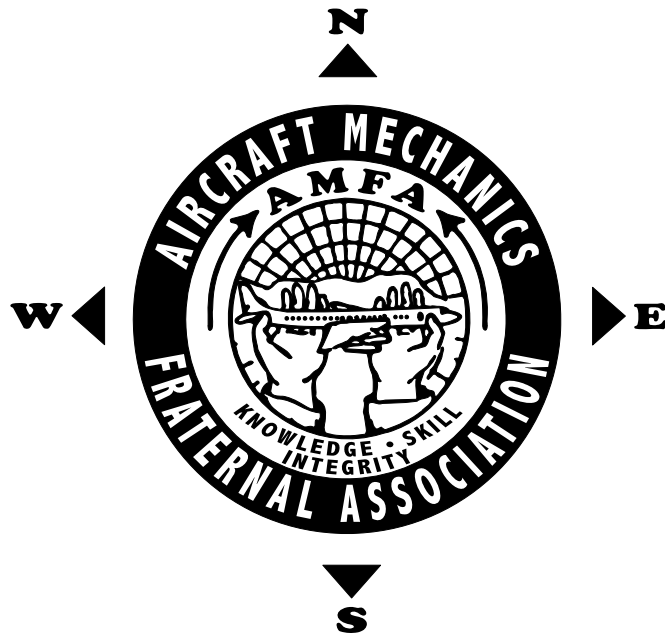


# AIRCRAFT MECHANICS FRATERNAL ASSOCIATION



## LOCAL 11 BYLAWS

Dallas, Texas

AS AMENDED 23 May 2010

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**OFFICER OATH**

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I pledge on my honor to abide by the Constitution of the Aircraft Mechanics Fraternal Association and the rules and Bylaws of Local 11; to discharge all my commitments, duties, and obligations to my union, fellow workers, and employer faithfully; and to conduct myself at all time as becomes a member of this, a professional skilled Association.

→ → →

1 **PREAMBLE**  
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5 The aim of Local 11 of the Aircraft Mechanics Fraternal Association is to:  
6

- 7 • Promote and protect the interest of our membership  
8  
9 • Elevate the moral, intellectual and social conditions of all Aircraft Technicians and Airline  
10 Support Personnel in the aviation community  
11  
12 • Encourage a higher standard of skill, raise the standards, and increase the recognition of the  
13 Aircraft Technician  
14  
15 • Assist and encourage those members who do not have appropriate licenses, to secure the  
16 same through establishment of an educational branch of the Association  
17

18 We consider Aircraft Technicians to be highly skilled and responsible individuals, with a public  
19 trust, and we shall continually strive for higher standards in aircraft maintenance, servicing, and  
20 handling in the interest of public safety and the industry.  
21

22 We recognize the similar needs and interests of all Aircraft Technicians regardless of race, creed,  
23 color, sex, marital status, or religion, and bar no individual from membership, as defined in the  
24 AMFA Constitution, except those disloyal to the government of the United States of America.  
25

26 With the above principles in mind, we pledge ourselves to uphold the basic doctrines to craft  
27 unionism, to recognize individual seniority rights of members, and to protect and elevate our  
28 profession through a strong unification of Aircraft Technicians and Airline Support Personnel  
29 within an independent, skilled, craft association.  
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**ARTICLE I: JURISDICTION**

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SECTION 1: This organization shall be known as Local 11 of the Aircraft Mechanics Fraternal Association.

A. Local 11 hereinafter may be referred to as the Local.

B. The Aircraft Mechanics Fraternal Association hereinafter may be referred to as AMFA or the Association.

SECTION 2: Local 11 shall have jurisdiction over the territorial area as prescribed by the AMFA Constitution, the AMFA National Executive Council and the Local 11 Charter.

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1 **ARTICLE II: LOCAL EXECUTIVE COUNCIL**

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5 SECTION 1: There shall be a Local Executive Council (LEC), comprised of:

- 6  
7 A. President  
8 B. Vice President  
9 C. Secretary  
10 D. Treasurer  
11 E. Safety and Standards Chairman  
12 F. Executive Officers at Large (up to two (2) as required per Article IV, Section  
13 1A, (1), Paragraph (h) of these Bylaws)

14  
15 The positions of Secretary and Treasurer may be combined as long as this does  
16 not violate the AMFA Constitution.  
17

18  
19 SECTION 2: The Officers as described in Section 1 of this Article shall comprise the governing  
20 body of the Local and no other Local Executive Council positions shall be  
21 established without a Bylaw change. All changes in Officers by any means shall  
22 be immediately forwarded to the National Secretary.  
23

24  
25 SECTION 3: Two-thirds (2/3<sup>rd</sup>) of the members of the Local Executive Council (LEC) shall  
26 constitute a quorum. This Council shall meet not less than once each month, and  
27 shall act as governing body of the Local between meetings. The President or Vice  
28 President, dependent upon that meeting's predominant subject matter, shall Chair  
29 the monthly LEC meetings. Records shall be kept of all meetings.  
30

31  
32 SECTION 4: The Local Executive Council (LEC), shall be vested with and carry out the duties  
33 and responsibilities, as outlined in the AMFA Constitution and Bylaws, in behalf  
34 of the members of this Local. The LEC shall pay all operating expenses, have  
35 charge of all property of the Local, and ensure that the books are properly kept.  
36

37  
38 SECTION 5: The Local Executive Council shall hear all non-contract related grievances that  
39 may arise and will present their findings along with any recommendations they  
40 may agree upon to the members involved.  
41





1 **ARTICLE III: LOCAL OFFICERS AND DUTIES**

2 (Cont.)

