any Member (other than an Officer) is taken off the job to work any company-requested and company-paid union business duty (not chargeable as lost time). This duty may include joint labor-management meetings, task force meetings, steering committees, safety committees, governmental boards, training committees, accident investigations, conferences, etc.

M. FINANCIAL CONSULTANT

The Local Executive Board may retain a financial consultant as deemed necessary to provide services to the Local.

N. GENERAL DISTRIBUTIONS

In any calendar year, the Local may not engage in a general distribution among individual Members where the value of the item(s) or cash distributed exceeds in total fifty dollars (\$50) to any individual Member.

ARTICLE 9 - AMENDMENT, MODIFICATION AND APPLICABILITY

A. PROPOSALS FOR CHANGES

Proposals for changes, amendments or modification of these By-Laws must be submitted in writing to the Recording Secretary and will be posted for review of the Membership at all work area bulletin boards and on the Local website.

As warranted, for example if there is a change in the work areas for Members, the provisions of Article 4 ,Sections A., B., D. and Article 5, Sections A., C., D., E.. regarding Vice Presidents (and related provisions, as applicable), shall be amended to provide for appropriate proportionate representation.

B. VOTING FOR CHANGES

These By-Laws may be altered, amended or replaced only by the following process: first, a majority vote of the Executive Board in session voting in favor of the proposed By-Law changes and thus to submit the proposed changes to a Membership vote; and second a majority of the Membership voting in the Membership referendum approves the proposed changes. Prior to the Membership referendum the proposed changes must be posted at all work areas of Members for a minimum of fifteen (15) days prior to the commencement of the Membership vote.

C. APPLICABILITY

These By-Laws and any subsequent amendments will become effective upon approval of the International Administrative Committee and will apply to all Members of Local 548.