

The APFA Policy Manual

*Established in accordance with
Article III of*

THE APFA CONSTITUTION

by

**THE APFA BOARD OF
DIRECTORS**

MARCH 14, 1992

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Preamble

This Policy Manual for the Association of Professional Flight Attendants is established pursuant to Article III, Section 2.C. of the APFA Constitution.

All previous policies of the Association established by the Board of Directors that are in conflict with any provision of this Policy Manual shall be deemed null and void by the approval of this Policy Manual by the Board of Directors of the APFA.

This Policy Manual shall remain in effect unless and until altered, added to, deleted from or amended by action of the Board of Directors pursuant to Article III, Section 3.L(1) and (2) of the APFA Constitution.

This Policy Manual became effective April 1, 1992. A major revision of this Policy Manual became effective April 1, 1997 and shall remain in effect unless and until altered, added to, deleted from or amended by action of the Board of Directors pursuant to Article III, Section 3.L.(1) and (2) of the APFA Constitution.

A record of any subsequent revisions, alterations or amendments to this Policy Manual shall note the date of approval by the Board of Directors and will be kept in the Office of the National Secretary.

Forward

APFA Code of Conduct

Strength and unity within the APFA are fundamental to the successful resolution of any endeavor the Union may undertake. The APFA strives for a standard of conduct and behavior wherein all Flight Attendants are treated with respect and consideration. The APFA seeks an atmosphere wherein all Flight Attendants conduct themselves in a manner which promotes unity and strength and reflects credit to the individual, other Flight Attendants and the Union. Differing points of view, expressed in the open forum of reasoned debate should be welcomed, honored and valued as necessary and essential to the development of a shared unity of purpose.

The APFA is proud of and grateful to the men and women who serve as its representatives and give so generously of their time and talents to promote the goals of our Union. The APFA reminds its representatives of the trust they hold for Flight Attendants and that their responsibilities should not be taken lightly or without due thought and consideration.

The varying backgrounds and unique perspectives of individual representatives mirror the diversity within the APFA and offer the promise of great strength. The APFA encourages its representatives to work to build consensus when making decisions affecting the welfare of the bargaining unit. Legitimate differences of opinion are to be expected and should be resolved by a steadfast reliance on the Constitution of the APFA which vests in the membership and the Board of Directors the authority to determine the course of the Union. The APFA asks that its Flight Attendants and representatives pledge their best efforts to meet and exceed the ideals expressed in this Code of Conduct.

It is not intended that violation of this Code of Conduct shall in any manner constitute grounds for any charges under Article VII of the APFA Constitution by or against any Flight Attendant.

General Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2014 Fall BOD	Res. 3		Changes all references, throughout the Policy Manual, to President, Vice President, Secretary and Treasurer to National President, National Vice President, National Secretary and National Treasurer; changes all references to Base Chair and Base Vice Chair to Base President and Base Vice President; changes all references to Division Representative to Regional Representatives and all references from Division to Region; changes all references from Coordinator to Chair.
2014 Conv	Res. 2		Changes all references, throughout the Policy Manual, from AMR to AAL.
2013 Conv	Res. 4	Preamble	Change third paragraph to read: This Policy Manual shall remain in effect unless and until altered, added to, deleted from or amended by action of the Board of Directors pursuant to Article III, Section 3.L(1) and (2) of the APFA Constitution.

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SECTION 1

GENERAL

POLICY STATEMENT: In furtherance of the objectives of the APFA, the Board of Directors hereby adopts the following definitions and statements of general practice as part of this Policy Manual.

A. DEFINITIONS: Words not otherwise defined within this Policy Manual shall be defined, if applicable, pursuant to Article I, Section 7. of the APFA Constitution.

1. **“APFA Constitution”** means the Constitution as approved and duly amended by the membership.
2. **“Closed Session”** means a meeting or part of a meeting of an APFA committee or body wherein attendance is restricted. A meeting or part of a meeting of an APFA committee or body may be restricted:
 - a. to allow for the discussion of items of a confidential or sensitive nature, or
 - b. to allow for attorney-client privileged discussion, or
 - c. because of a disruption by a member(s) of the gallery as provided in Section 4.A.4.c. of this Policy Manual.
3. **“Collective Bargaining Agreement”** means the Collective Bargaining Agreement between the APFA and AAL, or a similar agreement between the APFA and another employer.
4. **“Elected”** means elected or duly elected (by virtue of running unopposed for a position or office with the APFA).
5. **“Flight Assignment”** means any trip, replacement or reserve obligation, meeting or training scheduled to be performed for the Company.
6. **“Flight Attendant”** means a member of a bargaining unit represented for collective bargaining purposes by the APFA.
7. **“Full Month Trip Removal”** means removal from all flight assignments by paper bid, by trip-by-trip removals, or by PPO’s whereby a member flies no part of his / her bid award.
8. **“May”** or **“Should”** means a discretionary or permissive act or directive.
9. **“Members”** means all officers, representatives or members eligible and / or authorized by the APFA to perform duties and make use of this Policy Manual.
10. **“Month”** means an American Airlines / AAL Contractual month, not a calendar month, unless otherwise indicated.
11. **“Must”** or **“Shall”** or **“Will”** means a word or command which always has a compulsory meaning denoting obligation; imperative and mandatory.

12. **“National Officer”** means the National President, National Vice President, National Secretary or National Treasurer of the APFA.
13. **“Paper Bid”** means a member’s bid for a month’s schedule which will remove the member in advance from a full month of flight assignments.
14. **“Per Diem Session”** means an APFA function that runs at least two (2) days, wherein the nature of business requires the participants to remain overnight and for which lodging and “MEA Away from Residence” expenses are authorized as provided in Section 5.F.1. of this Policy Manual.
15. **“Permanent Residence”** means the primary residence city of a representative when alternate accommodations may be provided by the APFA.
16. **“Place of Residence”** means the home, house, apartment, etc. in which a member resides.
17. **“Pay Purpose Only (PPO)”** means a member’s bid for a month’s schedule which will remove the member in advance from a full month of flight assignments.
18. **“Representative”** means any member of the APFA who has been elected or duly elected as an officer or elected or duly elected or appointed to a position on a base council or to a committee or special project of the APFA, who is performing authorized work.
19. **“Residence City”** or **“City of Residence”** means the city, metropolitan area, or location where a member actually resides, which may be other than the metropolitan area of the city at which the member is based.
20. **“Trip Removal”** means removal from any flight assignment by the Company at the request of the APFA.
21. **“Week”** means seven (7) consecutive days running from Sunday through Saturday, inclusive.

B. DISTRIBUTION OF POLICY MANUAL

1. The distribution of this Policy Manual shall be the responsibility of the APFA National Secretary.
2. The National Secretary shall distribute copies of this Policy Manual to all elected or appointed APFA representatives.
3. Any member in good standing may review the Policy Manual through the Office of the National Secretary, his / her Base President or online at apfa.org.

C. REVISIONS TO POLICY MANUAL

1. Any revision to the APFA Policy Manual must be brought forth as a resolution and approved by the Board of Directors. It is understood and authorized that resolutions of the Board, or “draft” versions of any additions or revisions to this Policy Manual that are adopted by the Board, shall be corrected for grammatical, punctuation, typographical and numbering errors before being included in a printing of this Policy

Manual. Such corrections shall not alter the intent or meaning of any provision adopted by the Board.

2. The National Secretary shall be responsible for ensuring that revisions to this Policy Manual are distributed to all elected and appointed APFA representatives.
3. Applicable revisions to the APFA Policy Manual may be disseminated to the membership via SKYWORD, base bulletin boards or via apfa.org.

D. ENVIRONMENTAL PROTECTION

1. Whenever practicable the APFA shall promote the use of recycled products and shall recycle products whenever possible.

E. CONFIDENTIALITY

1. The National Officers, voting Board of Directors, Ad-Hoc Members of the Executive Committee, members of any APFA Negotiating Committee, Base Vice Presidents, National Chairs, Regional Representatives, and other APFA Representatives are required to maintain confidentiality in connection with conducting the business of the Union. Every person holding one (1) or more of these positions shall sign a Code of Confidentiality.
2. Other APFA Representatives also may be required to sign a Code of Confidentiality as necessary.
3. There may be additional confidentiality agreements that APFA Representatives may be required to sign in particular circumstances, for example, as a condition of receiving proprietary information from the Company.
4. Failure to execute or comply with the APFA Code of Confidentiality will result in exclusion from receiving confidential and proprietary information. The Board of Directors shall determine the duration of exclusion from receiving confidential and proprietary information. A letter will be sent to the offender by the APFA Board of Directors describing the breach of confidentiality and the consequence.

F. MUTUAL RESPECT POLICY

1. It is the commitment of APFA and all representatives to ensure APFA is free from negative, aggressive, and inappropriate behaviors, and that the environment is aimed at providing an atmosphere of respect, collaboration, openness, safety, and equality. All APFA representatives have the right to be treated with dignity and respect.
2. APFA is committed to creating and maintaining a working environment based on equality, dignity, and mutual respect for everyone.
3. We commit to providing an inclusive, respectful environment for all individuals working at APFA. We will not tolerate discrimination based on age, race, disability, gender, gender reassignment, religion, sex, or sexual orientation. This commitment applies to all APFA representatives, regardless of work location.
4. It is a matter of principle that all representatives be treated equally and protect one another from harassment, abuse, or unacceptable behavior. As a Union

representative, you are expected to uphold our policy which applies to all APFA work locations, in-person meetings, virtual meetings, activities, and social events.

5. Examples of behavior that will not be acceptable under this policy and no member should tolerate include, but are not limited to:
 - a. Aggressive or threatening behavior
 - b. Personal verbal abuse
 - c. Inflammatory statements
 - d. Offensive language
 - e. Remarks of racial nature
 - f. Physical attack or assault
 - g. Racist, sexist, or religious jokes
 - h. Obscene gestures
6. All APFA Officers and Leadership will lead by example and discuss suspected policy violations with the person involved by asking them to stop the offensive behavior or leave the meeting.
7. At APFA, we work to uphold the values of our membership, which include dignity, respect, and solidarity for all. This policy is a tool to help us ensure a positive environment for all Union representatives of APFA.

G. WINGS SUPPORT AND COLLABORATION

1. The APFA affirms its commitment in supporting the Wings Foundation in its effort to support APFA members.
2. Incoming National Officers of the APFA shall meet and confer with the Wings Foundation leadership to understand the Wings Foundation offerings and how best APFA can support the Foundation.
3. APFA will meet and confer with the Wings Foundation periodically to plan and facilitate a training for APFA EAP representatives on the Wings Foundation offerings and methods of referral.

H. ACCESS OF MEMBER SCHEDULES

1. During the normal course of business it may be necessary for a union representative to access a member's schedule utilizing admin access of Company provided

programs. The practice of accessing a member's schedule using this access may only be used for assisting and representing a member.

2. The representative will be required to sign an access agreement in order to receive access.
 - a. If the access is for a Base President or National Department Chair, the request will be approved by a National Officer.
 - b. If the access is for an incoming National Officer, the request will be approved by the preceding National Officer.
 - c. If the access is for a National Department Representative, the applicable Chair must approve prior to granting access.
 - d. If the access is for a National Department Representative, the applicable Chair must approve prior to granting access.
3. The National Secretary shall maintain a record of all representatives who have admin access to member's schedules. The record must contain the following:
 - a. If the access is for a Base President or National Department Chair, the request will be approved by a National Officer.
 - b. If the access is for an incoming National Officer, the request will be approved by the preceding National Officer.
 - c. If the access is for a Base Representative, the Base President must approve prior to granting access.
 - d. A signed copy of the applicable access agreement.
4. A representative's access is to be revoked when vacating a position or departing from Union Work.
5. The National Secretary shall perform an annual audit of all representatives who have admin access bi-annually. Any individual that has access that no longer maintains a position with the APFA shall have their access promptly revoked.

Section 1 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2023 Fall BOD	Res. 3	1.E.1	Add language “and other APFA Representatives”
2023 Fall BOD	Res. 3	1.E.4	New language regarding failure to execute or comply with the Code of Confidentiality
2022 Fall BOD	Res. 4	1.G	New language regarding the Wings Foundation
2022 Fall BOD	Res. 6	1.F	New language regarding Mutual Respect Policy
2022 Conv	Res. 4	1.F	New language regarding Access of Members Schedules
2021 Conv	Res. 5	1.A.	Changes AAG to AAL and adds definitions for "May" or "Should" and for "Must" or "shall" or "will"
2015-5-6 SBOD	Res. 4	1.A.7 & 15	Add language "PPO" and definition of “PPO”
2011 Conv.	Res. 9	1.B.3	Adds "or online at apfa.org"
2011 Conv.	Res. 9	1.C.3	Adds "or via apfa.org"

SECTION 2

MEMBERSHIP AND AWARDS

POLICY STATEMENT: In furtherance of the objectives of the APFA, the Board of Directors hereby adopts the following policies to protect and preserve the rights and privileges of Flight Attendants.

A. DUES / FEES

1. Flight Attendants are required to pay dues / fees in accordance with the applicable provisions of the APFA Constitution and, if applicable, the Collective Bargaining Agreement(s).
2. Dues Obligation Pending Grievance Review.
 - a. If the Grievance Review Committee (GRC) decides that APFA will not take a termination grievance forward to arbitration, the Flight Attendant's prospective dues obligation shall cease. The Flight Attendant shall still be responsible for paying any balance owed for past dues.
 - b. The Flight Attendant's dues obligation shall resume if the Flight Attendant appeals the GRC's decision to the Grievance Appeal Panel (GAP) and the GAP decides that APFA will take the grievance forward to arbitration.
3. It is the policy of the APFA to strictly enforce the dues / fees provisions of Section 35 of the current Collective Bargaining Agreement between the APFA and AAL. To implement these provisions, the following procedures shall apply:
 - a. Pursuant to Section 35.F.1 of the Collective Bargaining Agreement, after determining that a Flight Attendant is delinquent in dues / fees payments for a period in excess of sixty (60) days, the National Treasurer shall notify the Flight Attendant, in writing, certified mail, return receipt requested, with a copy to the Vice President-Labor Relations of the Company, that the Flight Attendant is delinquent in the payment of dues / fees and accordingly is subject to discharge as an employee of the Company. As necessary, the National Treasurer also may attempt personal delivery to the Flight Attendant through, for example, a process server and / or an APFA representative. Such Flight Attendant "alert letter" shall advise the Flight Attendant that s/he must take one or more of the actions described in A.3.b, below within thirty (30) days following the date of the letter or be subject to discharge.
 - b. The alert letter described in A.3.a. above shall advise the Flight Attendant that s/he must:
 - (1) Pay in full the arrearage described in the letter within thirty (30) days of the date of the letter; or
 - (2) Submit a *(“display”) 4 status report which may be obtained from Flight Service if s/he believes that any of the amounts listed in the alert letter were accrued during an inactive or non-dues obligated status, and / or
 - (3) Request dues forgiveness pursuant to Article III, Section 4.K.(18) of the APFA Constitution.

- c. Upon receipt of any *4 status report the National Treasurer shall make any necessary adjustments to the amount of the arrearage and shall notify the Flight Attendant of such determination and establish a new deadline to pay the delinquency in full.
 - d. The alert letter shall include an explanation of the information a Flight Attendant requesting dues forgiveness may submit in support of the request. The National Treasurer shall then place the dues forgiveness request on the agenda of the next regularly scheduled meeting of the Executive Committee. No further action shall be taken with respect to the Flight Attendant's discharge pending the determination of the Executive Committee.
 - e. The Executive Committee shall consider the request for dues / fees forgiveness in accordance with B.1.
 - (1) If the Executive Committee determines that the dues / fees should be forgiven based on hardship, the APFA National Treasurer shall have the Flight Attendant's account adjusted accordingly and mail the Flight Attendant notification of that decision.
 - (2) If the Executive Committee determines that the dues / fees should not be forgiven, the APFA National Treasurer shall mail the Flight Attendant notification of that decision. The Flight Attendant shall be given thirty (30) days from the date APFA mails the notification to pay the delinquency in full.
 - f. Should the Flight Attendant fail to make payment of the delinquent amount within the thirty (30) day period provided in A.3.a, A.3.c, A.3.e or B.2.b, the National President of the APFA shall, pursuant to Section 35.F.2 of the Collective Bargaining Agreement, certify in writing to the Vice President - Labor Relations with a copy to the Flight Attendant, that the Flight Attendant failed to remit payment within the period allowed and, therefore, is to be discharged.
 - (1) If a Flight Attendant accrues a dues balance due to inappropriate action by the Company affecting the Flight Attendant's dues payments, the APFA National Treasurer may allow the Flight Attendant to pay the balance off in installments. This deferred payment schedule is in no way equivalent to the provisions set forth in Article IV, Section 3. of the APFA Constitution.
 - (2) All Flight Attendants shall be eligible to pay dues / fees, initiation fees and / or assessments by bankcard.
 - (3) A monthly report, detailing the amount of past dues collected will be sent to the Board of Directors and Executive Committee.
4. Any promissory note under Article IV, Section 3.C of the Constitution must be the promissory note that APFA provides.

B. DUES / FEES FORGIVENESS REQUESTS

- 1. Dues / fees forgiveness requests shall be coordinated through the Office of the National Treasurer.

- a. Dues / Fees Forgiveness are eligible to active and inactive members of the APFA only. Agency Fee Payers, Ellis Objectors, and former members are ineligible for Dues / Fees Forgiveness.
 - b. Requests for forgiveness must be made via the electronic Dues Forgiveness Request Application on the Members Only section of the APFA website. Members requesting forgiveness must at a minimum provide the following information to be considered for Dues / Fees Forgiveness:
 - (1) The member must provide all monthly income sources and attach documents to support that amount. Example documents include tax returns, paystubs, W2 statements, government assistance benefits letter, etc.
 - (2) The member must provide all monthly expenses and attach documents to support that amount. Example documents include mortgage statements, leases, utility bills, medical bills, credit card statements, loan statements, etc.
 - (3) Sufficient documentation to prove assets such as deeds, investment statements, etc.
 - (4) Sufficient documentation to support hardship claim.
 - (5) Detailed written explanation of arrears.
2. Decisions to approve or deny dues / fees forgiveness requests shall be by a majority vote of the Executive Committee or Board of Directors.
- a. If the Executive Committee determines that the dues / fees will be forgiven based on hardship, the APFA National Treasurer shall have the Flight Attendant's account adjusted accordingly and mail the Flight Attendant notification of that decision.
 - b. If the Executive Committee determines that the dues / fees will not be forgiven, the APFA National Treasurer shall mail the Flight Attendant notification of that decision. The Flight Attendant shall be given thirty (30) days from the date of this notification to pay the delinquency in full.
 - c. The National Treasurer shall maintain dues forgiveness guidelines to assist the Executive Committee / Board of Directors in determining hardship.
 - (1) The guidelines will be made available to any member upon request.
 - (2) The dues forgiveness guidelines will be reviewed for revisions on an annual basis with the Board of Directors and / or Executive Committee.
3. The National Secretary shall notify the appropriate Base President(s) of the Executive Committee's determination regarding the outcome of any dues / fees forgiveness request via the regular APFA mailings.

C. AGENCY FEES

1. A Flight Attendant, as defined in Section 1 of the JCBA that has not joined or has resigned their membership from APFA, must pay agency fees (equivalent to dues) as a condition of employment.
2. Agency Fee Payers shall be the initial status of any employee covered under the JCBA. That status remains in effect until the worker signs a membership card.
 - a. Ellis Objectors
 - (1) An Agency Fee Payer who objects to paying more than the costs of collective bargaining, contract administration, and grievance handling shall be considered an Ellis Objector under the Supreme Court's Ellis ruling affecting employees organized under the Railway Labor Act.
 - (2) The Ellis Objector status shall remain in effect for one year and must be renewed yearly.
 - b. Objector Year
 - (1) The objector year shall be April through March
 - c. Chargeable and Non-chargeable Expenses
 - (1) The APFA Legal Department shall examine expenses "germane to collective bargaining, contract administration, and grievance adjustment" and determine the amount of the chargeable agency fee percentage.
 - (2) An objector must pay chargeable expenses, and any non-chargeable expenses paid by an objector must be reimbursed.
 - d. Statement of Chargeable and Non-Chargeable Expenses
 - (1) Each year an audit of APFA's finances is performed by an independent certified public accounting firm. Additionally, the statement of Chargeable and Non-Chargeable expenses used to determine the percentage of agency fees reimbursed to Ellis Objectors for the coming objector year shall be audited.

D. BILLING

1. Per Article IV, Section 3, the established billing date shall be the last day of the month in which the dues are obligated.
2. The calculation for dues arrears and membership eligibility shall include any billed amounts not paid more than 60 days in arrears.
3. Member's and non-member's membership status within the first eight (8) days and the last eight (8) days of the month shall determine whether a full or half month is to be billed. If the month has:
 - a. 28 days and the Status Date falls between the 9th and 20th of the month (inclusive), the Billing amount is 1/2 of the Dues Rate

- b. 29 days and the Status Date falls between the 9th and 21st of the month (inclusive), the Billing amount is 1/2 of the Dues Rate
 - c. 30 days and the Status Date falls between the 9th and 22nd of the month (inclusive), the Billing amount is 1/2 of the Dues Rate
 - d. 31 days and the Status Date falls between the 9th and 23rd of the month (inclusive), the Billing amount is 1/2 the Dues Rate
- 4. Members shall have real-time electronic access to their billing and payment history via the APFA website.
 - 5. Members shall be able to pay their balances online via the APFA website.
 - 6. Members shall be billed for dues while on any leave (including leaves eligible for exemption).
 - 7. Agency Fee Payers and Ellis Objectors shall be billed for dues while on leave.

E. CREDITS

- 1. Any credit balance owed to a member after billing and payment have been applied must be electronically refunded to the member within 30 days or immediately upon request.
 - a. A member may request to maintain a credit balance by completing a credit balance form.
 - b. Credits will be applied prior to any WTS close date.
 - c. Credits will be applied five (5) days prior to any ballot count.

F. PAYMENTS

- 1. Dues, Assessments, and Fees may be paid via:
 - a. Payroll deduction (dues check-off)
 - b. Debit/Credit Card/Bank Account online
 - (1) Account / payment information may be stored on the APFA website for future payments
 - c. Mail payments to APFA Headquarters
- 2. Payroll Deduction shall be the preferred method of payment for members, Agency Fee Payers, and Ellis Objectors.

G. OFFICIAL PAYMENT PLAN

1. Members are eligible for a payment plan upon returning from leave.
2. Non-members (Agency Fee Payers and Ellis Objectors) are not eligible for a payment plan.
3. Initiation and Re-join Fees must be paid in full to be eligible for payment arrangements.
4. Members must submit a “Request for Payment Plan” application on the APFA website to be considered for a payment plan.
5. Payment plans must be at most a term of twice the number of months of back dues owed. (e.g. A member is returning from a 6-month baby-bonding leave and did not pay their dues the entire time on leave, the member is eligible for a payment plan not to exceed 12 months.)
6. All requests for payment plans are subject to final review and approval by the National Treasurer.
7. Promissory Note
 - a. Upon approval, a fully executed promissory note must be received by APFA before the member can be considered in good standing.
 - b. Consecutive monthly payments shall be made online or via mail.
 - c. Each subsequent payment shall be due on the first of every month until the entire amount owing has been paid in full.
 - d. The member will be considered a member in good standing and shall remain in good standing unless they fail to pay the monthly amount of incur an additional back dues obligation.
 - e. If the member accrues a new balance in any given month, the member must pay the newly accrued amount in addition to their payment plan amount to remain current.
 - f. All notes must be executed at least thirty (30) days prior to the balloting date of any APFA election or referendum for the member to be eligible to vote in such an election or referendum.
 - g. The National Treasurer shall not take further action to collect the outstanding amount owed covered by the promissory note as long as each payment due under the payment plan is paid as agreed.
 - h. The payment plan may be paid in full at any time.
8. Default on Payment Plan
 - a. If a member misses a payment as agreed to in the promissory note, the member shall have thirty (30) days to provide the missed payment.
 - b. If the payment is not made after thirty (30) days, the payment plan will be considered defaulted, and the member will be considered in arrears.

H. DUES ARREARS PAYMENT ARRANGEMENT

1. Members with a balance greater than \$82 that has gone in arrears or has made them ineligible as of March 31, 2023 may be eligible to request payment arrangements.
2. Newly accrued balances that become arrears or cause a member to become ineligible after April 1, 2023 are not eligible for payment arrangements.
3. Non-members (Agency Fee Payer and Ellis Objectors) are not eligible for a payment arrangement.
4. Initiation and Re-join Fees must be paid in full to be eligible for payment arrangements.
5. Members must submit a "Request for Payment Arrangement" application on the APFA website to be considered for a payment plan.
6. Members with a balance of less than \$492 (or less than one (1) year of dues) shall be eligible for a "short-term" payment arrangement of six (6) months to pay their balance.
7. Members with a balance greater than \$492 (or greater than one (1) year of dues) shall be eligible for a "long-term" payment arrangement to pay their balance within twelve (12) months.
8. Short-term and long-term payment arrangements shall consist of monthly installments.
9. All requests for payment arrangements are subject to final review and approval by the National Treasurer.
10. Conditional Payment Agreement
 - a. Upon approval, a fully executed conditional payment agreement and first payment must be received by APFA before the member can be considered in good standing.
 - b. Consecutive monthly payments shall be made online or via mail.
 - c. Each subsequent payment shall be due on the first of every month until the entire amount owing has been paid in full.
 - d. The member will be considered a member in good standing and shall remain in good standing unless they fail to pay the monthly amount or incur an additional back dues obligation.
 - e. If the member accrues a new balance in any given month, the member must pay the newly accrued amount in addition to their payment arrangement amount to remain current.
 - f. All notes must be executed at least thirty (30) days prior to the balloting date of any APFA election or referendum for the member to be eligible to vote in such an election or referendum.

- g. The National Treasurer shall not take further action to collect the outstanding amount owed covered by the conditional payment agreement as long as each payment due under the payment plan is paid as agreed.
 - h. The payment plan may be paid in full at any time.
 - i. If a member goes on a Leave of Absence, the conditional payment arrangement will remain in effect while on the leave, and the member will be required to pay while on leave.
11. A member may be eligible for both a payment plan and a payment arrangement.

I. NOTIFICATION

- 1. Members and Non-Members that have designated payroll deduction as their preferred method of payment:
 - a. Payments not received on the mid-month paycheck shall be notified via email on the 20th of the month.
 - b. Payments not received on the end of the month paycheck shall be notified via email on the 5th of the month following.
- 2. Members and Non-Members that have not designated payroll deduction as their preferred method of payment:
 - a. Payments not received by the end of the month paycheck shall be notified via email on the 5th of the month following.
- 3. When APFA is notified by American Airlines that a member or non-member has taken a leave of absence, an email notification shall be sent to the member or non-member explaining their obligation while on leave.
- 4. When APFA is notified by American Airlines that a member or non-member has returned from a leave of absence, an email notification shall be sent to the member or non-member with options available for dues accrued while on leave.

J. LEAVES OF ABSENCE

- 1. Members and non-members are encouraged to notify APFA upon the start of their leave to leave a payment method on file to ensure dues are paid while on leave.
- 2. Members holding union positions must pay dues while on leave to maintain their position.
- 3. 21 days prior to a member holding a position becoming ineligible, or their balance going arrears, an email notification shall be sent, noticing the member of their risk of arrears and forfeiting their union position.
- 4. Members on leave who pay their dues are entitled to full rights and privileges while on leave and are not entitled to a refund.

K. COLLECTIONS

1. Former members and non-members (including members who retire) with a balance who separate their position as a Flight Attendant as defined in Section 1 of the JCBA shall receive an email notification that their balance must be paid within 30 days.
 - a. If payment or arrangements to pay is not made within 30 days, the account will be sent to an outside collection agency.

L. RETURNED PAYMENTS AND NSF FEES

1. If the financial institution returns any payment, the member must arrange for alternate payment within forty-eight (48) hours of notification and the payment will be reversed.
2. A \$40.00 service charge will be levied on all checks returned due to insufficient funds or other reasons.
3. Returned checks will be not be deposited.

M. MEMBERSHIP PINS

1. The official membership pin shall be a gold-tone or silver-tone reproduction of the official insignia of the APFA as provided in Article I, Section 3. of the APFA Constitution.
2. All members in good standing are urged to wear the membership pin and the wearing of the pin by members in good standing is authorized when off duty.
3. In addition to the traditional APFA pin, members may be offered specialty pins including but not limited to:
 - a. Heritage Pins
 - (1) American Indian / Native American Heritage
 - (2) Pan-African (Black History)
 - (3) Hispanic Heritage / LatinX
 - (4) Asian American Pacific Islander (AAPI)
 - b. Special Cause Pins
 - (1) Breast Cancer Awareness
 - (2) LGBTQIA2S+ (PRIDE)
 - (3) Black Lives Matter (BLM)
 - (4) U.S. Veterans
 - (5) Red Pin
 - (6) 9/11 Remembrance Pins

N. MEMBERSHIP CARDS

1. Membership cards shall be available for printing at APFA's website.
2. The provisions of Section 35.R of the current Collective Bargaining Agreement between the APFA and AAL shall be printed on the reverse side of the membership card, along with the telephone number of the APFA.

O. NEW / PROBATIONARY FLIGHT ATTENDANTS

1. Probationary Flight Attendants shall be entitled to the rights, privileges, duties and responsibilities of any other Flight Attendant, to the extent permitted under the Collective Bargaining Agreement or Company policy as applicable.
2. Initiation fees for all new APFA members shall be fifty dollars (\$50), payable in accordance with the Collective Bargaining Agreement.
3. A New Member Packet as provided in Section 12.I of this Policy Manual shall be given to each APFA-represented Flight Attendant trainee.
4. Any Flight Attendant who has resigned membership in the APFA may rejoin by completing a new application and fulfilling all requirements of a new member including direct payment to the APFA of a re-initiation fee, so long as the Flight Attendant meets the eligibility standard set forth in Article II, Section 1. of the APFA Constitution. Effective October 1, 1997, the re-initiation fee shall be two hundred fifty dollars (\$250).

P. APFA ADDRESS / MAILING / TELEPHONE LIST

1. The official APFA Address / Mailing / Telephone / e-mail address list shall not be released to any party or parties without the approval of the Board of Directors of the APFA, except to be utilized in accordance with applicable provisions of the Landrum-Griffin Act and / or other applicable federal or state law.

Q. HONORARY MEMBERS

1. In accordance with Article II, Section 5.A.(2) of the APFA Constitution, any person is eligible for Honorary Membership in the APFA.
2. A person shall be deemed to be an Honorary Member of the APFA by action of the Board of Directors.
3. The National Secretary shall cause the names of Honorary Members of the APFA to be inscribed on a plaque and displayed at APFA Headquarters. The plaque shall also be inscribed with the date on which the honorary membership was bestowed and may contain additional inscriptions.

R. RECOGNITION OF ACCOMPLISHMENTS, ACHIEVEMENTS, CONTRIBUTIONS

1. Awards
 - a. Union Contribution Awards
 - (1) The Distinguished Service Award
 - (a) The Distinguished Service Award may be bestowed upon any current or former representative of the APFA in recognition and

appreciation of outstanding Union contributions and service as an APFA representative.

- (b) Recipients of the Distinguished Service Award shall have the privilege of wearing a special pin which represents the APFA pin encircled with a star.

(2) Martha W. Griffiths Award

- (a) The Martha W. Griffiths Award, APFA's highest award, may be bestowed by the APFA Board of Directors upon current or former APFA representatives.

- (b) Recipients of the Martha W. Griffiths Award shall have the privilege of wearing a special pin which shall represent the APFA pin encircled with a star and embellished with a diamond.

(3) Nominations

- (a) Nominations for Union Contribution Awards may be considered during any meeting of the Board of Directors so long as the meeting is at least thirty (30) days prior to the next Annual Convention.

- (b) Union Contribution Awards shall be presented at the Annual Convention following the meeting at which the Board of Directors bestows the award.

(4) Voting of Awards

- (a) Distinguished Service Award

- [1] The Distinguished Service Award shall be bestowed by majority vote of the APFA Board of Directors.

- (b) Martha W. Griffiths Award

- [1] The Martha W. Griffiths Award shall be bestowed by two-thirds vote of the APFA Board of Directors.

(5) Presentation and Commemoration of Awards

- (a) Distinguished Service Award

- [1] Recipients of the Distinguished Service Award shall be presented with the Distinguished Service Award pin and a written commemoration of the recognition of their contribution to the APFA.

- (b) Martha W. Griffiths Award

- [1] Recipients of the Martha W. Griffiths Award shall be presented with the Martha W. Griffiths Award pin and

a written commemoration of the recognition of their contribution to the APFA shall be presented at the Annual Convention following the meeting at which the Board of Directors bestows the award.

(c) Commemoration at Headquarters

- [1] A commemoration of the accomplishments of Union Contribution Award winners will be appropriately displayed at Headquarters.

b. Edward M. Kennedy Award for Public Service on Behalf of the Labor Movement

- (1) The Edward M. Kennedy Award for Public Service on Behalf of the Labor Movement may be bestowed by the APFA Board of Directors upon individuals in the public or private sectors in recognition and appreciation of their dedication and contribution to the protection and promotion of the rights of America's workers and their families and the work of unions to further those goals.
- (2) Nominations for the Edward M. Kennedy Award for Public Service on Behalf of the Labor Movement may be considered during any meeting of the Board of Directors so long as the meeting is at least thirty (30) days prior to the next Annual Convention.
- (3) The Edward M. Kennedy Award for Public Service on Behalf of the Labor Movement shall be bestowed by a majority of the APFA Board of Directors.
- (4) Recipients of the Edward M. Kennedy Award for Public Service on Behalf of the Labor Movement shall be presented with a written commemoration of the recognition of their contributions to workers and their families and the American labor movement at the next Annual Convention.

c. The Jose Chiu Award

- (1) The Jose Chiu Award recognizes APFA Flight Attendant members whose extraordinary action, service and /or sacrifice in the course of an evacuation or other aircraft emergency reflects courage, distinction, and brings honor on themselves, their Union, and the Flight Attendant profession, or who have contributed significant accomplishments and / or service in the area of Flight Attendants' health and safety.
- (2) Voting of the Award
 - (a) The Jose Chiu Award Shall be bestowed by a majority vote of the APFA Board of Directors.
- (3) Presentation of the Award
 - (a) Recipients of the Jose Chiu Award shall be presented with the award and a written commemoration of their contribution at the

Annual Convention following the meeting at which the board of Directors bestows the award.

d. Cindy Horan Humanitarian Award

(1) The Cindy Horan Humanitarian Award may be awarded to members who exhibit extreme acts of selflessness outside of the flight attendant workplace.

(a) Nominations

[1] Nominations for the Cindy Horan Humanitarian Award may be considered during any meeting of the Board of Directors so long as the meeting is at least thirty (30) days prior to the next Annual Convention.

[2] Nominations shall be for the Cindy Horan Humanitarian Award to be presented at the next Annual Convention.

(b) Voting of Award

[1] The Cindy Horan Humanitarian Award shall be bestowed by two-thirds (2/3) vote of the APFA Board of Directors.

(c) Presentation of the Cindy Horan Humanitarian Award

[1] Recipients of the Cindy Horan Humanitarian Award shall be presented with the award along with a written commemoration of their humanitarian act at the Annual Convention following the meeting at which the Board of Directors bestows the award.

e. National Officer Recognition Award

(1) The National Officer Recognition Award may be awarded to any National Officers who our members have elected to serve our union.

(2) Presentation of the National Officer Recognition Award

(a) Recipients of the National Officer Award shall have the privilege of wearing a special pin encircled with a star and embellished with a sapphire and shall be presented at the Annual Convention prior to / following the end of their term.

2. Awards shall be signed by the National Officers on behalf of the Board of Directors.

S. HARDSHIP REQUESTS

1. Requests for hardship transfer, cancellation of leave of absence, and any other request to supersede the seniority of other Flight Attendants shall be coordinated through the Office of the National Secretary. For a request to be approved, the Flight Attendant must be an active member in good standing. The National Secretary shall inform the Flight Attendants if they are in bad standing, allowing them the option to pay any outstanding balance.

Section 2 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2023 Fall BOD	Res. 2	2.B	New language regarding Dues/Fees Forgiveness documentation guidelines
2023 Fall BOD	Res. 2	2.M	New language regarding APFA Heritage pins that are available
2023-05-09 SBOD	Res. 2	2.C-L	New language for Agency Fees, Billing, Credits, Payments, Official Payment Plan, Dues Arrears Payment Arrangement, Notification, Leaves of Absence, Collections and Returned Payments and NSF Fees
2021 Fall BOD	Res. 4	2.I.1	Add language that FA must be active and in good standing for a hardship transfer
2019 Conv.	Res. 4	2.A.3, 3.a and f, and D.2	Change Article 31 to Section 25 and Vice President Employee Relations to Labor Relations
2018 Fall BOD	Res. 3	2.H.1	Add language to add a section for establishing a National Officer Award
2017-1-5 SBOD	Res. 2	2.H.1.c	Change language to broaden the description of the process for Jose Chiu Award
2015 Conv.	Res. 3	2.H.1.b.(4)	Deleted as also included in 2.H.1.b(5)
2014-6-4 SBOD	Res. 2	2.C.1	Amend language that the official membership pin be gold-tone or silver-tone reproduction of the official insignia of the APFA
2014 Conv.	Res. 2	2.A	Add new paragraph 4 that "any promissory note under Article IV, Section 3.C of the Constitution must be a promissory note that APFA provides."
2014 Conv.	Res. 2	2.H.1.a.(3)(b)	Change to read "Union Contribution Awards shall be presented at the Annual Convention following the meeting at the BOD bestows the award."
2014 Conv.	Res. 2	2.H	Sections 2.H.a(5)(a)[1], (5)(b)[1], d(1)(c)[1] changes language regarding when Awards bestowed
2013 Conv.	Res. 4	2.A.3	Amends language regarding Alert letters and dues forgiveness
2013 Conv.	Res. 4	2.B	Amends language regarding EC handling of dues forgiveness requests
2013 Conv.	Res. 4	2.D	Adds language "available for printing at APFA's website."
2013 Conv.	Res. 4	2.H.1.c	Adds "who have suffered serious injury or death in the course of an evacuation or other aircraft emergency" to Jose Chiu Award
2013 Conv.	Res. 4	2.H.2	Adds language "Awards shall be signed by the NOs on behalf of the BOD
2013 Conv	Res. 4	2.H	Reformats 2.H and adds original 2.I as part of 2.H (Cindy Horan award)
2013 Conv.	Res. 4	2.I.1	Change 2.J to 2.I.1 and amend language that requests for hardship transfers, cancellation of leave of absence and any other request to

			supersede the seniority of other FAs shall be coordinated through the office of the Secretary
2012 Fall BOD	Res. 6	2.A.2	New language regarding dues obligation pending grievance review
2011 Conv.	Res. 9	2.D.2	Amends language "Membership cards shall be provided to members upon request"
2011 Conv.	Res. 9	2.F.1	Adds language to include email address list
2011 Conv.	Res. 9	2.H.1.3(1)	Delete "future"

SECTION 3

TRAINING AND QUALIFICATIONS

POLICY STATEMENT: Every member of the APFA should have the opportunity to participate in training and continuing education programs for the benefit of APFA Flight Attendants as a whole. Representatives of the APFA are expected to participate in training and continuing education programs as part of their responsibilities to the Flight Attendants they serve.

A. TRAINING AND CONTINUING EDUCATION

1. Training and continuing education programs for the members and representatives of APFA shall be developed under the supervision of the National Secretary working with the other National Officers and the appropriate National Chair.
2. Training and continuing education programs will be conducted in accordance with budgetary considerations as deemed appropriate by the Board of Directors via passage of the annual APFA Budget.
3. The appropriate National Officer or National Chair shall notify the National Secretary as soon as possible to communicate to the Base Presidents and Base Vice Presidents of any training dates planned by various APFA departments.
4. Training sessions for the Board of Directors shall only include the Board of Directors and Base Vice Presidents unless otherwise deemed appropriate by the Board of Directors.
5. Newly-elected / duly-elected Base Presidents and / or Base Vice Presidents who have expressed a desire to attend New Base President / Base Vice President training can do so as outlined under Section 5.K.1 of this Policy Manual.
6. Web-based educational tools for Flight Attendants shall be made available through the APFA Website.
7. APFA National Officers and representatives shall attend Labor Notes Conference to further educate our representatives and members on the labor movement.

B. BASE REPRESENTATIVE / BCR REQUIREMENTS FOR PARTICIPATION IN APFA DEPARTMENT / COMMITTEES

1. The participation of a Base Council Representative (BCR) with national departments / committees shall be in accordance with the policies established in Section 13 of this Policy Manual.
2. Each Base President should list on the Base Council Roster the names of the BCRs who have completed an orientation program supervised by the National Chair of each APFA national department / committee.
3. A BCR who desires to serve as a representative on an APFA national committee should understand that s/he seeks an appointed position within the APFA which requires the completion of an orientation program outlining the responsibilities of that position.

C. ORIENTATION PROGRAM(S)

1. The Base President shall notify the specific National Chair, in a timely manner, of his / her request to have a BCR trained as a base representative from that national department.
2. Once notified of such request, the National Chair shall ensure that the BCR is provided with an orientation program in a timely manner.
3. The orientation program for BCRs requesting to be listed on a Base Council Roster as “Dispute Representatives” shall be developed and administered under the supervision of the National Vice President.
4. Orientation programs for other departments / committees shall be developed and administered under the supervision of the appropriate National Chair.
5. An orientation program shall include an overview of procedures and requirements of a specific BCR position as well as a general introduction to APFA policies and procedures that may be of value to the BCR. The content and format of orientation programs must be coordinated through the Office of the National Secretary so as to ensure uniformity of purpose and presentation.

D. QUALIFICATIONS / PROCEDURES FOR APPOINTMENT TO POSITIONS OF REGIONAL REPRESENTATIVE, NATIONAL CHAIR, OR APPOINTED NEGOTIATOR

1. Eligibility Requirements for Regional Representatives and National Chairs
 - a. Active member in good standing;
 - b. Member of the APFA for:
 - (1) One (1) or more years for National Chair
 - (2) Two (2) or more years for Regional Representative; and
 - c. Served in at least one (1) of the following elected / appointed positions:
 - (1) National Officer
 - (2) Base President
 - (3) Base Vice President
 - (4) Cumulative one (1) year experience as a Base Council Representative:
 - (a) For National Chair, experience should be from the national department / committee for the position being sought,
 - (b) For Regional Representative, experience should be as a base Dispute Representative or base representative from the National Scheduling Department / Committee.

- (5) Member of an APFA national committee existing prior to the adoption of this Policy Manual or established pursuant to Section 13.B. of this Policy Manual.
- (6) Member of a Standing Negotiating Committee or former negotiator
- (7) Regional Representative
- (8) National Chair
- (9) Board Member - Flight Attendant System Board of Adjustment (SBA)
- (10) Union Advocate - Flight Attendant SBA
- (11) Cumulative six (6) months of experience as Scheduling Representative on Duty (SROD) and / or Contract Administration Representative on Duty (CARD)
- (12) Ad Hoc Member of the APFA Executive Committee.

