



BY-LAWS OF CWA LOCAL 3641

ARTICLE I - NAME

This Local shall be known as Local 3641, Communications Workers of America.

ARTICLE II - JURISDICTION

Jurisdiction of this Local shall be the jurisdiction assigned by the Union and appearing on the face of the Local Charter.

ARTICLE III - OBJECTS

The object of Local 3641 will be to represent and serve the workers within its jurisdiction in accordance with the BY-LAWS and RULES of the Local and the Constitution and policies of the Union.

ARTICLE IV - LOCAL STRUCTURE

The structure of the Local shall consist of the following:

Section I - Local:

- A. The Membership
- B. The Officers: President, Secretary Treasurer, Executive Vice President.
- C. The Executive Board: The Officers and the Area Representatives
- D. The Committees

Section 2 - Areas:

- A. There shall be six (6) Area Representatives At-Large.
The six (6) Areas of the Local will be defined as follows:
 - 1. Area One: CLT
 - 2. Area Two: ATL, GSO
 - 3. Area Three: BNA, SDF
 - 4. Area Four: MEM, RDU
 - 5. Area Five: CHS, ILM, MYR
 - 6. Area Six: BHM, MSY, SAV
- B. The composition of an area can be changed by a vote of the Executive Board with membership approval.
- C. There shall be one representative elected for each area.

ARTICLE V - MEMBERSHIP

Section 1 - Eligibility:

Any person eligible for membership in the Communications Workers of America, as defined in Article V, of its Constitution, shall be eligible for membership in this Local if performing work within the Local's assigned jurisdiction, if employed on a part-time or full-time basis by the Local.

Section 2 - Transfers:

The transfer of membership from this Local to the jurisdiction of another Local and from another Local to the jurisdiction of this Local shall be made in accordance with Article V of the CWA Constitution.

ARTICLE VI - LOCAL DUES AND ASSESSMENTS

Section 1 - Local Membership Dues:

Each member of the Local shall pay minimum membership dues as established by the CWA Convention.

- A. Membership dues which exceed in amount of the minimum

membership dues may be authorized by a majority of those voting on the question in accordance with the Local bylaws.

- B. Membership dues may be changed only by a majority of those voting on the question by secret ballot referendum or a membership meeting with seven (7) days notice.

Section 2 - Local Special Assessments:

The membership of this Local may levy a special assessment only in the same manner as provided for changing Local dues. However, any special assessment levied shall be in compliance with Article VI, of the Union Constitution.

ARTICLE VII - GOVERNING AUTHORITY

The affairs of this Local shall be governed by its membership in accordance with the Constitution and Policies of the Union in the following manner:

- A. By referendum of the membership.
- B. Through actions and decisions of the Executive Board between membership meetings. The Executive Board shall establish administrative policies to ensure that members participate in the governance of the Local. The Executive Board will consist of the Officers and the Area Representatives.
- C. Through actions and decisions of the Local Officers, between meetings of the Executive Board.

ARTICLE VIII -MEETINGS

Section 1 -Executive Board:

The Executive Board shall hold meetings monthly in conjunction with the Local Membership meeting, or as may be necessary, to properly transact the business of the Local, on the call of the President, by request of 50% of the Executive Board. The President must call a meeting within seven (7) days.

Section 2 -Local Meetings

Regular Membership meetings shall be held monthly on the second Tuesday of the month. Meeting times will rotate: 9:00am, 1:00pm and 6:00pm.

Section 3 -Special Local

Special meetings may be called by a majority vote of the Executive Board, or by a petition signed by ten percent (10%) of the members. Upon receipt of a proper petition, the President must call a special meeting to be held within seven (7) days for the purpose set forth in the petition.

ARTICLE IX - LOCAL DELEGATES TO NATIONAL CONVENTIONS

- A. Delegates to any General or Special Convention shall be the Local Officers serving in the following order.
 - 1. President
 - 2. Executive Vice President
 - 3. Secretary-Treasurer
- B. The Secretary-Treasurer shall become an Alternate automatically if the Local is allowed less than three (3) delegates.
- C. Upon recommendation of the Executive Board and approval of the membership, any additional delegates or alternates that the Local is entitled to may be elected by a special secret ballot election conducted not less than 30 days in advance of the Union Convention.
- D. Convention votes shall be distributed among all the Delegates in accordance with Article VIII of the CWA Constitution.
- E. It shall be the duty of the Secretary-Treasurer of the Local to certify the Local Delegates to any General or Special Convention, to the Secretary-Treasurer of the National Union within the time limits specified in the National Constitution.

