



Policy & Procedures Manual of Endeavor Air Master Executive Council

Adopted on June 11 , 2025;

Revised on;

January 14, 2026

The Policy and Procedures Manual of the Endeavor Air Master Executive Council

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Article I - MEC DECLARATION OF PURPOSE

WHEREAS, the Endeavor Air Master Executive Council is the representative body of all the Endeavor Air Flight Attendants,

WHEREAS, the Endeavor Air Master Executive Council pledges to support the entire membership of Endeavor Air Flight Attendants,

WHEREAS, the Endeavor Air Master Executive Council pledges to work within the parameters of the Policy and Procedures Handbook to provide guidelines for accountability and transparency,

THEREFORE BE IT RESOLVED, that the Endeavor Air Master Executive Council pledges its full support to the Master Executive Council Officers and Committee Chairpersons,

AND BE IT FURTHER RESOLVED, that the Endeavor Air Flight Attendant Master Executive Council pledge to pursue the courses of action directed towards the best interests of its membership with full transparency.

AND BE IT FURTHER RESOLVED that these Policies and Procedures will in no way conflict with the Constitution and By-laws of the Association of Flight Attendants-CWA.

Article II - MEC RULES OF POLICY AND PROCEDURES

A. SCOPE

This policy and Procedures Handbook is written to provide a guideline for Officers, Committee Chairs and Committee Members to effectively represent the Association of Flight Attendants at Endeavor Air.

The Endeavor Air AFA Master Executive Council (MEC) will work consistently within the AFA International Constitution and By Laws. This policy is meant to augment AFA-CWA Constitution and Bylaws, and shall not contradict it.

The words "Association Of Flight Attendants or AFA" when used herein will be understood to include the words "CWA or Communication Workers of America" as outlined in the Constitution and Bylaws of the AFA-CWA.

B. PURPOSE

The purpose of the MEC Rules of procedure and policy is to provide rules and procedures for the MEC, its Officers and Committee Chairpersons, to assist them in carrying out the primary duty of the MEC as a coordinating council for all Endeavor Air Flight Attendants, and to maintain continuity. It provides background information to assist the MEC in fulfilling its duties as AFA representatives.

C. AMENDMENT

The Rules of Procedure and Policy may be amended at any regular or special meeting of the MEC by a majority vote and will be amended as necessary to keep the language in agreement with the Constitution and Bylaws of AFA. The MEC President, or his or her designee, will be responsible for maintaining the Rules of Procedure as directed by the MEC.

The proper form for a resolution to change the Policy Manual is:

1. "BE IT RESOLVED that Article ____, Paragraph ____ of the Endeavor Air Flight Attendant MEC Policy Manual be revised to read . . ."
2. All changes approved by the MEC will be made by the MEC President, or his or her designee, before or on the next regular MEC meeting.

D. FORM

The Policy Manual will be in a 3-ring binder or equivalent on letter size paper or in electronic form, with sections to include:

1. Policy Manual.
2. A "Compilation of Actions" to be submitted to the MEC after an MEC meeting by the MEC Secretary/Treasurer or designee.
3. MEC meeting minutes synopsis.

E. ELECTRONIC VOTING

1. The MEC President or designee will write an Introductory email in the following format:
 - a. The company has requested or the company has offered, or whatever the particular topic at hand is. Finish the introductory paragraph by narrowing the discussion so that it leads to a specific conclusion.

For Example, "The issue to be decided is ____."

- b. Address the email to all relevant individuals. In most cases, it will be addressed to the members of the MEC. An MEC Member who anticipates an absence during the consideration period should appoint an alternate to participate in the full consideration and voting of the issue.

2. Ask for input from the members of the group.

a. This is done by stating the Company's position and the Union's position of the issue as the writer sees it.

For example, "the company's side is they would like ____." As I see it, the positives are ____, and the negatives are ____.

Now discussion begins.

a. Ask each member of the group who has an opinion or would like to contribute to please respond by publishing their response to the entire group. This way, the entire group has the benefit of the opinion. There is no maximum amount of times an individual may respond. Remind the group of the mutual respect policy and that the responses be kept above board, i.e. no insults.

3. At the close of the e-mail, place a definite point in time when the members will be asked to vote on the proposal. For example, place a proposal out there for discussion on September 15th. The members should be told in advance that the vote will be requested on October 1st.

4. On the proposed date that the vote will be taken, the MEC President or designee will send out a vote request message via e-mail. She/he should summarize the comments that have come in as best as she/he can. For example:

a. The issue to be decided is ____

b. 2 Council(s) have spoken in favor of the issue

c. 2 Council(s) have spoken against the issue

d. 45 (or whatever council) feels that ____ is important. 49 (or whatever council) responded that ____.

5. Inform the group that the votes must be received by a specific date and time to be counted. Ask them to send a blind copy of their vote to themselves so that if there are some transmission problems, they have proof that they voted.

6. Inform the group of the final outcome of the vote.

7. The MEC President or designee will provide the MEC Secretary Treasurer with the final outcome of the vote so that it may be documented in order to maintain accurate records for historical purposes.

Article III - MASTER EXECUTIVE COUNCIL

A. SCOPE

1. The MEC is the coordinating council for all the Endeavor Air Flight Attendants, as represented by AFA.

2. The MEC will consist of the Presidents of each Endeavor Air Local Council.

3. The MEC shall have the following elected Officers: President, Vice President and Secretary/Treasurer.

4. The MEC is empowered to establish and implement MEC Policy deemed necessary to conduct Council business and further the goals of AFA.

B. DUTIES

1. The MEC will provide a forum for the President's to discuss plans, problems and possible solutions.
2. The MEC will act on the demands of the membership except that all normal local business will be conducted by the individual Councils.
3. The MEC will pursue all courses of action with the best interests of the membership in mind.
4. All actions of the MEC shall be consistent with the AFA Constitution and Bylaws and the MEC Policy Manual.
5. The MEC may delegate authority, as it becomes necessary, to specific individuals or committees; however, the delegation of authority does not relieve the MEC of responsibility for the action or lack of action taken.
6. The MEC will maintain an updated calendar available for viewing by the MEC. The calendar will include any meetings scheduled/attended, conference calls, and general tasks performed. The calendar will be updated on EBB's for members to view and will also be available on the Endeavor Air website.

C. RESPONSIBILITIES

1. MEC members shall be present at each meeting of the MEC, or shall provide for the legal personal representatives from their Local Councils, as provided for in the AFA Constitution and Bylaws.
2. MEC members are responsible for those they represent and shall present their members' views on each item of business brought before the MEC.
3. The MEC will advise the MEC Officers about events of their Local Council and will seek assistance and coordinate with MEC business where appropriate.
4. The MEC members will send LEC minutes, newsletters, surveys and meeting notices to the MEC Office and National Office. LEC Presidents will exchange copies of local newsletters.