2. Eligibility Requirements for Appointed Negotiators

- a. Active member in good standing;
- b. Member of the APFA for two (2) or more years; and
- c. Served in at least two (2) of the following elected / appointed positions:
 - (1) National Officer
 - (2) Base President
 - (3) Base Vice President
 - (4) Cumulative one (1) year experience as a base Dispute Representative or a base representative from a national department / committee
 - (5) Member of an APFA national committee existing prior to the adoption of this Policy Manual or established pursuant to Section 13.B. of this Policy Manual
 - (6) Former Negotiator
 - (7) Regional Representative
 - (8) National Chair
 - (9) Board Member - Flight Attendant SBA
 - (10) Union Advocate - Flight Attendant SBA
 - (11) Cumulative six (6) months of experience as SROD and / or CARD
 - (12) Ad Hoc Member of the APFA Executive Committee

3. Qualifications for Appointed Positions
 - a. For purposes of this Section 3.D., for all LUS Flight Attendants, comparable AFA experience with US Airways shall count toward the union experience requirement.
4. Procedures
 - a. National Chairs shall be appointed by the National President.
 - b. Appointed Negotiators shall be appointed in accordance with Section 15.B.1 and 15.B.2.
 - c. Regional Representatives shall be appointed by the National Vice President; and
 - d. The appropriate National Officer shall submit to the Executive Committee the names of nominees for appointed positions pursuant to Article IX of the APFA Constitution. Simultaneously, the list of nominees for National Chairs and Regional Representatives shall be sent to the Base Presidents and Base Vice Presidents.

E. CONFLICT OF INTEREST RESTRICTION

1. It is the position of the APFA that union representatives, who serve in a management capacity, be it part-time and / or on special assignment, create an appearance of, or cause an actual conflict of interest, which impairs the representative's ability to fairly and objectively represent the Flight Attendants' best interests. Such representatives must preserve the confidentiality of our strategies, tactics, and other information on sensitive issues which the APFA addresses at meetings of the Board of Directors or Executive Committee.
2. Management positions include, but are not limited to:
 - a. MOD positions
 - b. Temporary and / or Full-Time Supervisors / Managers
 - c. Continuing Qualifications Instructors
 - d. Flight Attendants who "ramp" (supervise / oversee the departure of) trips
 - e. Other similar positions with disciplinary responsibilities
3. Management positions do not include "CURE" or other task forces with no disciplinary responsibilities.
4. A Flight Attendant holding a position with the Company as provided in E.2. above shall not concurrently perform any duties of an appointed position with the APFA. An elected APFA representative should resign any position as provided in E.2. above, or should resign his / her elected union position.

Section 3 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2022 Fall Board	Res. 5	3.A.7	Adds language regarding attendance at the Labor Notes conference
2021 Conv.	Res. 5	3.D.4.D	Adds "to Article IX of"
2020 Conv.	Res. 3	3.A	Removes "attendance at Annual Convention..." language
2017 Conv.	Res. 8	3.A.7	BOD authorized the creation of Web-Based Training to assist FAs with gaining a working knowledge of the CBA and that Web-based educational tools for FAs be made available through the APFA website
2016 Conv.	Res. 7	3.A.6, D.3 and E.2	New language 3.D.3 adds AFA experience with US Airways shall count toward the union experience requirement; 3.A.6 amends that newly-elected Base Presidents and VPs will be offered to attend the Annual Conv. prior to the beginning of their term; 3.E.2.c amends Recurrent Training to Continuing Qualification
2015 Conv.	Res. 3	3.A, D & E	3.A.5 regarding newly-elected/duly elected Base Presidents and/or Base VP may attend new Base President/Base VP training as outlined under Sec 5.K.1 of the PM; 3.A.6 add "in its entirety;" 3.D.1 d deleted this section to reflect changes made to Reg Rep language in the Constitution; 3.E.2.c amend to read "Recurrent Training Instructors."
2014 Conv.	Res. 2	3.A.4	Delete "a majority vote of"
2013 Conv.	Res. 4	3.D.3	Adds new language "Appointed Negotiators shall be appointed in accordance with Section 15.B.1 and 15.B.2"
2011 Conv.	Res. 16	3.A.5	Amend language that attendance at the Annual Convention will be offered to newly-elected Base Chairs and Vice Chairs prior to the beginning of their term

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SECTION 4

BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

POLICY STATEMENT: In furtherance of the objectives of the APFA, the Board of Directors hereby adopts the following policies as a means of governing the conduct of meetings of the Board of Directors (“the Board”) and the Executive Committee.

A. GENERAL

1. Official Meetings / Conventions
 - a. Notification of all meetings, of the Board of Directors / Executive Committee, shall be provided via the APFA HOTLINE and on the opening page of the APFA Website from the scheduling of the meeting, to the conclusion of the meeting.
 - (1) The Tentative Agenda for all meetings of the Board of Directors / Executive Committee shall be provided via the APFA Hotline and on the Members only section of the APFA website.
 - (2) The Final Agenda, once approved by the assembly, for all meetings of the Board of Directors / Executive Committee shall be provided via the APFA Hotline and on the Members only section of the APFA website.
 - b. Meetings / Conventions of the Board will be video recorded. Recording will be handled by a union vendor if practicable. The vendor shall be required to provide the APFA with the original and one (1) duplicate of all recordings, and to ensure that all recordings provided to the APFA has been protected from alteration or erasure.
 - c. Executive Committee meetings will be video recorded by the Communications Chair or his / her designee.
 - d. No other recording of official APFA meetings is allowed without prior authorization
 - e. The original recording of all meetings / events are the property of APFA and must remain at APFA Headquarters at all times.
 - f. Alcoholic beverages are strictly prohibited in meeting rooms, at meetings or conventions of the APFA.
 - g. Board of Directors Meetings will be scheduled for a minimum of one (1) full day not to exceed nine (9) hours per day excluding meal / breaks.
 - (1) At the nine (9) hour point of the meeting a majority vote by the voting members of the Board of Directors can extend the length of the meeting up to 12 hours.
 - (2) The meeting may extend beyond 12 hours only with a 2/3 vote of the voting Board of Directors.

- (3) Any other meetings, seminars or briefings in conjunction with a Board of Directors Meeting shall not extend the work day beyond 12 hours without a 2/3 vote of the voting Board of Directors.

2. Trip Removals and Hotel Accommodations

- a. Any member of the APFA whose presence is required at a meeting / convention of the Board or of the Executive Committee shall be entitled to trip removal, hotel accommodations and expenses in accordance with Section 5 of this Policy Manual, commencing the day before the scheduled convening of a meeting / convention and continuing through the day following the adjournment of a meeting / convention so as to allow adequate time for preparation and travel. In addition, hotel accommodations will be provided for Board of Directors members at Executive Committee Meetings. If a Base Vice President is in the position of acting as the Base President per Section 9.B.4. of this Policy Manual, the Base Vice President will be given the hotel accommodation.
- b. In addition to providing hotel accommodations for each member of the Board and Executive Committee, the APFA will, upon request, provide one (1) additional hotel space per base for each Meeting / Convention of the Board should the Base Vice President attend the Meeting / Convention.
- c. When a Meeting / Convention is declared by a National Officer to be a "Per Diem Session", hotel accommodations will also be provided for those members who are in attendance at the Meeting / Convention to officially participate in some aspect of the Meeting / Convention.

3. Recognition and Seating at Board Meetings / Conventions

a. Duly-Designated Representatives

- (1) If a Base President is absent at the beginning of a Board of Directors meeting or Convention ("meeting"), the Base Vice President shall represent the base in the Base President's absence. (If the Base Vice President is not available, the Base President may designate a Base Council Representative or base member in accordance with Article III.I(4)(a) of the Constitution ["other designated representative"]). If the Base President arrives at the meeting during that business day or during any subsequent day of the meeting, he/she shall assume representation of the base.
- (2) If a Base President is present at the beginning of a meeting and leaves during any day of the meeting, he/she shall be entitled to either:
 - (a) Issue his/her proxy in accordance with Article III, Section 3.I(2) of the APFA Constitution; or
 - (b) Designate the Base Vice President (or other designated representative) to represent the base for the rest of the business day.

- (3) If a Base President either issues a proxy or designates the Base Vice President (or other representative) under paragraph (2) above and does not return to the meeting the following business day, the Base Vice President (or other designated representative) shall represent the base for that day and any following days unless the Base President returns.

b. Proxies

- (1) If a Base President advises the National Secretary that s/he has been called away or otherwise must leave a portion, or all of a meeting / convention of the Board, s/he may issue a proxy as provided in Article III, Section 3.I. (2) of the APFA Constitution.
 - (a) A Base President in attendance at a meeting shall represent the base in accordance with Section 4.A.3(a), except that:
 - [1] a Base Vice President / Delegate shall vote to elect or remove an Ad Hoc Member of the Executive Committee when a base does not have a Base President / Delegate, even if the Base President is in attendance at the convention;
 - [2] in the event a base has no elected Base President / Delegate or Base Vice President / Delegate in attendance at the Convention, the base will not be permitted to cast a vote for the election or removal of an Ad Hoc Member of the Executive Committee.
 - (b) A Base Vice President or other designated representative at a Meeting / Convention of the Board may issue or hold one (1) proxy to / from another Board Member as provided in Article III, Section 3.I. of the APFA Constitution.
 - (c) A Base Vice President / Delegate may also issue or hold one (1) proxy as provided in Article III, Section 3.J. of the APFA Constitution.
 - (d) In no case shall a duly-designated representative or a Base Vice President, who is not an elected Delegate, issue or hold any proxy for the purpose of electing or removing an Ad Hoc Member of the Executive Committee as provided in Article III, Section 3.J. of the APFA Constitution.

4. Gallery / Attendance by Members

a. General

- (1) Conventions and meetings of the Board and Executive Committee shall be open to the membership of the APFA. The APFA encourages attendance by any member in good standing. Members of Company management shall not attend, except by invitation of the National Officers or the assembly.

- (2) Base presidents will be provided the option of attending regularly scheduled Executive Committee meetings by video conference.
- b. Seating
 - (1) Adequate seating will be provided to accommodate a gallery of at least:
 - (a) Ten (10) members for a meeting of the Executive Committee;
 - (b) Forty (40) members for a meeting of the Board;
 - (c) Sixty (60) members for an Annual Convention;
 - (d) Twenty-five (25) members for a meeting of the Board of Directors at APFA Headquarters.
- c. Conduct of Gallery
 - (1) The gallery will be required to maintain order.
 - (a) Upon disruption of a meeting / convention by any member of the gallery, as determined by any member of the assembly, the Chair of the assembly will warn the gallery that further disruption may result in the meeting / convention being designated as a “closed session”, thereby requiring observers to remove themselves from the meeting room prior to the continuation of the meeting / convention.
 - (b) Should further disruption ensue, the Chair will issue a second warning to the gallery.
 - (c) At the point of the third disruption, a recess shall be called by the Chair so as to provide time for the room to be cleared and the meeting to be closed to observers.
 - (d) A meeting / convention shall be reopened to observers only by majority vote of those members of the assembly who are eligible to vote.
- d. Addressing the Assembly
 - (1) The conventions and meetings of the Board or Executive Committee shall not be considered “open forum” membership meetings.
 - (a) Members of the gallery may address the assembly only when:
 - [1] a member of the assembly yields his / her entire turn to speak to a member of the gallery; or
 - [2] the majority of the assembly eligible to vote agrees by consensus, or affirmative motion, to allow a member of the gallery to address the assembly.

- (2) In any case, a member may address the assembly to clarify a point, to provide information, or to express an opinion regarding the current topic of discussion. The member may be called out of order by the Chair if s/he uses the opportunity to enter into debate with a Board Member or others present at the meeting.

5. Debate / Discussion by the Assembly

a. Use of Resolutions to Focus Debate

- (1) If a member of the assembly submits an action agenda item before the date of the meeting, when the motion to approve the agenda is discussed, he or she shall briefly describe what the resolution will be about and what action will be requested.
- (2) At the time a member of the assembly adds an action item to the agenda at the meeting, he or she shall describe what the resolution will be about and what action will be requested.
- (3) Members of the assembly are strongly encouraged to submit their resolutions in writing to the National Secretary when the agenda is being approved or by the end of the first business day of the meeting.
- (4) The National Secretary shall distribute to the members of the assembly copies of all resolutions as soon as practicable following receipt.
- (5) The wording of a resolution remains subject to modification during the normal debate and discussion process.
- (6) Notwithstanding (1) and (2) above, during the process of debate and discussion, a resolution shall be accepted for consideration by an assembly upon a 50% vote of the voting members present.
- (7) "Reports", as scheduled on the Agenda to be given by individuals, including members of the Board or Executive Committee, shall normally not be considered to require debate or the introduction of a resolution.

b. Speaking to Motion or Issue

- (1) When it appears that numerous members of the assembly desire to address an issue or a report,
 - (a) The Chair will keep a list of those representatives desiring to speak on the main motion or issue;
 - (b) The Chair shall begin and follow a new list for each subsidiary motion or issue; and
 - (c) The Chair shall return to the original list upon the resumption of discussion and / or debate on the main motion or issue.

c. Questions

- (1) There shall be no limit on the time that a member of the assembly requires to ask a question(s).
 - d. Three-Minute Time Limit
 - (1) There shall be a three-minute time limit imposed upon a representative each time that s/he enters debate by voicing an opinion or a position with respect to a resolution.
 - (a) The representative should advise the Chair when s/he is beginning debate.
 - (b) The representative shall be allowed to debate only twice on any one (1) issue.
 - (c) The representative shall be allowed to complete a sentence upon notification of the expiration of the time limit.
6. Voting / Roll Call
- a. Any member of the assembly may request a roll-call vote on any issue.
 - b. At meetings / conventions of the Board, when a roll-call vote is requested, the National Secretary shall call for the vote of each Base President in alphabetical order of base city codes.
 - c. At meetings of the Executive Committee, the National Secretary shall call for the votes of the Ad Hoc Members in place order, followed by the National Treasurer, National Secretary, National Vice President and finally, the National President.
 - d. A member of the assembly may pass one (1) time on a roll-call vote. The National Secretary shall call for the vote of any member who passed before calling for the vote, if applicable, of the National President.
 - e. When all voting members of the Board of Directors who are in attendance at a meeting are present for a vote, including those acting through proxy, on an issue and that vote results in a tie, the National President must cast the deciding vote.
7. Minutes / Records / Reports
- a. Official Minutes
 - (1) The minutes and any written reports submitted to the assembly shall comprise the “written report” of an Executive Committee Meeting that is required to be submitted to the Board of Directors within fifteen (15) business days following the meeting, pursuant to Article III, Section 6.D.(5) of the APFA Constitution.
 - (2) The official minutes of any convention or meeting, including virtual conference meetings, of the Board or Executive Committee shall consist of the following:

- (a) The original Agenda as sent to the assembly;
 - (b) The revised Agenda as approved by the assembly;
 - (c) The complete text and tally or outcome of votes (if taken) for any resolution or motion (read into the record even if subsequently postponed or tabled), as well as the name of the maker and the second, and the date and time of the vote; and
 - (d) Brief statements regarding the topics discussed, if necessary to document verbal reports or to clarify the nature of business that was conducted.
 - (e) Department Reports.
- (3) The National Secretary must refrain from including any opinion or the individual position or direct quote or statement of any member of the assembly in the minutes, nor shall any member of the assembly be allowed to include such opinion, position or statement in the minutes.
- b. Record of Proceedings
- (1) The official minutes, any written reports submitted to the assembly, including a Minority Report if submitted in writing, and the original video tape of the convention or meeting, shall comprise the “record of proceedings” pursuant to Article III, Section 6.D.(4) of the APFA Constitution.
 - (2) The Record of Proceedings shall become a part of the permanent record of the APFA.
 - (3) Official minutes of meetings / conventions of the Board shall be submitted to the Board and the Executive Committee within thirty (30) days following any convention or meeting of the Board.
 - (4) The National Secretary shall expedite the distribution of the resolutions and documents generated by Executive Committee meetings to the Board of Directors by a separate mailing, if necessary.
 - (5) The Official Minutes of any Convention or Meeting, including Virtual Conference Meeting, of the Board of Directors or Executive Committee shall, once submitted to the Board of Directors or the Executive Committee, be posted on the APFA website under “members only” access.
- c. Written Reports
- (1) The minutes and any written reports submitted to the assembly shall comprise the “written report” of an Executive Committee Meeting that is required to be submitted to the Board of Directors within fifteen (15) business days following the meeting, pursuant to Article III, Section 6.D.(5) of the APFA Constitution.

8. APFA Attorneys

- a. An APFA Attorney may sit at the table during a meeting of the Board or Executive Committee except during the election or removal process for an Ad Hoc Member at a convention.
 - b. A majority vote by the Board of Directors will be required to request the National President to seek a second legal opinion in order to safeguard and / or protect the APFA and its members.
9. Attendance at Board Meetings
- a. The Ad Hoc Members of the Executive Committee shall be authorized and encouraged to attend all meetings of the Board of Directors and shall be included in all Virtual Conference Meetings of the Board of Directors.
 - b. The Base Vice President will be encouraged to attend all Board of Directors meetings. Trip removals for the Base Vice President of bases with less than eight hundred (800) Flight Attendants at their base will be taken from the Board of Directors budget.
 - (1) This calculation is subject to review and approval at least once a year by a majority vote of the Board of Directors.
10. Virtual Conference / Special Board and Executive Committee Meetings
- a. In accordance with Article III, Section 3.E.(1); Article III, Section 4.D.(1); and Article III, Section 5.A., B. and G. of the APFA Constitution, the following procedures shall apply:
 - (1) All requests to call a virtual conference / special meeting must be in writing and supported by each individual party who is calling for said meeting. This written request may be in any of the following forms:
 - (a) A fax / e-fax / e-fax messenger,
 - (b) A hand-delivered request,
 - (c) An e-mail sent from the official APFA email address of the individual party who is calling for said meeting.
 - (2) Whoever initiates a Special Board of Directors meeting will contact all Board Members via voice mail, phone, fax or email prior to notifying the National Secretary of the APFA of the request for the meeting, as well as inform all members of the Board of Directors of the proposed agenda.
 - (3) The time limits for the calling of a special meeting or virtual conference meeting of the Board or Executive Committee provided for in Article III, Section 3.E.(2); Article III, Section 4.D.(2); and Article III, Section 5.G. of the APFA Constitution shall be based on the date of receipt by the National Secretary of the last written request that is needed to meet the requirements of the APFA Constitution to call such meeting;

- (4) The required number of written requests necessary to call a special meeting must be submitted to the National Secretary within a ten (10) business day period following receipt of the first written request for the calling of such meeting. If the required number of written requests is not submitted within that ten (10) day period, all the written requests filed within that ten (10) day period automatically expire.
 - (5) Any member of the Board of Directors and Base Vice Presidents shall be authorized to be included in a non-participating role in all Virtual Conference / Briefing Calls of the Executive Committee. Such participation shall be on a voluntary, non-trip removed basis.
 - (6) Anytime the APFA Board of Directors or the APFA Executive Committee is required to take official action:
 - (a) When it becomes necessary for the APFA Board of Directors and / or the APFA Executive Committee to act on urgent business, the National Secretary will immediately provide written notification to the APFA Board of Directors and/or the APFA Executive Committee upon becoming aware of such business.
 - (b) Such notification shall include the complete text of any proposed business and / or resolutions(s) with the names of the maker and the second.
 - (c) Should such business be discussed on a conference call, the majority voting APFA Board of Directors and / or the APFA Executive Committee may, at any time, request a break to discuss / consider the business at hand, and agree upon an appropriate time needed prior to reconvene on the call.
11. Board of Directors / Executive Committee Briefing Conference Calls.
- a. If neither the Base President nor the Vice President will be available for such a call, the Base President may advise the National Secretary of that fact and s/he may authorize another Base President or Vice President to speak on his / her behalf.
12. Fall BOD Meeting
- a. A Special Meeting of the Board of Directors shall be held each fall. This meeting will be scheduled for no less than two (2) days.
13. Off-Record Discussions
- a. During off-record discussions of the Board of Directors and the Executive Committee, those entitled to be present are National Officers, Base Presidents, Base Vice Presidents, Ad Hocs, National Chairs, and Regional Representatives, so long as each has signed the APFA Code of Confidentiality.
 - b. When deemed necessary, the Board of Directors or the Executive Committee may, by majority vote or show of hands, allow other members who have signed the Code of Confidentiality to be present for off-record discussions

14. EC / BOD Briefing Calls / Video Conferences
 - a. EC / BOD Briefing Calls shall occur on the second and fourth Tuesday of each month unless the National Secretary determines that an alternative day is more practical.
 - b. EC / BOD Briefing calls will be scheduled by the APFA National Secretary for duration of 1 hour, 30 mins.
 - c. The Briefing Calls may begin with briefing(s) by APFA National Officers, followed by APFA National Department Chairs, and then Negotiating Committee, if applicable.
 - d. Each base representative will be provided an opportunity to address the briefings, in alphabetical order by base.
 - e. A base President or Vice President may add an agenda item for discussion on any EC / BOD Briefing Call.
 - (1) An agenda item will require submission by the Base President and / or base Vice President (via their official APFA email), to the APFA National Secretary by 10:00 CST, on the Monday preceding an EC / BOD Briefing call.
 - (2) The APFA National Secretary will email the agenda items to "All Leadership" prior to the scheduled call.

B. ANNUAL CONVENTION OF THE APFA

1. Election of Ad Hoc Members of the Executive Committee
 - a. Procedures shall be in accordance with the policies and procedures set forth in Article III, Section 4.J. of the APFA Constitution and Section 14 of this Policy Manual.
2. Presence of Additional Representatives at the Annual Convention
 - a. The APFA Board of Directors, Base Vice Presidents, and Ad Hoc members may attend the full Annual Convention.
 - b. Department Chairs and Regional Representatives shall be encouraged to attend the first day of the convention along with the Annual Banquet.
 - c. The APFA National Secretary shall be permitted a maximum of two (2) assistants to attend.
 - d. Attendance, in its entirety, will be offered to newly elected National Officers, Base Presidents and Vice Presidents prior to the beginning of their term; and will be charged to the Board of Directors Budget.
3. Awards and Recognition Banquet

- a. Complimentary dinner(s) for the Annual Banquet shall be limited to the member(s) who is/are being honored with awards for that year only. Complimentary dinner(s) may be extended to guest speaker(s) and sponsors at the top two (2) levels.
 - b. The National Secretary of the APFA shall coordinate the banquet and determine the cost for attendees.
- 4. The APFA Annual Convention shall be scheduled for four (4) days plus two (2) days travel.
 - 5. The Board of Directors strongly recommends that the Annual Convention be held in March rather than February.
 - 6. The annual board training will be held at the Annual Convention. Attendees may attend this training virtually.

C. MEETINGS OF THE APFA EXECUTIVE COMMITTEE

- 1. During the course of its regular quarterly meetings, the Executive Committee shall discuss all items before it that are on the Agenda.
 - a. Agenda
 - (1) Any member of the Board may submit items to the Agenda of Executive Committee meetings.
 - (2) An item on the Agenda may only be removed with the permission of the member of the Board or the Executive Committee who placed the item on the Agenda.
 - (3) The National Secretary shall send the Agenda packet to the Board of Directors and Base Vice Presidents at the time it is sent to the Executive Committee.
 - b. Voting Records
 - (1) A roll-call vote shall be taken on each resolution and provided to the entire Board of Directors.
 - c. Dues / Fees Forgiveness
 - (1) The Executive Committee shall consider requests for dues / fees forgiveness and other hardship requests pursuant to Sections 2.B. and 2.J. of this Policy Manual.
 - d. Approval of Lawsuits
 - (1) If the Executive Committee approves the initiation of litigation prior to the commencement of a lawsuit by the APFA, the National Secretary shall notify the Board of Directors within forty-eight (48) hours following the Executive Committee meeting at which such approval was given.

- e. Executive Committee Meetings that are held in person will also be presented through a video conference provider. Base Presidents, Vice Presidents, National Department Chairs and Specialists not in attendance in person will be provided an invite to attend the meeting virtually. All rules of order will apply to those attending virtually.

D. Member Review of Board and Executive Committee Meeting Audio & Video Recordings

1. Any member in good standing is permitted to review previous meetings of the Board of Directors and Executive Committee Meetings.
2. The request to review meeting recordings shall be made in writing to the National Secretary. The National Secretary will coordinate with the member on a time and date for the review. Reviews shall take place at APFA Headquarters.
3. The National Secretary shall maintain a log of all members who review meeting recordings including the name of the member, employee number, time and date the review took place, meeting reviewed, and the agenda item(s) / time(s) reviewed of the meeting.
4. Pictures or video / audio recordings of the meeting being viewed may not be made by the member.

Section 4 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2023 Conv	Res. 4	Sec 4	Change “teleconference” to “virtual conference” throughout
2023 Conv	Res. 4	4.A.4.b(1)	Add “d” updating gallery seating count
2022 Conv	Res. 4	4.A.12	Deletes language regarding the Annual Board Training
2022 Conv	Res. 4	4.B.6	Adds language regarding the Annual Board Training
2021 Fall BOD	Res. 4	4.A.4.a(2)	New language that Base Presidents will be provided the option of attending EC Mtgs via video conference
2021 Fall BOD	Res. 4	4.A.7.(2)(e)	Add Department Reports
2021 Fall BOD	Res. 4	4.C.1.e	New language that EC Meetings held in person will also be presented through a video conference provider
2021 Fall BOD	Res. 4	4.D	New Section on Member Review of Board and EC Meetings
2021 Conv.	Res. 5	4.A.1.a(1)	Deletes “regularly scheduled”
2021 Conv.	Res. 5	4.A.14.c & d	Changes title and deletes JNC/JSIC and deleted “d”
2021 Conv.	Res. 5	4.A.2.a	Changes title and adds reference Section 9.B.4 of this PM
2021 Conv.	Res. 5	4.A.6.c	Changes alphabetical to “place”
2020 Conv.	Res. 3	4.B.2	Adds “Attendance, in its entirety ... ” language
2019 Conv.	Res. 4	4.A.1.a.(1) and (2)	New language regarding tentative and final agendas of BOD/EC Meetings be provided via the APFA Hotline and on the Members Only section of the APFA website
2019 Conv.	Res. 4	4.A.9.b and b.(1)	Change language from 750 FAs to 800 and add that calculation is subject to review and approval
2016 Conv.	Res. 7	4.A.6.b	Amends language that Secretary shall call for the vote of each Base President in alphabetical order of base city codes
2015 Fall BOD	Res. 7	4.A.13	PM be amended to include section on bi-monthly EC/BOD Briefing Calls, when they will be conducted and who shall participate
2015 Fall BOD	Res. 12	4.A.10.a.(1) & 11.a	Change language regarding teleconference/special meeting requests notification and that if neither the Base President or VP are available for such call, the Base President may advise the Nat'l Secretary that they authorize another Base President or VP to speak on their behalf

2015 Fall BOD	Res. 13	4.C.1.a	Add language that an Agenda item may only be removed with the permission of the BOD or the EC who place the item on the agenda
2015-5-6 SBOD	Res. 7	4.A.10.a.(6)	Add language that when the BOD or the EC is required to take official action, the National Secretary shall immediately provide written notification; such notification shall include the complete text of any proposed business and/or resolutions with the names of the maker and second; and the majority of the voting BOD and/or EC may request a break and agree upon an appropriate time needed prior to reconvene the call
2015-5-6 SBOD	Res. 8	4.A.1.a	Add language that notification of all meetings of the BOD and/or EC shall be provided via the APFA Hotline and on the opening page of the APFA Website and shall remain so until the conclusion of such meetings
2015-4-5 SBOD	Res. 3	4.A.7	Amend language that all resolutions that are read into the record, whether they pass, fail or are tabled or postponed, shall be included in the official minutes and be permanently posted on the APFA website
2015-4-5 SBOD	Res. 6	4.A.8.b	New language that a majority vote by the BOD will be required to request the Nat'l President seek a second legal opinion in order to safeguard and/or protect APFA and it's members
2015 Conv.	Res. 3	4.A.4.b.(1)(c)	Changes the number to 60
2014 Fall BOD	Res. 3	4.A.10.a.(5)	Amend to add lang, that any member of the BOD or Base VP shall be authorized to be included in a non-participatory roll in all Teleconferences/Briefing Call of the EC. Such participation is voluntary, and a non-trip removed basis.
2014 Conv.	Res. 2	4.C.1.c	Delete
2013 Conv.	Res. 4	4.A.1	Rewrites/formats Section 4.A.1 and adds the word "recording" or recorded" and "shall not extend"
2013 Conv.	Res. 4	4.A.3.a.(2)(a)	Adds "Section 3"
2013 Conv.	Res. 4	4.A.7.a.(1)	Adds "business days"
2013 Conv.	Res. 4	4.A.10.a.(2)	Adds "or email"
2013 Conv.	Res. 4	4.A.11.a	Adds "scheduled for"
2013 Conv.	Res. 4	4.B.3	"Official Photographs" section removed
2013 Conv.	Res. 4	4.B.3	Adds "top two (2)"
2012 Fall BOD	Res. 7	4.A.3.a	Adds "or during any subsequent day of the meeting"

2012 Conv.	Res. 19	4.A.1.a.(1)	Amend language that all recordings of meetings/ events are the property of APFA and must remain at APFA headquarters at all times
2011 Conv.	Res. 9	4.A.1.a	Delete language that says "audio cassette"
2011 Conv.	Res. 10	4.A.3.a(3)	Deletes "either issues a proxy of;" also changes reference of Section 8.A.3.a to 4.A.3.a and 8.A.3.b(1)(b) to 4.A.3.b(1)(b)
2011 Conv.	Res. 15	4.A.9.b	Amended language that base VC encouraged to attend all BOD mtgs. Trip removals for Base BC of bases w/less than 750 FAs will be charged to the BOD budget

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SECTION 5

TRIP REMOVAL AND EXPENSE POLICY

POLICY STATEMENT: The APFA encourages the voluntary participation of all members in the day-to-day running of the organization. It is anticipated that members who participate in APFA activities and functions will do so from a desire to help improve their working conditions and to better their Union.

The APFA recognizes that the organization cannot function solely by the voluntary efforts of its members. Financial policies herein are structured to diminish any financial penalty that a member may incur as a result of providing Union services to Flight Attendants. It is not the intent of this policy for any individual to experience financial gain.

A. APPLICABILITY OF TRIP REMOVAL / EXPENSE POLICY PROVISIONS

1. All provisions contained in this policy shall be applicable to all APFA members, except where specifically designated to apply to APFA Representatives only (see Section 5.A.3.).
2. No exceptions to this policy shall be made without the written approval and authorization of two (2) National Officers.
3. Ad Hoc Members of the Executive Committee shall be considered “representatives” for the purpose of this policy.
4. This policy presumes throughout that all business and activities of the individuals incurring expenses and / or trip removals will be performed with the approval of one (1) or more authorized individuals and such business will be for the purpose of furthering the objectives of the APFA, and for the benefit of the bargaining unit.
5. Expenses may be challenged and / or denied if submitted without proper substantiation such as receipts or documentation, or if the expense itself appears excessive or unreasonable. In such case, the National Treasurer shall advise the Executive Committee of the situation and the representative / member has the right to appeal by petition to the Executive Committee / Board of Directors, in accordance with paragraph B. below.

B. RIGHT TO PETITION THE EXECUTIVE COMMITTEE / BOARD OF DIRECTORS

1. Any member who wishes to appeal the application of this policy may do so to the APFA Executive Committee. Any member who wishes to appeal the ruling of the Executive Committee regarding the application of this policy may do so to the APFA Board of Directors, except rulings regarding late expense reports. The APFA Executive Committee decision regarding the appeal of late submission of expense reports shall be final and binding.
2. All requests to appeal or to otherwise request consideration for an exception to this policy must be in writing and sent by certified mail to the National Treasurer.
3. Appeals shall be placed on the Agenda of the next regularly scheduled Executive Committee meeting provided;

- a. such appeal is received by the National Treasurer at least fifteen (15) days prior to the scheduled meeting date, or
 - b. there is approval by a majority of the members of the Executive Committee who are present at the meeting; otherwise the appeal will be placed on the Agenda of the following Executive Committee Meeting.
4. Appeals of an Executive Committee ruling shall be placed on the Agenda of the next regularly scheduled Board of Directors meeting provided;
- a. such appeal is received by the National Treasurer at least twenty-five (25) days prior to the scheduled meeting date, or
 - b. there is approval by a majority of the voting Board of Directors who are present at the meeting.

C. APFA PAID TRIP REMOVAL / FLIGHT TIME LOSS

1. Removal from Flight Assignment / Guarantee
- a. Any member in good standing elected or appointed to an official position is encouraged to retain up-to-date line qualifications, subject to the provisions herein.
 - (1) Such members requiring trip removal from flight assignment are encouraged to fly and should attempt to fly a minimum of one (1) trip every rolling six (6) month period.
 - b. The APFA shall guarantee the member's originally-scheduled flight time pay and credit equal to the minimum day or trips missed, including pay for premium paid positions, language qualification, and international override for trip removals done on a trip-by-trip, or on a monthly PPO basis (In accordance with JCBA section 32.G.2).
 - (1) Prior to PBS Closing (PA removals submitted as a planned absence prior to PBS closing will count towards the lineholder / reserve existing credit.)
 - (a) A lineholder removed from schedule to conduct Union business prior to the closing of PBS will be paid a daily rate equal to the minimum day as pay and credit (PA Removal Code).
 - (b) A lineholder conducting Union business on a day off will be paid five (5) hours pay and credit (PA Removal Code).
 - (c) A reserve removed from schedule on a RSV day to conduct Union business will be paid the applicable daily rate (4:10 for a 30-day month or 3:56 for a 31-day month).
 - (2) After PBS closing (PA removal submitted after PBS will not count towards a lineholders TTS Max, or reserve RSV COT):

- (a) A lineholder conducting Union business on a day off whose TTS Max has not been met or exceeded will be paid five (5) hours pay and credit (PA Removal Code).
 - (b) A Lineholder conducting Union business on a day off whose TTS Max has been met or exceeded will be paid five (5) hours pay no credit (AR Removal Code).
 - (c) A Reserve removed from schedule on a RSV day to conduct Union business will be paid at the applicable daily rate (4:10 for a 30-day month or 3:56 for a 31-day month).
 - (d) A Reserve conducting Union business on a day off will be paid five (5) hours pay no credit (AR Removal Code).
 - c. At no time shall this daily rate of pay put a Flight Attendant's total AP / PA / AR removal over the maximum allowed set forth in Section 5.C.2.a of The APFA Policy Manual
 - d. Payment under this provision shall include protection for time lost because of changes made by the Company to a member's originally scheduled flight time pay and credit which occur during the course of a month, and
 - e. Protection for time lost in the subsequent month because of changes made by the Company to a member's originally scheduled flight time pay and credit.
 - f. A representative on a PA removal may claim MEA. A representative on AR removal may claim SAF.
 - g. Representatives required to attend any pre-planned meeting (including meetings of the Board of Directors / Executive Committee) or events (including trainings and arbitrations) shall be required to utilize PA removal(s) prior to PBS closing in accordance with Section 5.C.1.b.f of this policy manual. Notwithstanding, the Base Presidents (or their representative acting on business in place of the Base President) may utilize trip removals to the equivalent value of PA removal(s) for the preplanned meeting or event in lieu of PA removal(s). Should the value of the trip removal exceed the value of the PA removal(s) for the preplanned meeting or event, the difference shall be allocated from the individuals Base Budget.
2. PPO's (Pay Purpose Only)
- a. An APFA representative who submits a PPO, shall be entitled to the same contractual bid maximum provisions outlined in CBA that are afforded to a lineholder or reserve.
 - b. The APFA may find it necessary and prudent to ask a representative to exercise a PPO and / or to commit to a full month of service to the APFA. The only time a representative shall be forced to bid a PPO line is in case of manning or staffing requirements.

- c. To ensure the availability of the representative, the continuity of the project, and to reduce expenses generated by the overlap of trip removals, the APFA encourages utilizing a PPO , when appropriate. Further, a PPO allows a bid line to be held by another Flight Attendant.
 - d. If an APFA Representative is entitled to a PPO and is going to request trip-by-trip removals of the full-time equivalent of a PPO, the representative is encouraged to take the PPO unless it is being split with another APFA Representative.
3. Trip Trades
- a. Trip removals are not authorized for a flight assignment that is the result of a TTS or ETB transaction. If such traded trip was added to the member's schedule after the time that the member was notified of, or should reasonably have been aware of, an obligation to perform work for the APFA as provided for in C.4 below.
 - b. A member's total trip removal(s) for the month will reflect the value of their original bid award, including applicable carry-over time under the current CBA. An APFA representative who submits a PPO, shall be entitled to the same contractual bid maximum provisions outlined in the CBA that are afforded a lineholder or reserve.
4. Obligation to Perform Work for the APFA
- a. Trip-By-Trip Removal Obligation
 - (1) Any representative who is trip removed from one (1) or more days of flight assignment on a trip-by-trip basis shall, under normal circumstances, have a minimum obligation to the APFA to perform work for a period of time at least equal to the number of days encompassed by the trip removal(s).
 - (2) Such work may or may not be performed on the actual day(s) encompassed by the trip removal(s).
 - (3) Should the nature of an assignment require that a representative perform work for the APFA on more days than those encompassed by the actual trip removal(s), the following shall apply:
 - (a) the requirements of the assignment will be explained to the representative at the time the trip removal is requested and / or approved, and
 - (b) it will be presumed that the representative has accepted the obligation to perform work for the APFA for the number of days required for completion of the assignment.

- (4) If a member is needed to perform a specific function(s) for the APFA occurring within a limited time frame (e.g. testifying at an arbitration hearing) and must be trip removed to accomplish the function for a number of days in excess of the days required to perform the function, s/he will not normally be considered obligated to perform work on those additional days.
- b. Full Month Trip Removal Obligation
 - (1) For the purposes of other provisions of this policy, a representative is considered obligated to the APFA to perform a minimum of eighteen (18) days, or the hourly equivalent, of work for the Union:
 - (a) when on “full month trip removal” for the APFA as defined in Section 1.A.7. of this Policy Manual, or
 - (b) when unable to bid / cannot be trip removed but paid the equivalent of the Flight Attendant guarantee as reflected in the AAL Contract and pursuant to paragraph D. (“Payback”), below.
 - c. If the individual does not attend the scheduled meeting or event, the removal shall be reversed. In the case of extenuating circumstances that prevents the representative from attending, the individual responsible for the budget or a National Officer may make an exception.
- 5. Reimbursement of Pay Loss
 - a. Any pay loss reimbursed by the APFA for a member to be trip removed for a given day shall be considered full and final compensation from the APFA to the member for the work performed that day, excluding reimbursable expenses, as defined in paragraphs F. and G. below.
- 6. Trip Removal Verification
 - a. Except as provided in C.6.b. below, one (1) National Officer must verify that a trip removal has been authorized as provided in C.7. below, and is otherwise consistent with APFA policy and budgetary considerations.
 - b. A full month trip removal for any representative shall require the verification of two (2) National Officers.
- 7. Trip Removal Authorization
 - a. Any National Officer may authorize a trip removal except as provided in Sections 5.A. and 7.E.2. of this Policy Manual.
 - b. National Chairs and Base Presidents may authorize trip removals to the extent allowed by their respective budgets, subject to verification by a National Officer.
 - c. Any trip removal for work to be performed by a member that is to be charged to a base budget must be authorized by the respective Base President.
- 8. Representatives Authorized for Full Month Trip Removal

- a. Full month trip removal, as defined in Section 1.A.7. of this Policy Manual is authorized for:
 - (1) Interim National Officers, Regional Representatives, National Chairs; and
 - (2) Base Representatives with headcounts of nine hundred (900) Flight Attendants:
 - (a) A minimum of one (1) full month trip removal authorized for each nine hundred (900) Flight Attendants.
 - (b) Any portion above nine hundred (900) will be prorated on a per capita basis.
 - (c) This calculation is subject to review and approval at least once a year by a majority vote of the Board of Directors.
 - (3) Such headcount shall not include furloughed Flight Attendants.
 - (a) The Base President will be offered the first trip removal.
 - (b) If the Base President declines, it will be offered to the Base Vice President.
 - (c) Any Trip removals in addition to the first full PPO will be allocated to the representatives at his / her base by the Base President, followed by members at his / her base and finally representatives at another base if necessary.
 - (4) If a Base representative who is on full-time trip removal is called on by the SBA Department to prepare for or testify in an arbitration filed by that base, any associated trip removal(s) shall be charged to the base budget.
 - (5) Members of a Negotiating Committee, when necessary and appropriate, as determined by the National President, and one (1) other National Officer; and / or
 - (6) Other representatives whose work or projects for the APFA are expected to require trip removals for an entire month as determined by two (2) National Officers.

9. Trip Removals for Representatives at Smaller Bases

- a. For purposes of authorization of trip removals:
 - (1) Bases with a headcount of less than three hundred and fifty (350) shall be budgeted at a headcount of three hundred and fifty (350). Those bases currently are RDU and STL.
 - (2) Bases with a headcount between three hundred and fifty (350) and six hundred (600) shall be budgeted at a headcount of six hundred (600). Those bases currently are BOS and SFO.

10. Seven (7) Day Trip Removal Provision

- a. A trip removal may be authorized to ensure that a member is not required to work away from his / her city of residence for the APFA and the Company for seven (7) consecutive days.

D. PAYBACK FOR PERFORMING AUTHORIZED APFA BUSINESS WHILE ON VACATION, LEAVE OF ABSENCE OR OTHER LEAVE, PART TIME, OR WHEN UNABLE TO BID / CANNOT BE TRIP REMOVED (“PAYBACK”)

1. Authorization

- a. The representative must receive prior authorization from two (2) National Officers in order to receive Payback except as provided herein.
- b. A Base President may authorize “payback” for himself / herself, his / her Base Vice President, or for a representative from his / her base when absolutely necessary as long as it falls within constraints of his / her total budget. The Base President shall notify two (2) National Officers as soon as possible to advise of the authorization.
- c. In the event of an emergency situation, a Base President may authorize “Payback” for a representative from his / her base when the Base President has attempted and is unable to contact two (2) National Officers. The Base President must notify the National Officers as soon as possible to advise of the authorization.

2. Vacation

- a. A representative will be credited by the APFA with the applicable amount of hours outlined in (1) or (2) below at the individual's hourly rate of pay, for each such day that the representative is required to conduct APFA business on days which are encompassed by his / her vacation.
 - (1) If the day(s) conducting APFA business are part of a block of seven (7) or more vacation days, the credited hours will be four (4) hours.
 - (2) If the day(s) conducting APFA business are part of a block of less than seven (7) vacation days, the credited hours will be three and one-half (3.5) hours.
- b. A representative on vacation shall not be entitled to claim a Special Assignment Fee (SAF) in addition to the Payback provided herein.

3. Paid Leave of Absence / Part Time-On Schedule

- a. A representative will be credited by the APFA with three and one-half (3.5) hours at the individual's applicable hourly rate of pay, for each day the representative is required to conduct APFA business and is able to bid and is trip removed by the Company on M2, SK, and portions of an IOD that are taken from the sick bank or similar paid leave status. The representative will be provided APFA “Payback” only for those days on which trips appeared on his / her schedule

- b. This provision applies only when authorized by two (2) National Officers and may be used only in extenuating circumstances where urgent work cannot otherwise be completed by another Representative.
 - c. Payment will only be made upon submission of documentation of the amount of worker's compensation the representative is receiving.
 - d. A representative on a paid leave from the Company may claim a Special Assignment Fee (SAF), in addition to the Payback provided herein, on those days a trip does not appear on his / her schedule, as provided in paragraph E. below.
4. Unpaid Leave of Absence / Part Time-Off Schedule
- a. A representative will be credited by the APFA with three and one-half (3.5) hours at the individual's applicable hourly rate of pay, for each day the representative is required to conduct APFA business when performing work on days encompassed by an unpaid leave of absence or Part Time, off-schedule portion.
 - b. A representative on an unpaid leave or during Part Time, off-schedule, may claim a Special Assignment Fee (SAF), in addition to the Payback provided herein, as provided in paragraph E. below.
5. Unable to Bid / Cannot be Trip Removed
- a. A representative will be credited by the APFA with three and one-half (3.5) hours at the individual's applicable hourly rate of pay, for each such day, up to a maximum of twenty (20) days that the representative is required to conduct APFA business on days in a month for which the representative was unable to bid and therefore could not be trip removed.
 - b. A representative who is unable to bid / cannot be trip removed may claim a Special Assignment Fee (SAF), in addition to the Payback provided herein, as provided in paragraph E. below.
6. Payback will not be made by the APFA for an amount in excess of the applicable guarantee as provided in the Collective Bargaining Agreement for any month.
7. Reimbursement may be limited by the funds budgeted to the function for which the representative is performing work.
8. The accrued credited time shall be paid in the month following the required work for which Payback is requested, provided that the request is submitted in accordance with the provisions of I.9. below.
9. The hourly rate to be used for payout shall be the hourly rate according to the representative's seniority pay scale provided for in the CBA, without premiums.