ARTICLE X - LOCAL COMMITTEES

- A. The Local shall have the following regular committees:
1. Education Committee
 2. Election Committee
 3. Organizing Committee
 4. Legislative-Political Committee
 5. Mobilization Committee
 6. Community Services Committee
 7. Committee on Equity
 8. Finance & By-Laws Committee
 9. Health & Safety Committee
 10. Other Committees as determined by the Executive Board
- B. Members of all committees shall be appointed by the President with the approval of the Executive Board; subject to the right of the Local membership to overrule such appointments.
- C. Vacancies on committees shall be filled in the same manner as the original appointments.
- D. A member of any Local Committee may be removed by a majority vote of the Executive Board, subject to the right of the Local members to overrule the action of the Executive Board. A committee member may also be removed by action of the Local in a membership meeting.
- E. Duties of Committees:

Education Committee: The Education Committee shall assist in developing the Local's education program and, with the Local Officers, be responsible for effectuation of the Union and Local's educational program.

Election Committee: The Election Committee shall conduct all nominations and elections and referenda of the Local.

Organizing Committee: The Organizing Committee shall assist the Local Officers and Stewards in organizing all members within the

Local's jurisdiction.

Legislative-Political Committee: The Legislative Committee shall assist in developing and pursuing the program of the Union and the Local in the Legislative field. It shall be responsible for the Local's program to register each qualified voter.

Mobilization Committee: The Committee will work to put in place a mobilization structure that enables communications, education and action.

Community Services Committee: The Community Services Committee shall assist in developing all Community Services programs.

Women's & Equity Committee: Women's & Committee on Equity Committee: The Women's & Committee on Equity Committee shall study and report to the Local on ways and means to unite women for the purpose of addressing their concerns and issues in the workplace and at home and of eliminating discrimination on the basis of sex, race or any other basis.

Finance & By-Laws Committee: The Finance Committee shall review the financial records of the Local and make a written report semi-annually to the Local. The Committee will assist the Local officers in preparing the annual budget, maintain the By-Laws and recommend any updates. The Committee will maintain Local By-Laws and recommend any needed changes. This committee shall annually present a budget to the Membership for approval.

Health & Safety Committee: The Health & Safety Committee shall study workplace health and safety issues and coordinate the Local's efforts in joint union/management health and safety programs.

ARTICLE XI-ORDER OF BUSINESS

- A. The order of business at a Local or Membership Meeting shall be as follows:

1. Call to Order
2. Reading and action on minutes of previous meeting
3. Report of Officers
4. Report of Committees
5. Unfinished business
6. New business
7. Good and Welfare
8. Adjournment

- B. The order of business may be suspended by a two-thirds vote of the members present.

ARTICLE XII-DUTIES OF LOCAL OFFICERS & STEWARDS, MEMBERS

Section 1-The Officers of the Local shall be:

- A. Local President
- B. Local Executive Vice President
- C. Local Secretary-Treasurer

Section 2 -Local Officers shall hold no other office.

Section 3 -Duties of Local President

The Local President shall be full-time and shall preside at meetings of the Local and at meetings of the Local Executive Board and shall be responsible for the conduct of the Local including:

1. The prosecution of grievances and appealing them to higher levels of the Union, if not satisfactorily settled.
2. The supervision of all Committees of the Local.
3. The approval of all bills to be paid by the Local Treasurer and to countersign checks drawn on the Treasury of the Local.
4. Select a location for the Local Union Office, where official correspondence will be sent, books and records maintained and Local business conducted, subject to the approval of the Executive Board.
5. Assume direct responsibility for internal organizing.

6. Engage in and supervise collective bargaining as needed.
7. Provide communication link between members and the International.
8. Perform all duties as required by the CWA Constitution and Local Bylaws.
9. Lead the Local.
10. Conduct all Local business.
11. Plan and Chair membership meetings and Executive Board meetings.
12. Set specific goals for the year with input from other officers.
13. Prepare a budget in consultation with other officers, which supports and reflects specific goals for the year.
14. Foster an organizing culture and identify external organizing leads.
15. Supervise work of all officers and committees.
16. Have working knowledge of contract(s) -- check with district staff for interpretations.
17. Supervise all grievances.
18. Approve expenditures.
19. Develop new leadership within Local.
20. Involve other officers in Local decision-making.
21. Operate as a member of a team -- as well as lead that team.
22. Share information with other officers.
23. Get members involved in the union.
24. Represent the Local to the employer, community leaders and media.

The Local President shall have additional duties as assigned by the Local, the Governing Board, or required by the Constitution or Policies of the Union.