3  
4  
5 SECTION 2: C. SECRETARY - Shall conduct all correspondence in the name of the Local.  
6 That person shall be custodian of the Local Seal. That person shall keep a  
7 permanent up-to-date record of the minutes of the Local. That person shall  
8 keep the correct minutes of all Local meetings and shall preserve all  
9 documents and correspondence. A record of attendance shall be kept at all  
10 meetings, both regular and special, and such attendance records shall be a part  
11 of the minutes of the meetings. That person shall present all communications  
12 and bills to the Local. That person shall draft all orders on the Treasurer, or  
13 Secretary/Treasurer, when passed by the Local, and attest the same by signing  
14 and attaching the Seal of the Local thereto. That person shall prepare and sign  
15 all credentials of delegates and alternate delegates to the National Convention,  
16 and send duplicates to the National Secretary and perform such other duties as  
17 required by the AMFA Constitution.  
18

19 D. TREASURER - Shall receive all funds of the Local, give receipts therefore  
20 and deposit the same in a bank of sound financial standing in the name of the  
21 Local. That person shall countersign all checks with the Local President  
22 drawn from such accounts, and shall be responsible for ensuring the payment  
23 of all bills payable by the Local upon approval of the Local Executive  
24 Council. That person shall keep an accurate account of all disbursements in  
25 such a way as to show the balance of cash on hand on the last day of the  
26 preceding month and cash on hand at the beginning of each meeting of the  
27 Local; file all receipted bills; keep a correct account between the Local and its  
28 members; and notify all members who become two (2) months delinquent in  
29 dues.  
30

31 At the end of each month, the Treasurer shall complete the monthly report  
32 form in duplicate, furnished by the National Treasurer, send the original report  
33 to the National Treasurer and remit an amount equal to the per capita tax  
34 called for by the report. This report shall also include a correct statement of  
35 the number of members on the books of the Local and shall set forth in detail  
36 all additions to and subtractions from the membership roll, together with a list  
37 of members who have been expelled and persons whose applications have  
38 been rejected, with reasons therefore.  
39

40 Monies collected by the Local Treasurer on behalf of the National as indicated  
41 on the monthly reports shall be used for no other purpose and must  
42 accompany the report. Treasurers who receive dues from a member under the  
43 jurisdiction of another Local shall immediately notify the Secretary of such  
44 Local, with full particulars as to name, address, card number, Airline and the  
45 amount. When a member transfers to another Local, the Treasurer shall bring  
46 his record up-to-date and notify the National Secretary of such transfers.

1 **ARTICLE III: LOCAL OFFICERS AND DUTIES**

2 (Cont.)

3  
4 SECTION 2:  
5 (Cont.)

6 The Local Treasurer shall forward to the National Treasurer a copy of the  
7 Local monthly financial statement presented to the membership at Local  
8 meetings.

9  
10 E. LOCAL SAFETY & STANDARDS CHAIRMAN - Shall coordinate the  
11 duties and functions of all Local Safety and Standards Coordinators and their  
12 committees. That person shall be directly responsible to the membership and  
13 shall submit report to the National Safety & Standards Director. That person  
14 shall also periodically provide briefing reports on industrial safety and air  
15 issues to the National Safety and Standards Director. That person shall act as  
16 liaison between the Local and Government and Academic entities. Through  
17 Local meetings, newsletters, and other means will keep the members informed  
18 of all matters relating to safety and standards. Local Bylaws shall prevail.

19  
20 F. EXECUTIVE OFFICER AT LARGE - The Executive Officer at Large  
21 positions are up to two (2) open positions to assist the Local Executive  
22 Council and perform other duties for the Local as approved by the Local  
23 membership.

24  
25 G. AIRLINE REPRESENTATIVE - The duties of Airline Representative shall  
26 be to thoroughly familiarize him/herself with the contract agreement between  
27 the Airline and this Association, select, with approval of Local Executive  
28 Council (LEC), any Shop Representative or Area Representative positions the  
29 members have not elected, within his Airline. That person will be a  
30 coordinator for the Area Representatives and Shop Representatives to the LEC  
31 and provide the Area Representatives and Shop Representatives with accurate  
32 up-to-date information on all contract interpretation and grievance matters.  
33 That person shall be a member of the Grievance Committee. Attendance at the  
34 monthly Airline Representative meeting is mandatory.

35  
36 The Airline Representative will communicate as deemed necessary to keep the  
37 Area Representative(s) up-to-date regarding grievances, negotiations, and  
38 contractual interpretations. Prior to ratification, the Airline Representative will  
39 call a meeting to acquaint the new contract to the Area Representative(s).

40  
41 Three (3) absences in succession for any reason except while on official  
42 Association business or for personal medical reasons shall deem his/her  
43 position vacant. An Airline Representative may be recalled from office in  
44 accordance with the provisions of the AMFA Constitution, upon written  
45 request to the Local President by twenty-five percent (25%) of the members in  
46 good standing of the Airline with that Local.





1 **ARTICLE IV: LOCAL OFFICER ELECTIONS, VACANCIES**  
2 **AND RECALL**

3 (Cont.)  
4  
5

6 SECTION 1:  
7 (Cont.)  
8

9 g. Unless otherwise specified in these Bylaws, newly elected Officers  
10 shall assume the duties of the office to which they were elected at the  
11 regular membership meeting(s) in January following their election in  
12 December as provided in the AMFA Constitution.  
13

14 h. Executive Officer(s) at Large election process will be conducted as  
15 follows. If the Local Executive Council (LEC) recognizes a need for  
16 additional members to assist them in the performance of their duties,  
17 the LEC will present for membership approval, a recommendation and  
18 motion at the regular membership meeting(s) to allow for election of  
19 such position(s). The recommendation will explain the need for,  
20 including the anticipated duties for the position, the time commitment  
21 required, and the anticipated term of office (not to exceed two (2)  
22 years).  
23

24 Upon receiving membership approval for the creation of these  
25 position(s), by a majority vote of all members in attendance at the  
26 regular membership meeting(s), Official Notification shall be posted  
27 for nominations to an election of these position(s) in accordance with  
28 these Bylaws, including a summary of the anticipated duties, and term  
29 of office.  
30

31  
32 2. Election Protests  
33

34 a. Protests of Local Officer Elections shall be accomplished per the  
35 AMFA Constitution.  
36





1 **ARTICLE V: OTHER LOCAL REPRESENTATIVES**  
2  
3  
4

5 SECTION 1: A. Local Representatives regarding contractual issues shall include:  
6

- 7 1. Aircraft/Appearance Technician Area Representatives (if applicable)  
8 2. Shop Representatives  
9 3. Shop/Contract Committee (according to the respective Collective  
10 Bargaining Agreement (CBA))  
11 4. Committees (as provided for in the applicable CBA)  
12

13 B. Duties of Local CBA Representatives:  
14

- 15 1. AREA REPRESENTATIVES - Shall thoroughly familiarize themselves  
16 with the Collective Bargaining Agreement (CBA) between the Airline and  
17 this Association. Area Representatives will be utilized for the purpose of  
18 handling grievances from their respective areas and, in coordination with  
19 the Airline Representative of their Local, shall be utilized for contractual  
20 interpretations. Area Representatives shall represent the members of their  
21 respective areas to the Airline Representative and the Local Executive  
22 Council (LEC). Area Representatives will maintain close contact with the  
23 members and Shop Representatives of the respective areas they serve.  
24