10. Members of a Negotiating Committee may take their payback of accrued time in either actual corresponding consecutive vacation days off, or they may have the credited time converted into cash as provided herein. Corresponding vacation days should be taken within ninety (90) days after the conclusion of bargaining for a new CBA as defined by a CBA ratified by the membership of APFA or after the Negotiator is relieved of duties, whichever comes first. Vacation must be taken within 12 months after the conclusion of bargaining for a new CBA as defined above. The scheduling of the vacation days must receive prior approval from two (2) National Officers.
11. Paragraph D.6. above notwithstanding, a Negotiator involved in pre-Section 6 or active Section 6 Negotiations may receive Payback up to one hundred (100) hours upon authorization and approval of the National President.
12. If both the Base President and Base Vice President are scheduled to take a Company vacation at the same time, either representative may take his / her payback of accrued time in actual corresponding consecutive vacation days off. Vacation should be taken within ninety (90) days. Vacation must be taken in that fiscal year and must be taken within that person's term of office. The scheduling of vacation days must receive prior approval from two (2) National Officers.
13. If a National Chair is involved in an APFA project, or an emergency situation exists that requires a National Chair to perform work on behalf of APFA when otherwise scheduled for Company vacation, the National Chair may opt to take his / her payback of accrued time in actual corresponding consecutive vacation days. Prior approval by two (2) National Officers is necessary to exercise this option. Vacation should be taken within ninety (90) days. Vacation must be taken in that fiscal year and must be taken within that Chair's term of office. The scheduling of vacation days must receive prior approval from two (2) National Officers.
14. If a Regional Representative is involved in an APFA project, or an emergency situation exists that requires a Regional Representative to perform work on behalf of APFA when otherwise scheduled for Company vacation, the Regional Representative may opt to take his / her payback of accrued time in actual corresponding consecutive vacation days. Prior approval by two (2) National Officers is necessary to exercise this option. Vacation should be taken within ninety (90) days. Vacation must be taken in that fiscal year and must be taken within that Regional Representative's term of office. The scheduling of vacation days must receive prior approval from two (2) National Officers.
15. An APFA elected / appointed (Full Time) representative who has a scheduled conflict, may defer their accrued vacation directly with the Company. Prior approval by two (2) National Officers is necessary to exercise this option. The conflict shall not be for routine APFA Business or meetings with the Company.

E. SPECIAL ASSIGNMENT FEE (SAF) POLICY

1. Intent of the SAF
 - a. The intent of the Special Assignment Fee (SAF) is to offer payment to representatives for the days that they conduct APFA business in excess of their normal scheduled bid line. Amounts paid under this arrangement are reportable as wages on the representative's W-2 and are subject to withholding and payment of employment taxes.

- b. Representatives may be required to conduct APFA business on layovers / sit time in an effort to meet the needs at their base and shall be offered SAF payment for hours worked since no trip removal would apply.
- 2. SAF Verification
 - a. One (1) National Officer must verify that an SAF has been authorized as provided in E.3. and / or E.6. below and is otherwise consistent with APFA policy and budgetary considerations.
- 3. SAF Authorization
 - a. A National Officer may authorize payment of an SAF for any reason consistent with this policy.
 - b. National Chairs and Base Presidents may authorize payment of an SAF to the extent allowed by their respective budgets, subject to verification by a National Officer.
 - c. Payment of any SAF to a member and charged to a base budget must be authorized by the respective Base President.
- 4. SAF Rates
 - a. Daily SAF
 - (1) If a representative performs work for the APFA, and is not otherwise paid for that day's work by means of an APFA Paid Trip Removal as provided for in paragraph C. above, or by Leave / Vacation Payback as provided in paragraph D. above, such representative shall receive the Daily SAF for work performed in accordance with the following schedule:

One (1) to two (2) hours:	\$10
More than two (2), to five (5) hours:	\$20
More than five (5), to eight (8) hours:	\$25
More than eight (8), to eleven (11) hours:	\$30
More than eleven (11) hours:	\$40
 - b. Weekly SAF
 - (1) If a representative works less than one (1) hour in any one (1) day, such time may be combined with time worked on other days in the same week. The maximum SAF that will be credited in any one (1) week, under the weekly rate, will be one hundred and twenty-five dollars (\$125).
 - c. Monthly SAF
 - (1) Minimum Monthly SAF is authorized in accordance with the following schedule:
 - (a) Base Presidents and Base Vice Presidents, calculated on a headcount as follows:

Headcount	Base President	Base Vice President
1 - 124	\$100	\$ 65
125 - 249	130	100
250 - 499	185	135
500 - 749	225	185
750 - 999	250	250
1000 - 1249	300	300
1250 - 1499	350	350
1500 +	400	400

- (b) Representatives and National Chairs authorized and utilizing a full month trip removal: \$400 minimum, but not to exceed the \$500 maximum.
 - (c) National Officers and Regional Representatives: \$400 minimum, but not to exceed the \$500 maximum.
 - (d) Minimum Monthly SAF payments shall not be withheld without approval of the Executive Committee.
- (2) Assignment of SAF
- (a) A representative who is authorized to receive a Minimum Monthly SAF may assign payment of his / her Minimum Monthly SAF to another representative or member who is not otherwise eligible for a minimum monthly SAF or whose minimum monthly SAF is less than the amount being assigned.
 - [1] Such assignment must be made in writing to the National Treasurer and signed by the representative making the assignment.
 - [2] Such assignment shall be permitted only when a representative, otherwise eligible for a minimum monthly SAF, is not able to perform his / her normal duties because of a temporary absence as a result of vacations, leaves, or alternate Union responsibilities.
 - [3] The assignment shall be effective for one (1) month only unless renewed in writing.
 - (b) In no case shall a representative or member receive more than one (1) SAF in any one (1) month.
- (3) Maintaining an Office Outside Residence
- (a) A National Officer, Regional Representative, National Chair, Base President and / or Base Vice President, JCBA Specialist or Strategic Communications Specialist who is required to maintain an APFA office outside of his / her place of residence shall be paid an additional two hundred fifty dollars (\$250) per

month over and above the minimum monthly SAF provided above, or the actual SAF subject to reimbursement, whichever is greater.

(b) Payment shall be prorated in increments of weeks, not to exceed four (4) weeks. Payment will be verified by documentation of office use on said Representative's weekly expense report.

(4) Maximum Monthly SAF

(a) The maximum monthly SAF that may be paid is five hundred dollars (\$500).

5. Information Returns Required by Law

a. The APFA shall file information returns with respect to the payment of any SAF as required by law and the APFA and the member each shall be responsible for any applicable tax liabilities on any SAF payment made by the APFA.

6. SAF Calendar

a. A detailed daily calendar must be kept and submitted with the claim for the SAF payment. Payment will be made for work actually performed, including travel time. An overnight stay away from place of residence will not automatically entitle a member to the maximum daily SAF.

F. MEAL EXPENSES / MEAL EXPENSE ALLOWANCE (MEA)

1. Per Diem MEA Away from Residence

a. Per Diem Rate (Accountable Plan)

(1) All members shall be entitled to an APFA Meal Expense Allowance (MEA) while performing work for the APFA when away from their residence for one (1) or more nights at the Collective Bargaining Agreement Domestic Per Diem rate while traveling domestically and the Collective Bargaining Agreement International Per Diem rate while traveling internationally, for each hour they are away from their residence.

b. Per Diem Session

(1) A National Officer may authorize an APFA function as a "Per Diem Session", as defined in Section 1.A.12. of this Policy Manual, for the purposes of this policy. The MEA does, however, apply up to the start time and following the conclusion of such session.

2. Actual MEA at Residence

- a. On days s/he is not trip removed, the APFA will reimburse a representative actual meal expenses at his / her residence city to the limit provided in F.2.a.(1) below when it is necessary to conduct APFA business during such meal, or when a representative is required by the transaction of APFA business to meet during a normal meal time.

(1) Allowable MEA at Residence City is as follows:

Breakfast up to:	\$ 6.00
Lunch up to:	\$10.00
Dinner up to:	\$17.00
Snack up to:	\$ 3.00

- (2) In addition to the required receipt, all such MEA reimbursements shall require the representative to note the name(s) of the other individual(s) meeting during the meal time and the nature of the APFA business being conducted.
 - b. The provisions of F.2.a. above shall also apply to those Flight Attendants who participate in second and / or third level hearings [such as the grievant or witness(es)], and to other members when authorized by a National Officer.
 - c. The maximum “Actual MEA at Residence” that will be reimbursed to a member shall be seventy-five dollars (\$75) per week or three hundred dollars (\$300) per month.
3. Guaranteed MEA at Residence
- a. On days a representative is both trip removed by and performing work for the APFA at his / her residence city, such representative will receive a “Guaranteed MEA at Residence” in lieu of any actual MEA at residence as provided in F.2. above.
 - b. The “Guaranteed MEA at Residence” shall be paid at the rate of twenty-five dollars (\$25) per day.
 - c. The maximum “Guaranteed MEA at Residence” that will be paid to a member shall be seventy-five dollars (\$75) per week or three hundred dollars (\$300) per month.
 - d. National Officers, Regional Representatives, National Chairs and other representatives who are authorized a full month trip removal or the equivalent shall receive a “Guaranteed MEA at Residence” of three hundred dollars (\$300) per month.
4. Calculation of MEA
- a. National Officers, Regional Representatives, National Chairs and other representatives who are authorized a full month trip removal or the equivalent (e.g. “Payback” as provided in paragraph D. above) shall receive a minimum MEA of three hundred dollars (\$300) per month.

- b. The combination of “Per Diem MEA Away from Residence” as provided in F.1. above, “Actual MEA at Residence” as provided in F.2. above, and “Guaranteed MEA at Residence” as provided in F.3. above, shall not be capped.
 - c. MEA Expenses will be calculated and paid in the following order:
 - (1) “Per Diem MEA Away from Residence,” then the remaining balance owed, if any, will be paid as
 - (2) “Actual MEA at Residence,” then the remaining balance owed, if any, will be paid as
 - (3) “Guaranteed MEA at Residence.”
5. Reimbursement of Business Related Meals
- a. Representatives are authorized to pay for and to be reimbursed for the meal, snack or beverage of a guest(s) or other business associate(s) on those occasions when the representative would reasonably be considered the host of an authorized APFA function or meeting.
 - (1) Discretion and good judgment should be used when exercising this privilege and when incurring such legitimate and necessary Business-Related Expense. Abuse, as determined by the Executive Committee, may lead to limitation or revocation of this privilege.
 - (2) The reimbursement of a Business-Related Expense shall not count against a representative's MEA.

6. Group Meals & Entertainment Expenditures

- a. In compliance with LMRDA-OLMS, the following policy pertains specifically to group meal expenses purchased with the APFA issued credit card:
 - (1) A written explanation of specific union business conducted must be provided. (“Union Business” is not a sufficient explanation)
 - (2) Full names and titles of all in attendance must be provided.
 - (3) In accordance with APFA Policy Manual Section 4.A.1.f, alcohol may not be purchased with the APFA issued credit card.

G. OTHER EXPENSES

- 1. Actual out-of-pocket expenses incurred by a member in conducting APFA business will be reimbursed to the extent provided in this policy. In all cases, receipts must be submitted to verify the expense and to substantiate reimbursement. Expense reimbursement is not intended to be for the personal profit of the APFA member, but to compensate him / her for actual expenses and losses, and is exclusive of other applicable reimbursement provisions in this policy.
 - a. Air Travel

- (1) A member shall be reimbursed the service charge for pass travel on an AAG airline while on APFA business.
 - (a) Only Coach Class service charges will be reimbursed, unless the member could not be accommodated in Coach Class.
 - (b) For flights scheduled in excess of five (5) hours, Business Class travel is authorized for representatives only. First Class travel is authorized when Business Class is unavailable.
- (2) When a member has employee pass travel benefits through a family member on other airlines, and when permissible, the service charge shall be reimbursed when travel may not be accomplished in an expeditious manner on an AAG airline, or when traveling to / from an off-line city, or at the convenience of the member eligible for such employee pass travel benefits.
- (3) Full fare / reduced rate travel on a non-AAG airline may only be reimbursed in those instances when the conduct of APFA business requires travel to either an off-line city or when service between two cities does not exist on an AAG airline.
 - (a) Prior approval should be obtained from two (2) National Officers for such travel.
 - (b) The lowest possible fare category must be used, including industry reduced rate discounts ("ID75", "ID50", etc.), if available for APFA business use.
 - (c) Payment for tickets may be obtained in advance if sufficient need for advanced ticketing can be demonstrated and prior authorization is given.
 - (d) Copies of tickets and boarding passes must be attached to the expense report to receive reimbursement.
 - (e) Travel in a class other than Coach Class must be approved by two (2) National Officers.

b. Ground Transportation

- (1) At Residence City
 - (a) Mileage
 - [1] A representative shall be reimbursed for mileage at the IRS standard mileage rate for travel to conduct APFA business, not to exceed a monthly maximum of one thousand (1000) miles. All mileage must be recorded and submitted electronically per Section 5.1.5. of this Policy Manual.
 - [2] Mileage shall not be reimbursed for travel between a representative's residence and an APFA office that

has been provided for the primary use of the representative for a period in excess of 31 days.

(b) Public Transportation

[1] When public transportation (bus and / or subway) charges are claimed in lieu of mileage provided in G.1.b.(1)(a)[1] above, actual costs will be reimbursed.

[2] Airport bus / limo (or taxi when other options are unavailable / more costly) will be reimbursed for travel to / from an airport for the purposes of travel away from the city of residence for APFA business or for emergency situations.

(2) Away from Residence City

(a) Any representative or member on APFA business shall be reimbursed for reasonable actual taxi fare, limo and / or bus, rental car and related expenses, and / or public transportation while conducting APFA business away from their city of residence.

[1] If an individual is in DFW for Union Business, they should make every effort to utilize APFA owned vehicles and / or transportation from APFA HQ prior to utilizing the options in paragraph (a) above.

(b) Rental car and related expenses must be with the prior approval of a National Officer.

c. Parking and Tolls

(1) Any member shall be reimbursed for actual parking and tolls incurred while conducting APFA business, whether at or away from their residence city, except

(2) where employee parking is provided and the authorized member has access to such parking, the free parking facility should be used.

(3) Should circumstances warrant that a member park in a pay parking lot at an airport in lieu of available free parking, such member will be reimbursed.

d. Hotel Accommodations

(1) Any member shall be reimbursed for lodging expenses incurred when required to remain overnight at a place other than his / her place of residence to conduct authorized APFA business. Prior approval must be obtained if direct billing of the hotel is requested, except that lodging expenses will not be reimbursed for base representatives performing base work while at their home base.

- (2) No member may authorize direct or indirect billing to APFA for any hotel room, meeting room or lodging without the prior approval of a National Officer.
- (3) To avoid unnecessary payment, representatives whose lodging has been authorized must directly inform the APFA National Secretary or the hotel in a timely manner to cancel a hotel reservation. If a representative fails to do so, s/he will be personally responsible for the hotel costs incurred.
- (4) A member shall be provided with single room accommodations whenever possible while attending to APFA business.
- (5) APFA hotel accommodations should meet the minimum standards for AAL Flight Attendant layover facilities.
- (6) At the discretion of the Executive Committee, the APFA may rent or lease furnished corporate apartments or the equivalent in the DFW metropolitan area for the use of representatives who must work at APFA Headquarters, and when such work would require the representative to remain overnight away from his / her place of residence, if it would result in savings to the Union over hotel accommodations in the DFW metropolitan area.
 - (a) The apartment must be within twenty (20) minutes driving time from APFA Headquarters.
 - (b) Housekeeping service must be provided at least one (1) time in any seven (7) consecutive days, and always between the periods of accommodation by different representatives.

e. Communications

- (1) Telephones
 - (a) All long distance and toll calls relating to APFA Business will be identified as such and any calls over \$5.00 will also include a reason.
 - (b) The APFA shall reimburse the following representatives for the installation and monthly local service charge (including taxes and message units / toll calls if applicable) for a telephone line for APFA business:
 - [1] National Officers
 - [2] Members of the Board of Directors
 - [3] Ad Hoc Members of the Executive Committee
 - [4] Regional Representatives
 - [5] National Chairs

- [6] Base Vice Presidents
- [7] Other representatives authorized by the Executive Committee.
- [8] Each Base President, Base Vice Presidents, Executive Committee member, National Chair, Regional Representative shall be reimbursed for a dedicated fax / computer line, or in lieu of said fax / computer line, may be reimbursed for up to fifty dollars (\$50) of the monthly cost applied to one of the following types of broadband: DSL, cable, fiber, satellite, in-flight wifi or mobile broadband.
 - [a] A Base Council Representative (on a full month trip removal), Specialist or Live Chat Representative (that works a minimum of 15 shifts in a month) may be reimbursed for up to fifty dollars (\$50) of the monthly cost applied to one of the following types of broadband: DSL, cable, fiber or satellite.
 - [b] A Headquarters' Representative (on a full month trip removal that works a majority of their shifts remotely) may be reimbursed for up to fifty dollars (\$50) of the monthly cost applied to one of the following types of broadband: DSL, cable, fiber or satellite.
- (c) If any representative listed in 5.G.1.e.(1)(b) above elects to use his / her personal telephone line for APFA business, the APFA shall pay fifty percent (50%) of the basic service charge and taxes. The APFA will also pay for message units / toll calls used for those calls related to APFA business.
- (d) The monthly service charge reimbursed by the APFA may include call-waiting, conference call and call-forwarding features, or a "custom calling package" including these features.
- (e) Any APFA-paid telephone line must have either an answering machine or voice mail as provided in 5.G.1.(e)(2) below.
- (f) Cellular / Mobile Telephones
 - [1] Each Base President, Base Vice President and Base Council Representative (on a full month trip removal) shall be authorized to incur cellular telephone expenses. The Base President shall be given the responsibility to ensure this reimbursement is properly authorized. The Base President also may authorize anyone else at the base who may incur reimbursable cellular expenses.

- [a] APFA Specialist or Department Representatives (that works a minimum of 15 shifts in a month) shall be authorized to incur cellular telephone expenses not to exceed forty-five dollars (\$45) per month.
 - [b] Headquarters' Department Representative (on a full month trip removal that works a majority of their shifts remotely) may reimburse cellular telephone expenses not to exceed forty-five dollars (\$45) per month.
- [2] The National President and the National Vice President will decide who within the departments they supervise is authorized to incur cellular telephone expense.
- [3] Representatives may elect reimbursement as follows:
- [a] Itemized list of APFA and personal calls OR an average usage percentage of dollar amount applied to the total bill for both APFA and personal calls. If zero (0) percent is claimed as personal, itemization of each call is required.
 - [b] If additional "family" lines are shared on the account, APFA will reimburse for a directly proportionate percentage of the total bill for the number of lines on the account. (Example: 4 lines=1/4 of total bill paid.)
 - [c] For purposes of cellular/mobile telephone expense reimbursement under this subsection, the term "total bill" includes data-related expense fees, but does not include late charges, ring tone charges, games charges, international calling plans for those who are not APFA representatives but are part of a shared plan, or any charges not necessary to conduct APFA business.
- [4] Release of Liability
- [a] Any representative choosing to use a cellular / mobile telephone shall hold the APFA free of liability incurred due to the use of such equipment.
- (g) Conference Calls
- [1] National Officers, Base Presidents (or the Base Vice President in the absence of the Base President), Regional Representatives and Ad Hoc Members of the

Executive Committee shall be authorized to place conference calls. Discretion should be used when exercising this provision and all such conference calls shall be subject to the budgetary restrictions outlined in Section 7.F. of this Policy Manual.

- (2) Facsimile Transmission (FAX)
 - (a) A plain paper fax machine shall be authorized for all Base Presidents and Base Vice Presidents. All faxes shall have the name, base, position, date and time entered into the software / hardware. Should assistance be needed to accomplish data entry, help will be provided through the APFA IT Department.
 - (b) Members may be reimbursed for the sending and receiving of a FAX for authorized APFA business. The FAX number routinely used by any representative at his / her place of residence or residence city should be registered with the Office of the National Secretary.
 - (3) Personal Electronic Devices (PEDs)
 - (a) The Safety and Security Department shall be provided with two (2) Personal Electronic Devices (PEDs) with e-mail, unlimited receive / send text data and phone capabilities. The cost for the monthly plan / service will be direct billed to APFA and charged to the Safety and Security Department budget. The PEDs are to be used solely for APFA business.
 - (b) The Safety and Security Chair and any designee who is using the PEDs will not be allowed to expense their phone and / or cell phone in the months they are using the Safety and Security Department's PEDs.
 - (c) The PEDs and any related equipment such as chargers, holders, Bluetooth earpiece or such device, etc. shall be the property of the APFA.
 - (d) As necessary, the Safety and Security Chair may, with the approval of two (2) National Officers, upgrade or replace these items.
- f. Office Supplies / Equipment
- (1) All representatives should obtain office supplies from Headquarters whenever possible and when cost effective. Any representative may purchase office supplies locally to the extent authorized in the applicable budget.

- (2) All representatives must obtain prior approval from the National Treasurer for the purchase of office equipment items in excess of one hundred seventy-five (\$175), such as file cabinets, desks, etc. These items are the property of the APFA and the original purchase receipt, along with serial number and warranty cards, must be forwarded to APFA headquarters.
 - (3) At the conclusion of a representative's term and / or project, as applicable, all APFA property as defined elsewhere in this Policy Manual must be transferred to the representative's successor or to APFA Headquarters within ten (10) days unless otherwise defined under the transition language of paragraphs C. and D. of Section 9. Shipping / delivery / mileage costs incurred in this transfer of property will be reimbursed to the representative within the provisions of Section 5 of this Policy Manual.
- g. Printing and Mailing
- (1) Printing, photocopying / duplicating, postage and over-night mail (Federal Express or similar) is authorized to any representative to the extent provided in the applicable budget.
 - (2) Representatives are encouraged to use Headquarters' facilities for the printing and mailing of printed material by coordinating through the National Treasurer or his / her designee.
- h. Business Cards
- (1) The APFA will provide personalized business cards for the following representatives:
 - (a) Members of the Executive Committee
 - (b) Base Presidents, Base Vice Presidents
 - (c) National Chairs
 - (d) Regional Representatives
 - (e) All members of National Committees
 - (f) Base Presidents may authorize Business Cards for Base Council Members to be charged to the respective budget.
 - (2) APFA "generic" business cards will be provided at no charge to other representatives upon request; personalized business cards may be ordered at cost through the Office of the National Treasurer.
 - (3) Business cards for all representatives will be of the same format and style.
 - (4) A union bug will be displayed on all business cards.
- i. Base Computers

- (1) Base Presidents and Base Vice Presidents will be provided with computers which may be leased or purchased by the APFA.
 - (2) Each computer will conform to guidelines set forth in Section 8.G. of this Policy Manual.
- j. Miscellaneous
- (1) Reasonable and necessary tips to porters and drivers are authorized for representatives.
 - (2) Reasonable and necessary cleaning and laundry expenses are authorized to any representative who is away from his / her residence to conduct APFA business in excess of seven (7) consecutive days.

H. RELOCATION

1. Upon assuming office / appointment, National Officer(s) / Chair(s) shall be expected and, for the purposes of this policy, shall be considered to reside in the DFW area. The DFW area, for purposes of this policy, shall not exceed a seventy-five (75) mile radius from APFA Headquarters.
 - a. The National Officer may decide to relocate to DFW instead of taking an APFA provided apartment. The National Officer shall have three (3) months from the date s/he is elected to office to decide to move to DFW, during which time the individual may utilize a hotel at APFA's expense. If after three (3) months, the National Officer has not relocated or taken an APFA provided apartment, the National Officer may extend beyond the three (3) months with prior approval from the Executive Committee. Once a National Officer occupies an APFA provided apartment, the National Officer is considered to have forfeited the moving expenses in 5.H.4. Conversely, once a National Officer has been reimbursed for moving expenses in 5.H.4, the National Officer forfeits the ability for an APFA provided apartment for the remainder of the term.
2. If, on the date of her / his election, a National Officer does not reside in the DFW area, s/he shall be reimbursed for actual moving expenses for relocation from / to her / his place of permanent primary residence by a certified mover as a condition of employment with the APFA. The Budget Committee shall maintain a table of approved costs for relocation. Relocation reimbursement may be provided in accordance with the table.
 - a. The provisions of H.2. above must be exercised within six (6) months following the end of the last term of office of the National Officer and must be substantiated by invoice or bill.
3. A National Officer may choose not to relocate to the DFW area but may, instead, choose to accept suitable furnished accommodations paid for by the APFA as provided in H.7. below. If a National Officer accepts such accommodations in lieu of relocation expenses as provided in H.2. above, the following will apply:

- a. S/he must maintain permanent primary residency outside the DFW area. Prior to taking office, s/he must provide APFA's legal counsel with proof of such residency and continue to provide such proof every year prior to the apartment lease renewal, for the duration of their term. Once legal counsel has verified and determined that the National Chair qualifies for APFA furnished corporate accommodations, s/he will notify the Board of Directors via email that verification of proof of residency has been accomplished. Proof of residency can be established by the following, but not limited to:

- (1) At least one (1) document from Group A and two (2) from Group B in Table 5a below.

<ul style="list-style-type: none"> ▪ Table 5a 	
<ul style="list-style-type: none"> ▪ Group A 	<ul style="list-style-type: none"> ▪ Group B
<ul style="list-style-type: none"> ▪ Mortgage ▪ Mortgage statement ▪ Home title ▪ Rental / lease agreement 	<ul style="list-style-type: none"> ▪ Utility bill no more than thirty (30) days old (electricity, gas, water, cable or landline telephone) ▪ Copy of most current tax return ▪ Driver's license or State ID ▪ Vehicle registration ▪ Bank statement ▪ Voter registration card

- b. S/he will be reimbursed only for Coach AAL service charges, or the equivalent on another airline, for travel between his / her permanent primary residence city and DFW; and
- c. S/he is not authorized to claim any other expenses as provided in this policy for the purpose of personal travel between DFW and his / her permanent residence.
4. In addition to H.2 or H.3 above, the APFA will reimburse a National Officer / Chair for the cost of relocating one (1) personal automobile to / from the DFW area. Such reimbursement will be either for actual shipping charges or the applicable mileage rate.
- a. Should a National Officer or National Chair choose to drive their personal automobile to DFW, reasonable meals and hotel accommodations shall be reimbursed in accordance with the provisions in Section 5 of this Policy Manual.
- b. Rental car and related expenses for "relocation" for incoming National Officers and National Chairs shall be limited to thirty (30) days. Under extenuating circumstances, the Executive Committee may authorize an extension to this policy.

- (1) If after thirty (30) days the National Officer or National Chair does not have their own vehicle, they should make every attempt to utilize APFA owned vehicles and / or transportation rather than utilize and charge APFA for paid-for transportation charges.
 - (2) When a rental car is utilized, the National Officer / Chair may not be reimbursed for mileage incurred with the rental car.
5. Accommodations as provided in H.7. below may be offered to National Chairs in lieu of hotel accommodations when the city of residence of the Chair is outside of the DFW area and when travel to / from APFA Headquarters would require regular and continuous overnight stays away from his / her permanent primary residence. If a National Chair accepts such accommodations, the following will apply:
- a. S/he must maintain permanent primary residency outside the DFW area. Prior to assuming their position, s/he must provide APFA's legal counsel with proof of such residency and continue to provide such proof every year prior to the apartment lease renewal, for the duration of their term. Once legal counsel has verified and determined that the National Chair qualifies for APFA furnished corporate accommodations, s/he will notify the Board of Directors via email that verification of proof of residency has been accomplished. Proof of residency can be established by the following, but not limited to:
 - (1) At least one (1) document from Group A and two (2) from Group B in Table 5b below.

<ul style="list-style-type: none"> ▪ Table 5b 	
<ul style="list-style-type: none"> ▪ Group A 	<ul style="list-style-type: none"> ▪ Group B
<ul style="list-style-type: none"> ▪ Mortgage ▪ Mortgage statement ▪ Home title ▪ Rental / lease agreement 	<ul style="list-style-type: none"> ▪ Utility bill no more than thirty (30) days old (electricity, gas, water, cable or landline telephone) ▪ Copy of most current tax return ▪ Driver's license or State ID ▪ Vehicle registration ▪ Bank statement ▪ Voter registration card

- b. S/he will be reimbursed only for coach AAL service charges, or the equivalent on another airline, for travel between his / her permanent residence city and DFW, and
 - c. S/he is not authorized to claim any other expenses as provided in this policy for the purpose of personal travel between DFW and his / her permanent residence.
6. Furnished accommodations shall be no smaller than a one-bedroom apartment.

7. Incoming National Officers and other Representatives shall normally be able to use outgoing National Officers' or Representatives' furniture and furnishings rather than replace these items with each change of National Officer or Representative, subject to the right to reasonably refuse furniture and furnishings.
 - a. Furniture, furnishings / appliances / equipment in need of replacement shall be replaced as needed (i.e. damaged, worn out, depreciated beyond its useful life). The Budget Committee shall maintain a table of the approved costs for purchasing furniture / appliances / equipment. Replacement items may be purchased in accordance with the table.
 - b. Any surplus furniture / furnishings / appliances / equipment in need of replacement, or no longer needed, shall be sold through a public online market (i.e. Offer Up, Craig's List, etc.) as soon as reasonable. If unable to sell within a timely manner, the item(s) may be donated or discarded, as applicable.
 - c. All furniture stored must be inventoried and packed in a manner such to maintain the integrity of the items. Trash bags and grocery bags are inadequate packing apparatuses for fragile items.
8. Following specific elections and/or appointments, the following APFA entities shall be responsible for providing copies of this Section 5.H.
 - a. The NBC Chairperson shall mail a copy of the above to any elected / duly elected National Officer(s) within ten (10) business days following the certification of any National Officer elections
 - b. The newly-elected / duly elected National President shall hand deliver / mail a copy of the above to the Appointed / Reappointed Chairs within five (5) business days following their appointment.

I. SUBMISSION OF EXPENSE REPORTS

1. All expense reports must be submitted electronically.
 - a. Requests for SAF as provided in 5.E. above, and "Guaranteed MEA at Residence" as provided in F.3. above must be claimed on the timesheet.
 - b. Requests for "Payback" pursuant to 5.D. above must be claimed on the timesheet.
 - c. Requests for reimbursement of "Per Diem MEA Away From Residence," as provided in F.1. above, or "Actual MEA at Residence," as provided in F.2. above, and all requests for direct reimbursement of expenses as provided in this policy, must be claimed on the time-punch section of the timesheet.
2. When a member is claiming SAF or expense reimbursement for less than a full month, all calculations should be on a daily or weekly basis, as applicable. When a member is claiming SAF or expense reimbursement for a full month (28 or more days), all calculations should be on a monthly basis.

3. Requests for reimbursement of telephone expenses, including long-distance telephone, message units / toll calls, must be submitted on the Miscellaneous Expense Report form and long distance / toll calls must be documented by a telephone log showing the date, time, and name and telephone number of the party called. Individual long-distance charges in excess of five dollars (\$5.00) must include the reason or nature of the call.
4. Requests for direct reimbursement of expenses other than telephone should be submitted on the monthly expense report for the month in which the expense was incurred. Receipts, vouchers and / or tickets must accompany all requests for direct reimbursement of expenses.
5. All requests for expense payment or reimbursement of any kind for a given month, except for requests for reimbursement of telephone charges, must be submitted together for that month and must be accompanied by the member's final Company Activity Record (HI1) for that month.
6. Requests for direct reimbursement of expenses should be submitted on the monthly expense report for the month in which the expense was incurred. Receipts, vouchers and / or tickets must accompany all requests for direct reimbursement of expenses.
7. All reports will be timestamped upon each submission and applicable approval.
8. Payment for Wages and Expenses
 - a. Payments for wages and expenses will be made on the 30th of the calendar month following the month in which the work is performed for all timesheets and expense reports electronically submitted and / or approved by the 7th day of the calendar month in which they are to be paid.
 - b. Payments will be made on the 30th of the next calendar month following the month in which the work is performed if timesheets and expense reports are submitted and / or approved after the 7th day of the calendar month in which they are to be paid.
 - c. Payment Schedule:

Month Work Performed	Submitted & Approved:	Paid On:	Late if submitted after:
April	May 1 st – 7 th	May 30 th	May 31 st
	May 8 th – 31 st	June 30 th	
May	June 1 st – 7 th	June 30 th	June 30 th
	June 8 th – 30 th	July 30 th	
June	July 1 st – 7 th	July 30 th	July 31 st
	July 8 th – 31 st	August 30 th	
July	August 1 st – 7 th	August 30 th	August 30 th
	August 8 th – 31 st	September 30 th	
August	September 1 st – 7 th	September 30 th	September 30 th
	September 8 th – 30 th	October 30 th	
September	October 1 st – 7 th	October 30 th	October 31 st
	October 8 th – 31 st	November 30 th	
October	November 1 st – 7 th	November 30 th	November 30 th
	November 8 th – 30 th	December 30 th	
November	December 1 st – 7 th	December 30 th	December 31 st
	December 8 th – 31 st	January 30 th	
	January 1 st – 7 th	January 31 st	

December	June 8 th – 30 th	February 28 th /29 th	January 31 st
January	February 1 st – 7 th	February 28 th /29 th	February 28 th /29 th
	February 8 th – 28 th /29 th	March 30 th	
February	March 1 st – 7 th	March 30 th	March 31 st
	March 8 th – 31 st	April 30 th	
March	April 1 st – 7 th	April 30 th	April 30 th
	April 8 th – 30 th	May 30 th	

- d. If the last day of the calendar month falls on a weekend or holiday, payment will be made on the preceding business day.

9. Time Limit for Submission of Expense Reports

- a. Expense reports submitted after the last day of the calendar month following the month in which the expense was incurred, will be considered late and shall not be considered by the APFA National Treasurer. If the last day of the month falls on a weekend or holiday, the report may be submitted by the next business day. If the representative appeals, the APFA Executive Committee may allow late submission based on extenuating circumstances. The decision of the Executive Committee will be final and binding.

10. Time Limit for Submission of Timesheets

- a. Timesheets submitted after the last day of the calendar month following the month in which the work was performed will be paid in accordance with the applicable Federal and State Laws.
- b. Amounts requested in accordance with APFA Policy Manual 5.D, 5.E and 5.F.3 are reportable as wages on the representative's W-2 and are subject to withholding and payment of employment taxes.

J. TRANSITION EXPENSE

- 1. Some officers are eligible for both incoming and outgoing transition expenses.
 - a. National Officers are eligible for transition expenses as outlined in Section 6.B.6. of this Policy Manual.
 - b. National Officers are also eligible for relocation-related expenses as outlined in 5.H. above.
 - c. Base Presidents / Base Vice Presidents are eligible for transition expenses as outlined in Section 9.B.4. of this Policy Manual.
 - d. Other Representatives are eligible for transition-related expenses when returning APFA equipment at the completion of a term or project as outlined in paragraph 5.G.1.f.3. above and paragraphs 9.C. of this Policy Manual.

K. NEW BASE PRESIDENT / VICE PRESIDENT TRAINING

- 1. For all elections occurring after the completion of the Annual 2017 Convention, New Base President / Vice President training will be offered to newly-elected Base Presidents and Base Vice Presidents as soon as possible after the election has been

certified by the NBC but must be completed prior to the beginning of the transition period for the Incoming New Presidents / Vice Presidents. Such training will neither be considered a benefit nor entitlement of every new term. All expenses in conjunction with this training will be charged to the Board of Directors budget.

L. APFA CREDIT CARD POLICY

1. National Officers shall be the only authorized users of the APFA issued credit cards.
 - a. The Budget Committee may approve of the issuance of credit cards to other representatives.
2. All usage of the APFA issued credit card shall be in compliance with:
 - a. All expressly written policies encompassed within this Policy Manual.
 - b. The Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA).
 - c. All IRS laws and regulations.
3. Individual Bill / Company Pay (IBCP)
 - a. APFA must issue all authorized credit cards as Individual Billed / Company Pay (IBCP). This program holds the individual cardholder liable for unauthorized purchases, rather than the APFA.
 - (1) If the individual uses the card for any unauthorized charges, the individual must notate the charge as personal on their monthly report;
 - (2) The individual must immediately reimburse APFA for the unauthorized charge;
 - (3) If the individual does not pay the charge, APFA must report the unauthorized charge to the credit card company as a personally liable expense to the individual;
 - (4) The credit card company will attempt to collect payment for the unauthorized charge from the individual cardholder and take any legal action as necessary, including but not limited to reporting the charges with the credit card bureau.
4. Documentation of usage
 - a. Each authorized individual must submit an electronic report to the accounting department within thirty (30) days of the end of the month in which the charges were made. The report to be sent to the accounting department shall include:
 - (1) The month and year must clearly be denoted on the report.
 - (2) A copy of the itemized receipts for all purchases made.
 - (3) The department(s) / budget(s) to which the charges are being made.

- b. For meal charges and expenses, in addition to the requirements of Section 5.L.4.a, the following information must all be documented in the monthly report.
 - (1) The names of the individuals a meal was purchased for;
 - (2) The titles of individuals a meal was purchased for; and
 - (3) The union business purpose associated with the meal.
 - c. APFA must maintain a credit card reconciliation system that automates the enforcement of the APFA Policy Manual and ensures compliance with the LMRDA. A standard reconciliation system accomplishes this by automatically flagging any unauthorized or unreasonable charges and notifying union leadership of the flagged transactions.
 - (1) In the event a National Officer is notified of any flagged or unauthorized charges, the National Officer must follow up immediately and address the notification.
 - (a) If the charges are found to be unauthorized, the National Officer must immediately take action to ensure the unauthorized charge is remedied in accordance with Section 5.L.3.a.(3) and Section 7.J of this Policy Manual and / or to safeguard against further unauthorized charges occurring.
5. Maintenance of records
- a. The accounting department shall maintain a record of all reports and original receipts for no less than five (5) years, as required by law.
6. Payment of statements should be paid as soon as possible so as to avoid unnecessary interest charges.
7. Policy Compliance
- a. Twice yearly, the APFA Budget Committee shall perform a review of the credit card usage on a date set by the National Treasurer. The reviews should take place prior to the Annual Convention and the Fall Board Meeting.
 - b. The Budget Committee shall randomly review one (1) monthly report for each National Officer incurred in the last six (6) months for compliance with the APFA Credit Card Policy.
 - c. All findings shall be provided to the National Officers and the Board of Directors.
 - d. Should the Budget Committee determine charges incurred by a cardholder not to be in compliance with policy, the cardholder may be held responsible for the charge(s).
 - e. The Cardholder may appeal any such determination of non-compliance to the Executive Committee at the next regularly scheduled Executive Committee meeting.

8. Training

- a. All incoming officers and approved representatives must be trained on the APFA Credit Card Policy and Procedures by a designee of the APFA Budget Committee prior to the issuance of a Credit Card.
- b. The required training includes, but is not limited to:
 - (1) LMRDA Training; and
 - (2) Credit Card Reporting Requirements
- c. Under no circumstances will a National Officer or unauthorized individual, be permitted to utilize or extend APFA credit prior to completion of the required training.

9. Signed Declaration

- a. All authorized credit card holders are required to sign the APFA Card-Holder Agreement. The National Treasurer will maintain a copy of all signed agreements.
 - (1) The declaration must be signed prior to the issuance of an APFA Credit Card; and
 - (2) Upon execution, the individual is acknowledging that they understand the requirements of using or extending APFA credit card and are aware of the personal responsibility associated with any unauthorized spending

M. ECONOMIC RESPONSIBILITY AND LIABILITY OF CARD HOLDERS

- 1. In the event it is deemed that a National Officer, or representative, has incurred unauthorized expenses, that individual will be held personally liable for those expenses.
- 2. If it is deemed that a National Officer or representative's unauthorized expenses rises to the level of abuse of fiduciary duty or fraud, that individual will be barred from serving in any official capacity with APFA for life.