Section 4 -Duties of the Local Executive Vice President

1. The Executive Vice-President shall work under the direction of the Local President and shall perform such duties as assigned by the Local President, the Local Executive Board, and the Local.
2. The Executive Vice President shall assume duties of the President in his/her absence.

Section 5 -Duties of the Secretary/Treasurer

1. The Secretary-Treasurer shall keep minutes of all meetings of the Local Executive Board.
2. The Secretary-Treasurer shall furnish both the District Vice-President

and Secretary-Treasurer of the National Union with two (2) copies of any changes in the Local By-Laws, within ten (10) days after such changes are adopted.

3. Certify the Local delegates to the Union Convention to the International Secretary-Treasurer within the time limits specified in Article VII of the Union Constitution.
4. The Secretary-Treasurer shall be responsible for furnishing the Secretary-Treasurer of the National Union with all the proper forms signed by Local Officers which are required by State and Federal laws immediately upon completion.
5. The Secretary-Treasurer shall be bonded and shall be custodian of all assets of the Local and shall make a report to each membership meeting.
6. The Secretary-Treasurer shall cause all payment of all bills approved by the President.
7. Cause the filling of all reports or filings required by federal, state or local law.
8. Maintain an updated and accurate membership database.
9. Record minutes of all Local meetings.
10. Perform all duties as required by the CWA Constitution and Local By-Laws.
11. Prepare a budget in consultation with other officers.
12. Maintain financial records.
13. Receive funds due to the Local, including dues payments from the International, cash dues, initiation fees, etc.
14. Handle expenditure of funds.
15. Secure authorization, documentation and explanation for all expenditures.
16. Reconcile and keep bank account records.
17. Report on finances to the Executive Board and membership.
18. Furnish financial statement to International. Maintain records on employees.
19. Prepare Forms W-4, W-2, W-3, I-9. Prepare Forms 1099, 1096.
20. Prepare and reconcile accounts (i.e. QuickBooks).
21. Meet Federal Report requirements: LM reports, Form 990, Unemployment Compensation, Form 940, Quarterly tax report Form 941
22. Meet state, county, city report requirements.
23. Arrange for audit(s).
24. Handle bonding coverage.

25. Manage the Local's assets.
26. Invest Local funds consistent with sound accounting practices and policies of the Local.

The Secretary-Treasurer shall perform such other duties as may be assigned by the Local, the Executive Board, or the Local President.

Section 6 -Duties of the Area Representatives

1. The Area Representatives shall work under the direction of the Local President and shall perform such duties as assigned by the Local President and the Executive Board.
2. The Area Representatives shall serve as a contact point for the steward(s) in their area.
3. The Area Representatives shall visit each station in their assigned Area at least quarterly.

Section 7- Chief Stewards

1. This Local shall have as many Chief Stewards as may be deemed necessary by the Local President and upon recommendation by the Area Representative.
2. The Chief Stewards shall work under the direction of the Local President or the Area Representative of their Area.
3. They shall perform such duties and responsibilities as may be assigned by the Local President and/or their Area Representative.

Section 8- Union Stewards:

1. The Local shall have as many Union Stewards as may be deemed necessary by the Local President and upon recommendation by the Area Representative and Chief Steward.
2. The Stewards shall work under the direction of the Local President, Area Representative and Chief Steward.

Section 9- Local Executive Board

1. Ensure Members can participate in the governance of the Local.
2. Be responsible for making decisions and taking action on behalf of

Local Membership on all matters concerning the good and welfare of members.

3. Cause an annual budget to be prepared and presented to the membership.
4. Be responsible for the operation of strike action procedures as outlined in the Constitution.
5. Actions and decisions of the Executive Board are subject to the approval of the membership.
6. A majority of the Executive Board shall constitute a quorum.

Section 10-

Members attending a Convention or Conference must present a report to members at the next Membership meeting.

ARTICLE XIII - WAGES AND TRAVEL REIMBURSEMENTS

Section 1- President Salary:

- A. The President will receive a base rate of pay at top of craft employee payscale (per the most recent contract) including all applicable contractual premiums, but excluding shift premiums, plus 15%. This salary is in lieu of any additional stipends, reimbursements and/or incidentals excluding items addressed in Section 3- Travel.
- B. The Local President will be deployed on Long Term Union Leave and participate in the wage reimbursement program as described in the Collective Bargaining Agreement if available. The Local will promptly reimburse the Association for all bills (including the 8% override fee) to cover the President's pay and benefits as described in Article 17.J. of the Collective Bargaining Agreement.
- C. If one of the allowed 11 spots allotted by the collective bargaining agreement is not available; the President will be paid by the Local as described in Section 1-A. If not paid through the company wage reimbursement program, American Airlines will bill the Local the cost of insurance premiums for the President. This includes medical,

dental, life insurance and any other company-paid benefits. The President will reimburse the Local for such payments. If paid in this manner:

1. The number of Holiday days and number of sick days will be at the current Collective Bargaining Agreement. The number of vacation days will be based on years of service per current Collective Bargaining Agreement.
2. Should the President leave office early or because they did not win re-election the President will be paid all vacation and holiday time earned while in office. Per the current Collective Bargaining Agreement employees will earn vacation/holidays in the current year for use in the subsequent calendar year.

Section 2- Executive Board and Membership:

- A. Any E-Board member working a scheduled shift that does not allow them to attend the membership meetings will be deployed and receive a maximum of 8 hours compensation for lost time wages.
- B. Retired members who wish to remain active in CWA Local 3641 will pay \$4.00 per month to remain a member in good standing.
- C. Local 3641 will pay the Vice President and Secretary/Treasurer a monthly stipend of \$350. Area Representatives will each receive a monthly stipend of \$200. This stipend is in lieu of any additional reimbursements and/or incidentals excluding items addressed in Section 3- Travel.
- D. All members who contribute to the company 401K will receive the 401K percentage match in reimbursed wages paid out by the Local.
- E. Any retired Officers (President, Executive Vice President,

Secretary-Treasurer) will be paid a salary using the pension formula below:

Hourly rate at American Airlines upon retirement,
Minus hourly rate of pension,
Equals hourly rate paid for time worked at CWA Local 3641.

Section 3- Travel

- A. Any member authorized to attend an out of town Union function will receive reimbursements for the following:
1. Paid gas mileage at the IRS guidelines and to or from the airport or event location.
 2. Paid meal per diem based on the IRS guidelines.
 3. Reimbursement for incidentals, with proper receipts such as taxi, airport parking, authorized rental cars, transfers from airports to hotels, subway, buses, etc.
 4. Reimbursement for hotel room charge only.
- B. When traveling, officers and representatives of the Union are required to use the classes of travel designated by the Local's policy (the most economical means of transportation). All travel and travel expenses should have prior approval and actual receipts should be submitted to the Local with an explanation.

Section 4- Expenditures

All expenditures excluding maintenance and standard operating expenses exceeding \$500 (five hundred dollars) shall be brought to the Members for an approval vote.

Section 5- Profit Sharing

Executive Board members not enrolled in wage reimbursement with the company will be reimbursed for any profit sharing and/or bonuses. No CWA member will be penalized for working for the union.

ARTICLE XIV - CONDUCT OF MEETINGS AND QUORUM

Section 1:

Local and Area Meetings of this Local shall be conducted under these BY-LAWS and RULES and in conformity with the National Union Constitution. On questions where the Local BY LAWS, the Local Rules, or the National Constitution do not clearly apply, Robert's Rules of Order shall govern.

Section 2:

The members in attendance at a Local or Area meeting shall constitute a quorum.

Section 3:

A majority of the Executive Board, or the majority of the members of a Committee shall constitute a quorum for those bodies.

ARTICLE XV -NOMINATION AND ELECTION OF LOCAL OFFICERS AND AREA REPRESENTATIVES

Section 1 -Nominations/Elections

- A. Nominations for President/First Convention Delegate, Executive Vice-President/Second Convention Delegate, Secretary-Treasurer/Third Convention Delegate, and Area Representatives-At-Large shall be local-wide. The President, Executive Vice President and Secretary-Treasurer shall serve as Local delegates during their term of office. In the absence of any above listed officer, the respective Alternate Delegate shall serve as Delegate.
- B. The term of office shall be three years or until their successors have

been duly elected and qualified.

- C. President, Executive Vice President, Secretary-Treasurer shall be elected by a majority of votes cast. Area Representatives shall be elected by a plurality of votes cast.

Each election year, the Election Committee shall conduct nominations and Local elections in the following manner:

1. Nominations for Local Officers and Executive Board shall be held at the regularly scheduled membership meeting on the 2nd Tuesday in September.
2. If there is only one (1) nominee for any position, the nominee shall be elected by acclamation. Write-in votes are not permitted.
3. Elections shall be conducted in the month of October. Such election shall be conducted electronically with a ballot being mailed to the last known address of each member in good standing. The members shall be responsible for maintaining their address with the Secretary-Treasurer.
4. The Local Executive Board shall take office on the 2nd Tuesday in December.