25 Area Representatives will be responsible for compiling contract proposals  
26 from their respective areas; and will submit them to the LEC in ample  
27 time for investigation, coordination, and preparation prior to negotiations  
28 as per the AMFA Constitution and Bylaws. They may be utilized for  
29 counsel and communication to the negotiators. Area Representatives will  
30 be kept informed regarding the progress of negotiations and will keep the  
31 Shop Representatives and members of their respective areas informed of  
32 such progress, and may be requested to attend negotiations by the LEC.  
33 They will receive a copy of the proposed contract prior to negotiations and  
34 minutes concerning negotiations as well as Local meetings.  
35

- 36 2. SHOP REPRESENTATIVES - Shall act on behalf of employees in the  
37 work areas they have responsibility for, for the purpose of collecting and  
38 facilitating the processing of grievances/complaints. Shop Representatives  
39 shall report to the Area/Airline Representative, or Contract/Shop  
40 Committee as applicable, weekly in regard to disciplinary action by the  
41 Company. This report shall include the affected employee's response to  
42 the Shop Representative. That person shall act as the member's first (1<sup>st</sup>)  
43 line of communication between the shop floor and LEC, coordinating  
44 through the Area/Airline Representative or Shop/Contract Committee as  
45 applicable. That person shall distribute to the members any information  
46 forwarded to that person from the Local Officers and Representatives and,  
47 in turn, forward the concerns of the members to the Airline  
48 Representative, Contract/Shop Committee, and/or LEC.  
49

1 **ARTICLE V: OTHER LOCAL REPRESENTATIVES**

2 (Cont.)

3  
4  
5 SECTION 1:  
6 (Cont.)

7 The Shop Representatives shall communicate all concerns regarding  
8 workplace and flight safety to the Local Safety and Standards Chairman.  
9 In the event of a shift or bid location change, it is the Shop  
10 Representative's duty to inform the Area/Airline Representative of said  
11 change at the earliest possible time so that a replacement Shop  
12 Representative may be elected or appointed with no undue delay.

13  
14 3. Contract/Shop Committee (as provided for in the applicable CBA):

15  
16 Shall thoroughly familiarize themselves with the Collective Bargaining  
17 Agreement (CBA) between the Airline and this Association.

18 Shall act on behalf of employees in the work areas they have responsibility  
19 for, for the purpose of collecting and facilitating the processing of  
20 grievances/complaints.

21  
22 Shall report to the Airline Representative weekly in regard to disciplinary  
23 action by the Company. This report shall include the affected employee's  
24 response to the Shop Representative.

25  
26 That person shall distribute to the members any information forwarded to  
27 that person from the Local Officers and Representatives and, in turn,  
28 forward the concerns of the members to the Airline Representative and/or  
29 LEC.

30  
31 4. Other Committees as provided for in the applicable Collective Bargaining  
32 Agreement (CBA).

- 33  
34 a. Farm-Out/Subcontracting Committee  
35 b. Safety Committee  
36 c. Etc.  
37

1 **ARTICLE V: OTHER LOCAL REPRESENTATIVES**

2 (Cont.)

3  
4  
5 SECTION 1: C. Elections:

6 (Cont.)

- 7 1. Area Representatives shall be elected by the members they will  
8 represent, as determined by the Airline Representative. The election  
9 for this position will be conducted in the month of January following  
10 the Airline Representative election. The term of office for this position  
11 is two (2) years.  
12  
13 2. Shop Representatives shall be elected by the members they will  
14 represent, as determined by the Airline/Area Representative. The  
15 election for this position will be conducted in the month of February  
16 each year.  
17  
18 3. Shop/Contract Committee members shall be elected by the members  
19 they will represent. The Election cycle and terms of office will be  
20 determined by the LEC.  
21  
22 4. Committee members shall be elected by the members they will  
23 represent. The Election cycle and terms of office will be determined by  
24 the LEC.

25  
26 D. Recall:

27  
28 Recall of Local Representatives listed above shall be accomplished in  
29 accordance with the AMFA Constitution.  
30

31 E. Vacancies:

32  
33 The Airline Representative shall select, with approval of the LEC any  
34 Shop/Area Representative positions the members have not filled by election.  
35

36 The Airline Representative shall select, with approval of the LEC any  
37 Shop/Area Representative positions that have become vacant with less than  
38 one hundred-eighty (180) days remaining in the term of service.  
39

40 Vacancies of one hundred-eighty (180) days or more will be filled by election.  
41

1 **ARTICLE V: OTHER LOCAL REPRESENTATIVES**

2 (Cont.)

3  
4  
5 SECTION 2: A. Other Representatives of the Local shall include:

- 6  
7 1. Safety and Standards Coordinators/Representative(s) (if applicable)
- 8 2. Communication Coordinator Representative
- 9 3. Auditors (3)
- 10 4. Tellers (8)
- 11 5. Committees
- 12 a. Bylaws Committee (3)
- 13 b. Contract Proposal Committee
- 14 c. Maintenance Ideas Committee
- 15 d. Etc.

16  
17 B. Duties of Local Representatives:

- 18
- 19 1. SAFETY& STANDARDS CORRDIATORS/REPRESENTATIVES -
- 20 Shall report to and take direction from the Local Safety and Standards
- 21 Chairman, and will coordinate and assist Industrial and Standards
- 22 Committees.
- 23
- 24 2. COMMUNICATION COORDINATOR REPRESENTATIVE – Shall
- 25 establish and maintain the Local Area Network (LAN) (if applicable),
- 26 Computer Systems, Software Applications, Internet/Web Hosting, and the
- 27 Website for the Local. The Communication Coordinator Representative
- 28 will work with the Local Secretary in the receipt and dispersal of
- 29 information and correspondence to the membership. The Communication
- 30 Coordinator Representative will assist the Local President in the media
- 31 and public affairs matters.
- 32
- 33 3. AUDITORS – Shall examine the books each January and July for the
- 34 preceding six (6) months, and a copy of their findings shall be sent to the
- 35 National Treasurer within thirty (30) days after completing their audit.
- 36 Their findings will be reported to the membership at the next regular
- 37 membership meeting(s) after their audit is complete.
- 38
- 39 4. TELLERS – Shall assist in conducting elections in a fair and impartial
- 40 manner. Tellers shall be responsible for the preparation and mailing of
- 41 ballot packages, collecting ballots, verification of voter eligibility,
- 42 counting of ballots, and the completion of tally sheets.
- 43
- 44
- 45
- 46
- 47

1 **ARTICLE V: OTHER LOCAL REPRESENTATIVES**

2 (Cont.)