Section 5 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2022-08-17 SBOD Mtg	Res. 2	5.L.	Revises language regarding individual cardholder liability
2022-08-17 SBOD Mtg	Res. 2	5.M	Adds new language for Economic Responsibility and Liability of Card Holders
2022 Conv.	Res. 8	5.C.8.a(2)	Change headcount from 1,000 to 900
2021 Fall BOD	Res. 4	5.C.4(c)	New language that if an individual does not attend a scheduled mtg or event, a PA or AR day shall be reversed but that an exception can be made
2021 Conv.	Res. 5	5.C.1.b	Updates b) that APFA shall guarantee member's originally-scheduled flight time pay and credit including pay for premiums positions, language and international overrides; adds language regarding PA pay prior to PBS closing and PA/AR pay after PBS closing
2021 Conv.	Res. 16	5.C.1.g	Adds new language that representatives required to attend a pre-planned meeting or event must utilize PA removals prior to PBS closing
2021 Conv.	Res. 5	5.C.1.c-f	Adds new language regarding AP/PA/AR pay per 5.C.2.a payment; payment protection; PA removal may claim MEA; AR removal may claim SAF
2021 Conv.	Res. 5	5.C.2	Changes paper bid to PPO or deletes the words paper bid
2021 Conv.	Res. 5	5.C.23	Updates language regarding trip removals and trip removals as a result of TTS.
2021 Conv.	Res. 17	5.C.8.a(2)	Changes headcount from 1300 to 1000
2021 Conv.	Res. 5	5.C.8.a(3)(c)	Changes paperbid to PPO
2021 Conv.	Res. 5	5.D.2.a(1) & (2)	Changes stretch to block
2021 Conv.	Res. 5	5.D.8 & 9	Changes cash converted to paid or payout; adds "provided for in the CBA, without premiums.
2021 Conv.	Res. 10	5.F.5 & 6	Amends and adds language on reimbursement of Business Related Meals; adds language for group meal expenses purchased with APFA issued credit card
2021 Conv.	Res. 5	5.G.1.b(1)(a)[1]	Deletes "mileage log" and adds electronically
2021 Conv.	Res. 11	5.G.1.b(2) & 5.H.4	Revises and adds language regarding reimbursement of fares for taxis, limo or rental car while conducting business at

			APFA; adds language to utilize APFA vehicles if at all possible; adds new section of car relocation and hotel while relocating
2021 Conv.	Res. 5	5.G.1.e(1)(b)	Adds National Officers
2021 Conv.	Res. 5	5.G.1.e(1)(f)	Deleted airfone
2021 Conv.	Res. 5	5.G.1.e(1)(g)[1][a]	Changes Live Chat Rep to Department Representative
2021 Conv.	Res. 12	5.H.2 & H.1.a	Updates language regarding costs for relocation and either using an APFA provided apartment or relocating
2021 Conv.	Res. 9	5.H.7	Revises and adds language to use of APFA apartments and furnishings, disposal of furnishings, storing of furnishings
2021 Conv.	Res. 15	5.I.10.a	Adds "last day" and "following the month"
2021 Conv.	Res. 5	5.I.1 & 2	Adds "electronically" and changes Weekly Activity Report to timesheet; deletes 2
2021 Conv.	Res. 5	5.I.5	Changes language regarding monthly expense report submission
2021 Conv.	Res. 5	5.I.8	Changes language regarding timestamps and approval
2021 Conv.	Res. 15	5.I.9.a,b & c	Amends language regarding when timesheets/expense reports are submitted and payment of; adds a Payment Schedule table
2021 Conv.	Res. 15	5.I.11	Adds new section of Time Limit for Submission of Timesheets
2021 Conv.	Res. 8	5.L	Adds new section on APFA Credit Card Policy
2020 Fall BOD	Res. 8	5.C.1.b	Change PA/AR daily rate from 6 to 5 hours
2020 Fall BOD	Res. 9	5.C.8.a	Change headcount number for full-month trip removal from 800 to 1300
2020 Fall BOD	Res. 14	5.G.1(e)(1)	Add new language regarding Headquarters' Dept Reps on full month trip removal be included for cell phone expenses not to exceed \$45/month and broadband up to \$50/month
2020 Fall BOD	Res. 17	5.I.7, 9 & 10	Language amending submittal of expense reports and timesheets for reps
2020 Conv.	Res. 3	5.K.2	Removes "attendance at Annual Convention..." language
2019-11-29 SBOD	Res. 13	5.C.8.a(3)	Language amended so that any trip removals in addition to the first full paper bid will be allocated to the rep. at his/her own base by the Base PR (rather than any additional paper bids after the first full paperbid be awarded to the Base VP), followed by mbrs at his/her base and finally

			reps at another base if necessary
2019 Fall BOD	Res. 2	5.C.9.a(2)	Remove DCA AA and DCA US from language for headcount purposes
2019 Fall BOD	Res. 2	5.D.2.a	Change language pertaining to vacation regarding hours paid
2019 Fall BOD	Res. 6	5.C.1.b	Add language pertaining to PA/AR days
2019-8-26 SBOD	Res. 3	5.C.2.a and 3.b	Change language to reflect that PPO bids shall be entitled to the same contractual bid max provisions outlined in the CBA
2019 Conv.	Res. 4	5.C.8.a.(2)	Change language from 750 FAs to 800 and add that calculation is subject to review and approval
2019 Conv.	Res. 4	5.E.4.c.(3)(a)	Add JCBA Specialist or Strategic Communications Specialist
2019 Conv.	Res. 4	5.G.1.e.(2)	Delete language regarding answering machines
2019 Conv.	Res. 6	5.D.15	New language the elected/appt full-time rep who has a schd conflict, may defer accrued vacation directly with the company with approval of 2 NOs but not to be used for routine business or meetings with the Co.
2018 Conv.	Res. 8	5.G.1.e.(1)	Add APFA Specialist or Live Chat rep for cellphone reimbursement
2018 Conv.	Res. 9	5.G.1.e.(1)(b)(7)	Add in-flight wifi to approved types of broadband for expense reimbursement
2017 Conv.	Res. 10	5.K.1	That new Base President/VP Training be completed prior to the beginning of the transition period for the Incoming New Base President/VP
2016 Fall BOD	Res. 6	5.G.1.e.(1)	Amend language regarding cell phone expenses and/or broadband
2016 Fall BOD	Res. 12	5.H.7	Revise language that outgoing NOs or Reps shall have the option of purchasing their apt furniture at fair market value or if not purchased, shall be sold through a consignment store. Anything not sold after six months will be donated to charity
2016 Conv.	Res. 7	5.C.9 & I.10.a	5.C.9 Replaces/amends language regarding headcount for trip removal budgets; 5.I.10.a amends/adds language that if last day of month the 3-month period falls on a weekend or holiday the expense report may be submitted the next business day
Fall 2015 BOD	Res. 15	5.C.1.b	Amend language regarding pay for conducting business on a day off and limit that pay to 4 days in a calendar month
2015-5-6 SBOD	Res. 4	5.C	Add language "PPO" and language regarding pay for working on days off; add language regarding APFA representatives entitled to minimum and maximum hours per month for PPO

2015-4-5 SBOD	Res. 4	5.H.3.a & 5.a	Amend language regarding permanent primary residency outside the DFW area and provide proof every year, for the duration of their term, regarding APFA provided apartment
2015 Conv.	Res. 3	5.B, D, I, & K	5.D.2.a, 5.D.3.a, 5.D.4.a and 5.D.5.a changes hours to 3.5 to reflect change in PVD pay; 5.B.1 delete "except that the late submission of expense reports shall not be the basis for an appeal;" 5.I.10.a removes "without appeal;" 5.K.1 adds "as soon as possible after the election has been certified by the NBC but no later than 10 days after the beginning of their term."
2014 Fall BOD	Res. 6	5.C.1	Amend language that any member in good standing elected or appointed to an official position is encouraged to retain up-to-date line qualifications
2014 Conv.	Res. 2	5.D.2 & 3.a	Change "three (3) hours" to "four (4) hours"
2013-6-21 SBOD	Res. 2	5.D.4.a	Amend language that a rep will be credited with 3 hours at the reps hourly rate of pay for each they are required to conduct APFA business on days encompassed by an unpaid leave of absence or Part Time, off-schedule portion
2013-6-21 SBOD	Res. 2	5.D.10-14	Amend language regarding vacation days
2013 Conv.	Res. 4	5.D.2.a	Adds "three (3)"
2013 Conv.	Res. 4	5.F.5	Adds "Business-Related"
2013 Conv.	Res. 4	5.G.1.a.(3)(a)	Adds "for APFA business use."
2013 Conv.	Res. 4	5.A.1.e.(1)(e)	Adds "either" and "or voice mail"
2013 Conv.	Res. 4	5.H.5.a	Adds "assuming their position"
2013 Conv.	Res. 4	5.I.10.a	Amends language that Expense reports submitted more than 3 months after the end of the calendar month in which they are incurred will be considered null and void, returned to rep submitting the report without appeal
2013 Conv.	Res. 6	5.C.8.a	That any future appointed interim NO will not be taken of AA payroll and will not accrue benefits in accordance with Sec 6.B of the PM, but will instead continue to accrue benefits as a regular line FA.
2012 Fall BOD	Res. 7	5.C.1.b	Adds "and international override," deletes "and/or"
2012 Fall BOD	Res. 7	5.C.1.c	Remove and renumber is applicable
2012 Fall BOD	Res. 7	5.C.3.a & b	Changes "ll trip" to "flying," changes language that maximum 75 hours shall

			apply to RSV line holder, ABVL line holder will receive maximum of the applicable monthly guarantee or actual removed AVBL trips and a 100 hour maximum will apply to any person holding a line other than RSV line holder
2012 Fall BOD	Res. 7	5.D.2.a	Removes "and the pre-vacation 48"
2012 Fall BOD	Res. 7	5.D.3	Changes four (4) to three (3)
2012 Fall BOD	Res. 7	5.F.1.a(1)	Amends language regarding MEA rates to match CBA
2011 Fall BOD	Res. 8	5	That language in Sec 5 be clarified and modified to represent the orig intention of Res #11 dated June 20, 2007 so that reps who are entitled to a full time removal and choose to paperbid for a full month will be reimb the incentive pay lost for OEs; those reps who do no paperbid the entire month or those reps who are not entitled to a full month removal will not be entitled to this reimbursement (no specifics given)
2011 Fall BOD	Res. 9	5.J.1.c	Amends language that "BC/VC are eligible for transition expenses as outlined in Sec 9.C.4 of PM
2011 Fall BOD	Res. 10	5.C.1.a	Amend language that any member in good standing may be removed from flight assignment(s) to participate in affairs of the APFA; such members requiring trip removal from flight assignment are encouraged to fly and should attempt to fly a minimum of one trip every rolling 6 month period
2011 Fall BOD	Res. 14	5.C.7.a	Amends language that "Any National Officer may authorize a trip removal except as provided in Section 5.A.2 and 7.E.2 of this PM
2011 Conv.	Res. 6	5.C.2	Amend language that if an APFA rep is entitled to a paperbid and is going to request trip-by-trip removals of the full-time equivalent of a paperbid, the rep is encouraged to take the paperbid unless it is being split with another APFA rep
2011 Conv.	Res. 7	5.C.8.a.(4)	New language "If a Base rep who is on full-time trip removal is called on by the SBA Dept to prepare for or testify in an arbitration filed by that base, any associated trip removal(s) shall be charged to the Base Budget
2011 Conv.	Res. 9	5.G.1.f(2)	Delete the word/reference to "typewriter"
2011 Conv.	Res. 11	5.G.1.g(3) & (4)	New subsection (c) be added to g(3) regarding cellular/mobile telephone expense reimb., the term "total bill" includes data-related expense fees, but does not include

			late charges, ring tone charges, games, international calling plans for those who are not an APFA rep but are part of a shared plan, or any charges not necessary for APFA business. Change caption on 5.G.1(g)(4) to be "Release of Liability"
2011 Conv.	Res. 16	5.K.2	Amend language that attendance at the Annual Convention of newly-elected Base Chairs and Vice Chairs prior to the beginning of their term will be charged to the BOD budget
2011 Conv.	Res. 18	5.E.4.c(1)(a)	Update SAF headcount chart to be effective April 1, 2012

SECTION 6

NATIONAL OFFICER SALARIES AND BENEFITS

POLICY STATEMENT: The APFA recognizes the sacrifices of a flight attendant when they become a National Officer. They relinquish a great deal of personal time to better the life of all APFA members. Flight attendants serving in any union position are held to a higher standard by our members. Our National Officers are, first and foremost, rank-and-file members serving the membership and as such shall be entitled to the same benefits as those afforded to our line flight attendants when they retire.

A. SALARIES

1. National Officers shall be considered salaried employees of the APFA and, as such, shall be entitled to annual salaries, payable semi-monthly.
 - a. The salary of the National President shall be equivalent to the highest purser flight attendant pay rates, including international override pay, for a flight attendant based on 116 hours monthly.
 - b. The salary of the National Vice President shall be equivalent to the highest purser flight attendant pay rates, including international override pay, for a flight attendant based on 110.5 hours monthly.
 - c. The salary of the National Secretary shall be equivalent to the highest purser flight attendant pay rates, including international override pay, for a flight attendant based on 105 hours monthly.
 - d. The salary of the National Treasurer shall be equivalent to the highest purser flight attendant pay rates, including international override pay, for a flight attendant based on 105 hours monthly.
2. Increase in salaries shall correspond with percentage increases and any lump sum payment(s) negotiated for the most senior Flight Attendant in the employ of AAL.

B. BENEFITS

1. Vacation
 - a. National Officers shall be entitled to thirty-five (35) days of paid vacation to be taken in each fiscal year while in office or the seniority respective vacation allowance s/he is contractually entitled to as a Flight Attendant, whichever is greater. This vacation allowance may be taken at the discretion of the National Officer, however, not more than fourteen (14) consecutive days may be taken at any one time.
 - b. National Officers should schedule their vacations so as to avoid the simultaneous absence of more than two (2) National Officers. In no case shall the National President and the National Vice President be on vacation simultaneously.

- c. At the end of a fiscal year, up to fourteen (14) days of any unused APFA vacation allowance, as provided in B.1.a. above, will be paid to the National Officer at a rate prorated on the National Officer's annual salary, as defined in 6.A above, for the period of APFA vacation allowance owed, less applicable state and federal taxes. If the National Officer is entitled to more than thirty-five (35) days vacation, up to twenty-one (21) days will be paid as stated above.
 - d. At the beginning of a term, the National Officer should be paid by the Company for any vacation allowance accrued as a Flight Attendant.
2. Retirement and Insurance
- a. The APFA will pay that portion of retirement and insurance normally paid by the employer if provision is made for employer payment under the applicable provisions of the Collective Bargaining Agreement covering the National Officers.
3. Sick Time
- a. Sick Leave
 - (1) The APFA will absorb the payroll costs associated with the absence of a National Officer due to minor illness or injury for up to eighteen (18) cumulative days per year.
 - b. Short Term Disability
 - (1) The APFA will absorb the payroll costs associated with the absence of a National Officer due to an incapacitating illness or injury for up to thirty (30) consecutive days.
 - c. Long Term Disability (LTD)
 - (1) Long Term Disability is defined as any medical absence in excess of thirty (30) consecutive days.
 - (2) Any National Officer in a disability status shall be paid LTD pay protection by the APFA in accordance with the following schedule:
 - (a) Full pay for the first thirty (30) days,
 - (b) three-quarters (3/4) monthly average of annual salary for the second thirty (30) days,
 - (c) One-half (1/2) monthly average of annual salary for the third thirty (30) days and thereafter, until a vacancy is declared and the National Officer position is filled.
 - (3) LTD pay protection shall begin after a thirty (30) consecutive day absence, pursuant to B.3.b. above.

- (4) All National Officers shall be required to obtain LTD Insurance during their terms of office. If available, such insurance should be obtained through the Company. If such insurance is not available through the Company, comparable insurance shall be obtained elsewhere. The APFA will absorb the costs of LTD Insurance premiums for those individuals.
 - (5) LTD pay protection shall be offset by any APFA-funded LTD insurance benefits, State Disability or Worker's Compensation benefits received by the National Officer.
 - (6) Prior to a National Officer completing one hundred and twenty (120) days of LTD, the Executive Committee shall review the circumstances of the absence and recommend to the APFA Board of Directors whether a vacancy should be declared for the position.
- d. Offset / Loss of Sick Time
- (1) At the end of each fiscal year, the APFA will provide each National Officer a lump sum payment to offset the loss of Company sick time that would otherwise have been credited to his / her Company sick bank account.
 - (a) The lump sum payment will be calculated according to the following formula: Annual salary, as defined in 6.A above, divided by 365 days (daily rate), multiplied by twelve (12) days per year.
 - (b) The yearly lump sum payment will be reduced by the daily rate cash value of one (1) day for each day used as a result of being on LTD status during that year and / or for each day used after the eighteen (18) cumulative days of sick leave during that year have been taken.
4. Retroactive pay
- a. Should the Collective Bargaining Agreement for the Flight Attendants in the employ of American Airlines contain a provision for retroactive pay, such retroactivity shall be applicable to National Officers and shall correspond to the retroactive pay of the most senior International Flight Attendant, consistent with A.2. above.
5. Profit sharing
- a. The APFA shall absorb the cost related to providing the National Officers with profit sharing when it is afforded to the Flight Attendants in the employ of American Airlines. Profit sharing shall be calculated at the National Officer's applicable Flight Attendant seniority and salary level.
6. Transition
- a. Transition for Incoming National Officers

- (1) Prior to the start of a term, newly elected National Officers shall be granted trip removal in accordance with Section 5 of this Policy Manual, so as to ensure a transition period for training and relocation. The transition period shall begin the day after the certification of the election by the NBC, or March 1 of the election year, whichever is later.

b. Transition for Outgoing National Officers

- (1) At the end of a term or consecutive terms, National Officers will be provided with one (1) month transition period.
 - (a) This transition period is not considered as a benefit of every term and will be offered only at the conclusion of a term or consecutive terms after which the outgoing National Officers will be relinquishing all duties and responsibilities of the position.
 - (b) This transition period shall be paid to the National Officers through the mechanism of pay continuance, if available, at his / her applicable rate of pay. The outgoing National Officers shall be afforded the opportunity to "paper bid" for the transition month.
 - (c) If pay continuance is not available, the APFA will provide the outgoing National Officers with a cash reimbursement equivalent to one (1) month's scheduled bid line pay or the guarantee, whichever is greater, at his / her seniority, less applicable state and federal taxes.
 - (d) The outgoing National Officers must be available throughout the transition to assist the newly elected / appointed person(s).
- (2) At the end of a term, the APFA will ensure that the departing National Officer is provided with the vacation time to which s/he would ordinarily be entitled as if the National Officer had been an active Flight Attendant for the previous and current calendar years. If the company does not provide the out-going Officer with the appropriate vacation allowance accrued for the previous and current calendar year the APFA will:
 - (a) The APFA will provide the departing National Officer with the appropriate Flight Attendant vacation by means of cash reimbursement at a rate prorated on the National Officer's annual salary, as defined in 6.A above, for the period of APFA vacation allowance owed less applicable state and federal taxes.

7. Reduction of salaries and / or benefits

- a. In the event of a short term strike, lockout, or economic instability within the APFA, the Executive Committee may, as it deems necessary and appropriate, temporarily reduce the salaries and benefits provided in Section 6 of this Policy Manual for the duration of the strike, lockout, or period of economic instability within the APFA.

(1) Such action shall not reduce salary and / or benefits of any National Officer to less than the guarantee of the highest paid International Flight Attendant as computed in accordance with the applicable provisions of the Collective Bargaining Agreement between the APFA and AAL.

b. In the event of a prolonged strike or lockout, the salary or benefits of any Officer or representative of the APFA may be reduced below the minimum specified in 7.a. above.

C. INTERIM NATIONAL OFFICERS

1. He / She will submit a paper bid in accordance with Section 5.C.8.a.(1) of the APFA Policy Manual and be paid the difference between their paper bid and the salary of their corresponding position in accordance to Section 6.A.1.a-d.
2. Benefits will continue to be paid by the company and not in accordance to Section 6.B of the APFA Policy Manual

D. LINE QUALIFICATIONS

1. Any member in good standing elected or appointed to an official position is encouraged to retain up-to-date line qualifications, subject to the provisions herein.

E. RESIGNATION OR RECALL OF A NATIONAL OFFICER

1. A National Officer who leaves office prior to the end of his/her term, such as resignation, or is recalled by the procedures prescribed in Article VIII of the APFA Constitution shall be provided the following:
 - a. Salary – Thirty (30) days of pay from the effective date of separation.
 - b. Unused Vacation – Paid out per APFA Policy Manual Section 6.B.1.c, prorated based on the months completed in the current fiscal year. In no case will the Officer be paid more than 14 days.
 - c. Retirement Contributions & Insurance Premiums – Paid until the end of the month of the effective date of resignation or recall.
 - d. Unused Sick – paid out per APFA Policy Manual Section 6.B.3.d, prorated based on the months completed in the current fiscal year. In no case will the Officer be paid more than 12 days.
 - e. Profit-Sharing – paid out per APFA Policy Manual Section 6.B.5, prorated based on the months completed in the current fiscal year.
 - f. Transition – will be provided one month transition period in accordance with APFA Policy Manual Section 6.B.6.b.
 - g. Relocation – if the National Officer relocated to DFW in accordance with Section 5.H, that National Officer will be entitled to relocation expenses in accordance with Section 5.H. The decision to relocate must take place within thirty (30) days from the effective date of separation.

2. In no case shall an outgoing National Officer receive benefits in excess of those specified within this Section 6 of the APFA Policy Manual.
3. Any and all agreements covered by this section shall not contain any limitation on disclosure to APFA members.

Section 6 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2021 Conv.	Res. 5	6.B.1.e	Move and make new Sec 6.B.6.b(2)
2021 Conv.	Res. 14	6.E	Adds new section regarding resignation or recall of a National Officer and what they are due; no limitation on disclosure to APFA members
2019 Fall BOD	Res. 2	6.B.1.c and e.(1) and 6.B.3.d.(1)(a)	Add language "as defined in 6.A above"
2016 Conv.	Res. 7	6.A.2	Removes the word International
2015-4-5 SBOD	Res. 5	6.B.6.b.(1)	Amend language that at the end of the term of National Officers will be provided with a one-month transition; delete Sec 6.C. Policy Statement be added to Section 6 that states National Officers are first and foremost, rank and file members serving the membership, and are entitled to the same benefits afforded to the line flight attendants when they retire.
Fall 2014 BOD	Res. 6	6.E	Amend language that any member in good standing elected or appointed to an official position is encouraged to retain up-to-date line qualifications
2014 Conv.	Res. 2	6.B.5.a	Delete "/Division Representative's"
2013 Conv.	Res. 6	6.D	That any future appointed interim NO will not be taken of AA payroll and will not accrue benefits in accordance with Sec 6.B of the PM, but will instead continue to accrue benefits as a regular line FA.
2012 Fall BOD	Res. 7	6.A.1	Amends language regarding the salaries of the President, VP, Secretary and Treasurer. President will be raised from 110 hours to 116 hours monthly including international override pay; VP will be raised from 105 hours to 110.5 hours monthly including international override pay; Secretary and Treasurer will be raised from 100 hours to 105 hours monthly including international override pay.
2012 Fall BOD	Res. 7	6.B.6.b(1)(d)	Amends language that outgoing National Officers must be available throughout transition
2011 Fall BOD	Res. 11	6.B.1	Amends language for NO Vacation; shall be entitle to 35 days of paid vacation, may take no more than 14 consecutive days; should schedule vacation so no more 2 officers are out of the office simultaneously; at the end of the fiscal year, up to 14 days of unused vacation will be paid at a rate prorated on the NO annual salary, if the NO is entitled to more than 35 days vacation, up to 21 days will be paid;

2011 Fall BOD	Res. 20	6.B.6.b(1)	Amends language that at the end of their term or consecutive terms, NO will be provided one month transition period provided they don't accept A5 travel passes as a retirement benefit
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SECTION 7

BUDGET / FINANCIAL POLICIES

POLICY STATEMENT: In furtherance of the objectives of the APFA the Board of Directors hereby adopts the following policies and procedures as a means of protecting the assets of the APFA by ensuring the use of sound budgetary practices.

A. COMPOSITION OF THE APFA BUDGET COMMITTEE

1. There shall be a minimum of four (4) permanent members of the Budget Committee.
2. The National Treasurer will chair the Committee and will be counted as a permanent member.
3. The Board of Directors will, in accordance with Article IX of the APFA Constitution, nominate and appoint the Budget Committee at the Annual Convention.
4. The National Treasurer may retain an accounting professional to assist and advise the Budget Committee.

B. RESPONSIBILITIES OF THE APFA BUDGET COMMITTEE

1. The Budget Committee will meet annually to review the financial status of the APFA and to prepare a proposed annual budget.
2. Not less than one-hundred and twenty (120) days prior to the end of the fiscal year, the National Treasurer shall provide a preliminary amount of the following year's budget appropriations to each representative responsible for a budget. Each National Officer, Base President, National Chair, National Specialist, or the heads of committees, as appropriate, shall electronically submit their proposed allocations for the amount provided no later than thirty (30) days prior to the Annual Convention.
3. The proposed annual budget must be completed and forwarded to the Executive Committee and the Board of Directors no less than thirty (30) days prior to the scheduled date of the Annual Convention.
4. The Budget Committee may meet periodically to review and propose adjustments to the budget as well as assist the National Treasurer in the preparation of the quarterly report pursuant to Article III, Section 6.E.(8) of the APFA Constitution.

C. "LETTING" OF CONTRACTS

1. In addition to the budgetary approval of the Board of Directors, a single expenditure estimated to exceed \$25,000, excluding payloss and other normal operating expenditures, shall require prior approval by the Executive Committee. Contracts for such expenditures shall be awarded following a sealed bid process.
2. Members may be given preference in the "letting" of contracts provided they meet all specified requirements and qualifications being sought.

D. SEEKING UNIONIZED PURCHASES / SERVICES

1. The APFA will support its fellow union brothers and sisters by seeking business purchases and services by those companies whose workers are represented by labor unions. Preference will be given to such companies. However, competency, quality, and cost will be considerations. If no such companies are available, the APFA may seek other choices in their purchases and services.

E. NEPOTISM / CONFLICT OF INTEREST

1. It is in the best interest of the APFA to avoid the potential of perceived or actual improprieties and conflicts of interests between the Flight Attendants, representatives and employees of the APFA and the vendors with whom the Union does business. To this end, the following policy is established:
 - a. When entering into agreements for goods and / or services, the appropriate Officer, or his / her designee, shall ask prospective vendors whether they have relatives or domestic partners who are APFA Flight Attendants, representatives or employees of the APFA, or employees of AAG or any of its subsidiaries.
 - b. Should a vendor who is related to or is a domestic partner of an APFA Flight Attendant, representative or employee of the APFA, or an employee of AAG or any of its subsidiaries, be retained to provide goods and / or services to the Union, the contracting Officer shall promptly advise the remaining members of the Executive Committee.
 - c. Any vendor discovered to have falsified information concerning his / her relationship with an APFA Flight Attendant, representative or employee of the APFA, or an employee of AAG or any of its subsidiaries, shall be subject to termination of his / her contract with the Union.
2. It is also in the best interest of the APFA to avoid the potential of perceived or actual improprieties and conflicts of interests between APFA Representatives and his / her spouse, domestic partner and / or family member. Under no circumstances shall any representative, in this position, provide sole approval for any APFA financial expenses.

F. BALANCED BUDGET

1. Pursuant to the requirements of Article IV, Section 4. D. of the APFA Constitution, the National Treasurer should recommend adjustments to the annual budget so as to maintain at all times a balanced budget.
2. When a headquarters or base budget is exceeded by twenty percent (20%) for a one (1) month period, a detailed explanation of the overage from the representative in charge of the respective budget will be reported via Board Packet to the Budget Committee, the Board of Directors and the Executive Committee. The representative will make every effort to bring their budget back in line in a two (2) month period.
3. The National Treasurer will be the designated National Officer to report the General and Administrative budget.
4. Pursuant to the requirements of Article III, Section 4.K.(14)b. of the APFA Constitution, the Executive Committee is deemed to be given prior approval by the majority of voting

Board of Directors to reduce base budgets by not more than ten percent (10%) under the following circumstances:

- a. Year-To-Date dues / fees revenue has not met budgeted revenue projections;
- b. All APFA departments, committees and functions will be subjected to an equal budget reduction, on a percentage basis;
- c. Such budget reduction is equal to and not more than, on a percentage basis, the actual reduction in projected revenue, adjusted to account for fixed costs which cannot be reduced; and
- d. The notification requirements of Article III, Section 4.K.(15) are met.

G. FINANCIAL STATEMENTS

1. Financial records may be accessed for viewing by members through their Base President or through the Office of the National Treasurer. These records are not for publication or distribution and are deemed confidential. No copies of financial statements or audits, other than those sent to the Board of Directors, Executive Committee and National Chairs, shall be distributed. The only exception to this section is that the annual audit may be published in whole or in part on the “members only” section of the APFA website. In addition, the “members only” section of the website may contain information on the financial status of the Union.

H. INSTITUTIONAL STOCK

1. The Association will maintain two hundred (200) shares of Company stock for institutional purposes whenever such stock is available. The future utilization of this stock will be directed by the APFA Board of Directors, as to be in the best interest of the APFA.

I. EQUITY CLAIM DECISION

1. The APFA Board of Directors will determine a process to sell, trade or exercise stock options that are awarded to APFA and the allocation of funds if appropriate.

J. PROCEDURES FOR THE COLLECTIONS OF FUNDS RELATED TO APFA REPRESENTATIVES OWNING NON-DUES RELATED MONIES OR APFA OWNED ASSETS

1. Current and future representatives of the APFA:
 - a. Should any representative of the APFA owe monies for any reason to the APFA, outside of dues assessments, the National Treasurer shall inform the individual in writing.
 - b. Should any representative of the APFA neglect to return an asset(s) to the Association, the National Treasurer shall quantify the amount the asset(s) are worth. The National Treasurer shall inform the individual in writing.
 - c. The representative must pay the amount owed, or make arrangements to pay the amount owned, within thirty (30) days receipt of the notice from the National Treasurer.

- (1) The representative may agree to deduction of wages from the representative's APFA paycheck or make other arrangements.
 - d. If no payment or arrangement of payment is made, the National Treasurer shall send the amount owed to a collection agency.
2. Representatives no longer employed with APFA:
- a. Should the individual no longer maintain employment with APFA and owes monies to the Association, the National Treasurer shall notify the representative in writing.
 - b. The individual must pay the amount owed, or make arrangements to pay the amount owed, within thirty (30) days receipt of the notice from the National Treasurer. If no payment or arrangement of payment is made, the National Treasurer shall send the amount owed to a collection agency.

Section 7 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2021 conv.	Res. 5	7.b.2	Changes language regarding budget appropriations and submitting proposed allocations for new budget
2021 conv.	Res. 5	7.f.2	Deleted
2021 conv.	Res. 5	7.f.3 & 5	Adds "base" and changes three (3) to one (1); changes 4.k.(15)b to 14)b
2021 conv.	Res. 13	7.j	Adds new section regarding procedures for the collections of funds owed APFA for non-dues related monies or APFA owned assets
2014 Conv.	Res. 11	7.l	Add new Section 7.l regarding Equity Claim Decisions
2013 Conv.	Res. 4	7.B.3	Adds "thirty (30)"
2013 Conv.	Res. 4	7.H.1	adds "Company" and "whenever such stock is available"
2011 Fall BOD	Res. 13	7.E.2	Amends language that it is in the best interest of APFA to avoid potential of perceived or actual improprieties and conflicts of interests between APFA Reps and his/her spouse, etc. Under no circumstances shall any rep, in this position, provide sole approval for any APFA financial expenses
2011 Fall BOD	Res. 21	7.F.2	New language shall replace existing 7.F.2 "When a base budget is exceed by 20% for a 3 month period, the overage will be reported to the Budget Committee. The BC will make every effort to bring their budget back in line in a 3 month period."
2011 Fall BOD	Res. 21	7.F.3.(3)	New language "When a headquarters budget is exceed by 20% for a 3 month period, a detailed explanation of the overage from the representative in charge of the respective budget will be reported to the Budget Committee, the Board of Directors/EC via Board Packet." The current language in Sec 7.F.3 will be labeled as Sec 7.F.5
2011 Fall BOD	Res. 21	7.F.3(4)	New language "The Treasurer will be the designated National Officer to report out on the General and Administrative Budget." The current language in Sec 7.F.3 will be labeled as Sec 7.F.5

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SECTION 8

HEADQUARTERS POLICIES AND GENERAL PROCEDURES

POLICY STATEMENT: In furtherance of the objectives of the APFA, the Board of Directors hereby adopts the following policies specific to the operation of APFA Headquarters (“HDQ”) and general procedures.

A. HEADQUARTERS HOURS AND SECURITY

1. Office Hours

- a. Normal HDQ office hours are Monday through Friday from 9:00 a.m. until 5:00 p.m. Central time, except for designated holidays.
- b. A reception desk will be staffed during normal office hours.
- c. At least one (1) National Officer should endeavor to be available at HDQ at all times during normal office hours.
- d. At least one (1) Scheduling and one (1) Contract Administration Representative-on-Duty should be available during normal office hours.

e. Holidays

- (1) HDQ shall be closed for the following holidays:

New Year’s Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President’s Day	Day After Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	

- (2) When a holiday falls on Saturday, it shall be observed on Friday. When a holiday falls on Sunday, it shall be observed on Monday.

2. Headquarters Security

- a. All members and visitors should sign in / out electronically at the reception desk.
- b. Building keys shall only be issued through the Office of the National Treasurer, who must keep a log of all keys issued.
- c. The National Officers shall ensure that the National Chairs and IT personnel are afforded access to their offices, the supply room, the copy room and the restroom after normal business hours.
- d. Access to the security system codes and building keys and access after hours to other individuals other than in c. above shall be determined by the National Officers with notification to the Board.

- e. No weapons are allowed at APFA Headquarters. A sign stating this policy shall be posted at the building entrance.

B. HEADQUARTERS ORIENTATION

1. Guidelines to business casual wear for Representatives and APFA Staff shall mirror what is required for non-revenue travel in a premium cabin per American Airlines policy.
2. The National Secretary, or his / her designee, shall have the responsibility of ensuring that any representative who is scheduled to work at HDQ for the first time has been briefed regarding general HDQ procedures and systems and has been supplied with all materials necessary for the work to be performed.

C. BUILDING AND GROUNDS

1. The Office of the National Treasurer shall be responsible for the arrangements and payment of mortgage or rent, taxes, utilities, insurance, maintenance and maintenance contracts and janitorial and landscaping services for HDQ.

D. AUTOMOBILES

1. Automobiles owned or leased by the APFA are to be used primarily to conduct official APFA business during normal business hours. After hours, they may be reserved on a first-come, first-served basis for the use of representatives who reside outside of the DFW metropolitan area.
 - a. Representatives / staff using APFA automobiles must hold a valid driver's license.
 - b. The registration and proof of insurance should be kept in the glove compartment of each automobile at all times.
 - c. APFA automobiles must be reserved and checked out through the receptionist during business hours.
 - d. If insufficient automobiles are available for use after hours by representatives who desire to use them individually, one car shall be allocated to each APFA department on a first-come, first-served basis for the shared use by representatives from that department, unless the parties involved mutually agree to an alternate distribution.
 - e. The Office of the National Treasurer shall be responsible for seeing that required routine or other maintenance is performed, as needed. Representatives should advise the Office of the National Treasurer of any needed repairs when returning an automobile.
2. A Regional Representative, whose residence city is outside the DFW metropolitan area, is authorized to incur car rental expenses when performing work at HDQ when automobiles owned or leased by the APFA are not available.

E. HEADQUARTERS STAFF

1. Compliance with Staff Contract / Work Orders / Job Assignments

- a. All APFA representatives shall ensure that all requests of the staff are made in compliance with applicable provisions of the Collective Bargaining Agreement between the APFA and UAW Local 129.
 - b. Representatives who need to have specific projects completed by one (1) or more staff members should request assistance by an APFA work order through the Office of the National Secretary or National Treasurer.
 - c. All APFA representatives must treat members of the HDQ staff with courtesy and in a professional, businesslike manner.
 - d. The Office of the National Treasurer will coordinate staff coverage and staff job assignments during office hours.
2. Staff Meetings
- a. The National Treasurer should convene general staff meetings on a regular basis.

F. CENTRAL OFFICE FILING SYSTEM / ARCHIVES

- 1. The APFA shall maintain a central office filing system to consolidate and centralize files. The central office filing system shall be secured from access by other than authorized individuals.
- 2. The APFA shall maintain Archives for the proper storage of historical material. The Archives shall be secured from access by other than authorized individuals.
- 3. The APFA National Secretary shall be responsible for the oversight of the filing system and of the Archives. The Historian shall oversee the day-to-day management of the Archives and shall coordinate the permanent collection, which resides at the University of Texas – Arlington.
- 4. Historian
 - a. The National Secretary, in consultation with the other National Officers, shall designate an APFA Historian who shall have the following qualifications:
 - (1) Be an archivist by degree or have an undergraduate degree with significant coursework in a related field such as Archive Management, Library Science, English or History; or
 - (2) Be detail oriented with excellent organizational, research, communication and computer skills and have worked for a minimum of six (6) months in the APFA Archives.
 - (3) Some knowledge of legal, confidential, intellectual property concerns and general knowledge of document management software is preferred.
 - b. The Historian shall be a non-political position.
- 5. The Historian shall be responsible for maintaining the Archives in proper order according to accepted current protocols and technologies.

6. With the exception of any physical materials which cannot be digitized, APFA shall maintain all documents in an electronic format using software which provides storage, searching, retrieving, and other productivity methods, according to acceptable current technologies standards.
7. Should there be any original physical materials present in the Archives which are needed by APFA personnel, the Historian shall be responsible for the checking out of and return of the materials.
8. Material which does not exist in the Archives in a digitized format may be checked out for the purpose of conducting research at HDQ.
9. Non-digitized material may not be removed from HDQ without prior authorization by the APFA Historian.
10. Copies of original files may be made by the Historian for the purpose of conducting research outside of HDQ. Such duplicate files must be checked out and returned through the APFA Historian.

G. APFA INFORMATION TECHNOLOGIES (IT) DEPARTMENT

1. Guidelines for Use of APFA Computer Systems
 - a. Access to APFA IT resources is directed by the APFA National Treasurer and managed by the APFA IT Department. The APFA National Treasurer shall review representatives who have signed the Code of Confidentiality and shall instruct APFA IT personnel as to who shall have access to which APFA resources.
 - b. Computers are acquired to increase the productivity of APFA representatives and not for the personal enrichment of APFA representatives. To that end, it is expected that APFA computers, peripherals, software and support services will only be used for APFA business.
 - c. All computer hardware, data and software purchased with APFA funds shall remain the sole and exclusive property of the APFA unless expressly released as APFA property by approval of the APFA National Treasurer.
 - d. At the end of a representative's term of office, all computer hardware, data and software are to be returned to the APFA or, at the direction of the APFA IT Department, to the representative's successor.
2. IT Department Personnel
 - a. The National Treasurer shall designate properly qualified personnel to manage, direct and maintain the APFA IT Department. The APFA IT Department shall:
 - (1) Maintain an inventory of APFA computers, peripherals and software with a value in excess of \$100.00. This inventory should include the location of the items and / or the person to whom the items are assigned along with the date of the assignment, the purchase date and receipt number of the item, the serial number of the item, as well as the vendor information including contact details for the items purchased;

- (2) Ensure that hardware and software compatibilities are reviewed by the APFA IT Department, thereby defining the compatibility requirements for any hardware to be purchased by / for the APFA;
- (3) Ensure that all scheduled back-ups, as required by G.10. below, have been successful, taking all necessary steps to resolve failed back-ups;
- (4) Issue access passwords to National Treasurer-approved representatives, staff, contract workers, and APFA volunteers, as necessary, and further ensure that these passwords are changed periodically, at least once every one hundred eighty (180) days;
- (5) Coordinate all requests for program and system changes as well as requests for new applications programs, with approval of the National Treasurer and the National Secretary;
- (6) Coordinate the hardware maintenance including periodic preventative maintenance at least as recommended by the equipment manufacturer or more frequently, as determined by the APFA IT Department;
- (7) Properly maintain documentation of the APFA internal network structure, user accounts, passwords and vendor accounts according to standard documentation protocol;
 - (a) All documentation shall be kept in a secure location that is approved by the APFA National Treasurer.
- (8) Secure the APFA computer network and / or data upon any perceived or verifiable breach of security. Then immediately notify the APFA National Treasurer, or in the absence of the National Treasurer, a National Officer.
- (9) The APFA Wifi passcode shall be reset on a periodic basis with a difficult password level so as to maintain the integrity of APFA's cyber-security. It is preferred that APFA requires a user authentication for Wifi use.

3. Hardware

- a. The APFA shall provide computers, with appropriate hardware connectivity, for each of the following:
 - (1) National Officers
 - (2) Regional Representatives
 - (3) Base Presidents and Base Vice Presidents
 - (4) National Chairs
 - (5) Up to five (5) laptop computers for use by the Ad Hoc Members of the Executive Committee

(6) Additional APFA representatives / personnel, as deemed necessary by the National Treasurer for the express purpose of conducting APFA business.

b. Should any of the above representatives determine that they prefer to use their personal computer, they shall notify the APFA National Treasurer. If a laptop was previously issued, the laptop, related equipment and all software provided or installed by APFA shall be returned to the APFA IT Department within thirty (30) days. If equipment and / or software have not been returned at the end of the thirty (30) days, the representative's expense reimbursement check will be held by APFA until the equipment and / or software has been returned or paid for.

(1) The National Treasurer shall inform the APFA IT Department of laptops that have been returned so that proper inventory can be maintained.

c. While it is recommended that extended warranties be maintained for all APFA network servers and major systems, extended warranties shall be based on recommendations by the APFA IT Department.

4. Software

a. All server operating software, computer operating system software and end-user software shall be upgraded as practicable; at minimum ensuring that APFA is never more than two full version numbers behind the most current version release, unless there is no successor software, or unless there is significant reason not to upgrade.

b. To ensure proper accountability, when practicable, original software disk(s) or downloaded software should remain with the APFA IT Department.

c. Software which is not licensed to the APFA and which is installed on any computer equipment which is owned by the APFA is expressly prohibited by APFA policy and applicable copyright laws.

d. The APFA IT Department shall perform diagnostics periodically and as needed to ensure that all APFA computer systems are free of known software viruses, malware, and / or network threats.

e. All software applications developed for the APFA should be designed, developed and implemented using structured methodologies.

f. Each computer in 8.G.3.a above shall be equipped with software programs applicable to the representative's responsibilities, including word processing and e-mail capability, as deemed appropriate by the APFA IT Department and in collaboration with the APFA National Treasurer.

5. Data

a. To protect the privacy of Flight Attendants and to ensure compliance with equal access provisions of the Landrum-Griffin Act, extracts (copies / partial copies) of the membership / Flight Attendant database(s), except for usual and ordinary reports, shall not be released to any party or parties without the express approval of the Executive Committee or Board of Directors.

- (1) The APFA National Officers have the authority to grant access to any APFA membership address list, mailing labels or mailing service which has access to the list or labels, provided that the recipient is a declared candidate for APFA union office as specified by the Landrum-Griffin Act.
- b. Data is an asset of the APFA and is to be managed and protected as befitting any APFA resource. Unauthorized destruction of APFA data and / or data files shall be treated as any other case of resource theft.
 - c. All databases maintained by / for the APFA should be as integrated, relational and normalized as is practicable to reduce maintenance costs, integrity errors and duplication of effort.
 - d. For every database utilized at APFA, a centralized repository of information about data such as meaning, relationships to other data, origin, usage, and format (a data dictionary, also known as a metadata repository) shall be created and maintained.
6. Purchase
 - a. All hardware purchased with APFA funds must meet the compatibility standards set out by the APFA IT Department. Exceptions to this policy can only be granted by the Executive Committee or Board of Directors.
 - b. To ensure compatibility with other software in use at APFA, any software purchased with APFA funds must be reviewed by the APFA IT Department. Software may only be purchased with the express approval of the National Treasurer and after consultation with the APFA IT Department.
7. Training on APFA Computer Systems
 - a. Base Presidents, Base Vice Presidents, Ad Hoc Members of the Executive Committee and National Officers will be provided training on the usage of computers on an as-needed basis.
 - b. The cost of computer and software training from an outside vendor will only be reimbursed with prior approval of two (2) National Officers.
8. Access
 - a. Access to APFA's internal network shall be secured using appropriate network log in credentials respective to the level(s) of network access related to that person's or position's requirements to network resources. A general access (i.e., guest log in) method will be maintained to allow access by any APFA representative doing any authorized business for the APFA to such tools as word processing, printing resources, calendar generators, general membership query, spreadsheets and any other general office use applications as determined by the APFA IT Department and the National Treasurer.

- b. The use of passcodes on non-sensitive documents and resources is discouraged. All passcodes used in applications with no master user override capability must be registered with the APFA IT Department. The APFA IT Department shall ensure that those passcodes are maintained in a secure location.
- c. Any “master passwords”, such as supervisory, system programmer / programming, etc., shall be maintained by the APFA IT Department. The APFA IT Department shall provide the APFA National Treasurer an up-to-date copy of said passwords. The APFA National Treasurer will keep those copies in a secure location, such as a safe deposit box or an on-premise fire safe.

9. Technical Support

- a. The APFA IT Department, or other designated third-party, shall provide support to APFA end-users for APFA-owned hardware and software. Support for hardware or software that is not the property of APFA shall not be provided by the APFA IT Department.
- b. The APFA IT Department shall use any tools necessary, at the discretion of the IT Department personnel, to provide the necessary support to the APFA end-user.
- c. Data on APFA laptops that is not related to APFA business is not the responsibility of the APFA nor of the APFA IT Department.

10. Data Back-ups

- a. The APFA IT Department shall perform periodic back-ups of all data on APFA computers.
 - (1) Back-ups shall be accomplished over-the-wire to a location off-site, as determined by the APFA IT Department with the collaboration and approval of the APFA National Treasurer, in a fire-resistant, water-resistant, and heat-resistant facility.
 - (2) All data on APFA servers shall be backed up weekly as a full back-up and daily as incremental back-ups.

H. APFA Legal Department

- 1. The APFA shall maintain a legal department that will, at minimum, consist of the following professionals to handle the legal matters for the APFA:
 - a. One (1) staff attorney specializing in and focused on but not limited to SBA, arbitrations, grievance matters;
 - b. One (1) staff attorney specializing in and focused on but not limited to general matters including but not limited to: litigation, financial audits, dues matters, Article VII charges, internal staff matters, etc.
 - c. One (1) legal assistant to support the needs of the APFA legal department.