Section 2 -Local Election Committee:

- A. The nominations and election of Local Officers and Executive Board members shall be conducted under the supervision of the Election Committee. The Committee shall have the authority and responsibility to see nominations and elections are conducted in accordance with the Union Constitution and By-Laws with reasonable opportunity for each member to nominate and vote for the candidate of his/her choice.
- B. The Election Committee shall also conduct any referendums submitted to the membership. The Committee shall preserve the ballots and all other election records for one year which shall be housed at the Local.
- C. A member shall not be permitted to serve on the Election Committee

if he/she is a candidate for any office of the Local.

- D. All questions concerning the conduct and challenges of the elections shall be determined by the Election Committee, subject to the right of appeal to the Executive Board and Membership of the Local in accordance with Article XV of the CWA Constitution.

Section 3 -General Provisions

- A. In the case of elections requiring a majority vote, if no one nominee receives a majority on the first ballot, a runoff election shall be conducted, and the two nominees receiving the greatest number of votes on the first ballot shall be the nominees on the second ballot.
- B. Only members in good standing shall be eligible to vote or hold office.
- C. No elected officer of the Local shall be qualified to take office until he or she meets the qualifications and requirements set forth in these By-Laws, the CWA Constitution, or any state or federal law.
- D. The term of office shall be three years.

Section 4-Vacancies:

- A. A vacancy in the office of the Local President shall be filled by the Executive Vice President.
- B. Vacancies in other Local Offices shall be filled by appointment of the Executive Board, subject to approval by the affected membership within 60 days.

ARTICLE XVI - STRIKES

The calling, conduct, and termination of strikes affecting this Local shall at all times be carried on in compliance with rules prescribed by the CWA and Article XVIII of its Constitution.

ARTICLE XVII - CHARGES, TRIALS AND APPEALS

Section 1- Members of this Local may be fined, suspended, and/or expelled for any of the Acts enumerated in Article XIX of the Union Constitution.

Section 2- Any accused person shall be tried under the provisions of Article XX of the Union Constitution.

Section 3- A member or officer of this Local, upon being found guilty by a Local Trial Court, may appeal as provided in Article XI of the Union Constitution.

Section 4- A trial court of this Local shall be composed of five (5) persons in accordance with the Constitution, who must be randomly selected and are members of this Local and not parties to the proceedings.

ARTICLE XVIII - RECALL OF LOCAL OFFICERS

- A. The President, Executive Vice President, Secretary-Treasurer may be recalled in conformity with the provisions of Articles XXI, Section 2 and XXI, Section 8 of the Union Constitution.
- B. Area Representatives of this Local may be recalled under the provisions of the Union Constitution, by their respective constituencies and the membership comprising that constituency.

ARTICLE XIX - AMENDMENTS TO LOCAL BY-LAWS

After adoption, these By-Laws may be amended by a majority of the members voting in a referendum of the Local.

ARTICLE XX- REFERENDUM OF THE LOCAL

- A. The Local Election Committee shall submit any questions to a referendum of the membership, when directed to do so by action of the Executive Board or by Motion approved by the membership at membership meetings.

- B. Questions submitted to referendum shall be determined by a majority vote of those voting on the questions.

ARTICLE XXI - FISCAL YEAR AND AUDIT

- A. The fiscal year of this Local shall be from October 1st of each year to and including September 30th of the succeeding year.
- B. The financial records of this Local shall be audited by a Certified Public Accountant or by the Finance Committee of the Local, at the end of each fiscal year. The results of such audit shall be made available for the inspection of any member of the Local and a copy thereof shall be sent to the District Vice President.

ARTICLE XXII - OATH OF OFFICE

Each elected officer of the Local, after meeting all other qualifications shall be duly installed upon taking the following Oath:

"I (give name) hereby accept the office of (name of office) of Local 3641, Communications Workers of America, with full knowledge of the responsibilities and duties of such office."

"I promise to faithfully discharge my duties according to the BY-LAWS and RULES of the Local and the Constitution and policies of the Union."

"I further promise to give my successor in office all books and records in my possession and assist in the education of my successor, as needed. I shall at all times endeavor to serve my Local and the Union to the best of my ability, so help me God."

ARTICLE XXIII - ADOPTION

These bylaws shall be adopted upon the approval of a majority of the members voting upon their adoption in the membership meeting called for that purpose or by referendum of the membership.

These Bylaws Adopted February 2, 2000

Revised Bylaws Adopted May 8, 2017

Revised Bylaws Adopted May 27, 2025

Revised Bylaws Adopted _____

Revised Bylaws Adopted _____