- 3
- 4
- 5 5. COMMITTEE MEMBERS – Shall perform the duties of their respective
- 6 committees as described in this Article and/or the applicable CBA.
- 7
- 8 a. Bylaws Committee – Shall be responsible for properly amending the
- 9 Local Bylaws as described in these Bylaws. Committee will meet as
- 10 necessary to ensure that the Bylaws conform to the AMFA
- 11 Constitution. Committee members shall hold this position for a period
- 12 of 2 years.
- 13
- 14 b. Contract Proposal Committee - Shall be formed no later than 6 months
- 15 prior to the expiration of the CBA. Committee members will compile
- 16 submitted proposals and present them to the membership within the
- 17 guidelines of the AMFA Constitution
- 18
- 19 c. Maintenance Ideas Committee – Shall interface with the membership
- 20 to allow for the flow of ideas between the members and management.
- 21
- 22
- 23
- 24

25 SECTION 2:  
26 (Cont.)

27 C. Elections

- 28
- 29 1. Safety and Standards Coordinators shall be elected by the members they
- 30 will serve, as determined by the Safety & Standards Chairman, in the
- 31 month of February of each year.
- 32
- 33 2. Auditors of the Local shall be elected in the month of December on a
- 34 staggered basis for a two (2) year term. During the month of December in
- 35 every even numbered year one (1) Auditor position shall be elected.
- 36 During the month of December in every odd numbered year two (2)
- 37 Auditor positions shall be elected.
- 38
- 39 3. Eight (8) Tellers shall be nominated in the month of June and elected by
- 40 the members in good standing present at the regular membership
- 41 meeting(s) held in the month of July, of every even numbered year for a
- 42 term of two (2) years.
- 43
- 44 4. Committee members shall be elected by the members they will represent.
- 45 The Election cycle and terms of office will be determined by the LEC.
- 46
- 47

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**ARTICLE VI: LOCAL FINANCES**

1  
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5 SECTION 1: The Local Executive Council (LEC) shall have full control of all assets and  
6 monies of the Local. The membership shall approve all sales and purchases of the  
7 Local subject to these Bylaws. At the beginning of each fiscal year a proposed  
8 annual Local operational budget will be presented to the membership and  
9 approved at the regular membership meeting(s). All sales, purchases, leases and  
10 rentals, that are anticipated to exceed the approved yearly operational budget  
11 expenses shall be presented to, and approved by a simple majority vote of the  
12 members in good standing, present the regular membership meeting(s).  
13

14  
15 SECTION 2: The Local Treasurer shall deposit all funds received in such bank or depository as  
16 approved by the Local Executive Council. All checks, drafts, or orders for  
17 withdrawal or transfer of such monies shall be signed by the Local Treasurer, and  
18 countersigned by the Local President or the Local Vice President in the absence  
19 of the President.  
20

21  
22 SECTION 3: A per-capita tax when due on all active members of the Local shall be handled in  
23 accordance with the AMFA Constitution.  
24

25  
26 SECTION 4: The Local Treasurer shall submit a list of members and their membership status,  
27 with the appropriate monies (when such a payment is required) to the National  
28 Treasurer (as per the AMFA Constitution or AMFA National Policy) on or before  
29 the tenth (10<sup>th</sup>) of each month. The Local Treasurer shall submit the  
30 aforementioned list with the members who have their dues paid by check-off so  
31 indicated and a bill for the amount due to the Local.  
32

33  
34 SECTION 5: Financial Statements  
35

36 A. A financial statement shall be issued by the Local Treasurer monthly, and  
37 shall be made available to the membership at the regularly scheduled  
38 membership meeting(s) for their approval. This financial statement shall  
39 contain information as written in the AMFA Constitution.  
40

41 B. The Local financial records will be available for review at the Local office, by  
42 appointment at the request of any Local member in good standing.  
43

1 **ARTICLE VI: LOCAL FINANCES**

2 (Cont.)

3  
4  
5 SECTION 6: No other fees, dues, or assessments of any kind besides those stated in the AMFA  
6 Constitution shall be levied without prior approval by secret ballot vote of the  
7 majority of the membership in good standing who voted. Such monies shall only  
8 be used for the purpose as stated on the ballot. No assessments shall be imposed  
9 in excess of fifty percent (50%) 0.5 times the base hourly rate per month nor shall  
10 any fines be levied in excess of five hundred dollars (\$500.00).

11  
12  
13 SECTION 7: Local Officer Expenses

- 14  
15 A. Local Officers, Representatives or members while on business as authorized  
16 by the members shall be reimbursed incurred expenses.  
17  
18 B. When it is required in the course of the Local business for Officers or  
19 members to travel away from home, actual transportation costs, lost wages, (if  
20 any), and per diem will be paid by the Local in accordance with the applicable  
21 city chart as published by the IRS for that year, plus single occupancy  
22 lodging, and mileage at the IRS mileage allowance when driving their  
23 personal vehicle. If the estimated mileage allowance will exceed the cost of a  
24 rental vehicle then a rental shall be used.  
25  
26 C. Expense reports shall be submitted to the Local Treasurer by the first (1<sup>st</sup>) of  
27 every month. All travel expense reports must be submitted within thirty (30)  
28 days after completion of travel.  
29  
30 D. All expense reports shall be approved by two (2) LEC members; neither of  
31 whom submitted the report, before being reimbursed by the Local.  
32

33  
34 SECTION 8: Petty Cash Fund

- 35  
36 A. A petty cash fund shall be maintained for the purpose of covering incidental  
37 expenses incurred in the operation of the Local office. The Local LEC  
38 Officers are authorized use of this fund. All other expenses shall be submitted  
39 to the Local in accordance with Article VI, Section 7, of these Bylaws.  
40  
41 B. The Local Treasurer will report the amount of expenditures from the petty  
42 cash fund to the membership at the regular membership meeting(s). The  
43 Treasurer will oversee the dispersal of funds from the petty cash fund to  
44 ensure that correct records will be kept.  
45  
46 C. The petty cash fund shall be limited to a cash flow of five hundred dollars  
47 (\$500.00) per month.

1 **ARTICLE VI: LOCAL FINANCES**

2 (Cont.)