Article IV - MEC OFFICERS

A. ORGANIZATION

There shall be a President, Vice President and Secretary/Treasurer. They shall follow the MEC Rules and Procedures and Policy Manual and the AFA Constitution and Bylaws.

B. ELIGIBILITY

1. The MEC President, Vice President and Secretary/Treasurer must be active members in good standing.

C. ELECTIONS

1. Any person seeking an MEC Office must submit a resume or a signed commitment-to-serve statement. It is recommended that resumes be submitted 30 days prior to the posted Election Day. Further, a candidate who wishes to appear before the MEC may do so at her/his own expense. The candidate must contact the MEC Secretary/Treasurer or designee to coordinate an interview time on the meeting agenda. The MEC may also interview all candidates at request and expense of the MEC.
2. Elections shall be during MEC scheduled meeting or Special Meeting.
3. Each MEC member shall have the privilege of nominating one candidate for each MEC Office if she/he so desires.
5. All MEC Officers will be elected by the MEC from the active members in good standing. A majority vote shall be required for the election of officers with each member of the Master Executive Council having one vote.
3. The elections shall be by secret ballot or vocal ballot.
4. Additional Procedures for Master Executive Council Elections. The procedures outlined in this Section are applicable to Master Executive Council Officer Elections when a vote of a multi-council MEC results in a deadlocked tie.
 - a. The AFA-CWA International Secretary-Treasurer's Office must be notified that the MEC is in a deadlocked tie.
 - b. Only in the event of a deadlocked tie will the vote advance to a rank choice ballot. Each voting member of the MEC will be asked to cast their votes - ranking their election choice in order on a numbered ballot.
 - c. The MEC Secretary-Treasurer or Ballot Certification Committee will tally all voting MEC members' first choice. If there is still a tie, the second choices of the voting MEC members will be counted and added to the primary vote ballot. This will continue until there is a successful candidate.
 - d. If the count still results in a tie, a roll call vote will be conducted. The MEC President/Designee or Ballot Certification Committee will circulate a ballot that contains roll call numbers for the MEC. Each voting member of the MEC will cast their respective roll call votes. After the votes are tallied, the MEC President/Designee or Ballot Certification Committee will announce the results to the Master Executive Council and International Officers.
5. Election day notices shall be posted 60 days prior to said Election Day, but in no case less than 30 days prior to said Election Day.

D. TERM OF OFFICE

1. The regular term of office of the Master Executive Council officers shall be three (3) years from the date elected as specified in the AFA Constitution and Bylaws.
2. In the event a Master Executive Council officer is elected as a result of a vacancy in office, such term shall run until the next regular scheduled election.

3. No member of the MEC will receive more than 120 Flight Pay Loss per month unless approved by a majority of the MEC.

E. JURISDICTION AND DUTIES

1. PRESIDENT

I. The MEC President is the spokesperson to management at Endeavor Air. All duties as outlined by the AFA Constitution & By Laws will be adhered to at all times. The MEC President will receive direction from the LEC Presidents on the key issues to present to management.

II. Communication is the key to a successful MEC President.

a. The President will ensure that monthly meetings are held with a quorum of MEC members. These will be led by the President to ensure that he/she is receiving direction from the LEC Presidents. It is the responsibility of the President to ensure communication between all members of the MEC. Outgoing MEC President has the responsibility to fully brief the incoming MEC President on all matters pertaining to the MEC.

b. MEC President or designee will email the MEC a monthly or bi weekly report on issues being worked on and a general update.

III. The MEC President will have overall responsibility for the following committees: ASHS, EAP, and Grievance. While the President has overall responsibility for the committees, the committee chairs will work as outlined in the Committee Section.

IV. The MEC President, in a collaborative method, will assign committees to the other MEC Officers that will include their feedback on what committees they would like to oversee.

V. The MEC President will ensure that communications to all members are consistent with the direction from the LEC Presidents.

VI. The MEC President will conduct bi-weekly or monthly update/meetings as needed with other MEC Officers in order to ensure all MEC business is being handled appropriately.

VII. The MEC President is a member of the Executive Board of Directors and will be at all regularly scheduled Executive Board meetings. If the MEC President will not be available to attend, they will give their proxy as is consistent with AFA-CWA ByLaws. The MEC President will update the MEC by email within 48 hours if there is a time sensitive issue to communicate, otherwise they will update the MEC at the next MEC call.

VIII. Is a member of the Negotiating Committee and shall coordinate negotiations

IX. Will be responsible for the administration of the MEC Budget and expenditures;

2. MEC Vice President

I. The MEC Vice President will be responsible for any duties as prescribed in the AFA Constitution and By-laws.

II. The President will assign all duties to the MEC Vice President.

III. The Vice President will assume Secretary-Treasurer duties if the Secretary-Treasurer is unable to do his/her duties.

IV. Perform duties of the President at his/her request or in the absence of the President.

V. Shall become acting President when the office becomes vacant and shall call a meeting of the MEC within sixty (60) days for the purpose of electing a new President;

VI. Will be granted floor privileges at all meetings of the MEC and Board of Directors, but shall have no vote if not also an LEC President;

VII. Is responsible for the administration of each MEC Committee that they are charged to oversee. Yearly, or as required, reviews with each MEC Committee Chairperson will be conducted;

The reviews will include the following topics:

1. Committee Structure and Responsibilities.

2. Evaluation of Competency.

3. Knowledge of their subject.

4. Working relationship with MEC, MEC Officers, local representatives and Company counterparts.

5. Goals.

3. MEC Secretary-Treasurer (MEC S-T)

I. The MEC S-T will assist the MEC President in the administration of MEC funds. She/he will review and maintain the monthly budget expenditures as provided by the AFA International Office. Budget Reports will be given at MEC meetings. Full accounting reports will be provided to Local Council Presidents upon request. Will provide Budget and go over Budget with each Committee MEC Chair.

II. Will maintain MEC records, keep minutes and supply them to the MEC and the International Secretary/Treasurer, as soon as possible, and will perform duties assigned by the MEC or the President.

IV. The MEC S-T will report monthly on each budget to the MEC Officers. It is understood that the figures given will represent the most current and available information to the MEC S-T at the time.

V. The MEC S-T is responsible for maintaining all final MEC Resolutions, Action Items, and Agenda Items and will keep copies of each in a binder/electronic file to be available at each MEC Meeting.

VI. The MEC S-T will be responsible for taking notes at all meetings (official and unofficial) and provide these minutes to the MEC within 5-7 days.

VII. Should the MEC S-T be unavailable to take notes, the MEC Vice President or designee will take notes and provide these notes to the MEC within 5-7 days.

VII. The MEC S-T will submit all Flight Pay Loss (predesignated), Trip Drop and Positive Space requests. The MEC Officers will be copied on the emails to the company. Should He/She not be available to send in the request, due to vacation, etc, the MEC Vice President will submit the requests and copy all MEC Officers on the requests.