2. Hiring
 - a. The National Officers shall collaborate during the interview process to determine the best candidate for an open position in the legal department.
 - (1) In accordance with APFA Constitution Article III, Section 6.B.(10), the National President shall have the authority to hire, retain or employ general counsel and / or other legal counsel for the APFA, subject to the approval of the Executive Committee.
 - (2) In accordance with APFA Constitution Article III, Section 6.C.(7), the National Vice President shall have the authority to hire, retain, and employ legal counsel as may be required to provide members with representation in the grievance and arbitration process, subject to the approval of the Executive Committee.
 - b. Candidates should have a background in labor matters.
3. The National Officers may adjust the duties and responsibilities of the legal department professionals according to individual skillsets and the department's overall workload.
4. The legal department professionals shall be non-political positions.

I. HEADQUARTERS SMOKING / NO SMOKING POLICY

1. Smoking at headquarters will be permitted in designated area(s) only.

J. GENERAL PROCEDURES

1. Hotel, Travel and Meeting Arrangements
 - a. Out of Town Travel Arrangements
 - (1) All Executive Assistants shall coordinate travel arrangements with the Office of the National Treasurer and ensure that proper accounting requirements and procedures are followed.
 - (2) The Executive Assistant of the National Officer or Chair under whose budget a function is to be performed should be responsible for making arrangements for hotel accommodations, auto rentals, meeting rooms and other related arrangements for that function.
 - (3) Representatives will be responsible for their own meal listings. Requests for Company-provided pass travel and any full-fare ticketing should be made through the office of the appropriate National Officer.
 - b. DFW Area Travel

- (1) Arrangements for travel that is to be provided by APFA Office Staff between HDQ and DFW Airport, or to other locations in the DFW area, must be made through the receptionist during office hours or through the Office of the National Treasurer when travel will be required after normal office hours. As much advance notice as possible should be given so that necessary arrangements can be made.
 - c. APFA Meeting Rooms
 - (1) Meeting rooms at APFA HDQ must be requested through the Outlook calendar.
2. Schedules / Calendars
 - a. The Office of the National Secretary shall create, maintain and regularly update a yearly calendar of scheduled APFA activities as developed by the National Officers and Executive Committee so as to ensure coordination and prevent overlap of activities and functions.
 - b. Each Regional Representative and National Chair should submit a preliminary monthly calendar to the Office of the National Secretary, as soon as possible, prior to the start of each month for distribution in the "Board Packets."
3. Office Supplies and Equipment
 - a. Office Supplies
 - (1) The Office of the National Treasurer is responsible for ordering office supplies for HDQ and Field representatives.
 - (2) Representatives using supplies from HDQ stock must sign out for those supplies before removing them from the storage locations.
 - b. Office Equipment
 - (1) Representatives must complete an APFA Purchase Order to receive prior authorization for the purchase of any single piece of office equipment costing one-hundred twenty-five dollars (\$125) or more.
 - (2) When practical, office equipment should be ordered through HDQ.
 - (3) The Office of the National Treasurer shall maintain an inventory of and records for all office equipment paid for by the APFA.
 - (4) At the time of purchase, representatives should send all warranty cards, guarantees and serial numbers to the Office of the National Treasurer, and retain one (1) copy for base files.
 - (5) The Office of the National Treasurer shall maintain a procedure to monitor the transfer of office equipment, when appropriate, between representatives in the field.

- (6) Arrangements for any maintenance contracts for APFA paid office equipment shall be coordinated through the Office of the National Treasurer.
- (7) Any stolen APFA property or equipment with an original value of over one hundred twenty-five dollars (\$125) should be reported to local authorities. Lost equipment should be reimbursed by the representative to the equivalent depreciated value as determined by the National Treasurer's department. Stolen equipment with accompanying police report will be replaced by the APFA.
- (8) Transition from Office or Position
 - (a) At the end of a representative's term, whether by election, appointment, resignation, or other reason, all APFA property as defined elsewhere in this Policy Manual must be transitioned to the successor or to APFA Headquarters within thirty (30) days. Shipping / delivery / mileage costs incurred in the transition of property will be reimbursed to the rep in accordance with Section 5 of this Policy Manual.
 - (b) Should any property of the APFA not be returned in accordance with Section 9.C.2. of the APFA Policy Manual, that representative will be personally responsible for the total cost of all equipment and supplies that were not returned.
 - (c) If equipment / supplies have not been returned at the end of thirty (30) days, the representative's final expense check will be held by the APFA until all equipment / supplies have been returned or paid for.
 - (d) If equipment / supplies have not been returned at the end of the thirty (30) days, the APFA will make cost-effective efforts to obtain return of, or payment for, the equipment / supplies.
 - (e) The value of the equipment will be calculated based on original cost minus depreciation.
 - (f) If items are not received in accordance with this section 8.1.3.b.(8), the procedures set forth in Section 7.J of this Policy Manual shall be followed.

Section 8 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2023 Conv	Res. 4	8.H.2.a.(1) & (2)	Clarify authority to hire attorney citing APFA Consitution
2022 Fall BOD	Res. 3	8.H	New language regarding the APFA Legal Department
2021 Fall BOD	Res. 4	8.A.1.d	Remove "at HDQ"
2021 Conv.	Res. 5	8.A.2.a	Adds "electronically"
2021 Conv.	Res. 5	8.B.1	Changes dress code to "non-revenue travel in a premium cabin per AA policy
2021 Conv.	Res. 5	8.G.2.a(9)	Add new language about changing the Wifi passcode periodically
2021 Conv.	Res. 5	8.I.1.c(1)	Changes the way to request meeting rooms
2021 Conv.	Res. 5	8.I.3.a(2)	Deleted
2021 Conv.	Res. 5	8.I.3.b(8)	New section regarding transition from Office or Position and equipment
2021 Conv.	Res. 5	8.I.3.b.(7)	New section regarding stolen or lost APFA property
2019 Fall BOD	Res. 2	8.B.1	Change language pertaining to dress code
2016 Conv.	Res. 7	8.F, 8.G.2.a.(4) and 8.G.3.a	Rewrite Section 8.F - Central Office Filing System/Archives; 8.G.2.a(4) changes 90 days to 180 days; 8.G.3.a amends language on who APFA shall provide computers to and language in subsequent sections regarding computer use, return of equipment and inventory, software and training on an as needed basis
2014 Conv.	Res. 2	8.B.1	Change "Coach dress code" to "First Class dress code"
2013 Conv.	Res. 4	8.G.2.a.(1)	Adds "along with the date of assignment, the purchase date and receipt number of the item, the serial number of the item, as well as the vendor information including contact details for the items purchased.
2013 Conv.	Res. 4	8.G.7.a	Adds "of the Executive Committee"
2011 Conv.	Res. 8	8.G	Multiple changes with no distinction of what was added/changed/deleted

SECTION 9

REGION AND BASE POLICIES

POLICY STATEMENT: In furtherance of the objectives of the APFA, the Board of Directors hereby adopts the following policies for the governance of Region, Base, and Field operations.

A. APFA REGIONS

1. As provided in Article IX, Section 4.B of the APFA Constitution, “In no case shall there be less than one (1) Regional Representative for each four thousand (4000) members, or fraction thereof, on the combined system seniority list(s) of all airlines whose Flight Attendant employees are represented by APFA.”
2. Each Region shall be given a number designation.
3. As provided in Article III, Section 6.C.(6), of the APFA Constitution, the National Vice President shall determine the specific base assignments of each Region.
4. The National Vice President shall notify the Board of the specific base assignments within each Region.

B. BASE REPRESENTATIVES

1. Article III, Section 7. of the APFA Constitution outlines the duties and responsibilities of base representatives. All representatives should endeavor to achieve a working knowledge of the APFA Constitution and all applicable Collective Bargaining Agreements negotiated by the APFA on behalf of its Flight Attendants.
 - a. Base President
 - (1) The Base President can best represent his / her base through good communication with the Base Council and Flight Attendants. In furtherance of this objective, Base Presidents should:
 - (a) Publish a Base Brief at least once every three (3) months and must forward copies to APFA Headquarters for distribution to the Board of Directors, Base Vice Presidents, Executive Committee, Regional Representatives and National Chairs (refer to Section 12.G. of this Policy Manual for additional information on Base Briefs);
 - (b) Update APFA base and / or operation bulletin boards on a monthly basis;
 - (c) Conduct regular council meetings for the purpose of providing current and accurate information, training and continuing education to council members;
 - [1] These meetings will also be open to all members of the base;

- (d) Encourage Flight Attendants to keep the APFA informed with copies of all reports they provide the Company, especially reports regarding health, safety, injury on duty, hotels and scheduling or other contract issues;
- (e) Keep Base Council Rosters current and updated on a regular basis in accordance with Section 3.B.2. of this Policy Manual;
- (f) Ensure that the Base Council Rosters are posted on the base / operation bulletin boards providing telephone numbers and voice mail extensions for those representatives listed;
- (g) Encourage all Flight Attendants to notify the APFA of any change of address, telephone number or base;
- (h) Return telephone calls from Flight Attendants at their bases quickly and address Flight Attendants' problems and concerns in a timely manner;
- (i) Notify Base Council Representatives as soon as possible of events affecting the APFA that may result in inquiries by the Flight Attendants at the base; and
- (j) Ensure the APFA lock-box is cleared at least once per week.

2. Base Vice President

- a. The Base Vice President is to assist the Base President in the discharge of his / her duties and to represent his / her base in the absence of the Base President.

3. Base Council Representative(s) (BCRs)

- a. Upon being elected or appointed to the position of BCR, a representative should be prepared to serve as the Base Representative of one of APFA's National Departments as provided in Section 13 of this Policy Manual and / or assume the responsibilities of a Dispute Representative. Once a Base Representative has completed the applicable orientation program, s/he should be listed on the Base Council Roster accordingly. Base Council appointments should include, but are not limited to the following:
 - (1) Communications, including:
 - (a) New Member Program
 - (b) Legislative / Government Affairs
 - (2) Dispute Representative(s): refer to Section 11 of this Policy Manual.
 - (3) Health Representative(s):
 - (a) AIDS Resource Network
 - (b) DOT Drug / Alcohol Testing Issues

- (c) Injury on Duty
- (d) Insurance / Benefits Issues
- (e) Maternity Issues
- (f) Professional Standards: refer to Section 13 of this Policy Manual.
- (g) Referral Representative(s): refer to Section 13 of this Policy Manual.

- (4) Hotels
- (5) Safety Representative(s)
- (6) Scheduling Representative(s)

4. Transition

a. Transition for Incoming Base Presidents

- (1) Prior to the start of a term, newly elected Base Presidents shall be granted trip removal in accordance with Section 5 of this Policy Manual, so as to ensure a transition period for necessary briefings from the outgoing representative and for base office preparations, including establishment of APFA-reimbursed telephone service.
- (2) The transition period shall begin five (5) days prior to the actual first day of the new term.

b. Transition for Outgoing Base Presidents

- (1) At the end of a term or consecutive terms (a base closure, displacement, or base transfer will be considered the end of the term), Base Presidents shall be provided with a ten (10) day transition period beginning on the first day of the contractual month.
 - (a) This transition period is not considered as a benefit of every term and will be offered only at the conclusion of a term or consecutive terms after which the outgoing Base President will be relinquishing all duties and responsibilities of the position.
 - (b) This transition period shall be paid in accordance with Section 5 of this Policy Manual and will be funded from the affected base budget.
 - (c) The outgoing Base President must be available throughout the transition to assist the incoming Base President.

c. Transition for Incoming Base Vice Presidents

- (1) Prior to the start of a term, newly elected Base Vice Presidents shall be granted trip removal in accordance with Section 5 of this Policy Manual, so as to ensure a transition period for necessary briefings from the outgoing representative and for base office preparations, including establishment of APFA-reimbursed telephone service.
 - (2) The transition period shall begin three (3) days prior to the actual first day of the new term and include one trip removal, if applicable.
- d. Transition for Outgoing Base Vice Presidents
- (1) At the end of a term or consecutive terms (a base closure, displacement, or base transfer will be considered the end of the term), Base Vice Presidents shall be provided with a five (5) day transition period beginning on the first day of the contractual month.
 - (a) This transition period is not considered as a benefit of every term and will be offered only at the conclusion of a term or consecutive terms after which the outgoing Base Vice President will be relinquishing all duties and responsibilities of the position.
 - (b) This transition period shall be paid in accordance with Section 5 of this Policy Manual and will be funded from the affected base budget.
 - (c) The outgoing Base Vice President must be available throughout the transition period to assist the incoming Base Vice President.

C. OFFICE SUPPLIES / EQUIPMENT

1. Office Setup and Maintenance
 - a. Base representatives shall be supplied / equipped with APFA property as necessary to supplement existing supplies / equipment at each office in accordance with the provisions of Section 5 of this Policy Manual.
 - b. Any stolen APFA property or equipment with an original value of over one hundred twenty-five dollars (\$125) should be reported to the local authorities. Lost equipment should be reimbursed by the representative to the equivalent depreciated value as determined by the National Treasurer's department. Stolen equipment with accompanying police report will be replaced by the APFA.
2. Transition from Office or Position
 - a. At the end of a representative's term, whether by election, appointment, resignation, or other reason, all APFA property as defined elsewhere in this Policy Manual must be transitioned to the successor or to APFA Headquarters within thirty (30) days. Shipping/delivery/mileage costs incurred in the transition of property will be reimbursed to the rep in accordance with Section 5 of this Policy Manual.

- b. Should any property of the APFA not be returned in accordance with Section 9.C.2. of the APFA Policy Manual, that representative will be personally responsible for the total cost of all equipment and supplies that were not returned.
- c. If equipment / supplies have not been returned at the end of thirty (30) days, the representative's final expense check will be held by the APFA until all equipment / supplies have been returned or paid for.
- d. If equipment / supplies have not been returned at the end of the thirty (30) days, the APFA will make cost-effective efforts to obtain return of, or payment for, the equipment / supplies.
- e. The value of the equipment will be calculated based on original cost minus depreciation.
- f. If items are not received in accordance with this Section 9.C.2, the procedures set forth in Section 7.J of this Policy Manual shall be followed.

Section 9 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2021 Conv.	Res. 5	9.B.4.b&d(1)	Adds "displacement, or base transfer
2021 Conv.	Res. 5	9.C.1.b	Adds new section regarding APFA stolen or lost property
2021 Conv.	Res. 5	9.C.2.f	Add new section regarding items not received in according with section 8.1.2.b(8)
2015 Conv.	Res. 3	9.B.4.d.(1)	Changes to number of days to 5 and deletes a portion of the language to make it consistent with the transition of the outgoing base president language
2014 Conv.	Res. 2	9.B.3.a.(1)(b)	Delete
2014 Conv.	Res. 2	9.C.2.a	Restore sentence that was deleted inadvertently "Shipping/delivery/mileage costs incurred in the transition of property will be reimbursed to the rep in accordance with Section 5 of this Policy Manual
2013 Conv.	Res. 4	9.C.4.b.(1)	Adds "ten (10) day"
2013 Conv.	Res. 4	9.C.4.b.(1)(c) and d.(1)(c)	Adds language to both "throughout the transition"
2013 Conv.	Res. 4	9.D.1.a	Amends language that Base Reps shall be supplied/equipped w/APFA property as necessary
2013 Conv.	Res. 4	9.D.2 and a.	Adds "or Position," "appointment," and "within thirty (30) days"
2012 Fall BOD	Res. 7	9.C.4.b(1)	Changes five (5) to ten (10)
2012 Fall BOD	Res. 7	9.C.4.b(1)(c)	Amends language to must be available throughout
2012 Fall BOD	Res. 7	9.C.4.(1)(d)[1][c]	Adds new [c] that outgoing Vice Chair must be available throughout transition to assist incoming Vice Chair
2011 Fall BOD	Res. 9	9.C.4.b(1)	Amends language that "at the end of term or consecutive terms, BC shall be provided with a 5 day transition period beginning on the 1st day of the contractual month
2011 Fall BOD	Res. 9	9.C.4.c(1) & (2)	Amends language regarding Transition for Incoming Vice Chairs to be granted a trip removal before the start of the term; the transition period shall begin 3 days prior to the actual day of the new term
2011 Fall BOD	Res. 9	9.C.4.d(1), (a) & (b)	Amends language regarding Transition for Outgoing Vice Chairs to begin at the end of their term with 3 days transition period beginning on the first day of the new contractual month and will include one trip removal; this is not a benefit of every term and will be offered only at the conclusion of

			the term or consecutive terms; transition shall be paid from the affected base budget
2011 Fall BOD	Res. 18	9.C.4.b.(1)	Amends language regarding outgoing transition for Base Chairs for five day transition period beginning on the 1st day of the new contractual month

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SECTION 10

APFA POLITICAL ACTION COMMITTEE

POLICY STATEMENT: In furtherance of the APFA objective to sponsor and support passage of legislation and appropriate regulations which may be beneficial to the Flight Attendant profession, the APFA hereby adopts the following policies for the governance of APFA political activities.

A. APFA POLITICAL ACTION COMMITTEE (PAC)

1. The APFA shall maintain a Political Action Committee (PAC) which shall be named "The APFA Political Action Committee (APFA PAC)," which shall operate in compliance with all applicable laws.

B. SUPERVISION OF THE APFA PAC

1. The National Treasurer shall supervise the operation of the APFA PAC and shall forward to the other National Officers and Executive Committee members all pertinent information related to the APFA PAC.

C. APFA LEGISLATIVE REPRESENTATIVE

1. The National President of the APFA shall, subject to the approval of the Executive Committee, retain a Legislative Representative whose responsibilities shall include:
 - a. Informing the National Officers and Executive Committee of pending or proposed legislation that may impact the Flight Attendant profession;
 - b. Advising the National Officers and Executive Committee of the names of candidates or potential candidates for state or federal office whose political views are supportive of the Flight Attendant profession; and
 - c. Recommending to the National Officers and Executive Committee that contributions from the APFA PAC be made to support the passage of legislation, and / or the election to office of candidates, so that the Flight Attendant profession is enhanced.

D. PARTICIPATION IN APFA PAC

1. Flight Attendants shall be encouraged to participate in the APFA PAC through direct contribution or payroll deduction.

E. ESTABLISHMENT OF THE APFA PAC ACCOUNT

1. The National Treasurer shall establish a separate PAC account on which checks may be written for the dispersal of PAC funds. Such PAC account shall have signature requirements in accordance with Article IV, Section 4.F. of the APFA Constitution.

F. DISPERSAL OF PAC FUNDS

1. The agreement of a majority of the National Officers shall empower the National Treasurer to disperse PAC funds.

2. The National Treasurer shall report to the Executive Committee the names of individuals or entities who have received PAC funds, the amounts contributed, the dates on which the contributions were made, and, upon request, the documentation supporting the contribution(s).

Section 10 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision

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SECTION 11

APFA DISPUTE RESOLUTION GUIDELINES AND GRIEVANCE PROCEDURES

POLICY STATEMENT: All Flight Attendants are entitled to use the dispute resolution procedures as set forth in the Collective Bargaining Agreement. It is the policy of the APFA to seek to resolve disputes as close to the point of origin as possible.

A. DETERMINATION OF MERIT

1. APFA Representatives should advise a Flight Attendant as to the relative merits of a dispute for a Notice of Dispute (NOD).

B. DISPUTE RESOLUTION GUIDELINES

1. Adhering to all phases of the dispute resolution process is fundamental to a successful resolution of a dispute.
 - a. NODs should be filed using the eNOD forms available to the APFA Representative and signed by the Flight Attendants; however,
 - (1) Base Presidents and Base Vice Presidents will have access to the eNOD forms via ULink. Representatives who have completed MemberLink training will have access to the eNOD forms.
 - (2) An individual may file a NOD using any format so long as the format contains the nature of the dispute, the remedy sought, the provision of the JCBA , policy or past practice, the date of filing, his / her signature as authorization, along with documents supporting the claim; and
 - (3) The signature authorization may be separate from the NOD form but must be submitted to the Company within the time limits governing such filing.
 - b. Flight Attendants are responsible for participating in the NOD process. Once a NOD is filed, the Flight Attendant must provide information to substantiate the dispute and contact APFA to schedule a hearing on the NOD. If the Flight Attendant does not provide supporting information, contact APFA to schedule a NOD hearing, or respond to attempts by APFA to contact the Flight Attendant via email and express letter delivery (signature required), the APFA may administratively withdraw the NOD.
 - c. Prior to filing a NOD and time permitting, the representative should:
 - (1) Get the facts by referring to the Reference Manual for specific criteria and information needs, and gather supporting documents.
 - (2) Get a Base Case Number by contacting APFA Headquarters, if possible, before actually filing the NOD to obtain a Base Case Number.

- d. File the NOD within the time limits required, referring to the Collective Bargaining Agreement (CBA) for specific time limit requirements. Be aware that a valid dispute, although well documented, can be denied because it was not filed within the required time limits.
- e. The resolution process should be followed as outlined in Section 30 of the Collective Bargaining Agreement:
 - (1) Initiate informal discussions / exchange of documents,
 - (2) Schedule DRC through base manager's office,
 - (3) Summarize issues on NOD form for facilitator,
 - (4) Hold / conduct a DRC.
- f. At the conclusion of a Dispute Resolution Conference (DRC), should the facilitator's recommendation be rejected, the NOD may be submitted to the Flight Attendant System Board of Adjustment (SBA) in accordance with the provisions of Section 31 of the Collective Bargaining Agreement (CBA).
- g. Once a NOD has become a grievance and is submitted to the SBA, it will be scheduled for hearing before the Three Member Board as outlined in Section 31.E of the CBA.
- h. The final decision as to whether the APFA will pursue the grievance or withdraw it shall rest solely with the APFA Grievance Review Committee, unless appealed to the Grievance Appeal Panel.
- i. The Grievance Appeal Panel is comprised of the Ad Hoc Members of the Executive Committee.
- j. Discharge Grievances shall be filed on APFA Grievance Forms by the Regional Representative in accordance with the provisions of Section 30 of the CBA.
- k. Upon conclusion of the First Level Hearing and submission to the System Board of Adjustment, the final decision as to whether the APFA will pursue the grievance or withdraw it shall rest solely with the APFA Grievance Review Committee, unless appealed to the Grievance Appeal Panel.

C. REPRESENTATION

1. During the Dispute Resolution Process or after the first level hearing for discharge grievances, the individual Flight Attendant may request and / or accept APFA representation, be represented by a person of his / her choosing, or represent himself / herself.
2. If a NOD becomes a grievance and is submitted to the SBA, a grievant has the right to be represented by a person of his / her choosing, to the extent provided herein. This applies to Discharge Grievances as well.
3. The APFA National Vice President will select and provide a union advocate to prepare and present the grievance at the Quarterly System Board or Discharge Arbitration level of the grievance process.

- a. If a grievant rejects all advocate(s) selected and proffered by the National Vice President, the grievant may be required to assume responsibility for all advocate costs, fees and expenses.
 - b. If a grievant rejects all advocate(s) selected and proffered by the National Vice President, the grievant may also be required to assume responsibility for all other costs, fees and expenses related to the preparation and presentation of the grievance. In such instance, at no cost to the grievant, the APFA will provide APFA members of the SBA.
4. Should the APFA determine, after the appeal process has been followed, that it is not in the best interest of the bargaining unit to pursue a discharge grievance to arbitration, the individual grievant will be afforded the opportunity to pursue his / her own case provided s/he assumes all related costs, fees and expenses of such action. In such an instance, at no cost to the grievant, the APFA will provide APFA members of the SBA. If the grievant notifies the APFA of his/her desire to proceed to arbitration at his/her own expense the following will apply:
- a. APFA will provide and pay for a Board Member(s).
 - b. The grievant will be fully responsible for the following costs:
 - (1) The grievant's individual costs
 - (2) Witness costs, hotel accommodations, non-employee travel costs
 - (3) Attorney's fees, subpoena fees if necessary
 - c. The grievant will be responsible for one-half (1/2) of the remainder of the arbitration costs including but not limited to:
 - (1) Arbitrator fees
 - (2) Arbitration hearing room costs
 - (3) Court reporter costs if transcripts are agreed to
 - (4) All other "joint" costs which do not solely benefit one party to the arbitration
 - d. After receiving notification that the GAP has upheld the decision to not sponsor the Grievant's termination to arbitration, the Grievant must formally notify the APFA, in writing, within thirty (30) calendar days, of the Grievant's intent to pursue their own case. If notice is not received by the APFA by this deadline, the termination grievance will be automatically deemed withdrawn.

- e. Within fourteen (14) days of receipt of the Grievant's intent to pursue their own case, APFA will notify the American Airlines Employee Relations Arbitration Unit office of the decision of the APFA not to sponsor the grievant's case and of the grievant's timely request to proceed to arbitration at their own expense. The American Airlines Employee Relations Arbitration Unit office will, in a confirmatory letter to the grievant, offer arbitrator dates and the names of the arbitrators on the APFA/AAL Arbitration Panel. The grievant shall select an arbitrator from the list of arbitrators by the date indicated in the Company's letter. If the grievant does not respond to the Company with the arbitrator selection by the response date specified in the confirmatory letter, American Airlines will consider the case withdrawn.
- f. APFA will maintain an escrow account and the grievant must remit to APFA a certified check in the amount of \$5000.00 no later than one-hundred twenty (120) days prior to the scheduled hearing date. If the hearing date is scheduled within one-hundred twenty (120) days, the grievant must remit the full \$5,000 deposit to APFA no later than seven (7) days after the day the hearing date is agreed to by the parties. Any additional costs will be billed and must be paid by the grievant prior to the decision of the arbitrator being released. Any overpayment will be refunded). The grievant will notify APFA at that time if he/she will be represented by an attorney, another representative or will represent him/herself.
 - (1) If the grievant fails to remit the \$5,000.00 certified check to the APFA no later than one-hundred twenty (120) days prior to the scheduled hearing date, American Airlines will consider the case withdrawn.

D. TRAINING

- 1. It is the policy for APFA representatives to complete a dispute resolution training program prior to filing NODs for Flight Attendants
- 2. APFA Base Presidents and Vice-Presidents must complete ULink training prior to filing NODs for Flight Attendants using the eNOD system. Newly elected representatives will be trained prior to assuming office. Appointed representatives will be trained as soon as practical.
- 3. APFA Base ADR Representatives must complete ULink training prior to filing NODs for Flight Attendants using the eNOD system.
- 4. It shall be the responsibility of the Base President to ensure that all APFA Representatives listed on the Base Council Roster as APFA "Dispute Representatives" have previously completed an APFA dispute resolution training program.

E. APFA MEMBERS OF THE SYSTEM BOARD

- 1. APFA members who are to serve on the SBA shall be selected by the National Vice President, subject to the approval of the Executive Committee. There shall be no restriction on the number of members selected.

F. LEGAL COUNSEL

1. The National Vice President shall determine, on a case by case basis, the need for legal counsel in the preparation and presentation of any grievance before the SBA.

G. ADVERSE NODS / GRIEVANCES

1. The Grievance Review Committee may determine that a NOD / grievance filed by any Flight Attendant is adverse and, therefore, not in the best interest of the bargaining unit.
 - a. Should a NOD / grievance be determined to be "adverse" in nature, the National Vice President of the APFA shall communicate in writing to the Flight Attendant(s), via email and express letter delivery (signature required); and
 - (1) Explain the Union's position in the matter, and
 - (2) Notify the Flight Attendant(s) of the APFA's intention to withdraw from the case.
 - b. To the extent necessary, members of the Grievance Review Committee, the Board or Executive Committee should work jointly to counsel the grievant and to explain the APFA's position on the issue.

H. GRIEVANCE REVIEW COMMITTEE (GRC) GUIDELINES

1. The APFA Grievance Review Committee shall consist of the following individuals:
 - a. The National Vice President; and
 - b. All Regional Representatives.
2. The National Vice President may enlist the assistance of additional members or representatives who can provide specific assistance or expertise at meetings of the GRC.
3. The National Vice President shall chair meetings of the GRC.
4. Members of the GRC shall meet each quarter to review cases that have been submitted to the SBA, to review and make a determination regarding the status of such cases, and to prepare those cases that are scheduled to be presented.
5. The National Vice President should take into consideration the recommendations of the GRC with regard to the disposition of a case. The determination to not sponsor a grievance to arbitration and / or to withdraw a case shall rest with the GRC, subject to review by the Grievance Appeal Panel at the grievant's request in accordance with Article III, Section 4.J.(11) of the APFA Constitution.

I. GRIEVANCE APPEAL PANEL

1. If the Grievance Review Committee determines that a grievance should be withdrawn or not sponsored to arbitration because it has no merit or is adverse to the best interests of the bargaining unit of the APFA or has been postponed pursuant to J.1.a. below, the grievant shall be notified via email and express letter delivery (signature required).

- a. The notification letter should be sent as far in advance of the meeting of the SBA as possible, so as to allow sufficient time for the appeal process as provided herein to be completed.
 - b. The SBA may be advised that the status of the grievance is "pending withdrawal" and the case may be postponed by the Union if the appeal process, as provided herein, is not completed in sufficient time to otherwise dispose of the case.
2. The notification to the grievant shall advise him / her that s/he may appeal the decision of the GRC to the Ad Hoc Members of the Executive Committee, acting as the Grievance Appeal Panel in accordance with Article III, Section 4.J.(11) of the APFA Constitution.
3. The notification letter shall inform the grievant of the time limit requirements of I.5. below.
4. The appeal must be made using a standard form that shall be enclosed with the notification letter and must be sent to the Grievance Appeal Panel in care of the Office of the National Vice President.
5. The grievant's appeal must be received by the APFA within thirty (30) days of the express letter delivery (signature required) notifying the grievant of the pending withdrawal.
6. The National Vice President should promptly forward any pending appeals to the Grievance Appeal Panel.
7. The Grievance Appeal Panel will convene to consider appeals on a date and at a time which coincides with the next regular meeting of the Executive Committee.
8. Prior to, during a recess of, or after each Executive Committee Meeting, the Grievance Appeal Panel shall meet to review and consider all appeals then pending. At that time, by consensus or formal vote, they shall make a determination to uphold or overturn the decision of the GRC.
 - a. If the decision of the GRC is overturned, the SBA shall be notified that the grievance will be pursued in accordance with established procedures and the grievant shall be so notified.
 - b. If the decision of the GRC is upheld by the Grievance Appeal Panel, the grievance shall be withdrawn from the SBA in accordance with established procedures and the grievant shall be so notified.
 - c. In the case of a discharge grievance, if the decision of the GRC is upheld by the Grievance Appeal Panel, the grievant shall be so notified and shall be given the opportunity to pursue the case at his / her expense, pursuant to C.4. above.

J. POSTPONEMENT OF CASES

1. The Union may notify the SBA that a case will be postponed for good cause.

- a. There shall be no restriction on the number of times that the Union may request postponement of a case on behalf of a Flight Attendant for reasons due to illness or injury, vacation, or other good cause.
- b. If, at the Quarterly System Board or Arbitration, a Flight Attendant grievance has been docketed for hearing, the grievant was notified in a timely manner of the date, time and location of the hearing, and the Union is prepared to go forward with the case, yet the case is postponed by the grievant for reasons other than those cited in J.1. above and / or if the grievant fails to appear as may be required for the hearing of the case, the Union may withdraw the grievance from consideration by the SBA.
- c. The Flight Attendant shall be notified regarding the procedures of J.1.a. and J.1.b. above at the time the case is submitted to the SBA.

Section 11 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2023 Conv	Res. 2	11.B.1.a.(2)	Add language clarifying filing a NOD with proper format additional information
2023 Conv	Res. 2	11.C.4.d & e	Add language regarding Grievant's responsibility to notify APFA of their intent to pursue their own case and APFA 's responsibility to notify AA
2023 Conv	Res. 2	11.C.4.f	Add language regarding Grievan'ts remittance of \$5,000 deposit
2023 Conv	Res. 2	11.H.5	Add language regarding determination of sponsoring a grievance
2023 Conv	Res. 2	11.I.1	Add "or not sponsored to arbitration"
2023 Conv	Res.2	11.I.3	Change I.4 to I.54
2023 Conv	Res. 2	11.I.8	Remove "regarding the withdrawal of the grievance"
2022 Fall BOD	Res 2	11.B.1.b, G.1.a. I.1 and 5	Adds language regarding email and express letter delivery (signature required) and removes certified mail, return receipt language
2022 Conv	Res. 9	11.B.1.b	Adds language regarding FAs participating in the NOD process
2021 Fall BOD	Res. 2	11.B.1.a & (1)	Add language regarding using eNOD forms
2021 Fall BOD	Res. 2	11.B.1.d,e,f and i	Update Article references to Section references
2021 Fall BOD	Res. 2	11.D.2 and 3	Add language regarding training
2021 Fall BOD	Res. 2	11.C.4.e and (1)	Change sixty (60) to one-hundred twenty (120)
2013 Fall BOD	Res. 5	11.C.4.d & e	Amends/adds language regarding arbitrator and grievant remittance of \$5,000 to APFA and timeline of that remittance
2013 Conv.	Res. 4	11.C.1	Adds "after the first level hearing"
2013 Conv.	Res. 4	11.C.4	Amends language regarding grievant notification to APFA of their desire to proceed to arbitration at his/her own expense. Additionally adds 11.C.4.a-e as regarding process of the procedure to continue to arbitration

SECTION 12

COMMUNICATIONS POLICIES

POLICY STATEMENT: Internal Communications are confidential. Every representative privy to such information is expected to maintain the integrity of said confidentiality. All communication from the APFA to Flight Attendants at large shall be intended to further the institutional interests of the Union. No publication may be used as a vehicle for the personal or political advancement of any representative or candidate. Communication from the APFA to Flight Attendants, the Company, and the public / press should delineate the APFA in a positive and unified fashion by supporting and endorsing the official position of the entity APFA as reflected in the decisions and directions of the APFA Board of Directors or the Executive Committee acting on behalf of the Board of Directors.

A. INTERNAL COMMUNICATION

1. Board Packets
 - a. A "Board Packet" will be e-mailed a minimum of twice a month to any representatives who do not have an office at headquarters.
2. Voice Mail
 - a. Voice mail extensions will be provided for the following representatives:
 - (1) The Executive Committee
 - (2) Regional Representatives
 - (3) Base Presidents
 - (4) Base Vice Presidents
 - (5) National Chairs
 - (6) Chairs of National Committees, if other than a National Chair,
 - (7) Office staff, and
 - (8) Special project or committee members.
 - b. At each base, one voice mail extension shall be allocated for the use of Professional Standards and Referral Representatives.
 - c. In the event a base has multiple Professional Standards / Referral Representatives, the Base President shall determine the policy by which the extension will be utilized, i.e., it may be shared by all or some of the base representatives or may be used by a single representative, depending on base needs as determined by the Base President.

- d. Due to the non-political nature of Professional Standards / Referral Representatives, the voice mail extensions will not be included in system all-call messages. However, a distribution list shall be created to be used at the National Health Chair's sole discretion.
 - e. Any person having a voice mail extension is prohibited from giving out his / her code to allow unauthorized access to the all-call system.
 - f. Any information or message provided on voice mail which can be accessed from outside the internal mechanisms and security protections of the voice mail system shall reflect the official position of the APFA as outlined in the Policy Statement above.
 - g. If a statement or message is posted on voice mail as a public message, and the content of said statement or message is deemed to fall outside the provisions of the Policy Statement, a good faith attempt to contact the representative who posted the statement or message will be made.
 - (1) If the message or statement discloses confidential, or attorney-client privileged information or is unlawful, no contact effort need be made before deleting the message.
 - (2) If the representative is unwilling to replace the statement or message with one acceptable under the Policy Statement, said statement or message may be deleted from the voice mail system by written authorization of any three (3) members of the Executive Committee.
 - h. Within twenty-four (24) hours, the National Secretary of the APFA or his / her designee will make all reasonable efforts to notify the APFA representative who posted the statement or message.
 - (1) At a minimum, that effort must include calling the representative at home, leaving a voice mail message, and / or sending notification by Federal Express.
 - (2) Within 24 hours of that notification, that APFA Representative may submit to the National Secretary a written request for immediate appeal of the deletion to the full Executive Committee.
 - (3) The National President, upon receipt of said appeal request, must call within 24 hours, to convene within 48 hours, a special Teleconference Meeting of the Executive Committee for consideration and vote on the appeal.
3. Base Council
- a. The Base President is responsible for keeping the Base Council apprised of Union activities.
 - b. Base Council meetings will be scheduled at the direction and discretion of the Base President. Council meeting dates should be posted on APFA bulletin boards and individual notices may be mailed to each Council representative. Council meeting dates may be published in SKYWORD.

- c. Items discussed at Base Council meetings are to be considered confidential in nature with respect to the privacy of a Flight Attendant's case files and / or situation.
4. Lock-Boxes
- a. An APFA lock-box should be provided by the Company at every base station.
 - b. The Base President or his / her designee is responsible for clearing the APFA lock-box on a regular basis (see SECTION 9B.1.a(1)(j)).
 - c. All mail deposited in an APFA lock-box should be forwarded to the appropriate representative, Chair or department for handling by a designated individual.
5. E-mail
- a. APFA Headquarters personnel, Base Presidents, Base Vice Presidents, Executive Committee members and National Officers will attempt to utilize e-mail to ensure expedient communication to each other for daily communications.
 - b. All representatives with access to e-mail will be responsible for checking their e-mail for Flight Attendant or APFA communication and information either daily or at the completion of trips.
 - c. Should assistance be needed with sending or receiving data, help will be provided through the APFA IT Department.

B. OFFICIAL PUBLICATIONS

1. The name of the APFA official publication shall be SKYWORD.
- a. The National Communications Chair is responsible for coordinating the publication of SKYWORD.
 - b. SKYWORD text, style, content and layout must be approved by a majority of the National Officers prior to publication to ensure compliance with APFA policy and positions.
 - c. The editorial content of SKYWORD, except for Letters to the Editor, an approved "guest editorial" or approved "pro / con" article, shall reflect the official position of the APFA as outlined in the Policy Statement above.
 - (1) The APFA reserves the right to edit any submission which is received for the purpose of publication in SKYWORD.
 - (2) Submissions to SKYWORD will not be considered if they are too long, libelous, defamatory, factually incorrect, in bad taste or incorrect with respect to a Collective Bargaining Agreement negotiated by the APFA.
 - d. SKYWORD may contain a section of "Letters to the Editor" which will reflect, to the extent reasonably possible, a variety of viewpoints and opinions consistent with normal editorial controls and restraints.

- (1) Any rebuttals to letters shall reflect the official position of the APFA.
 - (2) Letters to the Editor in excess of one-hundred (100) words may not be considered for publication.
 - (3) Letters to the Editor should be accompanied by a name, signature, address, telephone number and, if applicable, employee number and base. Anonymous letters will not be considered for publication.
 - (4) The name and, if applicable, the base of the contributor must be printed along with any Letter to the Editor that is approved for publication.
- e. All articles published in SKYWORD shall contain a “byline” naming the group / individual author(s) of the article, the position with the APFA, if any, and, if applicable, the base. Any article not otherwise attributed shall be considered written or contributed by the Editor.
 - f. SKYWORD will contain an overview from each Board of Directors meeting compiled from the official minutes of that meeting. The SKYWORD overview will have no editorializing of the resolutions or minutes, and the total vote (i.e., 19-0) will be printed with the resolution. Information described in this paragraph also may be published on APFA’s Website, instead of in SKYWORD.
 - g. Each issue of SKYWORD must include a current roster of the names, e-mail addresses, telephone numbers and voice mail extensions of the Executive Committee, Base Presidents, Base Vice Presidents, National Chairs and designated APFA Headquarters departments.
 - h. Each issue of SKYWORD should include an “APFA Communiqué” (return response card) that is postage paid by the APFA to solicit Flight Attendants’ comments and responses to issues affecting the APFA.
 - i. Any or all department(s) may include an annual Report in SKYWORD.
 - j. All advertising shall be located in the back pages of SKYWORD.
 - k. The APFA shall not accept advertising for SKYWORD which is for the purpose of promoting the political platform or candidacy of any individual or organization.
 - l. SKYWORD shall be provided to all Flight Attendants free of charge. Subscriptions to SKYWORD may be made available to others at a cost determined by the Executive Committee. A Flight Attendant in good standing at the time of retirement may request and receive a free subscription for a period of one (1) year, which may be renewed at one-half (½) the subscription rate thereafter.
 - m. SKYWORD shall not be provided to American Airlines management.
 - n. Each publication will be mailed to the membership each season that the National Communications Chair designates and will report to the board the designated month for each season.
 - o. Any information to be published in SKYWORD may instead be published on the “members only” section of the APFA Website.

2. The name of the smaller, less expensive official publication shall be SKYWORD EXPRESS.
 - a. The National Communications Chair as with the SKYWORD will determine style and layout.
 - b. The content of this publication shall not mirror that of the SKYWORD publication.
 - c. The SKYWORD EXPRESS may be a color cover, and whenever possible the content shall consist of black and white, using less expensive paper, as a cost savings measure.
 - d. SKYWORD EXPRESS will be published on an as-needed basis as determined by the National President, in an effort to disseminate timely information to our members.
3. Copies of SKYWORD and SKYWORD EXPRESS must be sent to the Board of Directors, prior to mailing to Flight Attendants.
4. Content of SKYWORD and SKYWORD EXPRESS must be approved by a majority of the National Officers before printing.

C. APFA WEBSITE

1. The APFA Website, APFA.org, will be an official form of communication for the APFA.
2. The National Communications Chair will maintain and be responsible for any information electronically disseminated to Flight Attendants after the information has been approved by a majority of the National Officers. This will include, but is not limited to, information on the Internet, web sites, e-mail, etc.
3. In the electronic media forum, the APFA strictly prohibits unauthorized use of the APFA name or logos associated with the APFA by all persons, whether a representative, common member, elected member, non-member or others, for individual purposes or for purposes other than those authorized by the APFA.
4. The APFA IT Department shall be responsible for appropriate security measures to prevent “hacking”, tampering or other misuse of official electronic messages or information created by the APFA.
5. The APFA website will be divided into “Members only” and “Non-Members” sections.
 - a. The “Non-Members” section of the APFA website shall include, but not be limited to, general information about APFA, public hotlines, press releases, and APFA elections.
 - b. The “Members Only” section shall require login to verify the Member is in Good Standing, and shall include access to all “Non-Member” content. Additional access shall include, but not be limited to, Minutes from all official meetings of the APFA Board of Directors and Executive Committee, the financial status of the Union and Negotiations Surveys.
6. Information contained on the APFA website shall be kept up to date with the most recent information. At a minimum, the National Communications Chair and the APFA

Web Content Manager shall convene bi-annually with each department to review and update content on the department head's respective page(s).

7. The APFA website shall at minimum include the following resources:
 - a. Information regarding APFA elections
 - b. CBA between employer and APFA
 - c. Seniority list
 - d. Base pages: base leadership, helpful contacts, base briefs, and other base specific resources
 - e. Information related to flight attendant bidding, scheduling, rescheduling, reserve, deadheading, hotels, pay protections, legalities, and other contractual related items.

D. HOTLINE

1. The APFA will establish an electronically-distributed "HOTLINE" message for the benefit and information of Flight Attendants.
2. HOTLINE text and distribution will be the responsibility of the National Communications Chair, except as otherwise provided in this Policy Manual.
3. The HOTLINE should provide a weekly update of APFA and industry news.
4. The HOTLINE shall provide notification of all meetings of the Board of Directors / Executive Committee from the scheduling of, to the conclusion of such meeting.
5. Balloting results will be announced on the HOTLINE by the APFA National Secretary or his / her designee, who should be a member of the National Balloting Committee (NBC), as soon as the information becomes available.
6. With the exception of balloting results, HOTLINE text must be approved by a majority of the National Officers prior to distribution.
7. With the exception of the balloting results, "HOTLINE" text must be emailed to the base Presidents and Vice Presidents APFA email accounts prior to the electronically-distributed "HOTLINE" message to the Flight Attendants.