3  
4  
5 SECTION 9: Emergency Fund

- 6  
7 A. One Dollar (\$1.00) per member, per month from the Local dues collected will  
8 be allocated for the emergency fund. No money shall be voted out of this fund  
9 except by a two-thirds (2/3<sup>rd</sup>) majority vote of the members in good standing  
10 present at a special meeting called for such a purpose.  
11

12  
13 SECTION 10: Committee Financing Fund

- 14  
15 A. All Committee's of the Local will draw normal Committee related expenses  
16 from the Local General Fund. To utilize this fund a Committee must submit a  
17 proposed budget that outlines the anticipated normal yearly expenses required  
18 supporting Committee activities. The Committee's budget is to be submitted  
19 to the LEC for approval to coincide with the normal Local Budget approval  
20 process.  
21

- 22 B. On occasion a Committee may have an unanticipated expense for Committee  
23 activities. That Committee must submit a Committee expense request in  
24 writing to the LEC for approval.  
25

- 26 C. Some examples of normal Committee Expenses:

- 27  
28 1. Wages for LEC approved Association leave of Committee members in  
29 support of Committee activities  
30  
31 2. Expenditures normally incurred by a Committee within the Local such as:  
32 a. Retirement gifts to Local members  
33 b. Memorial gifts to Local members  
34 c. Cost of printing materials for the distribution, including mailing costs,  
35 other than Official Notification as required by the Bylaws  
36  
37 3. Training expenses unique to one (1) Committee  
38  
39

40 SECTION 11: Credit card(s) may be available for use as required for travel/hotel reservations,  
41 Internet purchases, and other limited purchases for convenience. Credit card(s) are  
42 to be kept secured at all times. Use of the credit card(s) will be authorized only  
43 by the CONCURRENCE of the Local President and Treasurer.  
44

1 **ARTICLE VI: Local Finances**

2 (Cont.)

3  
4  
5 SECTION 12: Local Audit and Member Elected Auditors

6  
7 A. Three (3) members elected per Article V, Section 2C, Paragraph (2) of these  
8 Bylaws will serve as Auditors and shall examine any bills or expenditures as  
9 requested by the Local Treasurer or the LEC. In the months of January and  
10 July they shall act as the Local Auditors and examine the books of the  
11 preceding six (6) months. The auditors shall include a statement that non-  
12 germane expenditures are accurately identified and properly recorded. A copy  
13 of their findings with recommendations, if needed, shall be sent to the LEC  
14 and the National Treasurer within thirty (30) days after completion of the  
15 audit and reported to the membership at the next regular membership  
16 meeting(s). The National Treasurer’s findings and recommendations, if any,  
17 will be read at the regular membership meeting(s) within sixty (60) days;  
18 along with a report from the LEC as to how such recommendations will be  
19 implemented. These findings shall be retained as a permanent record at the  
20 Local. The audit will be available for review at the Local office, by  
21 appointment at the request of any Local member in good standing.  
22

23  
24 SECTION 13: The Local Treasurer shall, with the approval of the LEC, arrange with a bonding  
25 company for the bonding of such Officers and employees as required by Law.  
26 The amount of bond shall be set by the LEC but shall in no case be less than  
27 required by the law. The Local shall pay the cost of such bonding.  
28

29  
30 SECTION 14: Fiscal year for the Local shall commence on the first (1<sup>st</sup>) day of January and  
31 expire on the thirty-first (31<sup>st</sup>) day of December of the same year.  
32

33  
34 SECTION 15: Donations

35  
36 A. All donations, gifts, and financial aid to individuals are to be limited to twice  
37 a calendar year with a maximum annual payout of \$4000.00 US for each  
38 individual. Money awarded under the Local 11 Scholarship Fund shall not  
39 apply towards the maximum limit.  
40

41 B. All donations, gifts and financial aid to any corporation, institution or charity,  
42 either “non-profit” or “for-profit” are to be limited to a maximum annual  
43 payout of \$2000.00 US. This limit shall not apply to any monies designated  
44 for AMFA National or any AMFA Chartered Local.  
45

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1 **ARTICLE VI: Local Finances**

2 (Cont.)

3  
4  
5 SECTION 16: Welfare Fund

6  
7 A. A welfare fund shall be established for the purpose of  
8 providing funds used for charitable donations, memorial gifts, and  
9 any motions related to hardship of and for the Local membership.

10  
11 1. This fund and the guidelines listed in this section shall be  
12 the sole source for all money paid out for those items listed in this  
13 section.

14  
15 B. This fund shall have a minimum level of no less than \$300, and  
16 a maximum level not to exceed \$100,000.

17  
18 C. It shall be funded by at a rate of 5% of membership dues  
19 collected monthly. The Local Treasurer will ensure no further  
20 deposits into this fund after the maximum limit has been reached.  
21 The Local Treasurer will ensure any such interest accrued in this  
22 fund after reaching the maximum limit, will be transferred to the  
23 Local's General Fund at a time frame of no less than every quarter.  
24 Also funds from any other Local banking account shall not be used  
25 in conjunction with those activities normally provided by this fund.  
26 A funding source that is not directly related to the collection of  
27 dues, may be used in addition to the normal funding source,  
28 provided that it is approved by the Local membership through the a  
29 motion at a regular monthly membership meeting.

30  
31 1. No motion may be made to remove money from this  
32 fund for any reason, with the exception of those motions presented  
33 by the welfare fund committee as outlined subsection G below, or  
34 by a unanimous LEC vote (to be used for extreme case Local  
35 business hardship and/or issues only).

36  
37 D. The maximum amount of funds to be dispersed from the  
38 welfare fund for any reason, to any one individual shall be \$2500,  
39 once in a 12 month period and twice in a 36 month period. The  
40 maximum amount to be dispersed to a charitable organization shall  
41 be limited to a maximum of \$2500, once in a 12 month period.  
42 However in cases where Local 11 members are assisting charitable  
43 organizations, the maximum amount allowed for this charitable  
44 organization can be increased to \$5000, providing that it is related  
45 to expense reportable items and services. This section shall  
46 supersede all other language in these bylaws that may refer to  
47 charitable or gift limits.

1 **ARTICLE VI: Local Finances**

2 (Cont.)