VIII. Official Meeting minutes will be submitted following the AFA Constitutions & By Laws.

IX. Will become Acting Vice President if a vacancy in that office occurs; Will become Acting President when both the office of President and Vice President become vacant, and shall call a special MEC meeting within ten (10) days for the election of new officers;

X. Will be granted floor privileges at all meetings of the MEC and Board of Directors, but shall have no vote if not also an LEC President;

RECALL

1. Any MEC Officer may be removed from office by a majority vote of the MEC, with such vote being on a roll-call basis.
2. A removal from office shall not remove the individual from MEC membership if she/he is still an LEC President.
3. If the MEC President is removed from office, the MEC may elect a new President at the same meeting or shall apply to Article VII.C.3. of the AFA Constitution and Bylaws.

Article V - MEC ADMINISTRATION

A. FINANCE

1. The MEC President or designee will present to the MEC a quarterly Budget progress report for the Endeavor Air MEC operation upon request. This report would indicate what was budgeted for each MEC Committee, including MEC Administration, System Board of Adjustment and any in progress Negotiations.
2. MEC Officers are included in this reporting.
3. The MEC will authorize payment of Flight Pay Loss claims out of the Negotiations Budget for LEC Presidents or their Designee to attend a Negotiations RoadShow Meeting.
4. MEC Officers and committee chairpersons who are eligible to claim flight pay loss for union activities may do so with the prior approval of the MEC President.

B. MEC BUDGET

1. Each MEC Committee Chair will be required to submit a budget proposal to the MEC President indicating the prior year's budget, expenditures to date, and the requested budget for the upcoming year. The budget proposal must include documentation sustaining the requested amount for the upcoming year. If no request is received the President will budget the Committee using past budget funding.
2. The MEC Secretary/Treasurer will compile the information received from each MEC Committee Chairperson and present this information to the MEC.
3. The MEC President will submit a budget proposal to the entire MEC. This budget proposal will include the amount budgeted for the previous year, expenditures, and requested budget for the upcoming fiscal year.
4. The entire MEC will review the information compiled in (1) through (3) above and determine if they will approve the proposed budget. The MEC budget approval will take place after the Board of Directors has approved the next year's fiscal budget.
5. Each MEC Officer and Committee Chair will be responsible to remain within his or her budget parameters.
6. Equipment purchased out of the MEC Funds will be subject to the following procedure:
 - a. Determine sufficient funds are available to cover the purchase.
 - b. The three MEC Officers will reach consensus to approve the purchases.
 - c. Approval will not be unreasonably withheld.
7. Any Expense Reports or any other related expenditures using MEC Funds will be submitted to the MEC President.

C. TRIP DROP REQUESTS

In the event that a Committee Chairperson or MEC Officer requires a Trip Drop to perform a function or union activity, they shall submit the request in a timely manner. All trip Drop Requests should be submitted via email to

dropsandpos@edvafa.org

All Trip Drop emails will contain the following information: an example of how to submit drops will be provided by the MECP.

- Name
- Subject line ex. ASAP Annual Review
- Employee Number
- Base
- Date Of Pairing
- Pairing Number
- (Flight Numbers of Partial Trip)

- Total amount of Hours being removed

Regardless of which committee or office you represent, all drop requests should include all three MEC Officers. The MEC Secretary / Treasurer will submit the drop requests to the company. If the MEC Secretary / Treasurer is unavailable, She/he will notify the MEC Vice President to process Trip Drop Requests. If the MEC Vice President is unavailable, she/he will notify the MEC President to process Trip Drop Requests.

D. MEETING REQUIREMENTS

MEC Meetings

1. The Endeavor MEC Meetings will be consistent with the AFA Constitution & By Laws.
2. The Endeavor MEC shall have official in person meetings no less than two times a year, as well as monthly Zoom meetings (see below). For in-person meetings, The President shall be responsible for drafting an agenda for submission to the Vice President and the Secretary-Treasurer; the agenda shall be finalized for posting to the membership no later than 15 days prior to the meeting. This posting will be done by E-line, Website and Electronic Bulletin Board.
 - a. It is required that all MEC Officers and LEC Presidents (or their proxy) be in attendance at all Endeavor Air AFA MEC meetings.
 - b. The MEC President will provide a "State of the Union" presentation to include Endeavor Air and International issues.
 - c. The MEC Vice President will provide information on what he/she is working on for the MEC.
 - d. The MEC Secretary-Treasurer will provide an update on the budget and expenses.
 - e. The MEC Committee Chairs shall be encouraged to attend and shall be notified of each meeting 30 days prior to the meeting. A written report of MEC Committee Chairs will be required.
 - f. Member's questions can be entertained at the end of each meeting.
 - g. The MEC President shall be the chair of each meeting.
 - h. The Secretary-Treasurer shall be required to keep minutes of each meeting. The minutes for the meeting shall be presented to the MEC at the beginning of the next meeting for approval, unless the timing is otherwise directed by the MEC. Once approved, the Secretary-Treasurer shall send the minutes to the MEC and the International Office.
 - i. The MEC meeting shall be run in a professional, efficient manner, utilizing rules of order, advance agenda items, and the Mutual Respect Policy, etc., as appropriate.
 - j. Flight Pay Loss for all MEC meetings will be capped at 16 hrs. Additional FPL needed will be billed to the local council in need of the extra FPL.

k. Last minute proxy requests would be billed maximum 16 hours to the MEC Budget. The LECP would determine whether to drop their associated Union Leave or have it remain and it would be billed to the corresponding LEC Budget.

Example: LECP notifies MEC of proxy as soon as possible. Proxy has a 22 hour trip. MEC would cover 16 hours max, LEC would cover 6 hours. LECP would inform MEC how they want their FPL handled (dropped unpaid or billed to their local)

l. For all matters that are brought before the MEC, each LEC President will have opportunity to review any written document(s) either by fax, e-mail, and/or by conference call, prior to the MEC vote or consensus.

m. All matters brought before the MEC for a vote shall be decided on the basis of "Majority Rules" consistent with the AFA Constitution and Bylaws.

3. The three MEC officers shall also meet in person or via conference call at least once a month for strategic planning purposes when appropriate, including following the Board of Director's meeting for the budget building process.

MEC Monthly Executive Sessions

1. The MEC will conduct Monthly MEC Executive Sessions. Time, length of call, and date to be determined by the MEC.
2. These Conference calls will be for informal discussion on issues and concerns within the airline, MEC, etc.
3. The MEC President will chair the meeting.
4. All members of the MEC will submit agenda items to the no later than 48 hours prior to the call excluding late agenda items. Agenda items will be submitted using Google Doc or some other electronic means that can keep track of all agenda items. The final agenda will be made available to the MEC within 24 hours of the call excluding late agenda items.
5. The MEC Secretary - Treasurer or designee will keep meeting minutes of discussion topics for future reference. These meeting minutes will be available to all MEC members within 7 days.
6. Meeting minutes will be considered Internal Communication for MEC Members only. Once approved, a summary of minutes will be sent to the MEC Technology Chair to add to the Website for Members and a PDF copy of entire meeting minutes shall be sent to the International Secretary-Treasurer.