E. NATIONAL MAILINGS

1. All national mailings will be sent to Flight Attendants at the direction and discretion of the Executive Committee or the Board of Directors.
2. Copies of all national mailings must be sent to the Board of Directors prior to mailing to Flight Attendants. The copy should be sent as far in advance as possible and may be sent by e-mail instead of regular mail.
3. The content of all national mailings must be approved by a majority of the National Officers before printing.

F. BASE / OPERATION BULLETIN BOARDS (“APFA BULLETIN BOARDS”)

1. Postings on APFA bulletin boards are the responsibility of the Base President or his / her designee.
2. All material posted on an APFA bulletin board must be approved by the Base President and must be in accordance with the current Collective Bargaining Agreement.
3. Notices written by APFA representatives must display the official APFA insignia, the date that it was posted and the name or initials of the representative who posted it.
4. The National Communications Chair may request a mandatory posting of information on all APFA Bulletin Boards. In such case, the text must be approved by a majority of the National Officers.
5. Attempts should be made to update APFA Bulletin Boards at least monthly.

G. BASE BRIEFS

1. Base newsletters published and distributed by APFA representatives at each base shall be called “Base Briefs”.
2. Base Briefs are the responsibility of the Base President or his / her designee.
3. Base Briefs should reflect a uniformity of format through the use of Base Brief “shell” stationery as provided by the National Communications Chair (see SECTION 13B.1.a(3)(a)).
4. Before publishing, either by traditional printing methods or by electronic conveyance, Base Briefs must be approved by two (2) members of the Executive Committee, one of whom must be a National Officer.
5. All Scheduling, Contract, Hotel, Safety & Security, Health, and Communication information contained in Base Briefs must be approved by the National Chair(s) or designee or the respective department(s).
6. The approval process shall be accomplished in no longer than 48 hours from the date received.
7. An attempt should be made to publish at least four (4) Base Briefs per year.
8. Base Briefs shall be distributed via Board Packets no later than the first available Board Packet e-mailing after distribution to the Flight Attendants at the affected base(s).
9. The approval process for the Base Brief is intended to ensure that all information is factual, in compliance with APFA Policy and procedures and reflects the official position of the APFA Board of Directors.
10. Style and subject matters will be at the discretion of the Base President or his / her designee.

H. PUBLIC / PRESS RELATIONS

1. The National President is the official spokesperson for the APFA.
2. The National Communications Chair will assist the National President in the preparation and dissemination of any statements or publications.
3. All official statements made to the public / press by representatives of the APFA in their official capacity must reflect the official position of the APFA. The text of any written statements, press releases, etc., must be approved by a majority of the National Officers.

I. NEW MEMBER PACKET

1. The National Communications Chair shall oversee the design and preparation of the New Member Packet which shall be approved by a majority of the National Officers prior to distribution.
2. The New Member Packet shall be prepared for distribution to new employees during their training program, as permitted by the Company.
3. The New Member Packet may contain, but is not limited to:
 - a. A message of introduction from the National President of the APFA;
 - b. The APFA Constitution;
 - c. An APFA membership pin;
 - d. A list of APFA telephone / voice mail contacts, e-mail addresses and APFA Website address.
 - e. Appropriate information from each APFA department or committee;
 - f. The most recent copy of SKYWORD;
 - g. An information letter from the Dues / Membership Department;
 - h. A change of address card; and
 - i. A Membership / Dues check-off card.

J. ACTIVIST COMMUNICATIONS PROGRAM

1. The objective of any Activist Communications Program ("ACP") shall be to encourage membership participation in the exchange of factual information regarding the activities of the APFA, with particular emphasis, for example, on factual information regarding the negotiations for the Collective Bargaining Agreement between the APFA and AAL.
2. An ACP shall be administered under the direction of the Communications Chair.
3. All APFA National Officers, Ad Hoc Members of the Executive Committee, Regional Representatives, National Chairs and Negotiators and all representatives listed on a Base Council Roster shall be deemed ACP Reps.

4. The Base President may choose additional ACP Reps from among his / her membership. It is recommended that the Chair choose additional ACP Reps of varying seniorities. All ACP Reps must be members in good standing.
5. ACP Reps will be identified by a distinctive pin which will also identify all APFA representatives, as provided in Section 2.C. of this Policy Manual. The design of the official pin, as approved by the APFA Board of Directors, will be that of the standard gold-tone membership pin set inside a gold circle to symbolize unity

K. USE OF APFA INSIGNIA OR LOGO

1. Any use of the APFA insignia or logo for any reason other than internal APFA use must first be approved by a majority of the APFA Board of Directors

L. APFA TOWN HALLS

1. National Virtual Town Halls
 - a. The APFA must conduct a national town hall at least twice per year hosted through a virtual provider such as Microsoft Teams.
 - b. The subject matter of the town hall should include relevant information such as negotiations updates, department updates, current issues, etc.
 - c. Members will be provided the opportunity to submit questions in advance of the meeting, during the meeting, or both.
 - d. The National Secretary, or their designee, will be responsible for coordinating the town hall including scheduling, hotlines, videography, and moderation of the town hall.
 - e. National Departments are encouraged to host virtual trainings for members
2. Base Town Halls
 - a. Bases are encouraged to host base town halls either in person, virtual, or with a hybrid option. The virtual provider should be the same used for National Town Halls
 - b. The subject matter of the town hall should include relevant information related to the base.
 - c. Members will be provided the opportunity to submit questions in advance of the meeting, during the meeting, or both.
 - d. The Base President, or their designee, will be responsible for coordinating the town hall including scheduling, hotlines, videography, and moderation of the town hall. The National Secretary will assist in carrying out these duties if requested.

Section 12 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2023 Conv	Res. 4	12.C	Change Title to "APFA Website" and move rest of old title to number 1.
2023 Conv.	Res. 4	12.6 & 7	Add language requiring a bi-annual webpage review for updates to pages and required pages on website
2022 Conv.	Res. 4	12.L	Adds new language regarding APFA Town Halls
2021 Fall BOD	Res. 4	12.G.6	Replace five business days with 48 hours
2021 Conv.	Res. 5	12.A.2.b	Deleted
2021 Conv.	Res. 5	12.C.4.a	Adds "press release, and APFA elections."
2019 Conv.	Res. 4	12.C.4	New language regarding "Non-Members" and Members Only" sections of the APFA website
2016 Conv.	Res. 7	12.A.5.a	12.A.5.a added "National Officers" to paragraph; 12.B.2 minor grammar correction
2015 Fall BOC	Res. 8	12.D.7	Add language that with the exception of balloting results, "hotline" text must be emailed to Base Presidents and VPs email accounts prior to the electronically-distributed "hotline" msg to the FAs
2015-5-6 SBOD	Res. 8	12.D.4	Add language that notification of all meetings of the BOD and/or EC shall be provided via the APFA Hotline
2014 Conv.	Res. 2	12.J	Change InfoRep Program to An ACP; change "InfoReps" to "ACP Reps"
2013 Conv.	Res. 4	12.A.1.a	Adds "emailed"
2013 Conv.	Res. 4	12.A.2.h	Amends language regarding public messages posted on voice mail and the content of that recorded message if it falls outside the provisions of the Policy Statement
2012 Fall BOD	Res. 3	12.D & 13.B.1.a(4)(b)	Amends language from recorded/recording to electronically distributed or distribution
2011 Fall BOD	Res. 22	12.B	New language regarding Official Publications and SKYWORD and SKYWORD EXPRESS
2011-4-21 SBOD	Res. 2	12.J.2	Amended language the InfoRep Program be under the direction of the Comm Coord
2011 Conv.	Res. 9	12.B.7	Delete 19.O

SECTION 13

NATIONAL ADMINISTRATIVE DEPARTMENTS / COMMITTEES / CHAIRS AND REGIONAL REPRESENTATIVES

POLICY STATEMENT: Providing Flight Attendants and representatives with access to information, continuing education and training on the specific aspects, as well as accepted and / or disputed interpretations, of Collective Bargaining Agreements are among the fundamental objectives of the APFA. To meet these objectives, the Board of Directors has established national administrative departments and corresponding committees to provide an effective means of offering this service to the Flight Attendants. National departments and committees are established by the Board to function in concert with the Flight Attendants, the Base Councils, the National Officers and the Executive Committee so as to foster communication, cooperation, strength and unity within the APFA.

A. GENERAL

1. An administrative department and, where applicable, a corresponding national committee, is established by the APFA Board of Directors, as provided herein, for the purpose of providing a specific and necessary service to the Flight Attendants of the APFA.
2. A department is charged with the responsibility of providing such specific and necessary service, including training and continuing education, and is empowered to act as a conduit of information between the Flight Attendants and the Board on matters related to the work of the department.
3. The scope of activity and day-to-day operation of the departments are of sufficient importance to the APFA so as to warrant the designation of:
 - a. A National Chair who will function as the head of the administrative department and chair any corresponding national committee;
 - b. A National Committee, where applicable, comprised of the National Chair and five (5) National Representatives; and
 - c. Base representatives who shall be listed on Base Council Rosters, as appropriate, indicating a specialty or as having knowledge or expertise in an area encompassed by the function of a department / committee.

B. ADMINISTRATIVE DEPARTMENTS

1. The following APFA departments will function under the direction of a National Chair, assisted, as necessary and applicable, by members of any corresponding national committee. Where noted, the BCRs who serve as base representatives should be listed on Base Council Rosters.
 - a. Communications Department
 - (1) National Chair

- (a) In addition to the general duties of a National Chair as provided in 13.B.1.g., the National Communications Chair will administer the Communications Department in accordance with the policies and procedures established in Section 12 of this Policy Manual;
 - (b) Coordinate with vendors, appropriate APFA representatives and Headquarters staff regarding the production schedule for all national mailings so as to ensure timely publication and distribution;
 - (c) Coordinate with the Executive Committee, National Chairs and other appropriate APFA representatives so as to ensure consistency of purpose regarding all public positions of the APFA on any issue;
 - (d) Cause industry, other labor publications and items of specific or general interest to be collected, maintained and / or circulated to appropriate departments / committees and / or representatives; and
 - (e) Coordinate videotaping of Executive Committee meetings in accordance with Section 4.A.1.b. of this Policy Manual.
- (2) SkyWord
- (a) Function as the Editor of SKYWORD per Section 12.B. of this Policy Manual.
 - (b) Administer the SKYWORD advertising program and provide the National Treasurer with copies of all advertising contracts.
 - (c) Forward APFA communiqués or other letters to the appropriate individual for consideration and / or response.
 - (d) Distribute advance copies of SKYWORD as available to members of the APFA Board of Directors, Base Vice Presidents and, if required by contract, advertisers and contributors.
- (3) Base / Operations Briefs
- (a) Provide Base Presidents with base brief “shell” stationery so as to maintain a uniformity of graphic design among the various bases.
 - (b) Assist Base Presidents, as requested, with production and preparation of base briefs.
- (4) APFA Hotline
- (a) Gather and research information and prepare the text for the HOTLINE.

- (b) Ensure that the HOTLINE is distributed on a regular basis, at least once per week, or as otherwise directed by the National President.
- (5) New Member Program
- (a) Coordinate revisions to the New Member Packet with applicable vendors and APFA representatives.
 - (b) Coordinate and keep current a suggested New Member Orientation Program to be used by APFA representatives who are able to attend an orientation meeting provided as part of the Company's training.
 - (c) Coordinate and keep current a suggested New Member Orientation Program to be used by base representatives who attend Company Base Indoctrinations.
 - (d) Coordinate with base New Member Representatives regarding programs and publications to address the needs and concerns of new members.
 - (e) Provide Base Presidents / appropriate administrative departments with new-hire base assignment lists.
 - (f) Ensure that a monthly base headcount from the Company is distributed to Base Presidents / appropriate administrative departments.
- (6) Activist Communications Program ("ACP")
- (a) Serve as a member of the ACP Rep Steering Committee.
 - (b) Assist the National Officers and Executive Committee with all aspects of the ACP Rep Program.
 - (c) Coordinate all aspects of the ACP Rep Program between the Steering Committee and base ACP Reps.
- (7) Public / Press Relations and Advertising
- (a) Coordinate the publication and distribution of press releases and other official Union statements.
 - (b) Cultivate media contacts to assist the APFA in presenting a positive and professional image to the public, the Company and Flight Attendants.
 - (c) Coordinate all APFA activities with public relations and / or advertising agencies, as appropriate, when such agencies are retained by the Union to assist with media contacts.
- (8) Legislative / Government Affairs

- (a) Coordinate all aspects of communications and public relations efforts regarding the promotion of legislative and / or other governmental initiatives between the Office of the National President, the Executive Committee, the APFA Political Legislative Representative, appropriate legal counsel and base governmental affairs representatives.
- (9) Electronic Media
 - (a) Maintain and be responsible for any information electronically disseminated via APFA's Website to Flight Attendants per Section 12.C.
- b. Contract Department
 - (1) The Contract Department shall monitor adherence to the Contract between the APFA and AAG plus other agreements reached between the parties. This department will also monitor all policies and procedures which affect Flight Attendants, including but not limited to:
 - (a) Family Leave
 - (b) Jury Duty
 - (c) Retirement
 - (d) Seniority
 - (e) Training (other than Recurrent Training / RDTs)
 - (f) Travel / Pass Benefits
 - (g) Cover and staff the Contract Desk at APFA Headquarters.
 - (2) National Chair
 - (a) In addition to the general duties of a National Chair as provided in 13.B.1.g., the National Contract Chair will coordinate with base representatives, the Office of the National Vice President and all APFA administrative departments and committees to monitor Company practice and compliance with non-scheduling provisions of the Collective Bargaining Agreement; and should:
 - [1] Assist the Office of the National Vice President and Base Presidents in compiling and analyzing information obtained from Base Dispute Representatives and the Contract Department so as to monitor Company practice and compliance with respect to miscellaneous general discipline issues and Company policies, including the Attendance Policy, Company's disciplinary policy, etc.;

- [2] Closely coordinate activities of the Contract Department with those of the Scheduling Department; and
- [3] Coordinate coverage and staffing of the Contract Desk at APFA Headquarters with the Office of the National Vice President.
- [4] Coordinate staffing of Live Chat with the National Scheduling Chair.

(3) Contract Desk

- (a) The Contract Desk will be the responsibility of the Contract Chair and will be staffed by Contract Administration Representatives on Duty (CARDs).

- [1] Coverage / Staffing

- [a] Each day Headquarters is open, at least one (1) CARD must be on duty.
- [b] If scheduling two (2) representatives to serve as CARDs, an attempt should be made to ensure that a less experienced CARD will be working with a more experienced CARD.
- [c] Representatives serving as CARDs should be advised that in accepting a CARD assignment, they are presumed to be accepting the obligation to perform work for the APFA for the number of days required for the completion of the assignment, for example, a full work week as approved by the National Contract Chair.
- [d] Whenever possible, representatives serving as CARDs should be scheduled for a one (1) month commitment.
- [e] Base Presidents, Base Vice Presidents and BCRs who have completed a Contract Department orientation training program are encouraged to volunteer for service as a CARD.

- [2] Duties of the CARD

- [a] Each CARD will log all incoming and outgoing calls in Unionware.
- [b] Unionware will be used to maintain a record of all questions called into Headquarters and how each was answered.

- [c] The name, base, employee number and telephone number of the caller as well as a notation of the question and response given, should be documented and forwarded to the appropriate Base President upon request.
- [d] Calls of an urgent or emergency nature should be immediately forwarded to the appropriate individual.
- [e] The CARD should use all available resources to fully document a file, should a situation warrant further action beyond the assistance provided by the CARD.
- [f] The CARD should encourage Flight Attendants to take an active role in the problem solving process by asking the Flight Attendant to refer to his / her own contract when applicable.
- [g] The CARD should give accurate information to the Flight Attendants. When a situation presents itself that cannot be resolved through reliance on the Contract or other resources, or means of dispute resolution, the National Contract Chair should be consulted.
- [h] Should it be determined that a situation may warrant further action at a base level, such as the filing of a NOD, the CARD should refer the caller to his / her Base President.
- [i] The National Contract Chair may incorporate additional duties for the CARD in the course of developing administrative guidelines for the Contract Administration Department

(4) Live Chat

- (a) The National Contract and Scheduling Chairs will coordinate staffing for Live Chat.
- (b) Hours of availability will be communicated to the membership via hotlines.
- (c) The National Contract or Scheduling Chairs will provide the Base Presidents with a calendar of who is working Live Chat and the hours for which they are responsible, upon request.
- (d) The National Contract or Scheduling Chairs will keep a log of all transactions and provide the name, base, employee number and telephone number of the Flight Attendant logging into Live Chat, with a notation of the question and response given, and

forward that information to the appropriate Base President, upon request.

- (e) Transactions of an urgent or emergency nature should immediately be referred to the Flight Attendant's Base President or Base Vice President for assistance.
- (f) Live Chat Representatives should use all available resources to fully document a situation that warrants further action beyond the assistance provided by the Live Chat Rep.
- (g) The Live Chat Representative should encourage the Flight Attendant to take an active role in the problem solving process by asking the Flight Attendant to refer to her / his own contract when applicable.
- (h) The Live Chat Representative should give accurate information to the Flight Attendants. When a situation presents itself that cannot be resolved, the Live Chat Rep should refer the Flight Attendant to the appropriate Base President or Base Vice President and provide the caller the contact information for her / his Base Representatives.

c. Health Department

(1) National Chair

- (a) In addition to the general duties of a National Chair as provided in 13.B.1.g., the National Health Chair will:

- [1] Coordinate with base representatives and administer all aspects of the following APFA programs:

- [a] Referral Program,
- [b] Professional Standards,
- [c] AIDS Resource Network (ARN).

- [2] Coordinate with base representatives to monitor Company practice and compliance with respect to issues including and related or similar to the following:

- [a] Life and Health Insurance / Benefits,
- [b] DOT Random Drug Testing and Alcohol Testing,
- [c] Maternity,
- [d] IOD Procedures and Benefits.

- [3] Coordinate with Employee Assistance Program (EAP) Specialist regarding the following responsibilities:

- [a] Referral Program;
- [b] DOT Random Drug and Alcohol Testing;
- [c] Mental Health; and
- [d] Critical Incident Stress Debrief (CISD), including the coordination of any and all related and required training for base representatives, and coordination and administration of any and all company, DOT and or other regulatory policies and procedures that fall within this department.
- [e] Coordinate with Base Representatives to organize a method of response by the APFA, in the event of a natural disaster, and civil unrest, so as to provide assistance by the APFA Health Department and the Employee Assist Program (EAP) for Flight Attendants / Base Representatives in the affected area / impacted base.

[4] Qualifications for EAP Specialist

- [a] In order to be eligible for appointment as the EAP Specialist, the member must have either or both of the following qualifications:
 - {1} three (3) years minimum EAP experience and have either an EAP Certification or a Drug and Alcohol Certification or both; and / or be in the process of obtaining said certification, and / or
 - {2} be a Licensed Clinical Social Worker (LCSW) and / or a Licensed Clinical Professional Counselor (LCPC)

[5] Professional Standards Rep

- [a] Provide confidential service offering our members the opportunity to resolve conflicts or concerns with co-workers without management involvement.
- [b] Coordination of any and all related and required training for base representatives.

(2) Base Representatives (BCRs)

(a) Professional Standards Representatives (PSR)

[1] The PSR provides an avenue for members to solve both professional and personal problems without the involvement of the Company. Members should be encouraged to call the PSRs to facilitate resolutions to conflicts with co-workers and / or if they are experiencing personal problems that could negatively affect their employment with the Company. The goal of PSRs should be to help correct problems before the Company becomes involved.

[a] Prior to being listed on a Base Council Roster as a PSR, the representative must have completed the orientation program presented under the supervision of the National Health Chair.

[b] The role of the PSR should be that of a “mediator” as opposed to being a “judge” when attempting to resolve disputes between co-workers.

[c] The PSR must keep all calls confidential unless the assistance of a Referral Representative is thought to be needed.

[d] PSRs should not be Dispute Resolution Representatives or otherwise represent Flight Attendants at meetings with the Company that might result in the Flight Attendant receiving disciplinary action.

[e] The names and telephone numbers of all PSRs at the base should be posted on the APFA Bulletin Board.

(b) Referral Representative

[1] Because of the sensitive nature of the APFA Referral Program, the base Referral Representative (s) shall be appointed by the Base President and must be confirmed by the National Health Chair.

[2] Base Referral Representatives must have attended and completed the orientation program, as established by the National Health Chair, for Referral Representatives.

[3] If the Referral Representative is recovering from an addiction, s/he must have attended the meetings of a “twelve step” program for a minimum of eighteen (18) months.

- [4] If the Referral Representative is not recovering from an addiction, s/he must have successfully completed a minimum of six (6) credit hours of higher education in the field of addiction from any accredited school or university, or the equivalent, at the discretion of the Chair.
- [5] The Referral Representative must keep all information obtained by virtue of his / her position completely confidential within the Referral Program and the APFA System Board of Adjustment.

d. Hotel Department

(1) National Chair

- (a) In addition to the general duties of a National Chair as provided in 13.B.1.g. below, the National Hotel Chair will coordinate with base representatives to monitor Company practice and compliance with respect to layover hotel accommodation standards, security, ground transportation at layover cities, and Flight Attendant crew lounges; and should

- [1] Accompany, or designate a qualified member of the National Hotel Committee, to accompany the Company representative on layover hotel review trips and site inspections;

- [2] Recommend improvements to the Company regarding hotels and transportation based on site reviews and Flight Attendant feedback; and

- [3] Monitor U.S. Department of State travel advisories and distribute, as needed, to the appropriate APFA representative(s) and for publication in SKYWORD or on the APFA website.

- (2) The base Hotel Representative should be prepared to answer Flight Attendant questions regarding layover hotels/ transportation.

- (a) Prior to being listed on a Base Council roster as a Base Hotel Representative, the BCR must have completed the orientation program supervised by the National Hotel Chair.

- (b) Base Hotel Representatives are encouraged to maintain up-to-date knowledge of hotel/transportation changes.

e. IOD Department

(1) National Chair

- (a) In addition to the general duties of a National Chair as provided in 13.B.1.g. below, the National Injury On Duty Chair will:

- [1] Maintain reference materials for all Worker' Compensation programs in States in which we have flight attendant bases.
- [2] Maintain the APFA IOD Packet, a reference packet outlining the rights of injured workers, and outlining the process for injured workers
- [3] Train and support base IOD Representatives, and coordinate with the Base Presidents the responsibilities of the base IOD Representatives.
- [4] Advocate on behalf of APFA members with the Workers Compensation Administrator and American Airlines.
- [5] Act as second level resource for Base IOD Representatives for complicated issues.
- [6] Coordinate with base representatives and administer applicable aspects of the following APFA programs:
 - [a] Referral Program,
 - [b] Professional Standards.
- [7] Coordinate with base representatives to monitor Company practice and compliance with respect to issues including and related or similar to the following:
 - [a] IOD Procedures and Benefits
 - [b] IOD Providers and vendor availability
 - [c] Health Insurance / Benefits
- [8] Coordinate with Employee Assistance Program (EAP) Specialist regarding the following responsibilities:
 - [a] Referral Program;
 - [b] Professional Standards;
 - [c] Mental Health; and
 - [d] Critical Incident Stress Debrief (CISD), including the coordination of any and all related and required training for base representatives, and coordination and administration of any and all company, DOT and / or other regulatory policies and procedures that fall within this department.

f. Safety / Security Department

(1) National Chair

(a) In addition to the general duties of a National Chair as provided in 13.B.1.g. below, the National Safety / Security Chair will coordinate with base representatives to monitor Company practice and compliance with respect to aircraft, crew, passenger and cabin safety, natural disasters, civil unrest, and Company safety procedures; and should:

- [1] Respond on behalf of the APFA, at the direction of the National President, to proposed government regulations, requests for public comment and legislative and / or other governmental initiatives;
- [2] Organize a method of response by the APFA in the event of serious aircraft accidents or incidents so as to provide representation for Flight Attendants at post-accident / incident debriefs and investigations by agents of the Company and / or government;
- [3] Contact Flight Attendants who participate in minor accidents / incidents to request copies of reports and related documentation;
- [4] Maintain a listing of all reported accidents and incidents and distribute as part of the summary reports to the Executive Committee and Board of Directors; and
- [5] Provide the APFA archives with current applicable governmental rules and regulations affecting safety / security issues.
- [6] Coordinate with Base Representatives to organize a method of response by the APFA in the event of a natural disaster, and civil unrest, so as to provide assistance for Flight Attendants / Base Representatives in the affected area / impacted base.

(b) Base Representatives (BCRs)

- [1] The Base Safety / Security Representative should be prepared to answer Flight Attendant questions regarding layover hotels/transportation.
- [2] Prior to being listed on a Base Council as a Base Safety / Security Representative, the BCR must have completed the orientation program supervised by the National Safety / Security Chair.
- [3] Base Safety / Security Representatives are encouraged to maintain up-to-date knowledge of safety changes.

g. Scheduling Department

(1) National Chair

(a) In addition to the general duties of a National Chair as provided in 13.B.1.g. below, the National Scheduling Chair will coordinate with base representatives to monitor Company practice and compliance with scheduling and related provisions of Collective Bargaining Agreements negotiated by the APFA; and should

[1] Coordinate the maintenance of the following scheduling documentation:

[a] Open time, reserve, option II, make-up, availability and critical coverage lists,

[b] Base bidsheets and monthly bid results,

[c] Vacation, Leave of Absence and Part-Time bid proffer results,

[d] Transfer notices and lists, proffer notices and awards, and base headcounts as provided by the Company;

[2] Oversee the use of SABRE computer terminals and hardware located in the Headquarters Scheduling Department; and

[3] Coordinate activities of the Scheduling Department with those of the Contract Department.

[4] Coordinate staffing of Live Chat with the National Contract Chair.

(2) Scheduling Representatives on Duty (SRODs)

(a) Coverage / Staffing

[1] The National Scheduling Chair is responsible for coordinating coverage and staffing of the Scheduling Desk(s) at APFA Headquarters with the Office of the National Vice President.

[a] If scheduling two (2) representatives to serve as SRODs, an attempt should be made to ensure that a less experienced SROD will be working with a more experienced SROD.

[b] Each day that Headquarters is open at least one (1) SROD must be on duty.

- [c] Representatives serving as SRODs should be advised that in accepting a SROD assignment they are presumed to be accepting the obligation to perform work for the APFA for the number of days required for the completion of the assignment, for example, a full work week as approved by the National Scheduling Chair.
 - [d] Whenever possible, representatives serving as SRODs should be scheduled for a one (1) month commitment.
- (b) Base Presidents, Base Vice Presidents and BCRs who have completed a National Scheduling Department orientation training program are encouraged to volunteer for service as a SROD.
- (c) Duties of the SROD
- [1] Each SROD will log all incoming and outgoing calls in Unionware.
 - [2] Unionware will be used to maintain a record of all questions called into Headquarters and how each was answered.
 - [3] The name, base, employee number and telephone number of the caller, as well as a notation of the question and response given, should be documented and forwarded to the appropriate Base President upon request.
 - [4] Calls of an urgent or emergency nature should be immediately forwarded to the appropriate individual.
 - [5] The SROD should use all available resources to fully document a file should a situation warrant further action beyond the assistance provided by the SROD.
 - [6] The SROD should encourage Flight Attendants to take an active role in the problem solving process by asking the Flight Attendant to refer to his / her own copy of the Contract, when applicable.
 - [7] The SROD should give accurate information to the Flight Attendant. When a situation presents itself that cannot be resolved through reliance upon the Contract or other resources, or means of dispute resolution, the National Scheduling Chair should be consulted.
 - [8] Should it be determined that a situation may warrant further action at a base level, such as the filing of a

NOD, the SROD should refer the caller to his / her Base President.

[9] The National Scheduling Chair may incorporate additional duties for the SROD in the course of developing administrative guidelines for the Scheduling Department.

(3) Base Representatives (BCRs)

(a) The Base Scheduling Representative (s) should be prepared to answer Flight Attendant questions in the area of scheduling.

[1] Prior to being listed on a Base Council Roster as a Base Scheduling Representative, the BCR must have completed the orientation program supervised by the National Scheduling Chair.

[2] Base Scheduling Representatives are encouraged to work the Scheduling Desk at APFA Headquarters.

(4) Live Chat

(a) The National Contract and Scheduling Chairs will coordinate staffing for Live Chat.

(b) Hours of availability will be communicated to the membership via hotlines.

(c) The National Contract or Scheduling Chairs will provide the Base Presidents with a calendar of who is working Live Chat and the hours for which they are responsible, upon request.

(d) The National Contract or Scheduling Chairs will keep a log of all transactions and provide the name, base, employee number and telephone number of the Flight Attendant logging into Live Chat, with a notation of the question and response given, and forward that information to the appropriate Base President, upon request.

(e) Transactions of an urgent or emergency nature should immediately be referred to the Flight Attendant's Base President or Base Vice President for assistance.

(f) Live Chat Representatives should use all available resources to fully document a situation that warrants further action beyond the assistance provided by the Live Chat Rep.

(g) The Live Chat Representative should encourage the Flight Attendant to take an active role in the problem solving process by asking the Flight Attendant to refer to her / his own contract when applicable.

- (h) The Live Chat Representative should give accurate information to the Flight Attendants. When a situation presents itself that cannot be resolved, the Live Chat Rep should refer the Flight Attendant to the appropriate Base President or Base Vice President and provide the caller the contact information for her / his Base Representatives.

h. National Chairs

(1) Job Description

- (a) Function as the administrative head of an administrative department;
- (b) Chair any corresponding national committee;
- (c) Maintain a working knowledge of the APFA Constitution, this Policy Manual and applicable Collective Bargaining Agreements as negotiated by the APFA, and / or Company policy as applicable;
- (d) Remain in compliance with resolutions of the Board of Directors or Executive Committee regarding the functions of the department / committee; and should:
 - [1] Conduct orientation training programs for Base Council Representatives:
 - [2] Compile a Representative Guide detailing specific aspects / requirements of the national department / committee, if applicable:
 - [3] Submit the Representative Guide to the Executive Committee for approval:
 - [4] Cause the Representative Guide to be distributed to the Board of Directors and others as deemed appropriate by the National Chair or the Executive Committee:
 - [5] Cause a monthly informational update to be prepared outlining current and anticipated activities of the department:
 - [6] Oversee regular training and continuing education programs for committee members:
 - [7] Cause the monthly information update to be distributed to all Base Council Representatives of the national department, Regional Representatives, the Board of Directors and the Executive Committee:

- [8] Make recommendations to the APFA Executive Committee and Board of Directors regarding the area or function administered by the National Chair:
- [9] Distribute copies of any Unionware information generated by the department to those Base Presidents requesting such information:
- [10] Represent the APFA in the National Chair's area of specialty in meetings between the APFA and the Company, in lobbying efforts to promote the passage or adoption of legislation and / or other governmental initiatives:
- [11] Cause the department / committee files to be maintained at APFA Headquarters as a resource for APFA representatives:
- [12] Coordinate the activities of the APFA Headquarters department / committee with appropriate base representatives:
- [13] Assist the Regional Representatives and Grievance Review Committee as required in the preparation and presentation of cases before the System Board of Adjustment:
- [14] Represent the APFA as an expert witness before the System Board of Adjustment:
- [15] Assist Base Presidents and other council representatives to carry out their duties:
- [16] Prepare an article for publication in every issue of SKYWORD; and
- [17] Prepare a quarterly summary report for the Executive Committee and deliver the report in person or in writing at the quarterly meeting.

(2) Meetings with the Company

- (a) In official meetings with the Company, the National Chair will ensure that at least one other member of the national committee, or another APFA representative, is in attendance. Official meetings that are not on hotel property do not constitute hotel reviews.

(3) Qualifications for Appointment as National Chair

- (a) The qualifications for appointment as a National Chair with the APFA are defined in Section 3.D.1. of this Policy Manual.

(4) Transition for National Chair(s)

- (a) Transition for Incoming National Chair(s)
 - [1] Following the Executive Committee’s confirmation and prior to the effective date of the appointment, incoming National Chair(s) shall be granted trip removal in accordance with Section 5 of this Policy Manual, so as to ensure a transition period for training. The transition period shall begin on a time and date determined by the National President. In no case shall this transition be less than seven (7) days prior to the effective date of the appointment.
- (b) Transition for Outgoing National Chair(s)
 - [1] At the end of a term or consecutive terms, National Chair(s) shall be provided with a fourteen (14) day transition period, which can be extended for up to an additional fourteen (14) days at the discretion of the National President.
 - [a] This transition period is not considered a benefit of every term and will be offered only at the conclusion of a term or consecutive term(s), after which the outgoing National Chair(s) shall be relinquishing all duties and responsibilities of the position.
 - [b] This transition period shall be paid in accordance with Section 5 of this Policy Manual and shall be funded from the affected budget
 - [2] The outgoing National Chair(s) must be available throughout the transition period to assist the incoming National Chair(s).

i. National Committees

(1) Composition

- (a) All APFA national committees established pursuant to paragraph A. above, with the exception of the Joint Scheduling Committee, shall be comprised of the National Chair and five (5) national representatives.
 - [1] Is listed as a current Base Council Representative of the national department, or is from the membership at large, and will bring to the committee a certain level of knowledge, expertise, experience and / or aptitude;
 - [2] Is recommended for appointment to the committee by the National Chair; and

- [3] Is approved for appointment to the national committee by the National President.
- (b) The Joint Scheduling Committee shall be comprised of the National Scheduling Chair and five (5) National Representatives. The National Representatives shall include one (1) representative from each of the five (5) regions and one (1) representative from the System Board of Adjustment.
 - [1] The five (5) regions are as follows:
 - [a] BOS, DCA, SFO
 - [b] LAX, LGA, MIA
 - [c] ORD, PHL
 - [d] DFW
 - [e] PHX, CLT
 - [2] Appointments to this committee require that:
 - [a] Each representative is listed as a current Base Council Representative of the national department, or is from the membership at large, and will bring to the committee knowledge, expertise, experience and/or aptitude.
 - [b] Each regions representative is recommended by the National Scheduling Chair and approved by the National President.
 - [c] The System Board of Adjustment representative is appointed by the National Vice President.
- (2) Responsibilities of Representatives
 - (a) The primary responsibility of national committee representatives is to assist the National Chair in the furtherance of the goals and objectives of the APFA.
 - (b) National committee representatives may be requested to participate in training and continuing education programs.
 - (c) National committee representatives may be called upon to assist the National Chair in the performance of his / her duties.
 - (d) National committee representatives may be called upon to participate in meetings of the committee or with the Company, and / or to assist in the training of Base Council Representatives.

- (3) Presidential Oversight
 - (a) The activities of APFA national committees shall be overseen by the National President.

j. Base Representatives (BCRs)

- (1) Each Base President should endeavor to ensure that at least one (1) member of the Base Council is appointed to serve as the representative of each department of the Base Council.
- (2) BCRs who are designated as Base Council Representatives of national departments must complete an orientation program, as provided for in Section 3.C. of this Policy Manual, prior to being listed on a Base Council Roster as a representative from any national department.
- (3) Elected BCRs who have not yet completed the required orientation program for any national department shall be listed on the Base Council Roster as a “Council Representative”.
- (4) Pursuant to the APFA Constitution, Article III, Section 7.K., BCRs shall endeavor to provide expertise and assistance to the Flight Attendants at their base with respect to their areas of responsibility.

C. REGIONAL REPRESENTATIVES

- 1. The APFA Regional Representative is defined according to the APFA Constitution, Article IX, Section 4.

a. Transition for Incoming Regional Representatives

- (1) Following the Executive Committee’s confirmation and prior to the effective date of the appointment, incoming Regional Representatives shall be granted trip removal in accordance with Section 5 of this Policy Manual, so as to ensure a transition period for training. The transition period shall begin on a time and date determined by the National Vice President. In no case shall this transition period be less than seven (7) days prior to the effective date of the appointment period.

b. Transition for Outgoing Regional Representatives

- (1) At the end of a term, outgoing Regional Representatives will be provided with a fourteen (14) day transition period, which can be extended for up to an additional fourteen (14) days at the discretion of the National Vice President.
 - (a) This transition period is not considered a benefit of every term and will be offered only at the conclusion of a term of consecutive terms(s), after which the outgoing Regional Representative(s) will be relinquishing all duties and responsibilities of the position.

- (b) This transition period shall be paid in accordance with Section 5 of this Policy Manual and will be funded from the affected budget.
- (c) The outgoing Regional Representative must be available throughout the transition to assist the newly-appointed Regional Representative(s).

Section 13 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2023 Fall BOD	Res. 4	13.B.1.f.(1)(a) and [6]	Add the word "civil unrest"
2023 Fall BOD	Res. 4	13.B.1.c(1)(a)[3][e]	Add new language regarding method of response by Health Chair in event of natural disaster and civil unrest
2021 Conv.	Res. 5	13.B.1.i(1)(b)[1]	Updates "regions"
2020 Fall BOD	Res. 2	13.B	The National Prof Standards Specialist will report directly to the National President and that language in Section 13.B be appropriately amended/moved/ removed in accordingly to add a new Professional Standards paragraph
2018 Conv.	Res. 10	13.B.1	Add new language/section regarding LiveChat Representatives
2017 Conv.	Res. 12	13.B.1.a.(10)	BOD set policy for the Live Chat Interactive tool
2016 Conv.	Res. 12	13.B	Amends/adds language for Administrative Depts regarding Company's disciplinary policy, etc., Unionware, requirements of "reps"
2015 Conv.	Res. 3	13.B	13.b.1.b replaces "Contract Administration Department" with Contract Department throughout; 13.B.1.c(2)(b)[5] corrects the name of the department; 13.B.1.h.(1)(a) removes the reference to the number of national representatives; 13.B.1.h.(1)(b) amends the Joint Scheduling Committee language and incorporates the new LUS bases
2015 Conf.	Res. 3	13.B.1.e	Adds new language to include an Injury on Duty Department description, etc.
2014 Conv.	Res. 2	13.B	Change InfoRep Program to an ACP; change "InfoReps" to "ACP Reps"
2013 Conv.	Res. 4	13.B.1.b(1)(e)	Adds "recurrent training"
2013 Conv.	Res. 4	13.B.1.c(2)(a)[1][e]	Adds "must have voicemail"
2013 Conv.	Res. 4	13.B.1.d(1)(a)	Adds "13.B.1.g"
2013 Conv.	Res. 4	13.B.1.d(1)(a)[3]	Adds "or on the APFA website"
2013 Conv.	Res. 4	13.B.1.d(2)	Amends/adds language regarding Base Hotel Reps
2013 Conv.	Res. 4	13.B.1.e(1)(b)	Adds language [1] - [3] regarding Safety Rep duties
2013 Conv.	Res. 4	13.B.1.f(1)(a)	Adds "13.B.1.g"

2012 Fall BOD	Res. 7	13.B.1.g(4)(b)[1] & [2]	Changes "ten (10)" to "fourteen (14)" and adds language that can be extended additional 14 days at the discretion of the President and must be available throughout transition
2012 Fall BOD	Res. 7	13.C.1.b(1)	Amends language (1) through (1)(a)-(c) for transition period for Division Reps
2011 Fall BOD	Res. 16	13.B.1.e(1)(a)	Adds "natural disasters"

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SECTION 14

NATIONAL BALLOTING COMMITTEE (NBC) / VOTING PROCEDURES

POLICY STATEMENT: In furtherance of the objectives of the APFA, the Board of Directors hereby establishes the following policies and procedures for the governance of all elections / ballotings (referred to collectively as “ballotings”) of the APFA Membership

A. NATIONAL BALLOTING COMMITTEE (NBC) OBJECTIVES

1. To protect and preserve the right of every member to vote and to have that vote counted in accordance with the APFA Constitution and the democratic principles on which it is based.
2. To conduct ballotings in a fair and impartial manner.
3. To uphold the highest standards of honor and integrity, as embodied in the “Declaration of Eligibility,” paragraph E.6 below.
4. To instill in the Membership trust and confidence in all aspects of any balloting conducted by the APFA.

B. SCOPE OF AUTHORITY

1. General
 - a. The NBC shall be a non-political entity whose members shall function as APFA’s Election Officials.
 - b. The NBC shall oversee all facets of all elections and membership ballotings, including setting the dates of all elections, in accordance with the APFA Constitution, Policy Manual and Federal law.
 - c. The NBC shall certify election results.
 - d. The NBC shall have unfettered access to membership records to the extent necessary, to determine candidate and voter eligibility and to resolve other issues related to balloting.
2. Authority to Conduct Investigations into Election Complaints
 - a. The NBC shall have full authority to conduct investigations of election complaints. This authority shall include, but not be limited to:
 - (1) access to membership and dues records;
 - (2) the right to interview members, APFA officials and office personnel, and other persons as necessary; and
 - (3) access to and copies of any / all pertinent documents.

- b. The NBC should generally follow seven steps in resolving each election complaint that is properly raised. The NBC should:
 - (1) review the election protest thoroughly.
 - (2) talk to the protesting member.
 - (3) review the APFA Constitution, this Policy Manual and relevant Federal law.
 - (4) review election records.
 - (5) interview members and other persons as necessary.
 - (6) decide if the allegation is true.
 - (7) If the allegation is true, determine if it may have affected the outcome of the election.

3. Authority to Render Decisions as to Remedy

- a. The NBC has an affirmative obligation to render a decision as to any remedy that may be deemed appropriate in response to a validly submitted election complaint that is found to have merit, subject to the right of appeal provided for in Article VI, Section 6 of the APFA Constitution.
- b. The NBC is charged with the responsibility of rendering a decision as to remedy for any election irregularities that may be brought to light during the course of the investigation of an election complaint, even if such irregularity was not the subject of such election complaint.
- c. The scope of the NBC's authority in rendering a decision as to remedy shall include but not be limited to:
 - (1) In mail ballot elections, opening and counting ballots that were not counted in the certification of election results because such ballots were incorrectly deemed to be invalid;
 - (2) taking appropriate action to recover monies owed to the union for improper election-related expenditures that the union paid or reimbursed; and
 - (3) in instances of gross misconduct where the NBC determines that abuses have occurred on such a wide scale that the integrity of the entire balloting process has been tainted, setting aside an election in its entirety and conducting a re-balloting for the office, position or issue, subject to subparagraph 4., immediately below. The presumed winner of the contested election shall assume office and remain in office until such time as the results of the new election are certified.

4. Implementation of Remedy

- a. The NBC's decision as to remedy in any election complaint is subject to the appeal procedure provided in Article VI, Section 6 of the APFA Constitution.

- b. If no timely appeal is filed, the NBC's decision as to remedy shall be implemented.
 - c. If a timely appeal is filed, the Executive Committee shall consider the appeal and the NBC's remedy shall not be implemented except as provided below.
 - d. If the Executive Committee concurs with the NBC that the election appeal has merit, it may issue a decision that affirms, or modifies the NBC remedy or it may fashion a different remedy.
 - e. If the Executive Committee disagrees with an NBC determination that an election complaint has merit, the Executive Committee may render a decision dismissing the election appeal.
 - f. If the Executive Committee disagrees with an NBC determination that an election complaint has no merit, the Executive Committee shall fashion and implement an appropriate remedy.
 - g. If an appeal to the Executive Committee is filed and the Executive Committee fails to act within sixty (60) days of the Canvassing Date of the ballots, the NBC's decision as to remedy shall be implemented.
5. In considering an appeal under Article VI, Section 6.E. of the Constitution, the Executive Committee shall have access to all relevant documents pertinent to the appeal.