3  
4  
5 E. Charitable donations will only be provided to those entities that  
6 are recognized by the Internal Revenue Service as charitable  
7 organizations.  
8

9 F. Memorial gifts will not exceed a sum total of \$200.00 and are  
10 limited to the Member and their immediate family. (Parents,  
11 Mother, Father, Step-parents, children, step children and Members  
12 siblings). Memorial gifts outside of those listed require LEC  
13 approval and are limited to \$200.00.  
14

15 G. Funds used for the purpose of providing hardship relief to the  
16 Local's members will be required to meet the following guidelines:  
17

18 1. A welfare fund committee, consisting of 4 members of  
19 the Local, shall be created for the purpose of  
20 determining whether members wishing assistance meet  
21 the criteria for obtaining it  
22

23 a. The Local Vice President shall sit on this  
24 committee as Chairman, at all times that it is in  
25 session. Should the Office of Vice President be  
26 vacant, the remaining LEC will appoint a LEC  
27 Officer to chair this committee until the Vice  
28 President office has been filled. This position  
29 will not be included as one of the 4 sitting  
30 members. Should this committee vote on a  
31 particular application which results in a tie, the  
32 Chairman will cast the tie-breaking vote.  
33

34 b. This committee shall meet as necessary to  
35 review any applications for assistance.  
36

37 2. The receiving member will have a verifiable need for  
38 assistance with final determination to be verified by the  
39 Welfare Committee. The Welfare Committee, after  
40 reviewing a request for funds, may increase or  
41 decrease the requested amount of assistance to be given  
42 to a Member within the limits set forth in this section.  
43

44 3. The Welfare Committee has the authority to deny a  
45 request should the receiving member have vacation  
46 and/or floating holiday time available for the year in  
47 which the request was made, based on the application  
48 request and situation.  
49

**ARTICLE VI: Local Finances**

(Cont.)

4. Any and all supplemental insurance and workers compensation payments being received by the Member must be disclosed to the Welfare Fund Committee.
5. Requests for Welfare Fund assistance must be submitted by a local 11 Member in good standing to the Local 11 LEC. Only Members in good standing may receive assistance from the Welfare Fund.
6. The omission of requested information or providing false information for the purpose of qualifying for the Welfare Fund will disqualify the Member and his family from receiving any money from the Welfare Fund for a period of 3 years.
7. The Welfare Committee will submit its review and final determination of all requests to the Local 11 LEC for final approval before distribution of funds. In the event a request is denied by the Welfare Fund Committee, it may be resubmitted to this committee no earlier than 90 days from its date of denial.

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**ARTICLE VII: MEMBERSHIP AND DUES**

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5 SECTION 1: All members of an Airline, represented by AMFA shall pay a one hundred dollars  
6 (\$100.00) initiation fee upon application for membership in the Association.

7  
8 The initiation fee shall be waived for the following persons: those individuals who  
9 where employed within the represented class and craft at and before the time  
10 AMFA was duly authorized by said persons at the Company at which they are  
11 employed. Local dues shall be in accordance with the AMFA Constitution for  
12 each member of a certified Airline.

13  
14  
15 SECTION 2: Newly hired Probationary Employees will not be required to pay dues as long as  
16 they are on probationary status as defined in their applicable labor agreement as  
17 per AMFA National policy or the AMFA Constitution. The individual  
18 Contractual Bargaining Agreements (CBA) within the Airline and Local (i.e.  
19 Aircraft Technicians and Appearance Technicians) will govern the collection of  
20 dues on Probationary Employees.

21  
22  
23 SECTION 3: Each applicant for membership shall be thoroughly investigated by the Local  
24 Secretary with the aid and advice of the Local Executive Council having  
25 jurisdiction. Acceptance or rejection to membership shall be determined by the  
26 members with the recommendation of the Secretary. The Local Executive Council  
27 shall be notified immediately upon the applicant's acceptance or rejection. Upon  
28 his acceptance he may become a member.

29  
30  
31 SECTION 4: Any Association member transferring from any AMFA Local will not be required  
32 to pay any initiation or reinstatement fees.

33  
34  
35 SECTION 5: In the event a member chooses to withdraw from this Association due to taking a  
36 position in management or seeking employment in a field not represented by this  
37 Association, he/she may request an honorary withdrawal card from the  
38 Association.

39  
40 The request for such a card shall then be presented to the membership for their  
41 approval at the next regularly scheduled membership meeting(s).

42  
43 Any member issued a withdrawal card by the Association shall be entitled to  
44 return to the membership of the Association with a reinstatement fee of twenty-  
45 five dollars (\$25.00).

46  
47 Requests for Honorary Withdrawal must be submitted within sixty (60) days of  
48 the receipt of the last payment of dues.  
49

1 **ARTICLE VII: MEMBERSHIP AND DUES**

2 (Cont.)

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5 SECTION 6: Each member shall keep the Local Secretary informed of his correct address and  
6 telephone number.

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9 SECTION 7: Any member having knowledge of a job opening in the industry shall notify the  
10 Local Secretary in order to enable him to assist in the placement of any  
11 unemployed members.

12  
13  
14 SECTION 8: Any member of the Local, who is holding a position as a full-  
15 time or part-time Officer, Representative, Committee Person, Etc., shall be  
16 required to pay Association dues and assessments during their tenure in office.

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**ARTICLE VIII: MEETINGS**

SECTION 1: This Local shall hold no less than one (1) membership meeting(s) every two (2) months.

In the event a regularly scheduled membership meeting happens to fall on a holiday the Local Executive Council shall determine an appropriate day to hold the meeting. Said meeting may be scheduled no more than seven (7) days before or after the original meeting date.

A motion to change the starting time for any shift meeting(s) must be submitted in writing to the Local Secretary seven (7) days prior to the regular membership meeting(s) and appear in the posted agenda per Section 6 of this Article.

Meetings shall be scheduled as to provide all members equal opportunity to attend.

SECTION 2: The Order of Business for each Local meeting shall be as follows:

- A. Pledge to the Flag
- B. Roll Call of Officers and Identification of Non-members
- C. Reading of Minutes and Correspondence
- D. Applications for Membership and Withdrawals
- E. Report of the Treasurer
- F. Report of the President
- G. Report of Committees
- H. Unfinished Business
- I. New Business
- J. Adjournment

SECTION 3: Special meetings may be called by the Local President with the approval of the Local Executive Council (LEC), or by written request of fifteen percent (15%) of the membership. When a special meeting is called by the members, all Local and National Officers specifically requested to attend shall be notified promptly by the President and their reply shall be posted on all Association bulletin boards.

The Local President with the approval of the LEC may call special meetings of such nature as the ratification of contracts between the Association and the Company. Such special meetings for contract ratification shall be scheduled at dates, times, and places, in such manner, as to allow all members equal opportunity to attend.