MEC Elections

1. All elections for MEC Officers shall be conducted as open sessions at meetings that any member in good standing may attend. The date of meeting to be announced 30 days prior to the membership.

Labor Management Meetings

1. The MEC President will schedule Labor/Management meetings with the company monthly at a mutually agreed upon time and date.
2. Prior to each meeting, the entire MEC will provide feedback and topics of discussion for the meeting. There will be an electronic format with access to all MEC members to be able to provide feedback.
3. These meetings will be to discuss overall issues with management.
4. The MEC President will submit an agenda to the MEC 7 days prior to the meeting for informational purposes. Once the agenda has been approved by the MEC, the agenda will be forwarded to management 5 days prior to meeting
5. The MEC President will send the updated agenda received from management to the MEC for informational purposes.
6. The Labor Management Meeting will be attended by the MEC Officers as the official communicator to Company Management.

D. COMMUNICATION

It is the intention of the MEC to communicate as often as the situation indicates, with a minimum quarterly written e-line to be distributed via email. This shall be augmented by website updates, crew room sits, phone tree updates, email updates, etc.

1. All members of the MEC will provide written notices of their unavailable time and the name and telephone number of the individual who will be covering their duties if their absence will be for longer than twenty-four (24) hrs.
2. The LEC's shall give a current list of its LEC Committee Chairs when there is a change to their roster or upon request.
3. All e-lines and meeting notices to the Membership will be previewed to the MEC prior to Distribution by the Communications Chair or designee.
4. Each LEC President shall provide notice of Local Council meetings to all other LEC Presidents and the MEC Officers;
5. Any MEC Correspondence that will be presented to the Membership will include all LEC Presidents and MEC Officers, prior to being distributed.
6. The MEC Officers will communicate regularly.
10. All E-lines and meeting notices to the Membership will be previewed to the MEC prior to distribution by the Communications Chair or Designee. With the following guidelines:

a. Any e-line sent within 24 hours requires a majority of good to go from the MEC. If any member has any corrections or suggestions to edit they will email the author of the e-line and MEC Communications Chair with their suggestions and/or edits.

It is important that the entire MEC communicates issues with the same talking points. The MEC will discuss any major issues and what the communication points to members will be and how to answer questions on any issue that arise from members. This is a critical aspect of communicating to our members.

External Communications

- The MEC Communications Chair will report to the MEC President or Designee.
- The Chair will, at their discretion, designate other committee members to assist.
- The MEC Communications Chair will create electronic documents to be used by all the MEC Committee chairs in order to collaborate on e-line articles.
- The MEC President, Vice President, Secretary-Treasurer and legal will be collaborators on all electronic documents.
- The MEC Communications Chair will receive all pertinent information to be sent out in a timely manner in order to prepare the article for release by the MEC.

Email Communications

Email Communications are the primary source for communication from the MEC.

MEC Elines

Members need to know where, when and how to get information from the union. It is best to set up a regular schedule for distribution of communications from the union.

- a. An MEC Eline will be sent out every Friday evening to all members.
- b. The MEC Communications Chair will work within the following guidelines to ensure that an MEC Eline is sent out.
 - i. Monday - Will email the entire MEC for topics for discussion that week's e-line. The MEC will respond with potential topics for the e-line.
 - ii. Tuesday - Begin writing the e-line articles or recycle articles if needed.
 - iii. Wednesday - Will email all collaborators on the electronic document which should include the MEC President, Vice President and Secretary-Treasurer and Legal. The email will include a request for the collaborators to review and approve the e-line contents for accuracy and messaging.
 - iv. Thursday - Will email the entire MEC plus Legal a preview of the e-line that will be sent on Friday.

- v. Schedule the eline for distribution on Friday at 1000 CST.

State of the Union Elines

- a. The MEC President will send out at minimum a Quarterly Email on the First Monday of each quarter.
- b. The eline will be written by the President presenting an outlook on the "State of the Union" with the approval of Legal.
- c. The message should include topics that have been discussed with management and any resolution.
- d. The message should include issues that are still outstanding and what we are doing about them.
- e. It should be forward thinking as well as discussing what we will be bringing forward to management during Labor/Management Meetings.
- f. The MEC Communications Chair will be responsible for previewing the eline to the MEC and sending to members.

Committee Elines

- a. All MEC Committee Chairs will be responsible for writing at least one eline a quarter to discuss the topics that they have brought forward to management for their committee.
- b. This requirement does not take into consideration any breaking news issues that we need to report such as ASHS, ASAP, or EAP issues that will need to be addressed.
- c. All committee elines will go out on Wednesday. The following rotation will be utilized after implementation of the plan:
 - i. Month One - ASHS, Hotels, Government Affairs
 - ii. Month Two - EAP, Uniform & Cabin Standards, Membership (if no new hire classes)
 - iii. Month Three - ASAP, Jumpseat, Education & Training (general information), Human Rights & Equity
- d. It is understood that the committees may need to send out information earlier than is indicated in the above rotation.
- e. The MEC Communications Chair or designee will assist with the editing of the articles, however will not do the bulk of the writing. The MEC Communications Chair or designee will be responsible for previewing the eline to the MEC and Legal.
- f. The following Schedule will be utilized for specific MEC Committees:
 - i. Scheduling - Eline will be sent on the 9th of every month to include information on bidding and the meeting minutes of the previous meeting with management.

- ii. Reserve - Eline will be sent out within one week of the monthly Reserve Meeting on a Wednesday along with updates from the Scheduling/Reserve meeting.
- iii. Grievance - Eline will be sent out quarterly and will discuss previous MEC Grievances and a summary of individual grievances. It will include the "Grievance Process" information for members.
- iv. Membership Committee - Email will be sent out quarterly after a New Hire class Graduates letting everyone know to welcome the new hires.

Any eline sent within 24 hours requires a majority of good to go from the MEC. If any member of the MEC has any corrections or suggestions for edit they will email the author of the eline and MEC Communications Chair with their suggestions and/or edits.

Education and Training Elines

- a. The Education & Training Committee is under ASHS and will use the MEC banner for elines. It is tasked with working with management to develop new programs and to assist in implementing them. They will also be responsible for educating Flight Attendants on all kinds of issues that include new procedures, processes, contract questions and many other operational concerns.
- b. The committee will send out educational Elines prior to LMS Modules being released and any updates needed.
- c. The committee will request information from the MEC on what contractual issues or training issues should be addressed in the monthly eline..
- d. The MEC Communications Chair or designee will be responsible for previewing the MEC and sending out the eline to the members.