C. COMPLIANCE

- 1. Time Limits / Transition into Office
 - a. The NBC shall comply with all time limits and directions as set forth in the APFA Constitution, Policy Manual and any federal law, as applicable. The time limits will be applied so as to ensure a minimum fifteen-day (15) transition period between the balloting date and the date an elected candidate assumes office. The minimum transition period, while encouraged, is not required when filling a vacancy for the balance of an unexpired term.
- 2. APFA Policies and Procedures
 - a. The NBC shall comply with the APFA Constitution, this Policy Manual and relevant Federal law, as applicable, concerning matters related to the conducting of any balloting.
- 3. Unresolved Conflicts during Balloting Process
 - a. If, during the course of any balloting, the NBC believes there may be a problem in the way the balloting is being conducted, it shall bring that concern to the immediate attention of the Executive Committee, which shall convene an emergency session of the Executive Committee, either in person or by teleconference, at the earliest possible date. The Executive Committee shall address the issue and make an appropriate determination, making every effort to avoid delaying the balloting process.

D. COMPOSITION OF NBC

1. The Board of Directors shall appoint an odd number of members to serve on the NBC.
 - a. There shall not be more than two (2) members of the NBC from the same base.
2. In no case shall there be fewer than four (4) members serving on the NBC.
3. The NBC shall be administered by a Chair, Vice Chair and Secretary who shall be elected by and from within the membership of the NBC.
4. The Chair of the NBC will be the liaison from the NBC to the Board of Directors and the Executive Committee.
5. The National Secretary of the APFA will oversee and provide administrative assistance to the NBC. However, it is understood that the National Secretary is not a member of the NBC and has no decision-making authority within the Committee.

E. NOMINATION / APPOINTMENT TO THE NBC

1. Membership Notification
 - a. Pursuant to the requirements set forth in the APFA Constitution, Article IX, Section 2, membership notification of upcoming appointments to the NBC shall include the "Declaration of Eligibility" described in paragraph 6. below.
2. NBC Notification
 - a. In addition to the requirements of Article IX, Section 2 of the APFA Constitution, the National Secretary shall forward the names and resumes of those members interested in being considered for positions on the NBC to the Board of Directors.
3. NBC Recommendations
 - a. The NBC may recommend to the Board the names of members to serve on the NBC. The Board shall seriously consider such recommendations.
4. Eligibility Criteria for Nomination
 - a. Prior to nominating an individual to serve on the NBC, a Board Member should be confident that the member being considered meets or exceeds the following criteria:
 - (1) S/he is a member in good standing.
 - (2) S/he is not currently holding any elected or appointed position within the APFA.
 - (3) S/he is perceived as being fair and impartial.
 - (4) S/he is perceived as being non-partisan.

- (5) S/he will be able to maintain a business-like, non-partisan relationship with all candidates, including those with whom s/he may have worked and / or with whom s/he may have a personal friendship.
- (6) S/he will scrupulously follow the election provisions of the APFA Constitution, this Policy Manual and Federal Law.
- (7) S/he will perform her / his duties as a member of the NBC ethically and professionally.
- (8) S/he will seek to avoid even the appearance of impropriety with regard to all aspects of any election process.
- (9) S/he will refrain from attending or participating in partisan campaign-related functions, e.g., parties, meetings, fund raisers, rallies, social media discussions, and any similar activities.
- (10) S/he will steadfastly uphold American democratic traditions by protecting the right of every member in good standing to nominate candidates, run for office and vote by secret ballot for officers of the APFA.

5. Confirmation of Appointment

- a. The APFA National Secretary shall, within ten (10) business days of their appointment, notify individuals of their appointment by the Board of Directors to serve on the NBC. The newly appointed members of the NBC must confirm their acceptance of such appointment by executing a notarized "Declaration of Eligibility", as described in paragraph 6 below. The National Secretary must receive such confirmation within thirty (30) days of notification of appointment. In no case shall a member of the NBC perform any official duty prior to the National Secretary's receipt of her / his Declaration of Eligibility.

6. Declaration of Eligibility

- a. The "Declaration of Eligibility" shall contain the following statements:
 - (1) I am a member in good standing of the APFA.
 - (2) I am not currently holding any elected or appointed position within the APFA.
 - (3) I will carry out my NBC duties in a fair and impartial manner.
 - (4) I will carry out my NBC duties in a non-partisan manner.
 - (5) I will maintain a business-like, non-partisan relationship with all candidates, including those with whom I may have worked and / or with whom I may have a personal friendship.
 - (6) I will scrupulously follow the election provisions of the APFA Constitution, this Policy Manual and Federal Law.

- (7) I will perform my duties as a member of the NBC ethically and professionally.
- (8) I will seek to avoid even the appearance of impropriety with regard to all aspects of any election process.
- (9) I will refrain from attending or participating in partisan campaign-related functions, e.g., parties, meetings, fund raisers, e-mail chat rooms or bulletin boards, rallies, or any similar activities.
- (10) I will steadfastly uphold American democratic traditions by protecting the right of every member in good standing to nominate candidates, run for office, and vote by secret ballot for officers of the APFA.
- (11) If at any point in my service on the NBC I can no longer affirm any of the above statements, I will voluntarily submit my resignation from the NBC. I understand that the failure to voluntarily submit my resignation, as required herein, may result in my suspension from the NBC as described in paragraph 9. below.

7. Failure to Sign the Declaration of Eligibility

- a. In the event a member appointed by the Board of Directors to serve on the NBC fails or refuses to confirm her / his appointment by signing a Declaration of Eligibility within thirty (30) days of the date of notification, such appointment shall be considered null and void.

8. Custody of Signed Declarations

- a. The APFA National Secretary shall maintain custody of all signed / notarized Declarations of Eligibility. The National Secretary shall provide copies of all Declarations of Eligibility to the Chair of the NBC. The National Secretary shall, upon request, in a timely manner, make any / all such Declarations available for review by any member in good standing.

9. Suspension from the NBC

- a. Because the ethical standards of the NBC are such that any breach of conduct may undermine the trust that the Committee holds for the membership, there may be instances where suspension and removal is warranted. The NBC may determine that one of its members has engaged in behavior contrary to the affirmations contained in her / his Declaration of Eligibility and has failed to submit a voluntary resignation. In such event, the NBC shall recommend to the Board of Directors that the member be permanently removed from the Committee.

F. ELECTIONS / INDEPENDENT ELECTION AGENCY

1. The NBC shall select an outside independent balloting agency or agencies to conduct the election of National Officers, Base President / Delegates and Base Vice President / Delegates, as well as referenda balloting.

G. WILLINGNESS-TO-SERVE NOTIFICATIONS (WTS)

1. The APFA National Secretary shall direct that Willingness-to-Serve Notifications be announced in an APFA hotline and / or posted in accordance with applicable provisions of the APFA Constitution.
2. The solicitations for the WTS for any election shall be announced in an APFA hotline and / or posted on the official APFA website.
3. In the event that there is no timely response from an eligible candidate to a WTS, the National Secretary of the APFA shall be notified. Should no timely response from an eligible candidate be received for the position of Base President, Base Vice President or BCR, the provisions of paragraph V. below shall be implemented.
4. The WTS form shall provide space for the following:
 - a. For the candidate, whether self-nominated or nominated by another member,
 - (1) their name, employee number, address, telephone number, office desired, length of service with the Company, current base, previous base(s), campaign media information, and, if self-nominating, signature. If a candidate is nominated by another member, the NBC will contact the candidate by phone to find out whether or not he or she is willing to be a candidate. If the person declines the nomination, the NBC will inform the nominating member.
 - b. For the member who is nominating another member pursuant to Article VI, Section 1. of the APFA Constitution,
 - (1) their name, employee number, telephone number and signature.
 - c. Four (4) categories of biographical data, including:
 - (1) Labor Relations Background
 - (2) Educational Background
 - (3) Flight Attendant Credentials
 - (4) Previous Business / Job Experience
 - d. Slate Information
 - e. Ten (10) Flight Attendant References, with space for the name, base, employee number and telephone number of each.
 - f. Personal Statement
5. WTS biographical information will consist of no more than forty (40) items, to be divided in any combination of the four (4) categories. Each item will be limited to ten (10) words.
 - a. An item refers to a bullet point, title, or any standalone element. It will still be counted as one item even if it wraps to a new line. The word count excludes numbers, dates, articles, and prepositions such as a, an, and, at, before, by, for, from, if, in, into, of, on, or, the, to, upon, and with.

6. WTS slate information will be limited to thirty (30) words, consisting of name(s) and position(s) desired of the person(s) running with the candidate. This section may also include any slate slogan. In order for the slate to be included in printed candidate information, a WTS, with corresponding slate information, must have been submitted by each member of the slate.
7. WTS personal statements will be limited to two hundred fifty (250) words, excluding the following articles and prepositions: a, an, and, at, before, by, for, from, if, in, into, of, on, or, the, to, upon and with.
8. Once received by the NBC, no changes will be made to a WTS received from a candidate except when the aforementioned limitations are exceeded, in which case:
 - a. personal statements will be cut off at the limit; and
 - b. biographical information will be brought into compliance by deleting the oldest items.
 - c. When a candidate's personal statement or biographical information exceeds word or item limits, it will be truncated at a natural sentence break. The candidate will be informed of the truncation before publication but will not be able to revise it thereafter.
9. All candidate information will be printed as it is received from a candidate with no attempt to correct spelling, punctuation, grammar, intent, or content. A statement to this effect will appear with the candidate information accompanying a ballot.
10. The NBC will make no attempt to verify the truthfulness of information supplied by a candidate. A statement to this effect will appear with the candidate information which accompanies a ballot.
11. Each reference listed on the WTS must be a member in good standing as of the WTS due date.
 - a. All information must be supplied for each reference or the reference will not be printed.
 - b. Each qualified reference will be contacted via telephone by a member of the NBC for verification of their desire to be listed as a reference. Should the reference's voicemail be encountered, the NBC will leave a message informing them they have been put as a reference for a candidate's WTS and request a call back within three (3) days if they wish to be removed as a reference. Should the phone number provided be different than what is in Unionware, the NBC will contact the reference at that number as well.
 - c. References will not be called for candidates who are duly elected.
12. In the event of ineligibility or refusal of a reference, the candidate will be called immediately and given seven (7) calendar days from the WTS due date to provide, either verbally or in writing, an alternate reference.
13. For each election, the NBC shall decide whether all WTS's must be submitted by Electronic Format or Tradition Mail:

- a. Electronic Format: WTS's shall be submitted to an NBC-designated electronic website or email box that can be accessed only by at least two (2) members of the NBC and APFA's Webmaster or her / his designee. The APFA Webmaster's designee must be a non-Flight Attendant with administrator access. WTS shall only be accessed through electronic format on the retrieval date set forth by the NBC; or
 - b. Traditional Mail: WTS's shall be submitted by mail to a P.O. box designated by the NBC. WTS's shall be retrieved by at least two (2) members of the NBC on the retrieval date set forth by the NBC.
14. Only the official WTS as supplied by the APFA, a photocopy of such form, a print-out from apfa.org or an electronic submission on the official electronic form as supplied by APFA will be accepted by the NBC.
- a. If WTS submission by mail is required, all information on a WTS should be typed or printed and if additional space is needed, a separate sheet of paper may be used and attached to the WTS. If WTS submission is electronic, all information must be submitted on the electronic form. Paper and electronic submissions cannot be combined. Each candidate's information will be reprinted with a consistent format, excluding all graphics.
 - b. All candidate information is optional, including personal statements and references.
 - c. All WTS forms, whether paper or electronic, must include an acknowledgement option that is prominently displayed and indicates the candidate is aware of the WTS policies. The acknowledgement must specifically confirm that the candidate:
 - (1) Attests that they will be in good standing on the day and time that the WTS closes.
 - (2) Understands the word and item limits and will be truncated if exceeded.
 - (3) Agrees to comply with all other relevant policies or guidelines.
15. Upon request, the NBC will make available the candidate booklet for any duly elected representative(s) to any member. The request must be made in writing to the NBC within thirty (30) days after the canvassing date of the election. Included in the booklet provided will be information submitted in accordance with 14.G.4.c & 14.G.4.f.

H. RETRIEVAL OF WILLINGNESS-TO-SERVE NOTIFICATIONS (WTS's)

- 1. On the specified due date, no fewer than two (2) members of the NBC shall retrieve the WTS's from the electronic submission site / email address designated by the NBC or the designated post office box, whichever is applicable. The NBC will retrieve all the WTS's at the same time. Any WTS's received after the retrieval will be untimely. The NBC will keep any untimely WTS's as part of the election record.
- 2. Once retrieved, the WTS's shall be examined by the NBC to determine candidate eligibility. The NBC will determine reference eligibility as provided in Section 14.G.11 above.

- a. The National Ballot Committee shall contact via email all candidates who submitted a WTS confirming their submission prior to names being released to the membership.
3. Prior to the mailing of the ballots, the NBC will send each candidate a standard "Candidates Letter" that explains basic campaign rules.
4. Once the NBC has verified the candidate's eligibility, the NBC will notify the membership via the APFA hotline and website in accordance with Section 12 of this Policy Manual.

I. CERTIFICATION OF DULY-ELECTED CANDIDATES

1. In the event that only one candidate returns a WTS for the position of National President, National Vice President, National Secretary, National Treasurer, Base President, Base Vice President or BCR in a timely manner, and provided such candidate meets the eligibility requirements of paragraph J. below, the NBC shall certify such candidate as having been "duly -elected" to the desired position.
2. In the event that no timely WTS is received from an eligible candidate for the position of Base President, Base Vice President or BCR, the NBC shall notify the National Secretary of the APFA, and the procedures of paragraphs V. or W. below shall apply.
3. Once the NBC has certified the duly elected candidates, the NBC will notify the membership via the APFA hotline and website in accordance with Section 12 of this Policy Manual.

J. DETERMINING CANDIDATE ELIGIBILITY

1. A candidate must be an active member in good standing as of 1000 Central Time on the day that WTS's are due.
2. Each candidate must meet the requirements needed to hold that position as set forth in the APFA Constitution.
3. A candidate for any base office must be permanently based at the base s/he applies to represent as of the date of the ballot count.
4. Running for More than One Office
 - a. Candidates for National Officer may run for only one (1) National Office per election.
 - b. Candidates for Base officer, Base President or Base Vice President, may run for only one (1) Base officer position per election, that is either Base President or Base Vice President.
 - c. A candidate for National Officer may not simultaneously be a candidate for Base officer position.
 - d. Candidates for either Base President or Base Vice President may run simultaneously for an BCR position, however,

- (1) if a candidate is duly-elected as Base President or Base Vice President, that candidate's name will not appear on the ballot for BCR, or
 - (2) if a candidate for Base President or Base Vice President also has submitted a WTS for BCR, and an BCR election is conducted, and if the candidate is elected Base President or Base Vice President, votes cast for him / her in the BCR election shall not be considered.
- e. Candidates for Elected Negotiator and National Officer
- (1) A candidate for Elected Negotiator may run simultaneously for National Officer (be a "dual office candidate"). If the candidate is elected as a National Officer, votes cast for him / her in the Negotiator election shall not be considered.
 - (2) If there is a run-off election for National Officer and the ballots will not be counted until after the balloting date for the Negotiator election, the votes cast for the dual office candidate in the Negotiator election shall be counted.
 - (3) If a dual office candidate is elected as Negotiator and then wins a run-off National Officer election, s/he must resign as Elected Negotiator.
- f. An Elected Negotiator or an Appointed Negotiator may run for National Office. However, if the Negotiator wins a National Officer election, s / he must resign his / her position as Elected or Appointed Negotiator. Conversely, a National Officer may run for Elected Negotiator. However, if the National Officer wins an Elected Negotiator position, s/he must resign as a National Officer, if the terms overlap.

K. PREPARATION AND MAILING OF BALLOTS

1. Ballots in any APFA election or referendum shall be sent to all Flight Attendants, including new hires, who are APFA members on the date the ballots are mailed.
2. Ballot Packets for Mail Ballot Elections
 - a. The only items that may be included in the ballot packet for candidate elections shall be the ballot, the secret ballot envelope, general instructions, a ballot return envelope and candidate information sheets / booklets. Based on factors such as the number of elections, the number of candidates and the costs of printing and mailing, the NBC will decide whether the candidate information is sent via hard copy (sheet or booklet) or via electronic format (URL to the website with electronic candidate booklets).
 - (1) The candidate booklets will be available on the APFA website without a requirement to log in.
 - (2) At the Flight Attendant's request, the NBC will mail the candidate booklet to the Flight Attendant.

- b. The only items that may be included in the ballot packet for referenda shall be the ballot, the secret ballot envelope, general instructions, a ballot return envelope, and a letter from the NBC explaining that the NBC does not take a position for or against the referenda.
- c. Depending on the election vendor's capabilities, the ballot packet may also include the member's eligibility, any balance owed, and instructions on how to pay a balance.

3. Voter Packets for Electronic Ballot Elections

- a. The only items that may be included in the voter packet for candidate elections shall be an election notice, credentialing information, voting instructions, a guide to voting electronically and candidate information sheets / booklets. Based on factors such as the number of elections, the number of candidates and the costs of printing and mailing, the NBC will decide whether the candidate information is sent in sheet or booklet form.
- b. The only items that may be included in the voter packet for referenda shall be the referenda notice, credentialing information, voting instructions, a guide to voting electronically, and a letter from the NBC explaining that the NBC does not take a position for nor against the referenda.
- c. The guide to voting electronically and the voting instructions referred to in Sections 3.a and 3.b, above, shall inform members that once a vote is cast, it may not be changed.
- d. Depending on the election vendor's capabilities, the ballot packet may also include the member's eligibility, any balance owed, and instructions on how to pay a balance.

4. Voter Packets for Hybrid Voting Elections

- a. The only items that may be included in the voter packet for candidate elections shall be a combination of the items listed in paragraphs K.2.a and K.3.a of this Section 14.
- b. The only items that may be included in the voter packet for referenda shall be a combination of the items listed in paragraphs K.2.b and K.3.b of this Section 14.
- c. The package shall contain information that once a vote is cast electronically, it may not be changed.
- d. The package shall contain information / instructions that if a member returns a paper ballot in addition to casting an electronic ballot, only the electronic ballot will be considered.
- e. Depending on the election vendor's capabilities, the ballot packet may also include the member's eligibility, any balance owed, and instructions on how to pay a balance.

5. The format for the candidate information and listing must always be alphabetical on Ballots, Candidate Booklets, Hotlines, the APFA Website, and any other location where a candidate's name may appear.
6. Prior to any election or referendum, the NBC will update any base and address changes on the APFA membership lists using the most current available records. For purposes of any election or referendum, a member's base and operation are the base and operation to which the member is permanently assigned on the date of the ballot count. Ballots for base representative election(s) will be mailed to all members who are permanently based at the affected base as of the date of the ballot count.
7. In mail balloting, duplicate ballots / ballot packets shall be sent to the membership via first class mail.
 - a. Duplicate ballot requests may be requested through the APFA elections webpage during the balloting period.
8. In mail balloting, duplicate ballots will be issued, upon request, up to seven (7) days prior to the ballot due date. In electronic balloting, instructions will be provided on the voting website.
9. In mail balloting, the NBC shall make appropriate arrangements to provide voters with ballot return envelopes that include pre-paid postage.

L. POST OFFICE PROCEDURES

1. Receipts of all mailings from the post office must be kept in an election file for a period of at least one (1) year. If the mailing is done in-house, a letter from the APFA National Secretary confirming the mailing as well as a receipt from the post office should be obtained. All receipts and letters will be retained by the NBC, acting on behalf of the APFA National Secretary.
2. The NBC will determine how many post office boxes are needed, depending on the number of elections or referenda and the membership count.
3. In mail balloting, no fewer than two (2) members of the NBC will meet at the designated post office at the designated time to retrieve the ballots. The NBC may require that the ballots be retrieved by the selected independent election agency. In such event, the members of the NBC must be present but they will act as observers only.
4. The Chair of the NBC or his / her designee will retain keys to the post office boxes. The NBC may require that keys to the post office boxes be retained solely by the selected independent election agency.
5. The NBC will decide which members of the Committee will retain keys to official NBC files. All NBC files will be kept in a locked office or in locked file cabinets. NBC files will never be in a location accessible to any person other than the NBC members who have keys.
6. Within thirty (30) days prior to the mailing of ballots for any elections, post office boxes must be checked. Two (2) members of the NBC must be present. Any material received after the time and date due for an election or balloting must be left unopened, time and date stamped and placed in the appropriate election file.

7. In all cases, the NBC will attempt to contact the members whose ballot was returned non-deliverable by the USPS and advise such member how to request a duplicate ballot .

M. TOTAL BALLOTS RECEIVED / DETERMINATION OF MAIL BALLOT VALIDITY

1. In mail balloting, the NBC shall tabulate the total number of ballots received at the beginning of the ballot count as well as at the termination of the balloting process.
2. Definition of Member
 - a. For purposes of this Section 14 of the APFA Policy Manual, “member” includes all Flight Attendants who have submitted a Membership Card authorization to the APFA prior to the date the ballots are mailed.
3. Ineligible Report / Initial Ballot Count in Mail Balloting
 - a. In accordance with Article VI, Section 4.E. of the APFA Constitution, the Ineligible Report will be obtained from the Office of the National Treasurer three (3) days before the ballot count. This report shall be used during the “initial ballot count” (that is, the ballot count conducted before any challenged ballots are considered) to determine those members who are eligible to vote.
4. Ineligible Report- Pre-Certification in Mail Balloting
 - a. Prior to certification of the election results, the Ineligible Report will be reviewed for a second time so as to reconfirm that the ballots of members who arranged to become dues current by the close of business on the fifth (5th) day prior to the balloting date are counted. Should the fifth (5th) day prior to the balloting date fall on a weekend / non-business day, then the proceeding close of business day shall be used.
5. Dues Obligation – First Sixty (60) Days
 - a. No Flight Attendant will be deemed ineligible to vote because s/he was not a member and was not paying dues for the first sixty (60) days of employment by an airline. A member’s dues obligation during the first sixty (60) days of employment with an airline will commence on the date that the APFA receives the Membership Card.

N. BALLOT COUNT

1. General Procedures for Mail Balloting
 - a. If an independent election agency or balloting firm has not been retained to conduct the ballot count, the following procedures shall apply:
 - (1) No fewer than three (3) members of the NBC will officiate at the ballot count of any election or referendum. As an exception, election / removal balloting of Ad Hoc Members to the Executive Committee will require no fewer than two (2) members of the NBC.
 - (2) An NBC member will never count ballots from his / her own base.

- (3) Temporary office personnel may be employed for ballot counting, however, there must be an NBC member present at each table at which ballots are being counted.
2. Original / Duplicate Ballot Procedures for Mail Balloting
 - a. If both an original and duplicate ballot are received, only the duplicate will be counted.
3. Secret Ballot Envelope Procedures for Mail Balloting
 - a. When conducting a mail ballot, the Union is required to provide a secret ballot envelope for the voter. The voter, however, is not required to use the secret ballot envelope in order to have her / his vote counted.
 - b. Members should be alerted to the fact that if they do not use the secret ballot envelope, they are relinquishing a privacy safeguard.
 - (1) If a voter has not used the secret ballot envelope the ballot will still be counted.
 - c. The ballot must be carefully removed from the return ballot envelope without allowing anyone to see how it is marked.
 - d. The ballot must then be immediately placed face down and mixed together with the other ballots after they have been removed from the secret ballot envelopes in order to preserve secrecy.
 - e. Ballots received without a secret ballot envelope will be considered valid absent any other basis for disqualification.
 - f. In the event that ballots are sent out with a stub that uniquely identifies each ballot, and a ballot is returned with the stub still attached, the stub will be separated from the ballot, and the ballot will be counted. In the event that a ballot is returned without a stub, the ballot will be deemed ineligible and will not be counted.
4. Challenged Ballot in Mail Balloting
 - a. Definition
 - (1) The term “challenged ballot” refers to a ballot cast by a person whose eligibility to vote is in question. The following are some examples of why a ballot would be considered challenged:
 - (a) An individual casting a ballot may be a non-member;
 - (b) A member’s payment of dues or assessments may be in dispute;
 - (c) A member may be eligible to vote at one base but, because of a transfer, his or her name does not appear on the Membership Roster for the base at which s / he has cast a vote;

- (d) A member's name may be on the voter Ineligibility Report due to human / computer error or some other administrative oversight;
 - (e) A member may not have a membership card on file with APFA.
 - b. Challenged Ballot Procedures
 - (1) Challenged ballots shall be reviewed after the initial ballot count has concluded only in the event that the challenged ballots have the potential to change the outcome of any election. If, during the challenged ballot process, it is determined that the voter is eligible, the vote will be included in the certified results. If challenged ballots are counted, the NBC will take appropriate steps to ensure the secrecy of the vote.
- 5. Voided Ballot Procedures for Mail Balloting – Tallying by Hand
 - a. Entirely Void Ballots
 - (1) During the tally process, ballots that are voided in their entirety should be marked "void" on the front and initialed by election officials using a distinctive color ink pen. A brief description of the reason for voiding the ballot should be written on the back of the voided ballot. All totally void ballots should be placed in a separate envelope.
 - b. Overvotes
 - (1) If too many candidates have been selected for one or more office(s) / position(s) or if a voter has marked too many choices on an issue, election officials should void only the particular office / position or issue involved by lining through the choices for that office / position or issue and marking "void" and initialing next to the vote being voided.
 - c. Undervotes
 - (1) If a voter fails to vote on any issue or for a candidate for an office / position, election officials should ensure that no one can mark the ballot at a later time, by striking through the entire lines on which the candidate's name or issue appear and marking "void" and initialing next to the marking.
 - d. Questions of Voter Intent
 - (1) When ruling on questions of voter intent, election officials should circle the name of the candidate or issue being awarded the vote and place their initials next to the office / position or issue. This will insure that the vote will be counted for the same candidate or issue in case of a recount.
- 6. Voided Ballot Procedures for Mail Balloting – Tallying by Electronic Scanner

- a. In the event that mail ballots are tallied with the use of electronic scanners, the NBC shall ensure that the electronic scanner system shall have the following capabilities:
 - (1) Ballots, or images of ballots, that are designated as void or as containing overvotes or undervotes shall be capable of being segregated so that they can be inspected by the NBC;
 - (2) If a voter has selected too many candidates for one or more office(s) / position(s) or if a voter has marked too many choices on an issue, the scanner system shall void only the particular office / position or issue involved; and
 - (3) If a voter fails to vote on any issue or for a candidate for an office / position, the scanner system shall memorialize the fact that no vote was recorded for the office / position or issue in question.
- b. Ballots that are designated as void or that are identified as containing overvotes or undervotes shall be inspected by the NBC after the initial ballot count has concluded only in the event that such ballots have the potential to change the outcome of any election.
- c. The NBC shall keep a sufficient record of all rulings made with respect to questions of voter intent to enable the vote to be counted for the same candidate or issue in case of a recount.

7. Ballot Count Results and Time Line in Mail Balloting

- a. In some cases, voter eligibility questions may occur in the midst of the vote count that cannot be immediately answered because the records and information necessary to resolve them are not available at the polling location.
 - (1) Trying to obtain the information before certifying a final ballot count could result in delays or disruptions during the polling.
- b. At the conclusion of the initial ballot count, but before the issue of challenged ballots has been resolved, the NBC may issue a preliminary ballot count.
- c. If a preliminary ballot count is issued, it should be prefaced with the statement that a particular number of challenged ballots must be reviewed prior to the certification of the election results.
- d. The NBC may also elect to withhold a preliminary ballot count pending the resolution of the challenged ballots.
- e. In order to ensure accuracy, the process of reviewing and resolving challenged ballots shall not be conducted on the same day as the preliminary ballot count unless the Chair of the NBC believes that the entire process can be completed within a sixteen-hour (16) day, starting at the time the ballots are retrieved from the Post Office Box.

O. Electronic Balloting

1. Once a vote is cast, it will not be voided for any reason.
2. Although ballots will be sent to all members, only members in good standing (eligible voters) will be able to cast a vote. When an ineligible voter tries to vote electronically or by phone, the system will not allow the member to log in and cast a ballot until the voter becomes a member in good standing.
3. If a member makes the necessary dues payments to be in good standing, the following procedure will be followed to allow eligibility challenges before the member casts a ballot:
 - a. During the balloting process, each slate and each candidate who is not part of a slate may designate an observer. Every business day during the balloting period, the NBC will provide the observers with a list of voters who have become eligible to vote after the ballots were mailed. The observers will have 48 hours to challenge eligibility. If no challenge is lodged, the NBC will upload an updated eligibility list to the electronic balloting system and the member will be able to access the system and cast a ballot.
 - b. If an observer notifies the NBC by email that he or she is challenging the new eligibility of the member, the NBC will promptly review the matter. If it sustains the challenge, the member will be notified and still will not be able to cast a ballot. If the NBC confirms the eligibility of the member, the member will be added to the Eligibility List and will be able to cast a ballot.

P. HYBRID BALLOTING

1. Hybrid balloting may be used to expand the voting options for APFA members. Hybrid balloting is a combination of paper and electronic balloting methods whereby members receive instructions on submitting a ballot utilizing either method.
2. All policies contained within this Section 14 pertaining to mail balloting and electronic balloting shall apply to hybrid balloting.
3. Should a member cast ballots utilizing both paper and electronic voting methods, only the electronic ballot will be considered. Voter packages / paper ballots received by members who voted electronically shall remain sealed, shall be marked accordingly, and shall be set aside.

Q. NATIONAL OFFICER ELECTION RUN-OFF DEBATE

1. A debate shall be held separately for each National Officer position election resulting in a runoff.
2. The NBC shall appoint a moderator and may appoint an alternate for the APFA National Officer Debate(s) in the next election.
3. The National Ballot Committee shall coordinate all logistics of the National Officer Debate(s); however, the National Secretary's department shall make arrangements for a videographer to video record the debate(s).

4. Immediately following the results of the primary National Officer election, the APFA National Ballot Committee (NBC) shall deliver by email, a National Officer Debate packet to each National Officer run-off candidate. The packet shall contain all pertinent information, directions and logistics for the National Officer Debate(s).
5. The National Ballot Committee shall act as a liaison for candidates. These duties shall include, but not be limited to, the following:
 - a. Act as the Liaison between the two candidates to coordinate all aspects of the National Officer Debate(s).
 - b. Coordinate details of the National Officer Debate(s) with the moderator.
 - c. Send the official recording of the National Officer Debate(s) to the candidate(s).
 - d. Relay all pertinent information regarding the National Officer Debate(s) to the APFA National Secretary's Department for storage in archives.
 - e. The NBC will keep copies in its files of all debate-related information including the original recording.
6. The APFA shall provide trip removal(s) for each National Officer candidate for the actual date of the debate and one (1) travel day before the debate and one (1) travel day after the debate. As an exception, a candidate that resides in the DFW area is not entitled to travel days.
7. The APFA shall also provide lodging for each National Officer candidate for the travel day before and the night of the National Officer Debate(s). As an exception, a candidate that resides in the DFW area is not entitled to lodging.
8. Each National Officer candidate shall be entitled to submit an expense report to cover any APFA-covered expenses / incidentals.
9. All trip removals, travel, lodging, fees and expenses shall be approved and processed by the APFA National Secretary and shall comply with guidelines set forth in Section 5 of the APFA Policy Manual.
10. Moderator and videographer accommodations, travel, and fees shall be paid for by APFA and shall be processed through the APFA National Secretary's Department.
11. The NBC shall announce the details of the National Officer Debate(s) via APFA-authorized communication vehicles.
12. \The APFA-sponsored National Officer Debate(s) shall be held at APFA Headquarters in the Unity Pays conference room. The debate(s) shall be a closed debate(s); the only individuals allowed to attend shall be the National Officer Candidates and members of their respective slates, the videographer, the Moderator and two (2) members of the National Ballot Committee. The National Officer Debate(s) shall take place no earlier than seven (7) days prior to the date that the run-off ballots are mailed or made available electronically to the membership, and no later than two (2) days prior to the date that the run-off ballots are mailed or made available electronically to the membership.

13. Immediately following the National Officer Debate(s), the videographer shall provide recordings of the National Officer Debate(s) to an NBC member, who will then arrange for the video to be uploaded to APFA's YouTube channel within twelve (12) hours of receipt of the recording. The NBC will also arrange for the video to be uploaded to apfa.org. The candidate(s) will be provided the opportunity to be present for the uploading process and will receive an identical unedited copy of the National Officer Debate(s) video immediately following the uploading process. Candidates may upload the recorded debate to their respective web sites immediately following the APFA uploading process. APFA and each candidate shall ensure that the individual National Officer Debate(s) is uploaded and displayed in its entirety and in its original format; portions or clips of the National Officer Debate(s) are prohibited; the videographer will include a notice on the recorded disks prohibiting the alteration of the original recording. With the exception of the National Officer Debate(s) videographer, recording of any type shall be prohibited in the National Officer Debate(s) room.
14. Should a candidate decline such a debate, the remaining candidate will be allowed to answer the questions submitted to the moderator under the same rules and time limits set forth for the debate.

R. OBSERVERS AT BALLOT COUNT

1. Observers
 - a. Observers are permitted and encouraged to attend APFA ballot counts in accordance with the following:
 - b. Conduct of Observers
 - (a) The NBC may impose reasonable restrictions on the conduct of observers during a ballot count.
 - (b) The NBC shall adopt "Rules of Conduct" which shall govern the activities of observers during ballot counts.
 - (c) The NBC shall provide copies of the "Rules of Conduct" to all observers and may require observers to sign an acknowledgment that they have reviewed the rules.
 - c. Official Observers
 - (1) Official Observers are defined as candidates in APFA elections and / or their designee(s) who are permitted to sit at perimeter tables provided by the NBC during an APFA ballot count.
 - (a) Official Observers must be active members in good standing.
 - (b) The candidate who desires Official Observers at an APFA Ballot Count must submit a written notification to the NBC, listing potential Official Observers, no later than twenty-four (24) hours prior to the ballot count. The NBC will verify that the observers are active members in good standing.

- (c) The candidate is limited to a total of three (3) Official Observers at any ballot count. Official Observers may be the candidate and two (2) designees or three (3) designees.
- d. Gallery Observers
 - (1) Space permitting, any member in good standing and / or guest of a candidate may be present in the gallery for a ballot count.
- e. Virtual Observers
 - (1) The NBC may offer candidates and their official observers the opportunity to view the ballot count virtually. In advance of the ballot count, the NBC will notify candidates and their official observers if the option is available, and any instructions needed to join virtually.

S. CERTIFICATION / NOTIFICATION OF BALLOTING RESULTS

1. After the process of resolving challenged ballots has concluded in a mail balloting, and after the votes have been tallied in an electronic balloting, the NBC shall certify the results of a balloting to the National Secretary, with the exception of the Contract ratification procedures provided for in Article XI, Section 2.E. of the APFA Constitution.
2. Upon certification of an election, the race specific results will be sent to the candidate's phone number via text prior to being reported in an APFA Hotline and/or posted on the APFA website.
 - a. The Hotline text and the website posting reporting the election results should be written in a neutral and unbiased manner.
 - b. In electronic balloting the National Secretary or their designee shall notify the Base Presidents, Vice Presidents, National Officers and Executive Committee as results are known even if the results have not yet been certified.
3. Successful candidates of National Officer and Negotiating Committee elections will be notified by the NBC.
4. Successful candidates of Ad Hoc elections will be notified in person or by telephone by the NBC.
5. Successful candidates for all other elections will be notified by letter by the NBC.

T. CERTIFICATES OF ELECTION

1. The NBC should issue "APFA Certificates of Election" to candidates who have been certified by the NBC as having been elected or duly-elected to an office or position within the APFA.
2. Such certificates shall carry the insignia of the APFA, the date of election, the office or position to which the candidate has been elected, the duration of the term of the office or position and the signatures of the Chair, Vice Chair and Secretary of the NBC.

U. CANDIDATE ACCESS TO MEMBERSHIP MAILING LABELS, USE OF THE APFA MAILING SERVICE, OR E-MAIL DISSEMINATION

1. All candidates may request mailing labels, the use of the APFA mailing service, or dissemination of campaign material via e-mail.
 - a. The cost of all labels, mailings or e-mailings must be borne by the requesting candidates.
 - b. Additionally, each candidate is entitled to inspect the membership list and a list of the voting members from the previous National Officer election once within forty-five (45) days prior to the mailing or electronic availability of ballots. An NBC member must be present at any such inspection.
 - c. At the option of a candidate, if the APFA mailing service is not utilized for the distribution of campaign material, the candidate or his / her designated representative(s) may affix APFA-provided mailing labels to campaign material at APFA Headquarters in the presence of two (2) or more members of the NBC. An NBC member will accompany the campaign material to the post office for mailing.
 - d. If the candidate chooses to disseminate campaign material via e-mail, the e-mails will be prepared and sent by the National Ballot Committee.
 - (1) APFA will charge the candidate the market rate per e-mail campaign sent to the membership. The amount will be communicated to all candidates. The candidate may pay via check or on the APFA website on the designated page. Any funds generated will be allocated to the APFA general fund.
 - (2) All information will be formatted as it is received from the candidate with no attempt to correct spelling, punctuation, grammar, intent, or content.
 - (3) The NBC will not verify the validity of any statements or remarks made in the candidate's campaign e-mail
 - (4) A statement will be prepared by APFA legal and will appear in the footer of the candidate's campaign e-mail explain that the APFA does not endorse any candidates, and the campaign e-mail is sent in its original format.
 - (5) In the subject line of the e-mail, the words "CANDIDATE CAMPAIGN E-MAIL" will appear in front of the subject provided by the candidate.
 - (6) The sender address will be formatted so that it does not appear to be an APFA endorsement.
 - (7) The service will be available from 9-5 on business days, and the NBC will make every attempt to send the campaign e-mail within two (2) business days upon receipt of payment.
 - (8) The NBC will utilize a separate login for the e-mail provider the Communication Department uses to send APFA official hotlines.

- (9) A form will be made available to the candidates to request a campaign e-mail, which will include a payment option. The NBC will be responsible for formatting the campaign e-mail to appear just as it was received from the candidate. All communications with the candidate regarding formatting will be accomplished via e-mail. Once the candidate has approved the drafted campaign e-mail, the NBC Chairperson will send the campaign e-mail.
 - (a) Base elections: the e-mail will only be sent to members with an e-mail address on file in the specific base in which the candidate is running.
 - (b) National elections: the email will be sent to all APFA members with an e-mail address on file.
- e. A union is required to maintain a membership list of addresses; however, a union is not required to create e-mail records that it does not presently have to accommodate a candidate's request. The NBC should advise the requesting candidate of how many e-mail addresses APFA has and let the candidate decide if he or she still wants to use this option.

V. PROCEDURES FOR ELECTION OF AD HOC MEMBERS OF THE EXECUTIVE COMMITTEE

1. Preparation

- a. The NBC will prepare all the necessary election materials to conduct an election for Ad Hoc Members of the Executive Committee at an Annual or Special Convention. Balloting may be conducted by either paper balloting or an electronic / online balloting system which will be made known to the Board of Directors and the Executive Committee prior to the start of the convention.
- b. At least sixty (60) days prior to the Annual Convention, the NBC, on behalf of the National Secretary, shall issue a WTS to the membership via hotline and/or the APFA website to advise the membership that the Delegates will elect Ad Hoc Member(s) of the Executive Committee.
- c. The NBC will provide the Board of Directors and the Executive Committee with a list certifying the names of the Base Presidents and Base Vice Presidents who have been elected or duly-elected to be Delegates at the Convention.
- d. No fewer than two (2) members of the NBC must be present at each Annual or Special Convention of the APFA when Ad Hoc Members are to be elected.

2. Delegate Credentials and Proxies

- a. A Delegate may hold a proxy for an absent Delegate, pursuant to Article III, Section 3.J. of the APFA Constitution. The National Secretary shall record the names of the Delegates present and the names of any Delegates issuing or holding a proxy. Only those Delegates recorded by the National Secretary may participate in electing or removing the Ad Hoc Members at the Convention.

3. Nominations

- a. The National Secretary shall ensure that those WTSs that have been returned to the APFA are available to be distributed to each member of the Board of Directors and Executive Committee when the Convention is first called to order.
 - b. The NBC shall verify that all candidates are active members in good standing.
 - c. No other WTS will be accepted by the APFA after the Convention is first called to order.
 - d. During the first day of business, at the time designated on the agenda for the nominating process, nominations for Ad Hoc Members may be offered by any member of the Board, in addition to those nominations received via WTS.
 - e. The names of all eligible candidates, whether nominated by WTS or nominated by a Board Member, shall be printed and posted at the Convention to be clearly visible to all Delegates and members of the gallery.
4. Balloting Procedures
- a. Ad Hoc "Place" on Executive Committee
 - (1) Each Ad Hoc Member shall be considered to hold a "Place" on the Executive Committee, and the nomination and balloting process for each Ad Hoc Member Place shall be conducted separately and independently from the other places.
 - b. Two-Thirds (2/3) Vote / Election
 - (1) If at any time during the balloting process provided herein for any Ad Hoc Member Place, a candidate receives a two-thirds (2/3) vote of the recorded Delegates, that individual shall be deemed elected to that Ad Hoc Member Place.
 - c. Balloting Process / Delegates
 - d. Delegates shall remain at the table to participate in the balloting process.
 - (a) A quorum must remain present at the table during any balloting process.
 - (b) A proxy issued from one Delegate to another during the balloting process at a Convention must be surrendered to the designated member of the NBC.
 - (c) Board members who are not Delegates shall not remain at the table during the balloting process.
 - e. Secret Ballot Voting
 - (1) All voting will be conducted by secret ballot. Such secret ballot voting shall be conducted by the NBC in a responsible and impartial manner, ensuring that each Delegate's vote is not known to other Delegates. Balloting may be conducted by a paper or electronic method which maintains the secrecy of the vote.

- (2) Delegates holding a proxy for an absent Delegate may cast two ballots
 - (3) For paper balloting, each Delegate may vote from the list of candidates / nominees by listing only one (1) name on the ballot. If more than one (1) name is listed on the ballot, the ballot shall be void. For electronic balloting only one (1) name can be selected from the list of candidates on the ballot.
 - (4) The Delegate is not obligated to cast a vote. For paper balloting, the Delegate must return the ballot. For electronic balloting, the Delegate must mark “abstain” on the ballot.
- f. Calling of the Vote
- (1) For paper balloting the NBC shall collect the ballots. Once all ballots have been collected, they shall be shuffled, and then shall be removed from the collection container and counted. For electronic balloting, once all votes are received, the voting round shall be closed and ballots counted.
 - (2) For paper balloting, a designated member of the NBC shall, in view of the assembly, call the name(s) of the candidate(s) while the votes are tallied so as to be clearly visible to all Delegates and members of the gallery. A member of the NBC shall also tally the votes on a tally sheet. If there is a discrepancy between the tallies, the count shall be repeated
 - (3) For electronic balloting, the results from the vote will be clearly displayed on a screen / projector to all Delegates and members of the gallery.
- g. Announcing Results of Vote
- (1) A designated member of the NBC shall announce the results of the vote to the Convention.
- h. Run-Off Voting Procedures
- (1) If no candidate receives two-thirds (2/3) of the votes of the Delegates as a result of a first vote, then all names receiving one (1) or more valid votes shall be listed on the screen or board for a run-off vote.
 - (2) If no candidate receives two-thirds (2/3) of the votes of the Delegates as a result of a second vote, then all names receiving one (1) or more valid votes shall be listed on the screen or board for another run-off vote.
 - (3) If, after a third run-off balloting, no candidate has received the required two-thirds (2/3) vote necessary to be elected as an Ad Hoc Member, a break shall be called by the National President. Following the break the Delegates may, by majority vote, determine to:
 - (a) conduct additional run-offs, as defined in paragraph (2); or

- (b) conduct a run-off vote from among the candidates receiving the first and second highest number of votes respectively in the immediately prior run-off in a fourth or subsequent vote; or
 - (c) open nominations, and following nominations, begin the initial balloting process over from among both the original and any additional nominees.
- (4) The process selected by the Delegates in (3) above shall be used for the next three rounds of votes. Should no candidate receive a 2/3 vote, the Delegates shall return to step (3) and repeat this process following every three rounds of run-off votes.