1 **ARTICLE VIII: MEETINGS**

2 (Cont.)

3  
4  
5 SECTION 3:  
6 (Cont.)

7 A special meeting shall start no earlier than twenty-four (24) hours after the  
8 notification has been given and no later than seven (7) calendar days after the  
9 Local President has received the petition.

10  
11 Such notice of the meeting shall be posted on all Association bulletin boards,  
12 electronic media, or by other means that will be effective.

13  
14 If a special meeting is called, the notice of such meeting shall contain the purpose  
15 of such meeting. Discussion and action at that meeting shall be confined to the  
16 specific purpose as stated in the notice.

17  
18  
19 SECTION 4: The total number of members present at the regular membership meeting on a  
20 given date shall determine if a quorum is met. Minimum quorum requirements  
21 will be according to the minimums as stated the AMFA Constitution.

22  
23  
24 SECTION 5: No motion shall be in order to vote on a sum greater than three hundred dollars  
25 (\$300.00) for any purpose unless at least four (4) calendar days notice has been  
26 given the membership. Such motions must be submitted to the Local Secretary at  
27 least fourteen (14) days prior to the regular membership meeting and appear in the  
28 posted agenda per Section 6 of this Article.

29  
30  
31 SECTION 6: The Local Secretary or his designee shall post the meeting agenda on Association  
32 bulletin boards at least ninety-six (96) hours prior to the regularly scheduled  
33 membership meeting day.

34  
35  
36 SECTION 7: During meetings, where a show of hands vote is taken, the yea and nay votes will  
37 be tabulated, the simple majority of which shall determine the outcome.

1 **ARTICLE VIII: MEETINGS**

2 (Cont.)

3  
4  
5 SECTION 8: Unless otherwise stated in the formal call of the meeting, all meetings of the  
6 Local including regular membership meetings, special meetings, Local Executive  
7 Council meetings, or any other formally called meeting of the membership and/or  
8 Officers of the Local shall be considered a closed confidential meeting as  
9 provided under the AMFA Constitution.

10  
11 No reproduction of the proceedings of the meeting except the official recording of  
12 the minutes by the recording Secretary or his appointee shall be allowed.

13  
14 Any member in good standing may examine the official minutes of any prior  
15 meeting by appointment with the Local Secretary at the Local office.

16  
17  
18 SECTION 9: Smoking, tobacco products, and the possession of alcohol shall be prohibited  
19 during all meetings.

20  
21  
22 SECTION 10: The Local shall establish a monthly meeting of all Airline Representatives as set  
23 forth in the AMFA Constitution.

24  
25  
26 SECTION 11: Parliamentary law and rules shall govern the conduct and procedures of all  
27 meetings at all time as so stipulated in the AMFA Constitution. ("Robert's Rules  
28 of Order", Newly Revised, Latest Edition)

29  
30  
31 SECTION 12: A motion as described in Section five (5) of this Article having been presented to  
32 the membership and receiving a vote shall not be put back on the floor for  
33 discussion and debate for a period of at least six months. Any motion made on the  
34 motion at any regularly scheduled monthly meeting, special meeting or Executive  
35 Council meeting shall be deemed out of order

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**ARTICLE IX: SALARIES**

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SECTION 1: Salaries of the Local Officers shall be as follows:

- A. President.....\$ 150.00 per month
- B. Vice president.....\$ 100.00 per month
- C. Secretary.....\$ 150.00 per month
- D. Treasurer.....\$ 150.00 per month
- E. Safety & Standards Chairman.....\$ 100.00 per month
- F. Airline Representative.....\$ 150.00 per month

SECTION 2: When any member of the Local is elected or appointed to serve on a full-time basis that person’s salary shall consist of pay equal to that person’s regular hourly rate of pay including any shift differential and any applicable premiums that apply under the current bargaining agreement. In addition, that same person will receive all holidays, floating holidays, vacation and sick time as they would be entitled to under the current bargaining agreement.

SECTION 3: In the event of an aircraft incident or air disaster involving the Local, the LEC may, on an emergency basis, appoint the Safety and Standards Chairman and one (1) qualified member (crash investigation trained as per the NTSB) to serve as Temporary Representatives of the Local, acting as crash investigators. They will be paid as per Section 2 of this Article. A continuation of these duties will require a majority vote of members present at a membership meeting.



**ARTICLE X: GENERAL**

SECTION 1: No Local Bylaw or amendment to the Local Bylaws shall be adopted that will in any way conflict with, or run contrary to, the provisions of the AMFA Constitution or will deny any member in good standing his individual rights as set forth in the AMFA Constitution.

No amendment to these Bylaws shall be proposed or adopted that would affect any members in good standing by:

- A. Infringing upon their rights and powers
- B. Taking away their right to hold office
- C. Taking away their right to select and elect all Officers, both National and Local
- D. Taking away their right to select and elect all convention delegates
- E. Taking away their right to recall any Officers
- F. Taking away their right to approve and ratify all contracts and letters of agreement
- G. Taking away their right to approve all AMFA strikes and other AMFA recognized unions' legal picket lines (sympathy strike)
- H. Taking away their right to propose and submit changes to the AMFA Constitution or any Local Bylaws

SECTION 2: "Member in good standing" shall mean any person who has fulfilled the requirements of membership and who has not voluntarily withdrawn from membership, nor has been expelled or suspended in accordance with the AMFA Constitution and/or Bylaws, and is free of all fines and assessments, and is not more than two (2) months in arrears of payment of dues, special fees, and assessments, such date marked as the last day of the second (2<sup>nd</sup>) month. If said dues are paid by check-off system under a Collective Bargaining Agreement (CBA) pursuant to the members' voluntary authorization and said dues become in arrears, it shall not be a cause to remove a member from good standing, unless said dues are for a period in which they are not subject to check-off (i.e., strike, etc.).

Dues not paid by check-off system are considered in arrears if not paid by the tenth (10<sup>th</sup>) calendar day of the month for which they are counted.