Breaking News/Special Elines

- a. The MEC Communications Chair or designee will receive breaking news information as soon as possible (preferably at the same time as the MEC) in order to begin writing the article.
- b. Preferably, the MEC President or designee will assist in writing the article along with the Chair.
- c. The eline will be sent out according to the request of the MEC President or designee.
- d. The MEC will be previewed along with Legal.

Website Communications

The edvafa.org website is integral to the success of the union. The MEC Technology Chair will be responsible for updating the website on a weekly basis with pertinent information from the Union on activities based on feedback from the MEC.

The Communications Committee (Communication Chair and Technology Chair) will also include information from International when appropriate based on feedback from the MEC.

Electronic Bulletin Board

Will be updated at a minimum of once a month by the Technology Chair. Will be used to relay important contract information as well as updates from MEC membership in conjunction with the website.

Social Media Communications

A. Facebook News Feed Page

The MEC Communications Chair or Technology Chair or a designee will be responsible for posting pertinent information on the Facebook News Feed page, if a FB page is active, as directed by the MEC.

B. X

The MEC Communication Chair, Technology Chair or designee will be responsible for posting pertinent information on X or retweeting as directed by the MEC if a X page is active.

Article VI - MEC COMMITTEES

A. SCOPE

1. The MEC shall establish the necessary committees for conducting MEC business, consistent with AFA and MEC Policy.
2. Any committee may be dissolved, condensed or combined or divided at any time by a majority vote of the MEC.
3. All committees will be supplied with and shall support and follow the AFA Constitution and Bylaws as well as the MEC Rules and Policy and Procedure.
4. Insofar as practical, committees should include one member with previous experience.

B. APPOINTMENT OR ELECTION OF MEC COMMITTEE CHAIRS

1. Committee Chairs who have close working relations directly with Endeavor management shall be elected by the MEC, upon application and an interview with the MEC. Committees to be elected will include Grievance, Air Safety, Health and Security (ASHS), Scheduling, Reserve, Cabin Standards, Uniform, and Hotel.
2. The Committee Chairs, who have indirect management contact, will be elected/appointed upon application and may be interviewed by the MEC. These committees will include: Jumpseat, Membership, EAP, Benefits, Government Affairs, Communications, Technology and Human Rights and Equality. All AFA activists shall be expected to fill out the EDV MEC volunteer form prior to formalizing their appointment.
3. All MEC Committee Chair positions will run concurrent to the MEC terms of office. All MEC Committee Chair positions will be opened with a minimum of 21 days however this can be extended should the need arise.
 - A. An email and website notification will be provided to all membership of the MEC Committee Chair positions
 - B. Letters of interest and Applications will be collected by the Secretary Treasurer and distributed to the MEC after the application period closing date.
 - C. The MEC President will coordinate an in person meeting or conference call in order to interview potential MEC Chairs.
 - D. Upon conclusion of the interview process, the MEC will elect the MEC Committee Chair. The MEC reserves the right to appoint candidates as co-chairs if needed.
4. In addition, members who wish to be involved in one-time AFA projects will be required to fill in the Volunteer-At-Large application form. See Appendix for sample forms.
5. The Committee Chair in consultation with the MEC President or the designee shall approve MEC committee members. One or the other can veto approval.
6. All Committee members will be required to sign the MEC Committee Commitment to Serve Form. See Appendix for sample.

Vacancy of MEC Chair Positions

Should a vacancy arise in a MEC Committee Chair Position, the following process will be utilized:

1. The open position will be posted through email and website update.
2. Posting will be for a minimum of 14 days unless otherwise decided by the MEC.
3. Letters of Interest and Applications will be collected by the Secretary-Treasurer and distributed to the MEC after the application period closing date.
4. The MEC President will coordinate an in person meeting or conference call in order to interview potential MEC Chairs, if needed.
5. Upon conclusion of the interview process, the MEC will either elect or appoint the MEC Committee Chair.

NOTE: Some Committee Chairs (ie Grievance, Scheduling, Communications) may require some hands-on experience of potential volunteers before being elected or appointed. The MEC reserves the right to allow for this process prior to making a decision.

C. TERM OF OFFICE

1. All MEC Committees and Committees Chairpersons will have terms that coincide with that of the MEC Officers, except as otherwise stated.
2. The MEC may at any time replace any member of the committee by a majority vote.

D. MEC RESPONSIBILITY

1. It is the responsibility of the MEC to notify each committee of its duties, term of office, and purpose.
2. The MEC assumes responsibility for ensuring that committees perform their duties.

E. CHAIRPERSON RESPONSIBILITY

1. An MEC Committee Chairperson cannot change MEC policy.
2. The MEC Committee Chairpersons represent the MEC.
3. An MEC Committee Chairperson will support an MEC position when dealing with the Company.
4. Committee Chairpersons will communicate with their Local Committees at least once a month.
5. Committee Chairpersons will communicate with the MEC Officers at least once a month at a time determined by the Officers. This can be accomplished via EMail.
6. Committee Chairpersons shall submit a quality written report to the MEC before every in person MEC meeting. The reports should include:
 - a. Committee activities
 - b. Problems encountered
 - c. Trends
 - d. Suggestions
 - e. Training
 - f. Actions/Resolutions (If a Committee Chairperson has a resolution or an agenda item to submit to the MEC, she/he should contact the MEC Officers for assistance).
7. Prior to writing of an Opening Letter on any AFA Endeavor Air Banner the Committee Chairpersons shall submit their Committee eline to the MEC for review and approval.
8. The Committee Chairpersons shall maintain files and transfer them to her/his successor.

F. COMMITTEE RESPONSIBILITY

1. No Committee shall make or amend MEC Policy.
2. Recommendations for change shall be presented to the MEC.
3. All Committee recommendations will be submitted in writing to the MEC President or designee to be discussed at an MEC meeting.
4. All Committees shall report to the MEC Officers on any discussions with the Company.
5. All Committees will act as liaisons between the membership, the MEC and the Company.
6. The Committees will support MEC policies and positions when dealing with the Company.
7. Committees may be asked to work together on a specific project or as needed.
8. Endeavor Air Local Councils may cross utilize local committee representatives and/or share resources where necessary and agreed upon by the Local Council President(s).
9. Each MEC Committee will author periodic articles for the MEC Website.
10. MEC Committees may be requested to author a specific article for Local Newsletters or AFA Electronic Bulletin Boards.
11. Prior to each meeting with management/company representatives, the AFA Representative/Committee Chair leading the meeting shall contact the MEC officer overseeing the committee and let them know the topic(s) of the meeting. The MEC Officer will notify the rest of the MEC.