5. Terms of Office

- a. Each Ad Hoc Member of the Executive Committee will be elected to a three-year (3) term.
- b. The scheduled election dates for the three-year (3) staggered terms are as follows:

2023-2026	Places	#1 and 2
2022-2025	Places	#3 and 4
2024-2027	Places	#5
and so on.		

- c. The term of office shall begin on April 1st of the year in which the Ad Hoc is elected and shall end on March 31st of the year in which his / her term expires.

6. Procedures for Elections at Special Conventions

- a. For Special Conventions, the procedures, outlined herein, shall be followed to the extent practicable, recognizing that time limits, provided herein, may be modified to accommodate shorter notification requirements for Special Conventions.
- b. Article III, Section 4.J.(1) of the APFA Constitution does not require membership notification via a WTS for an election for Ad Hoc Members at a Special Convention. It is presumed that such election would be required only to fill a vacant position and any member elected to such vacant position would complete the balance of the unexpired term.
 - (1) If an Ad Hoc Member is removed "mid-term" during an Annual or Special Convention, a WTS will not be required for the election of a new Ad Hoc Member to complete the balance of the unexpired term.

7. Removal Procedures

- a. At or before an Annual Convention, or a Special Meeting or Convention, in addition to the regular agenda notice and approval requirements, a voting Board Member must give notice that a resolution is to be offered to cause a removal balloting for an Ad Hoc Member when such removal is contemplated.

- b. To cause a removal balloting to be conducted, the resolution must be presented and seconded by a member of the voting Board of Directors at or before an Annual Convention, or a Special Meeting or Convention.
 - (1) Such resolution may be acted upon by Teleconference Meeting.
 - (2) Such resolution must be passed by a majority of the voting Board, voting in the affirmative.
 - (3) Should such resolution be passed in the course of a Board of Directors Meeting that was not called as a Convention, sufficient time must be provided on the agenda to allow the NBC to certify those members of the voting Board who are Delegates, pursuant to T.2. above, and to prepare all necessary materials to conduct all ballotings.
- c. The NBC will prepare all the necessary materials to conduct the removal balloting for an Ad Hoc Member. Balloting may be conducted by either a paper balloting method or an electronic / online balloting system which will be made known to the Board of Directors and the Executive Committee prior to the start of the Annual Convention, or Special Meeting.
- d. At least twenty-four (24) hours prior to the balloting, the NBC will provide the Board of Directors and the Executive Committee with a list certifying the names of the Base Presidents and Base Vice Presidents who have been elected or duly-elected to be Delegates at the Convention, as provided Article III, Section J.2. of the APFA Constitution.
- e. Required Presence of NBC at Removal Balloting
 - (1) No fewer than three (3) members of the NBC must be present at any Annual or Special Convention of the APFA when it is known that there is to be a removal balloting for an Ad Hoc Member of the Executive Committee.
 - (2) One (1) member of the NBC shall be designated to receive and record written proxies from Delegates.
- f. The procedures for "Delegate Credentials and Seating", provided in T.2. above, shall apply at any convention at which there is to be a removal balloting for an Ad Hoc Member.
- g. Should a majority of the voting Board cause a removal balloting to be conducted at a convention, the NBC will conduct the removal balloting in the following manner:
 - (1) The voting will be conducted by secret ballot. Balloting may be conducted by a paper or electronic method which maintains the secrecy of the vote.

- (2) For paper balloting, each Delegate will be given one of a sequentially-numbered group of outer envelopes, a secret ballot envelope and a ballot. The outer envelope and the ballot will be marked with the words "REMOVAL BALLOTING FOR (Name and place of Ad Hoc Member)" and will be dated. For electronic balloting, the ballot will be sent to the Delegate and the ballot will be titled, "REMOVAL BALLOTING FOR (Name and place of Ad Hoc Member)" with date.
 - (3) Each Delegate may vote by checking off the "yes" or "no" box on either the paper or electronic ballot to remove an Ad Hoc Member. The ballot must be inserted in the blank secret ballot envelope which must then be inserted into the numbered outer envelope if a paper ballot is used. If an electronic ballot is used, once all votes are received from the Delegates, the vote will be closed.
 - (4) For paper balloting, each Delegate shall be required to return a numbered outer envelope and secret ballot envelope. The Delegate is not obligated to cast a vote but must return the ballot. Delegates holding a proxy for another Delegate must return two (2) numbered outer envelopes and two (2) secret ballot envelopes. For an electronic ballot, the Delegate must mark "abstain" on the ballot.
 - (5) For paper balloting, the sequential numbers on the outer envelopes shall be counted and verified by the NBC at the balloting. Upon verification that all outer envelopes have been returned, the secret ballot envelope shall be removed from the outer envelope by one (1) member of the NBC and immediately handed to another member of the NBC to be shuffled sufficiently so as to ensure confidentiality.
 - (6) For paper balloting, a designated member of the NBC shall, in view of the assembly, open the secret ballot envelopes and call the votes while another designated member of the NBC shall tally the votes on the board or screen. A third member of the NBC shall tally the votes on a tally sheet. If there is a discrepancy between the tallies, the count shall be repeated.
 - (7) For electronic balloting, the results from the vote will be clearly displayed on a screen / projector to all Delegates and members of the gallery.
 - (8) A designated member of the NBC shall announce the results of the balloting to the Convention.
- h. If fewer than two-thirds (2/3) of the recorded Delegates vote in the affirmative to remove the Ad Hoc Member, the Ad Hoc Member will not be removed.
 - i. If two-thirds (2/3) or more of the recorded Delegates vote in the affirmative to remove an Ad Hoc Member, the Ad Hoc Member shall be considered to be removed immediately from the position. The procedures of Section 14.T. shall be utilized to fill the vacant position.

8. Teleconference Meetings

- a. In no case shall an Ad Hoc Member be elected to or removed from the Executive Committee unless such action is taken at an Annual or Special Convention. Election and removal may not be accomplished via Teleconference Meeting.

9. Miscellaneous

- a. The "Rules of Conduct" adopted by the NBC will be enforced during all Annual and Special Convention elections.
- b. All election materials shall be retained for at least one (1) year in an election file in the custody of the NBC acting on behalf of the APFA National Secretary.

W. INSUFFICIENT WTS / VACANCY IN POSITION OF BCR

1. Should an insufficient number of timely WTSs be received from eligible candidates for, or should a vacancy occur in a position(s) of BCR, the Base President shall fill the vacancy by appointment and shall notify the NBC and the APFA National Secretary of such appointment within thirty (30) days.

X. VACANCY IN POSITION OF BASE PRESIDENT, BASE VICE PRESIDENT, AND / OR DELEGATE

1. The APFA Board of Directors interprets Article III, Section 7. F. and G., and Article VI, Sections 2., 5. and 8. of the APFA Constitution to allow the following procedures to govern those instances where no timely WTS is received from an eligible candidate for and / or a subsequent vacancy is created in the position of Base President / Delegate and / or Base Vice President / Delegate.

- a. No Timely WTS for the Base President nor Base Vice President

- (1) In the event no timely WTS is received from an eligible candidate for the Base President / Delegate nor the Base Vice President / Delegate, the Executive Committee shall, in accordance with Article VI, Section 8.D. of the APFA Constitution, appoint a Base President prior to the start of the term.
- (2) Upon assuming the duties of Base President, s/he shall appoint the Base Vice President.
- (3) An appointed Base President or appointed Base Vice President must be an active member in good standing and meet all eligibility requirements for the position.
- (4) Once appointed, the Base President and Base Vice President shall serve interim terms, the length of which shall run from April 1, or the date of appointment, whichever is later, to the conclusion of the balloting process of the Early Term Delegate Election.
 - (a) The National Secretary of the APFA shall notify the NBC of the Executive Committee's appointment(s) within thirty (30) days following the appointment.

- (b) The Base President shall notify the National Secretary of the APFA and the NBC of his / her appointment(s) of the Base Vice President within thirty (30) days following the appointment(s).
- 2. Dual Vacancy Base President and Base Vice President
 - a. Should a dual vacancy occur after the conclusion of an election process whereby the Base President and Base Vice President simultaneously vacate their positions, the provisions of Article VI, Section 8.C. of the APFA Constitution shall apply.
- 3. Temporary Base Vice President Appointments
 - a. A Base President may appoint a Base Vice President on a temporary basis until any required election is held pursuant to Article VI, Section 8.B. or H. of the APFA Constitution. An appointed Vice Chair must be an active member in good standing and meet all eligibility requirements for the position. The Base President shall notify the National Secretary of the APFA and the NBC of such appointment(s) within thirty (30) days following the appointment(s).
- 4. No Timely WTS For Position of Base President / Delegate
 - a. In the event a timely WTS is received from an eligible candidate(s) for the position of Base Vice President / Delegate and none is received for the position of Base President / Delegate, the Executive Committee, in accordance with Article VI, Section 8.D. of the APFA Constitution, shall proffer the position of Base President / Delegate to the elected Base Vice President / Delegate. If the Base Vice President / Delegate accepts the proffer, s/he shall be the Base President / Delegate and shall complete the balance of the term. The Base President shall then fill the vacant Base Vice President position in accordance with V.3. above.
 - b. Should the Base Vice President / Delegate decline the Base President proffer, the Executive Committee may, in accordance with Article VI, Section 8.D. of the APFA Constitution, appoint an active member in good standing from that base to be the Base President for an interim term which shall run from April 1 or the date of appointment, whichever is later, to the conclusion of the balloting process of the Early Term Delegate Election. An appointed Base President must be an active member in good standing and meet all eligibility requirements for the position.
 - c. Should a vacancy in the position of Base Vice President occur with less than six (6) months left in a term, the Base Council, as defined in Article III, Section 7.A. of the APFA Constitution, shall elect from among their members, a Base Vice President to serve an interim term, the duration of which shall run from the date of the Base Council election to the conclusion of the term. Individuals appointed to assist the Base Council, as defined in Article III, Section 7.G. of the APFA Constitution, shall not have a vote in this process.
 - d. Should a vacancy in the position of Base President occur after the balloting process of an election, the vacant position shall be filled, in accordance with the provisions of Article VI, Section 8.A. of the APFA Constitution.

Y. SPECIAL DELEGATE ELECTIONS

1. Pursuant to Article VI, Section 8.H. and Article III, Section 4.K.(18) of the APFA Constitution, the NBC shall conduct Special Delegate Elections to ensure, to the extent possible, that all members are provided the opportunity to be represented by Delegates at APFA Conventions.
 - a. Early Term Delegate Elections
 - (1) After the bi-annual election of base representatives, and prior to the first Annual Convention occurring in a term, the NBC shall conduct an Early Term Delegate Election if individuals are serving in the capacity of appointed Base President or Base Vice President, or if any vacant Delegate positions exist. During this election any / all vacant Delegate positions will be filled.
 - (a) WTS notifications will be mailed to the members of the affected base(s) in accordance with the election time lines provided in paragraph G. above and in Article VI, Section 2. of the APFA Constitution.
 - (b) Balloting periods for such Early Term Delegate Elections will be in accordance with the election time lines provided in the APFA Constitution and this Policy Manual.
 - (c) Members elected as a result of Early Term Delegate Elections shall assume the duties of Base President / Delegate or Base Vice President / Delegate, as applicable, and shall complete the balance of the unexpired term.
 - (d) If no WTSs are received from eligible candidates the procedures of paragraph V. above shall apply.
 2. Other Special Delegate Elections
 - a. A Special Delegate Election shall be conducted when the base does not have a Base President nor a Base Vice President who has been elected as a Delegate in accordance with applicable provisions of the APFA Constitution and this Policy Manual. To further ensure compliance with Article VI, Section 8.H. of the APFA Constitution, the following procedures shall govern any other Special Delegate Election when conducted to reasonably afford the members of a base the opportunity to elect a Delegate to a convention:
 - (1) The Executive Committee shall direct the NBC to conduct the Special Delegate Election.
 - (2) Time permitting, the Special Delegate Election shall be conducted in accordance with Article VI, Section 8.C. of the APFA Constitution.

Z. DECLARATION OF ELIGIBILITY (See Attachment 14.1)

DECLARATION OF ELIGIBILITY TO SERVE ON THE APFA NATIONAL BALLOTING COMMITTEE

Date: _____

TO WHOM IT MAY CONCERN:

Having been appointed to a position on the APFA National Balloting Committee (NBC), I hereby accept my appointment with the following eligibility:

- (1) I am a member in good standing of the APFA.
- (2) I am not currently holding any elected or appointed position within the APFA.
- (3) I will carry out my NBC duties in a fair and impartial manner.
- (4) I will carry out my NBC duties in a non-partisan manner.
- (5) I will maintain a business like, non-partisan relationship with all candidates, including those with whom I may have worked and / or have a personal friendship.
- (6) I will scrupulously follow the election provisions of the APFA Constitution, this Policy Manual and Federal Law.
- (7) I will perform my duties as a member of the NBC ethically and professionally.
- (8) I will seek to avoid even the appearance of impropriety with regard to all aspects of any election process.
- (9) I will refrain from attending or participating in partisan campaign related functions, e.g., parties, meetings, fund raisers, social media discussions, rallies, or any similar activities.
- (10) I will steadfastly uphold American democratic traditions by protecting the right of every member in good standing to nominate candidates for office, and vote by secret ballot for officers of the APFA.
- (11) If at any point in my service on the NBC I can no longer affirm any of the above statements, I will submit my resignation from the NBC. If I fail to do so, that the failure to voluntarily submit my resignation may result in my suspension from the NBC as described in Section 14.E.9. of the APFA Policy Manual.

Before me, a Notary Public, on this day personally appeared _____,
known to me (or proved to me on the oath of _____)
to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he executed the same and consideration therein expressed.

Given under my hand and seal of office _____

Personalized S

Sig _____
Printed _____
My comm. _____

Section 14 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2023 Fall BOD	Res. 2	14.K.2	New language regarding information to be included on ballot packet
2023 Fall BOD	Res. 2	14.K.3	New language regarding information to be included on ballot packet
2023 Fall BOD	Res. 2	14.K.4	New language regarding Voter Packets for Hybrid Voting Elections
2023 Fall BOD	Res. 2	14.P	New Section regarding Hybrid Balloting
2023 Conv	Res 3	14.G.5.a	Add language clarifying what an “item” refers to in 14.G.5. and word count
2023 Conv	Res. 3	14.G.8.c	Add language regarding truncating a candidate’s personal statement or biographical information
2023 Conv	Res 3	14.G.14.c	Add language regarding adding an acknowledgement to all WTS forms
2023 Conv	Res. 3	14.M.4.a	Add “5 th ” day language
2023 Conv	Res. 3	14.N.1.b	Add language regarding “exception” to number of NBC members who must be present for election/removal of AD Hoc Members to EC
2023 Conv	Res. 3	14.P	Change National Presidential Debate to National Officer Debate(s) throughout; NBC will be liaison for all candidates; trip removals & lodging exceptions
2022 Conv	Res. 4	14.Q.1.e	New Language regarding Virtual Observers
2022 Conv	Res. 2	14.U	Update Ad Hoc Election language to include paper and/or electronic balloting
2021 Conv.	Res. 3	14.B.1.b	Adds the word Policy Manual
2021 Conv	Res. 3	14.C.1.a	Adds "and any federal law, as applicable"
2021 Conv	Res. 3	14.C.2.a	Adds language for APFA Constitution, PM and federal law conducting any balloting
2021 Conv	Res. 3	14.G.11.b	Add language regarding NBC getting a voicemail for references on WTS
2021 Conv	Res. 3	14.G.11.c	New language that references will not be called for duly elected candidates
2021 Conv	Res. 3	14.G.12	Change five to seven
2021 Conv	Res. 3	14.G.15	New language that adds the NBC will make the candidate booklet available for any duly elected representative to any member
2021 Conv	Res. 3	14.H.2.a	Adds/changes language that NBC will contact all candidates via email confirmation their submission
2021 Conv	Res. 3	14.J.1 & 3	Changes times to 1000; candidate must be based at the base s/he applies to represent as of the date of the ballot count

2021 Conv	Res. 3	14.K.4 & 5	Add language that candidates will be listed alphabetically in all locations candidates names appear; changes language from date ballots mailed to date ballots counted
2021 Conv	Res. 3	14.L.6 & 7	Changes language to 30 days prior to mailing; adds that NBC will attempt to contact members whose ballot was returned to APFA and advise how to request a duplicate ballot
2021 Conv	Res. 3	14.R.2	Adds "sent to the candidates via email prior"
2021 Conv	Res. 3	14.U.5.b	Updates Ad Hoc three-year staggered terms
2021 Conv	Res. 3	14.X.1	Changes 19 to 18
2020 Fall BOD		14.H & I	Add language regarding Retrieval of WTS Notifications and language regarding Certification of Duly-Elected Candidates.
2020 Fall BOD	Res. 6	14.K.2.a	Language revising and adding language to Preparation and Mailing of Ballots
2020 Fall BOD	Res. 7	14.T.1.d	Language revising and adding language to Candidate Access to Membership Mailing Labels, Use of the APFA Mailing Service, or Email Dissemination
2019 Fall BOD	Res. 3	14.G.13	Change language pertaining to how WTS are submitted
2019 Fall BOD	Res. 4	14.U	Change language pertaining to the procedures to elect Ad Hoc Members
2018 Conv.	Res. 6	14.K, L, N	Various changes to Ballot Procedures for Mail Balloting
2017-12-21 SBOD	Res. 2	14.G, I, L, N	Changes regarding section for Willingness to Serve Notifications, Certification of Duly-Elected Candidates, Post Office Procedures and Ballot Count.
2017 Fall BOD	Res. 4	14.F.1 & K.8	Delete language referring to 2 outside agencies for balloting and add language for pre-paid envelopes for ballot returns
2016-11-22 SBOD	Res. 2	14.G. & H	Changes regarding Willingness to Serve
2016 Conv.	Res. 7	Throughout	Amends/adds language regarding NBC Scope of Authority; Compliance; Composition of NBC; Nomination/Appointment to the NBC; Retrieval of Willingness to Serve Notifications; Determining Candidate Eligibility; Preparation and Mailing of Ballots; Post Office Procedures; Total Ballots Received/Determination of Mail Ballot Validity; Ballot Count; National Officer Election Run-Off Debate; Certification/Notification of Balloting Results; Candidate Access to Membership Mailing Labels, use of the APFA Mailing Service, or E-Mail Dissemination; Amend Declaration of Eligibility
2015-11-30 SBOD	Res. 2	14.K, M, N, O, Q	New Section 3.c that once a ballot is cast, it may not be changed; K.7 removes "for the

			replacement of an activation code; M.2 deletes lang. regarding Membership Cards; M.3, M.4, N.4 and N.6 changes captions to add "in Mail Balloting;" New Section O regarding Electronic Balloting lang.; Current Section O.1 changes lang. about appointing a moderator; Section Q.1 adds lang. resolving challenged ballots.
2015 Conv.	Res. 3	14.G. & Q	14.G.1 - adds "or posted;" 14.G.13 adds "or an electronic submission through apfa.org will be accepted by the NBC;" 14.Q.2 removes the necessity for a recorded hotline; 14.Q.2.a deleted
2014 Conv.	Res. 2	14.G.4.a.(1)	After "previous base" add "campaign media information"
2014 Conv.	Res. 2	14.L.7	Delete "quarterly and"
2013 Conv.	Res. 4	14.G.2	Adds "and/or posted on the official APFA website"
2013 Conv.	Res. 4	14.G.4.a(1)	Adds language that if a nomination of an individual is made by a 3rd party, the NBC will contact the individual to see if they want to be a candidate
2013 Conv.	Res. 4	14.H1-3	Adds language regarding WTS and candidate letters
2013 Conv.	Res. 4	14.K.2.a & 3.a	Adds language regarding candidate information
2013 Conv.	Res. 4	14.K.7	Adds language where to find replacement of an activation code
2013 Conv.	Res. 4	14.L.6	Adds language that all NBC files will be locked in an office or NBC files with no accessibility to any one other than NBC members
2013 Conv.	Res. 4	14.N.2.a	Amends language that if both original and duplicate ballot received, only duplicate will count
2013 Conv.	Res. 4	14.N.4.b(1)	Adds language that if challenged ballots are counted, NBC will take appropriate steps to ensure secrecy of the vote
2013 Conv.	Res. 4	14.O.4.h	New section "The NBC will keep copies in its files of all debate-related information including the original recording"
2013 Conv.	Res. 4	14.P.1.c(1)(b)	Amends language that any candidate desiring Official Observers at the ballot count must submit a written notification to the NBC with potential observers no later than 24 hours prior to the ballot count. NBC will verify they are active members in good standing
2013 Conv.	Res. 4	14.Q.2 and 2.b	Adds language regarding website posting
2013 Conv.	Res. 4	14.Q.6	Delete section regarding posting of ballot results on the Hotline, APFA bulletin boards and in Skyword
2013 Conv.	Res. 4	14.T.1.b	Adds "and/or the APFA website"

2013 Conv.	Res. 4	14.T.4.b(1)	Amends language that at any time during balloting for any Ad Hoc Member Place, if a candidate receives 2/3 majority vote of the recorded Delegates, individual shall be deemed elected to that Ad Hoc Member Place
2013 Conv.	Res. 4	14.T.5.b	Amends table for three-year staggered terms
2012 Conv.	Res. 20	14.H.2.a	Add section that the NBC shall contact all candidates submitting a WTS for verification prior to names being released to the membership
2011 Conv.	Res. 9	14.G.13	Add language to include "print-out from apfa.org"
2011 Conv.	Res. 14	14.S.1.d & e	Amended language that if a candidate chooses to disseminate campaign material via email they will be sent by an outside vender selected by the NBC; Sec 14.S.1.e is deleted
2010 Fall BOD	Res. 2	14	Multiple changes/re-write regarding electronic balloting, but no indication of what was added/deleted or amended

SECTION 15

APFA NEGOTIATING COMMITTEE

POLICY STATEMENT: The achievement of a Collective Bargaining Agreement is recognized as one of the highest priorities of the APFA. It is understood that all members of an APFA Negotiating Committee undertake their responsibilities and duties with a sense of commitment and a recognition of the trust placed in them. Confidentiality within the Committee is essential to the successful negotiation of a contract. All members of an APFA Negotiating Committee and all APFA representatives are required to maintain the highest of standards with respect to the confidential nature of issues and items discussed within the Committee. In furtherance of the objectives of the APFA, the Board of Directors establishes the following policies and procedures for the governance of any APFA Negotiating Committees.

A. ELECTED PORTION OF APFA NEGOTIATING COMMITTEE

1. The APFA members shall elect two (2) Representatives.
2. Should the election of the Elected Negotiators be certified prior to the Appointed Negotiators being named, the Elected Negotiators will delay assuming their duties until such time as the Appointed Negotiators have been confirmed.

B. APPOINTED PORTION OF APFA NEGOTIATING COMMITTEE

1. The APFA Board of Directors shall, by a 2/3 vote of approval, appoint two (2) Representatives.
2. The National President shall appoint two (2) Representatives.

C. COMPOSITION OF APFA NEGOTIATING COMMITTEE

1. The Elected and Appointed Negotiators and the National President of the APFA shall comprise the APFA Negotiating Committee, except as otherwise provided in Article X, Section 5.C. of the APFA Constitution. National Officers other than the National President may not hold a position of Elected Negotiator or Appointed Negotiator.

D. BUDGETARY AND OTHER ADJUSTMENTS

1. The APFA Board of Directors reserves the right to determine the budgetary restraints necessitated for the collective bargaining process.
2. The Board of Directors or the Executive Committee, subject to the approval of the Board of Directors, shall make specific budgetary adjustments, personnel adjustments and other decisions deemed in the best interest of the membership.
3. The Board of Directors reserves all other APFA Constitutional rights to direct the negotiations as may be deemed necessary in order to obtain a collective bargaining agreement.

E. TRAINING OF APFA NEGOTIATING COMMITTEE MEMBERS

1. All members of an APFA Negotiating Committee shall be required to fully participate in an initial negotiations training program.

2. The specific content of the initial negotiations training program shall be recommended by the National President and the National Secretary and approved by the Executive Committee.
3. This initial negotiations training program shall be conducted following the time when Elected and Appointed Negotiators assume their duties and prior to the first meeting with members of a Company negotiating committee, unless a specific exemption to this provision is approved by the APFA Executive Committee.

F. APFA STANDING NEGOTIATING COMMITTEE

1. In the interim between the date on which a Collective Bargaining Agreement is ratified by the APFA Membership and the date on which such Agreement is again amendable under the Railway Labor Act, all members of an APFA Negotiating Committee shall function as the APFA Standing Negotiating Committee.
2. A Member of a Standing Negotiating Committee shall serve in that position until his / her replacement has been named in accordance with the provisions of the APFA Constitution.
3. The Standing Negotiating Committee should be consulted, should the need arise, to interpret a particular aspect of the Collective Bargaining Agreement negotiated by that Committee.
4. At the determination of the Executive Committee, the Standing Negotiating Committee may be utilized in the event the Company seeks to negotiate outside the provisions of the Railway Labor Act or to negotiate Letters of Agreement affecting the wages, hours of service, or working conditions of APFA Members.

G. CONFIDENTIALITY OF APFA NEGOTIATING COMMITTEE

1. Every member of an APFA Negotiating Committee shall sign and strictly obey the following Declaration of Confidentiality:

**APFA Negotiating Committee
Declaration of Confidentiality**

I understand that confidentiality within the Negotiating Committee is essential to the successful negotiation of a contract. I agree that I will hold in strict confidence all information that is obtained by me through my position as a Negotiator. This includes but is not limited to all information (including but not limited to strategy discussions) obtained during any Negotiating Committee meeting or during bargaining sessions or other meetings with the Company.

I further understand that information obtained by me through my position as a Negotiator can be deemed non-confidential only by a majority vote of the active Negotiators as described in Section 15 paragraph I. of the APFA Policy Manual.

2. A Member of an APFA Negotiating Committee who willfully violates the Declaration is subject to fine, suspension or expulsion, or suspension from or removal from his / her position for violation of the APFA Constitution, Article VII, Section 1.F.

H. VACANCY ON APFA NEGOTIATING COMMITTEE

1. Filling of Vacated Active Negotiator Position(s)
 - a. Should a Negotiator resign, become incapacitated, die, or be removed from his / her position in accordance with the provisions of the APFA Constitution, new election(s) and/or appointment(s) shall be held / made in accordance with paragraphs 15.A, B. and C. above to fill the vacancy. Pending completion of election(s) for Elected Negotiator(s), the remaining Negotiators are authorized to act as the APFA Negotiating Committee.

I. ADDITIONAL ASSISTANCE TO APFA NEGOTIATING COMMITTEE

1. Nothing in this policy shall prohibit an APFA Negotiating Committee or the National President of the APFA, with the concurrence of the Committee, from requesting and receiving additional assistance from other individuals whose participation could be of value to the Committee.

J. DUTIES OF THE CHAIR OF APFA NEGOTIATING COMMITTEE

1. The duties of the Chair of the APFA Negotiating Committee shall include but not be limited to:
 - a. presiding at internal meetings of the Committee;
 - b. actively participating in internal meetings and training sessions of the Committee;
 - c. ensuring that all administrative needs, including the granting of trip removal requests, the scheduling of meetings, and the providing of clerical support staff for the Committee are met in a timely and expeditious manner;
 - d. ensuring that any research requested by the Committee is assigned and conducted in a timely and efficient manner; and
 - e. delineating specific administrative matters to be delegated to another member(s) of the Committee, and taking any and all measures deemed necessary and appropriate by the Negotiating Committee to ensure the successful conclusion of the collective bargaining process.

K. OPENERS

1. APFA's written notice of proposed changes to an existing Collective Bargaining Agreement, or in the case of a new Collective Bargaining Agreement, those items to be presented as topics for negotiations shall be sent simultaneously to the Board of Directors and the Executive Committee for review.

Section 15 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2018-7-16 SBOD	Res.2	15.B.2	Change language that Nat'l President shall appt 2 representatives and remove portion of 1 domestic and 1 international representative
2016 Conv	Res. 7	15.A.1 & B.1	Amend to "two (2) Representatives"
2016 Conv	Res. 7	15.C.1	Remove "from each affected Operation"
2016 Conv	Res. 7	15.1.a	Add "incapacitated" and remove "transfer from the Operation from which s/he was appointed or elected."
2016 Conv	Res. 7	15.H.2 & L	Delete both in their entirety.
2014 Conv.	Res. 2	15.H	15.H.1 change to "Filing of Vacated Active Negotiator Position(s);" 15.H.2 change to "Transfer of Standing Negotiator(2) after a Collective Bargaining Agreement is ratified."
2014 Conv.	Res. 2	15.L	Add new language regarding Future Negotiation Committees

SECTION 16 STRIKE POLICY

POLICY STATEMENT: Any and all strikes and related labor actions shall be initiated through strict compliance with the Constitution of the APFA and applicable federal laws. It is the intent of this policy to maximize the effectiveness of a strike as a negotiating tool and to minimize the damage done to the APFA and to Flight Attendants. Interpretation of these strike policies should be guided by this intent. (See also Article XI, Section 2. of the APFA Constitution).

A. APFA STRIKES

1. All Flight Attendants working when a strike or other labor action has been initiated by the APFA are expected to participate in the labor action. It is expressly forbidden for a Flight Attendant to endanger the employment of another Flight Attendant by crossing an APFA picket line or in any other manner refusing to honor an APFA strike.
2. The APFA shall make diligent efforts to identify all Flight Attendants who cross an APFA picket line. Once identified, the APFA shall make known to the membership the names of all Flight Attendants who cross an APFA picket line.
3. Working during a labor action shall be construed to include the instruction of Flight Attendants in training, Flight Attendants attending training and any additional work that directly supports the flight service operations at the affected airline.
4. Flight Attendants are expected to volunteer for picketing duty and other support tasks. Payment of strike benefits, if any, will be predicated on participation in strike activities.
5. Any Flight Attendant who participates throughout a strike action which exceeds 14 days in a month shall not accrue dues/fees obligation for that month.
6. During a strike, flights that are solely military in nature and that carry only military cargo and personnel (CRAF, MAC, etc.) may be permitted to be flown by APFA Flight Attendants with approval of the Board of Directors. Additional flights that are absolutely necessary due to a national emergency may also be permitted to be flown with the approval of the Board of Directors.

B. STRIKES BY OTHER UNIONS

1. The position of the APFA regarding whether to respect picket lines established by other unions shall be made by the Board of Directors or the Executive Committee. Pledges of official support may be issued for strike actions taken by unions at other companies and in different industries.

Section 16 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision

SECTION 17

ARTICLE VII ADMINISTRATIVE POLICIES AND PROCEDURES

POLICY STATEMENT: In furtherance of the objectives of the APFA, the Board of Directors hereby adopts the following policy for the governance of administrative procedures for hearings conducted under Article VII of the APFA Constitution.

A. FILING OF CHARGES

1. When charges have been filed in accordance with Article VII, Section 2. of the APFA Constitution, the parties must be notified by registered mail, return receipt requested. If the letter is not claimed by the addressee, this, nevertheless, shall be deemed sufficient notice of the proceedings.

B. EXECUTIVE COMMITTEE REVIEW OF CHARGES

1. Refer to the APFA Constitution, Article VII, Section 3.

C. APPEAL WHEN CHARGES DISMISSED BY EXECUTIVE COMMITTEE

1. The dismissal of charges deemed invalid by the Executive Committee, pursuant to Article VII, Section 3.D., because they address conduct protected by the APFA Bill of Rights and / or law, or fail to state a proper claim, may be appealed to the Arbitrator within seven (7) calendar days from the time that the accuser receives notice of the Executive Committee's dismissal.
2. The appeal shall be made in writing and sent to the National Secretary who shall forward it to the Arbitrator and send a copy to the accused.
3. The accused shall have fourteen (14) calendar days to respond to the appeal in writing.
4. The response shall be sent to the National Secretary, who shall forward it to the Arbitrator and send a copy to the accuser.

D. RETIREMENT OF ONE OF THE PARTIES

1. If a charged member retires while the charge is pending, the charge will be administratively dismissed.
2. If the member who filed the charge retires while the charge is pending, the charge will be administratively be dismissed.

E. SETTING THE DATE, TIME AND LOCATION OF THE HEARING

1. After the Executive Committee determines that the charges are timely and specific and the Executive Committee or the Arbitrator determines that the charges are valid, the National Secretary shall set the date, time and place of the hearing so that the hearing is held within 90 days of the decision from the Executive Committee or Arbitrator.
2. All Article VII hearings are to take place in person in the DFW area.

3. At least thirty (30) days in advance of the hearing, the National Secretary shall mail the accused, the accuser and the appropriate Arbitrator notice of the date, time and place of the hearing along with a copy of the charges.
4. When the Article VII Arbitrator is not available, the National Secretary shall set the date, time and place of the hearing with an Alternate Article VII Arbitrator in accordance with the APFA Constitution Article VII, Section 5.B and Section 17.W of this Policy Manual.

F. MOTIONS

1. Motions may be based on untimeliness, lack of specificity, failure to state a violation, or claiming that the conduct that is furnishing the basis for the charges is protected.
2. Motions to dismiss
 - a. Motions to dismiss, which are filed pursuant to Article VII, Section 6.C., D. and / or F. of the APFA Constitution, wherein the accused makes the claim that the charges were untimely, do not allege a violation cognizable as charges, are not sufficiently specific, and / or that the conduct furnishing the basis for the charges are protected by the APFA Bill of Rights and / or law, shall be submitted in writing to the National Secretary within fourteen (14) calendar days following the Executive Committee's determination that the charges are timely, specific and valid.
 - b. The National Secretary shall forward such motion or motions to the Arbitrator and send a copy to the accuser.
 - (1) The accuser shall have fourteen (14) calendar days to respond in writing to such motion or motions.
 - (2) The response shall be sent to the National Secretary who shall forward it to the Arbitrator and send a copy to the accuser.
3. Motions for Summary Dismissal
 - a. Motions for summary dismissal filed under Article VII, Section 6.E. of the APFA Constitution by either party to the charges must be filed in writing with the National Secretary no later than fourteen (14) calendar days before the date of the hearing.
 - b. Upon receipt, the National Secretary shall, immediately, forward the motion to the Arbitrator and the other party(ies).
 - (1) A response may be filed with the National Secretary no later than seven (7) calendar days before the hearing.
 - (2) The response shall be sent to the National Secretary who shall forward it to the Arbitrator and send a copy to the moving party.
4. Other Motions
 - a. The time limit requirements for motions, not specifically detailed herein, shall be left to the discretion of the Article VII Arbitrator.

5. Timeliness of Motions
 - a. Nothing herein shall restrict the Article VII Arbitrator's authority to extend the time limit requirements of any motion, so long as all parties are promptly advised of such extension.

G. EXCHANGE OF DOCUMENTS AND WITNESS LISTS

1. Not later than thirty (30) calendar days prior to the scheduled date set for the hearing, the representatives designated by the accused and the accuser shall exchange all documents they intend to enter in support of their respective positions and make available, in writing, the names of all witnesses they intend to summon whom they deem necessary to the dispute.
2. The parties have a duty to exchange any changes, alterations and / or additions to the document and witness lists promptly throughout the thirty (30) days preceding the hearing.
3. Nothing, herein, shall require the representative of either party to present the aforementioned documents or to summon the aforementioned witnesses during the course of the hearing.
4. The exchange of documents and witness lists shall be coordinated through the Office of the National Secretary.

H. STENOGRAPHIC RECORD

1. The National Secretary shall make arrangements for a stenographer to be present at the hearing.
2. The transcript shall be the official record of the proceeding and shall be made available to the Arbitrator.
3. Parties who request a copy of the transcript are responsible for paying their share of the costs of such record.

I. ATTENDANCE AT HEARINGS

1. Active members in good standing of the APFA are entitled to attend hearings.
2. The Arbitrator may exclude any witness or witnesses, other than a party or other essential person during the testimony of other witnesses.
3. The Arbitrator shall determine whether any other person may attend the hearing.

J. ADJOURNMENTS

1. The Arbitrator, when there is good cause, may adjourn or postpone the hearing upon the request of a party or on the Arbitrator's own initiative.

K. ORDER OF PROCEEDINGS

1. The Arbitrator shall determine how the case can best be presented so that all parties have a fair opportunity to contest the issues.

2. The Arbitrator shall afford each party a full opportunity for the presentation of relevant proof.

L. OATHS

1. All witnesses are required to testify under oath.

M. HEARING IN THE ABSENCE OF A PARTY

1. The hearing may proceed in the absence of any party, who, after due notice, fails to be present or fails to obtain an adjournment.
2. The Arbitrator may not issue a decision based solely on the default of a party.
3. The Arbitrator shall require the other party to submit such evidence as may be required to make an award.

N. EVIDENCE

1. The parties may offer such evidence as they desire and shall produce such additional evidence as the Arbitrator may deem necessary to an understanding and determination of the dispute.
2. The Arbitrator may subpoena witnesses and documents independently or upon the request of any party.
3. The Arbitrator shall be the judge of the relevancy and materiality of the evidence offered and conformity to the legal rules of evidence shall not be necessary.
4. Where possible the parties should stipulate to facts and circumstances which are not in dispute.

O. INITIAL COSTS OF PROCEEDINGS

1. The Board of Directors interprets Article VII, Section 7.A. of the APFA Constitution to include the following costs and expenses:
 - a. Reasonable and ordinary costs associated with administering the proceedings, i.e. telephone, postage, copying, etc.;
 - b. The costs associated with obtaining the official transcript of the proceedings,
 - c. The fees and expenses of the Article VII Arbitrator;
 - d. The costs associated with providing the hearing room; and
 - e. Trip removal costs and expenses associated with the attendance of the accused, his / her representative, the accuser and his / her representative.
2. The payment of attorney fees and expenses, and expenses associated with the attendance of any witnesses, are specifically excluded.

P. FINAL ARGUMENTS

1. The parties may submit oral arguments at the conclusion of the evidentiary hearing or written arguments at a time specified by the Arbitrator.

Q. REOPENING THE HEARING

1. At any time prior to the issuance of the Arbitrator's decision, a hearing may be reopened.
 - a. A hearing may be reopened only upon the showing of good cause.

R. RELEASE OF DOCUMENTS FOR JUDICIAL PROCEEDINGS

1. At the time the Arbitrator issues a decision, the Arbitrator shall forward all documentary evidence offered at the hearing and the official transcript to the National Secretary.
2. The National Secretary shall, upon the written request of a party, furnish the party with copies of any documentary evidence that may be required in judicial proceedings related to the hearing.
3. The party making this request shall bear the costs of copying the documents.

S. COMMUNICATION WITH THE ARBITRATOR

1. There shall be no ex parte communications between the parties and the Arbitrator.
2. All communications shall be directed to the National Secretary for distribution to the opposing party and the Arbitrator, unless there is an advance agreement to allow direct mailing.
3. If the parties agree to use direct mailing, they shall mail to all parties and to the National Secretary copies of all correspondence sent to the Arbitrator.
4. The mailing of copies shall be indicated by a "cc" notation under the signature in the letter or the cover letter for another document sent to the Arbitrator.

T. SUSPENSION OF AN OFFICER OR ELECTED REPRESENTATIVE DURING THE PENDENCY OF CHARGES

1. When an officer or elected representative who is suspended by the Board of Directors demands an expedited resolution of the charges, pursuant to Article VII, Section 4.B. of the APFA Constitution, the National Secretary shall notify the Arbitrator and the accuser by telephone of the demand and subsequently send a confirming letter.
2. All parties shall cooperate in doing whatever is necessary to expedite the resolution of the charges.

U. INTERPRETATION AND APPLICATION OF RULES

1. The Arbitrator shall interpret and apply these rules.

V. PROCEDURES FOR FILING OF COMMENTS BY INTERESTED PARTIES

1. Interested parties may file written comments on motions to dismiss, motions for summary dismissal and at the conclusion of the evidentiary hearing.
2. Unless other arrangements have been agreed to in advance, interested party comments should be submitted to the National Secretary for distribution to the parties during the time for response to a motion or within the time specified by the Arbitrator for his / her written argument.

W. ALTERNATE ARBITRATORS

1. Should the primary Article VII Arbitrator be unavailable to hear charges in accordance with APFA Constitution Article VII Section 5.B., the following procedures shall apply:
 - a. If there are charges pending hearing while the primary Article VII Arbitrator is unavailable, the National Secretary shall obtain available dates from the available Alternate Article VII Arbitrators. The charges shall be scheduled for hearing in the order they were filed, starting with the earliest filed charge. The Alternate Article VII Arbitrator with the earliest availability will be assigned the earliest filed charge. The next earliest charge will be assigned to an Alternate Article VII Arbitrator with the earliest availability for hearing. This process shall continue until all charges pending hearing have been assigned to an Alternate Article VII Arbitrator for hearing.
 - (1) Once an Alternate Arbitrator is assigned a charge, the National Secretary shall forward a file with a copy of the charges and all communications between the parties to that Alternate Article VII Arbitrator.
 - b. Any charges found to be timely, specific and valid by the Executive Committee while the primary Article VII Arbitrator is unavailable shall be forwarded to an Alternate Article VII Arbitrator. The National Secretary shall determine a rotation for forwarding such charges to the available Alternate Article VII Arbitrators.
 - (1) Any charges determined invalid by the Executive Committee that are appealed in accordance with APFA Policy Manual Section 17.C will be forwarded to the next Alternate Article VII Arbitrator in the rotation.
 - c. Once an Alternate Article VII Arbitrator has been assigned a charge, all communications with that Arbitrator shall be in accordance with APFA Policy Manual Section 17.S.
 - d. It is understood that Alternate Article VII Arbitrators have the jurisdiction and authorities granted in Article VII of the APFA Constitution and Section 17 of the APFA Policy Manual.
 - e. Once a charge has been forwarded to an Alternate Article VII Arbitrator, that arbitrator shall maintain jurisdiction until the matter is settled. The primary Arbitrator will no longer hold any jurisdiction over the forwarded charge.

Section 17 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2021 Fall BOD	Res. 4	17.I.1	Add the word Active
2021 Conv.	Res. 4	17.E.1-4	Adds language regarding date, time and location of Article VII hearings
2021 Conv.	Res. 4	17.W	Adds new section regarding Alternate Arbitrators
2013 Conv.	Res. 4	17.F.2.b.(2)	Adds "accuser"
2013 Conv.	Res. 4	17.F.5.a	Amends language that nothing herein shall restrict Art VII Arbitrator's authority to extend time limit requirements of any motion, so long as all parties are promptly advised of such extension
2011 Conv.	Res. 12	17.D	New section D that if a charged member retires while the charge is pending, the charge will be administratively dismissed; if the member who filed the charges retires, the charge will be administratively dismissed

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SECTION 18

PROPOSED COLLECTIVE BARGAINING AGREEMENTS

A. PRESENTATION TO THE EXECUTIVE COMMITTEE

1. The APFA Board of Directors will be invited to attend the presentation of a proposed Collective Bargaining Agreement by the Negotiating Committee to the Executive Committee.

B. BOARD OF DIRECTOR INPUT

1. Prior to deciding whether to send a proposed Collective Bargaining Agreement to the membership for ratification, the Executive Committee shall seek input from the Board of Directors members who attend the presentation of a proposed Collective Bargaining Agreement.

C. REJECTION BY THE EXECUTIVE COMMITTEE

1. In accordance with Article XI, Sections 1.A.(1) and (2) of the APFA Constitution, if the Executive Committee rejects a proposed agreement, the Negotiating Committee shall present the proposed agreement to the Board of Directors and the Board may decide to submit the proposed agreement to the membership for approval.

Section 18 Revisions

Revision Date	Resolution Number	Reference Number	Nature of Revision
2014 Conv.	Res. 2	Title	Delete "Article VII" from the title