**ARTICLE X: GENERAL**

(Cont)

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5 SECTION 3: All voting methods, unless specified in the Bylaws (secret ballot, electronic ballot  
6 or membership show of hands), voting locations and times shall be decided upon  
7 by the Local Executive Council.  
8

9 It is understood that, unless otherwise stated in the Bylaws, any reference in the  
10 Bylaws to nominations or secret ballot votes received on any regularly scheduled  
11 business meeting day, shall mean the total of nominations and votes received  
12 from all members, in good standing, in attendance, at the meeting(s) that day.  
13

14 Any reference to a secret ballot vote held during the December monthly meeting  
15 day, shall mean an election, during the day, for which meeting attendance is not  
16 required.  
17

18 Voting results shall be determined by a simple majority (highest number) of votes  
19 cast.  
20

21  
22 SECTION 4: Secret ballots shall mean the expression by printed ballot, electronic ballot, voting  
23 machine, or otherwise, but in no event by proxy, of a choice with respect to any  
24 election or vote, cast in such manner that the member expressing such choice  
25 cannot be identified with the choice expressed. Absentee ballots may be furnished  
26 as called for in the AMFA Constitution and, as set forth, in Article IV, Section 12,  
27 of the AMFA Constitution. Any and all election ballots sent out by mail shall  
28 include a stamped, addressed, return envelope. All Local election ballots shall be  
29 so arranged as described in Article IV, Section 6 of the AMFA Constitution.  
30

31  
32 SECTION 5: Any grievance forwarded to the Grievance Committee can only be withdrawn by  
33 the member who filed the grievance and/or by the Grievance Committee after  
34 advisement of both legal counsel and grievant. The member who filed the  
35 grievance shall receive a written explanation as to why the grievance was  
36 withdrawn.  
37

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39 SECTION 6 Membership hearings, if required, shall be conducted as per the AMFA  
40 Constitution.  
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**ARTICLE X: GENERAL**

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SECTION 7: Each member of the Local, that is eligible to ratify a contract, shall be provided a complete copy of the Tentative Agreement and be allowed sufficient time to review it before the contents of the Tentative Agreement are given out to any non-member.

SECTION 8: It is understood wherever, in these Bylaws, a position or member is referenced in the masculine or feminine gender, it will be recognized as referring to both male and female members.

SECTION 9: Correction of typing, spelling, and grammar mistakes in these Bylaws shall be allowed without a membership vote. An uncorrected copy shall be maintained in the Local files until the next Bylaw meeting is concluded. The Table of Contents, Articles, and Sections can be edited to reflect the final approved version of the Bylaws.

SECTION 10: Any reference in these Bylaws to posting on Association bulletin boards shall refer to the electronic bulletin boards on the Local's Official Website.

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**ARTICLE XI: AMENDMENTS**

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5 SECTION 1: These Bylaws become effective upon approval by the Local membership and the  
6 National Director.  
7  
8

9 SECTION 2: These Bylaws shall be open for amendment in every even numbered year as  
10 follows:  
11

- 12 1. On the second (2<sup>nd</sup>) Tuesday in the month of January the Local Secretary shall  
13 post a notice on all Association bulletin boards announcing the Bylaws  
14 meeting, to be held on the second (2<sup>nd</sup>) Saturday in the month of March.  
15
- 16 2. The Bylaws Committee shall accept proposed changes to the Bylaws from the  
17 date of posting of the Bylaws meeting notice until the second (2<sup>nd</sup>) Monday in  
18 the month of February.  
19
- 20 3. The Bylaws Committee shall ensure that the proposals do not conflict with the  
21 AMFA Constitution or any applicable Federal, State, and Local Laws. Any  
22 proposed amendment found to be in violation shall be returned to the member  
23 who submitted it with a written explanation for its rejection.  
24
- 25 4. One (1) week prior to the Bylaws meeting the Bylaws Committee shall make  
26 available a list of all proposed amendments to the Local Bylaws.  
27
- 28 5. At the Bylaws meeting the Bylaws Committee shall present each proposed  
29 amendment submitted along with their recommendation to the members in  
30 attendance.  
31
- 32 6. At the Bylaws meeting the members in attendance may discuss and amend  
33 each proposed amendment to these Bylaws. To be accepted, an amendment to  
34 a proposal must receive a simple majority of affirmative votes cast.  
35
- 36 7. The Bylaws Committee shall then submit the proposals as amended to the  
37 membership of the local for ratification by mail-out ballot or casting votes  
38 using online internet voting. To be adopted an amendment to these bylaws  
39 must receive a two-thirds (2/3<sup>rd</sup>) majority vote.  
40
- 41 8. The Bylaws Committee shall then submit a complete set of bylaws as  
42 amended to the Local Secretary who shall forward them to the National  
43 Executive Council for approval per the AMFA Constitution.  
44
- 45 9. Proposed changes to the Local Bylaws shall become effective when received  
46 and approved by the National Director.  
47  
48

1 **ARTICLE XI: AMENDMENTS**

2 (Cont.)

3  
4  
5 SECTION 3: Between regular Bylaw renewal/amendment meeting(s), a Bylaw may be  
6 amended as follows:

- 7  
8 1. A petition containing a motion for Bylaw amendment must be submitted to the  
9 President of the Local. This petition will contain signatures from two- thirds (2/3<sup>rd</sup>) of  
10 the entire membership of the Local.  
11  
12 2. The LEC will then direct the Bylaw Committee to conduct a review for conformity to  
13 the AMFA Constitution, and all Federal, State, and Local Laws.  
14  
15 3. If the proposal is found to be in compliance it shall be presented to the membership  
16 for approval by referendum vote.  
17  
18 4. The Bylaws Committee shall then submit a complete set of Bylaws as  
19 amended to the Local Secretary who shall forward them to the National  
20 Director for approval per the AMFA Constitution.  
21  
22 5. Proposed changes to the Local Bylaws shall become effective when received  
23 and approved by the National Director.  
24  
25

26 SECTION 4: The Constitution of the Aircraft Mechanics Fraternal Association is hereby made  
27 a part of these Bylaws. Where there is any doubt about any Section or part of  
28 these Bylaws, or where such Bylaw or part of the Bylaws appears to be in conflict  
29 with the Aircraft Mechanics Fraternal Association's Constitution, then the Aircraft  
30 Mechanics Fraternal Association's Constitution shall control and be the Law.

31  
32 These Bylaws shall be amended to conform to changes in the AMFA National  
33 Constitution, any labor agreement between the Company and the Association, and  
34 all Local, State, and Federal Laws.  
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**CERTIFICATION**

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I certify that these Bylaws of Local 11 of the Aircraft Mechanics Fraternal Association were duly presented to and subsequently ratified, by a two thirds majority vote of the membership on the 23<sup>th</sup> day, of the month of May, in the year 2010.

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Keith Poole  
President, AMFA Local 11.

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Louie Key  
AMFA National Director

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