G. GENERAL

1. Vacancies occurring on any MEC Committee will be filled in the following manner:
 - a. Standard procedures for a regular election will be scheduled for the next regular MEC meeting. The MEC President or designee can appoint a member in good standing to fill the position until the election process is completed if necessary.
 - b. The MEC may choose to delegate the MEC President to appoint a "specific" committee Chairperson.
2. All Committee Chairpersons should be fiscally responsible in the management of the Committee budget, including the use of flight pay loss.
3. When it is necessary to utilize Flight Attendants from Local Councils on MEC projects, the LEC President/designee will be solicited for recommendations and notified of a selection prior to an appointment.
4. If an MEC Chair cannot attend a meeting that they were scheduled to attend, they will first; notify the MEC President. The MEC President will then make a decision as to whether another representative should be sent.

H. MEC COMMITTEES JOB DESCRIPTIONS

Each Committee will contain a Chairperson on both a Local Executive Council Level and a Master Executive Council Level.

The following are AFA Recognized Committees:

1. Grievance

- Grievance
- Grievance Screening
- System Board
- Overseen By MEC President

2. Air Safety Health and Security

- Air Safety, Health, and Security
- Education & Training
- ASAP
- Fatigue
- Overseen By MEC President

3. Employee Assistance Program

- EAP
- Professional Standards
- FADAP
- Benefits Chair
- Overseen By MEC President

4. Scheduling Chair

- Bid packet sequences/pairings for all bases
- Overseen By MEC President or designee

5. Reserve

- Overseen By MEC President or designee

6. Membership

- Overseen By MEC President or designee

7. Human Rights and Equity

- Overseen By MEC President or designee

8. Hotel

- Work with Company, ALPA Representative and API Representative
- Inform the respective LEC President of any visit
- Overseen By MEC President or designee

9. Communications Chair

- Overseen By MEC President or designee

10. Technology Chair

- Overseen By MEC President or designee

11. Negotiations

- Negotiations Committee
- Mobilization/Info Rep Committee
- Overseen By MEC President

I. Chairperson Duties and Responsibilities

1. An MEC Committee Chairperson cannot change MEC policy.
2. The MEC Committee Chairpersons represent the MEC.
3. An MEC Committee Chairperson will support an MEC position when dealing with the Company.
4. Committee Chairpersons will communicate with their Local Committees at least once a month.
5. Committee Chairpersons will communicate with the MEC Officers at least once a month at a time determined by the Officers. This can be accomplished via email.
6. Committee Chairpersons shall submit a quality written report to the MEC before every regular MEC in person meeting. The reports should include:

- 
- a. Committee activities
 - b. Problems encountered
 - c. Trends
 - d. Suggestions
 - e. Training
 - f. Actions/Resolutions (If a Committee Chairperson has a resolution or an agenda item to submit to the MEC, she/he should contact the MEC Officers for assistance).
 - g. Budget concerns or needs
7. The Committee Chairpersons shall maintain files and transfer them to her/his successor.
 8. Each quarter, the MEC Committee Chairperson will submit a written activity report. The report should include any meetings attended, conference calls, and general tasks performed for the quarter previous. All activity reports will be sent to the MEC Officers and LEC Presidents, via email.
 9. MEC Committee Chairpersons will check their email daily and provide responses when needed within 24 hrs.
 10. MEC Committee Chairpersons will provide the MEC Officers with written notices of their unavailable time and the name and telephone number of the individual who will be representing their Committee in their absence, when such absence will prevent them from answering emails for over 24 hrs.
 11. If an MEC Chair cannot attend a meeting that they were scheduled to attend, they will first; notify the MEC President. The MEC President will then make a decision as to whether another representative should be sent.

J. MEC GRIEVANCE CHAIRPERSON

Purpose and Scope:

The Master Executive Council (MEC) Grievance Chair is the primary manager of both the MEC grievances as well as all other grievances at the System Board level. Attendance at hearings and assistance in arbitration is essential to this job. This individual will work closely with the AFA staff attorney assigned to Endeavor Air. Grievance work is "deadline work." There are no set hours. Depending on the deadline, at times this will necessitate extremely long workdays; other times the workday will be of normal duration. The duties of the office include both clerical functions as well as an active role in MEC Grievance Mediation and will include participation in LEC Grievances Mediation. The Grievance Chair will have as their primary objective the protection of all Flight Attendants against arbitrary and unjust disciplinary action. The Grievance Chair shall uphold, defend and enforce the collective bargaining agreement, side letters of agreement, grievance and any other settlements, MEC policy and the AFA Constitution and Bylaws. The Grievance Chair shall act to secure the fastest possible procedure for all Flight Attendants in the arbitration of their grievance for disciplinary action.

Qualifications

- Endeavor Flight Attendant
- AFA member in good standing
- Grievance Committee experience
- Strong computer skills, including MS-Word and MS-Excel
- Maintains confidentiality

Duties:

Duties of the Chair shall include, but not be limited to, the following:

1. Oversee use of the grievance process in order to enforce the current contract, and protect all Flight Attendants from arbitrary and unjust disciplinary action.
2. Be responsible for the Grievance Database, ensuring that the data is being properly maintained by the reps. Update each case's status as it advances through the steps of the grievance process.
3. Be able to provide constant attention to the committee's work. Some union days will be assigned, but the chair is expected to check email and respond to needs on a daily basis, since deadlines are often involved.
4. Be a member of the Grievance Screening Committee.
5. Participate in mediations and arbitrations.
6. Receive (electronic) grievance forms from the LEC Grievance Reps and process them by filing with the Company.
7. Prepare agenda for monthly Grievance Hearings, and provide copies to the Company and the MEC
8. Preside over, and keep records of monthly Grievance Hearings with the Company.
9. Assist with Grievance Rep training sessions.
10. Provide a Committee Report to the MEC at each Official MEC in person meeting.
11. Collaborate with the LEC Presidents in recruiting new Grievance Reps, and provide leadership to the LEC Grievance Chairs.

The MEC Chair will provide at minimum a quarterly report of all activity and distribute it to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.

Note - This Committee will go to the MEC President for questions or concerns.

K. MEC GRIEVANCE SCREENING COMMITTEE

Committee Members: The Grievance Screening Committee will consist of the following individuals:

1. MEC President
2. MEC Vice President
3. LEC President or designee of the base from which the grievance arose
4. MEC Grievance Chair
4. AFA Staff Attorney

Procedure: Once the grievance has been petitioned to the System Board of Adjustment, it will be reviewed by the committee to determine if it has merit and should be scheduled for arbitration.

Submission of Additional Information: The grievant shall be encouraged to submit any additional information, documentation, offers of proof, etc. to the MEC Grievance Chair so that it can be considered during the grievance review.

Standard: The standard against which the committee will evaluate a grievance is whether or not it determines in good faith that the grievance has merit. This determination will be based on (1) the evidence in the file; (2) any additional investigation the Committee deems necessary; (3) the likelihood of success at arbitration on the merits of the grievance.

Vote: If the Grievance Screening Committee determines that the grievance lacks merit, the grievant will be notified that AFA will not represent the grievant at the System Board of Adjustment. The decision must be unanimous.

Notification to Grievant(s):

The Committee's determination shall be communicated to the grievant(s), via Certified Mail, within ten (10) working days of the decision. The notification will also include what other remedies are available to the grievant(s).

Note - This Committee will go to the MEC President for questions or concerns.

For information on System Board, please refer to that Section.

L. MEC AIR SAFETY, HEALTH, AND SECURITY CHAIRPERSON (Also includes ASAP/Fatigue and Education & Training)

Purpose and Scope:

The MEC Chair shall work with the company on matters pertaining to cabin and flight attendant safety and health. The Safety Chairperson shall be the primary contact with the Company, the FAA and the Air Safety and Health Department of AFA. They shall work the ASAP/ERC Primary, the company and the FAA Event Review Committee (ERC) on matters pertaining to the Aviation Safety Action Program (ASAP). As a member of the Fatigue Review Committee (FRC) whose primary goal is to identify fatigue hazards, and to implement corrective measures to improve system safety. In order to facilitate safety analysis and corrective action, AFA and Endeavor have implemented an FRMP for Flight Attendants, which is intended to improve safety through self-reporting, cooperative follow-up, and appropriate corrective action.

Qualifications

- Endeavor Flight Attendant
- AFA member in good standing
- Complete all ASHS Required Training within two years of election
- Strong computer skills, including MS-Word and MS-Excel
- Maintains confidentiality

Duties: ASHS

Duties of the Chair shall include, but not be limited to, the following:

1. Always be available or leave a contact number or alternate safety contact to be reached by the company or the LEC Chairs in the event of an accident, incident or investigation.
2. Monitor federal agencies and bodies like the Federal Aviation Administration, Transportation Security Administration, Department of Homeland Security, and the National Transportation Safety Board.
3. Work closely with management, MEC and LECP to ensure proper notification of an aircraft incident.
4. Educate Flight Attendants on Safety Reporting.
5. Be first contact for management during an aircraft incident.
6. Identify Local Chairs to assist with work on the local level.
7. Ensure that Local Chairs are trained properly.
8. Oversee any safety projects on an as needed basis.
9. Meet quarterly with management to ensure the reporting process is working properly.
10. Be available on call 24 hours in the event of an accident.
11. Act in an advisory role of the LEC Chairs on safety matters.
12. Study air safety and health problems and make recommendations to the MEC for consideration.
13. Review material, handle correspondence and keep the MEC well informed of safety developments.
14. Prepare articles for the MEC newsletters and/or reports at MEC meetings.
15. Attend company debriefings when safety related issues are discussed.
16. Coordinate local safety issues for carrier wide consistency.
17. The MEC Health and Safety Chair will report to the MEC President.
18. Participate in the Central Safety Meetings, Quarterly Roundtables, and review OSHA Logs.
19. The MEC ASHS Chair should be trained in Critical Incidents.

20. The MEC ASHS Chair will write a minimum of one E-line article per quarter for distribution to the membership.
21. Oversee the Aviation Safety Action Program (ASAP) Chair and alternate
22. Oversee Fatigue Review Board (FRB) Chair and alternate
23. Oversee Education and Training

Duties: ASAP

1. Attends ERC meetings each month or more frequently based upon volume or emergency situations.
2. Reviews event reports prior to ERC meetings making recommendations on each event that will expedite.
3. Attends MEC meetings to provide updates on the program to MEC members/officers.
4. As requested, attend ASAP training and related conferences.
5. Provide ASAP training to Flight Attendants as needed.
6. As necessary, discuss ASAP events with alternate.
7. Complete any corrective actions/tasks determined by the ERC, which can include coach/counsel the flight attendant or AFA communication addressing safety issues.

Duties: Fatigue Review Board member

1. Attends FRB meetings each month or more frequently based upon volume or emergency situations.
2. Reviews event reports prior to FRB meetings making recommendations on each event.
3. Attends MEC meetings to provide updates on the program to MEC members/officers..
4. As requested, attends Fatigue training and related conferences..
5. After the Fatigue Review Board has met, follow up with a Flight Attendant may be necessary to help clarify the Fatigue Policy. The AFA Fatigue Board Representative's union email will be included on the company email to the flight attendant who has a non-operational report in case of additional questions as to why it was deemed non-operational

Note - This Committee will go to the MEC President for questions or concerns.

Duties: Education and Training

1. Strict adherence to confidentiality

2. The committee will be responsible for providing input and review of the curriculum development for New Hire and CQ programs.
3. Provide flight attendant training requirements to the training department
4. Attend and participate in quarterly meetings with the training department
5. Assist in the review and testing of current/existing and new training programs that may or may not use LMS and/or other web-based training tools
6. Understanding of developing sound education curriculum for flight attendant recurrent/ CQ programs
7. Familiar with new methods of training to include, but not be limited to, Computer-based training (CBT) and Learning Management Systems (LMS) platforms, Continuous Qualification (CQ)
8. Working with the Company and FAA on the development of recurring education programs for Flight Attendants

M. MEC EMPLOYEE ASSISTANCE PROGRAM (EAP)/PRO STANS/FADAP CHAIRPERSON

Purpose and Scope:

This position is responsible for the coordination of EAP/PS functions in the airline. The MEC EAP chair shall coordinate with the AFA International EAP Department and the Local EAP/PS chairs. In the event of an accident or incident the MEC Chair should be available on a 24 hour basis. The EAP is a support service provided by Flight Attendants for Flight Attendants, their families and partners. EAP Peer Representatives are trained to provide three distinct, but interrelated, services, which include Assessment, Support and Referral Services.

Professional Standards

EAP offers a range of conflict resolution strategies, skills and support to help co-workers resolve disputes among themselves without the need for management intervention.

Critical Incident Response

EAP offers and/or coordinates a range of critical incident stress management services to promote and accelerate recovery in the aftermath of traumatic and/or critical incidents, both on and off the job.

Qualifications

- Endeavor Flight Attendant
- AFA member in good standing
- Successful completion of Basic EAP Training
- Must be on the EAP Committee
- Must be willing to attend Advance EAP Training at the next offering
- Maintain Strict Confidentiality

Duties:

Duties of the Chair shall include, but not be limited to, the following:

1. EAP Reps assist members in identifying and developing an action plan to address personal and work related concerns.
2. EAP provides support to a troubled flight attendant (TFA) during the problem resolution process.
3. When professional services or resources are required, the EAP identifies an appropriate referral(s) and facilitates the TFA's successful linkage to it.
4. The MEC EAP Chairperson will report directly to the MEC President.

EAP Training and Program Development

1. Actively recruit EAP committee members for appointment by the LEC President.
2. Evaluate the training needs and response capability of the EAP committee(s) on an on-going basis. Make recommendations for EAP coverage and activities to the MEC as appropriate.
3. Assist with coordinating and delivering basic, advance and other EAP trainings and meetings for new and existing committee members/chairs.

Consultation/Guidance to LEC EAP Committee Members/Chairs

1. Routinely communicate with LEC EAP committee members and chairs. Help them to stay current on issues and new developments within AFA EAP, their MEC, their carrier and the EAP industry.
2. Provide case management consultation and guidance to individual LEC EAP committee members and chairs as requested/required.
3. Monitor the timely submission of EAP committee member activity reports and client data sheets

Reporting and Consultation to MEC Leadership

1. Routinely update the MEC on all non-confidential EAP activity.
2. Remain available to consult with the MEC around EAP related issues and events that are or could impact the membership/union.
3. Develop specialized programs and activities to address the EAP related needs of the membership, as authorized by the MEC.

The MEC Chair will provide at minimum a quarterly report of activity to be distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.

Note - This Committee will go to the MEC President for questions or concerns.

N. MEC SCHEDULING CHAIR

Purpose and Scope:

This chairperson must have knowledge of the contract, FARs, flight time-duty time-crew rest-guidelines and have computer competency and expert knowledge of PBS. This committee supports the building of lines in each domicile to assure the highest quality of life for the flight attendant membership. This committee also supports monthly PBS runs during the pre-bid window and regular PBS window, including the processing of bid protest. Will strive to assure the highest quality of life for the overall flight attendant membership.

Qualifications

- Endeavor Flight Attendant
- AFA member in good standing
- Be familiar with the contract, in particular, the Scheduling language.
- Maintains confidentiality

Duties:

Duties of the Chair shall include, but not be limited to, the following:

1. Shall work with the company on the construction of monthly lines of flying. Through Bid Divisor and Bid Pairing meetings
2. Serve as a resource for members with respect to the Scheduling section of the contract.
3. Meet with Company Personnel on a regular basis for the purpose of gathering information that can impact Flight Attendant schedules, as well as to bring Flight Attendant scheduling issues and concerns to the Company's attention.
4. Contact the Company as necessary to address real time issues in an attempt to alleviate situations as they occur.
5. Attends the PBS training class for SAFA's
6. Work in concert with the MEC Reserve Chair and coordinate efforts where appropriate.
7. Provide a Committee Report to the MEC at each MEC in person meeting.
8. Provide a monthly progress report to the MEC President or designee.
9. Collaborate with the LEC Presidents in recruiting new LEC Scheduling Committee members, and provide leadership to the LEC Scheduling Committee Chairs.
10. Use domicile feedback to work with the company to resolve the union's problems and concerns.

11. Will be responsible for discussing bid runs with the company and will report any problems and solutions to the MEC.
12. Monitor the company throughout the Pre-Bid and PBS process for the quality of line awards as well as the PBS system.
13. The MEC Scheduling Chair will report to the MEC President
14. The MEC Chair will write a minimum of one E-line article per month for distribution to the membership.

The MEC Chair will provide at minimum a quarterly report of all activity and distribute it to the MEC in a timely manner. The report will include all committee members and local chairs.

Note - This Committee will go to the MEC President for questions or concerns.

O. MEC RESERVE CHAIRPERSON

Purpose and Scope:

This chairperson is responsible for monitoring all problems specific to Flight Attendants on reserve status. He/she is responsible for assisting with reserve contract interpretation and facilitating reserve's interaction with crew scheduling, and with educating the reserves on the reserve system. It is recommended that the committee be comprised of reserves.

Qualifications

- Endeavor Flight Attendant
- AFA member in good standing
- Be familiar with the contract, in particular, the Reserve language.
- Maintains confidentiality

Duties:

Duties of the Chair shall include, but not be limited to, the following:

1. Serve as a resource for reserve members with respect to the pertinent contract language.
2. Provide support, either formally or informally, to New Hire Flight Attendants, assisting them in becoming successful in their new careers.
3. Meet with the Scheduling Chair on a regular basis for the purpose of gathering information that can impact Flight Attendant schedules, as well as to bring Flight Attendant scheduling issues and concerns to the MEC's Attention.
4. Provide information to the MEC as necessary to address real time issues in an attempt to alleviate situations as they occur.
6. Provide a Committee Report to the MEC at each MEC in person meeting.
7. Collaborate with the LEC Presidents in recruiting new LEC Reserve Committee members, and provide leadership to the LEC Reserve Committee Chairs.

The MEC Chair will provide at minimum a quarterly report of all activity and distribute it to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.

Note - This Committee will go to the MEC Vice President for questions or concerns.

P. MEC MEMBERSHIP CHAIRPERSON

Purpose and Scope:

This position is responsible for the tracking and updating of membership, addresses and status changes.

Personal address, phone numbers and membership status changes to which AFA has access are considered confidential and should be surrendered at the end of the chair's term or resignation.

Qualifications

- Endeavor Flight Attendant
- AFA member in good standing
- Good organizational skills
- Maintains Strict Confidentiality

Duties:

Duties of the Chair shall include, but not be limited to, the following:

1. Keep Member's contact information current
2. Keep records up to date regarding leaves, terminations, and transfer to management or other departments, base transfers, etc. This information should be provided to the Local Council officers as well as the International office/Membership Department in Washington, DC.
3. Enlist new members through a program of active outreach
4. Contact all new Flight Attendants and answer questions about committee participation and the union in general
5. Assist with New Hire Orientation
6. Assist LECPs with committee volunteers

The MEC Chair will provide at minimum a quarterly report of all activity and distribute it to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership if needed.

Note - This Committee will go to the MEC Secretary-Treasurer for questions or concerns.

Q. MEC GOVERNMENT AFFAIRS CHAIRPERSON

Purpose and Scope:

This position is responsible for assisting in the communication and implementation of AFA's Legislative Program. This committee shall monitor the political environment, system wide, as it pertains to the well being of the Endeavor Air Flight Attendant. The MEC Government Affairs Chair shall coordinate activity, in conjunction with AFA-CWA International Government Affairs Department, on all legislative issues as well as act as an advisor to the MEC President/Designee on Flight PAC legislative issues and AFA's political involvement.

Qualifications

- Endeavor Flight Attendant
- AFA member in good standing
- Interest in Government Lobbying and Legislative work
- Strong computer skills
- Maintains confidentiality

Duties:

Duties of the Chair shall include, but not be limited to, the following:

1. Report to the MEC on all AFA Legislative activities and programs.
2. Coordinate all FLIGHT-PAC activities.
3. Coordinate all AFA Legislative training for the membership.
4. Provide a course of Legislative Action and support of said action to the MEC.
5. Interface with all LEC and MEC Reps and Chairs
6. The MEC Government Affairs Chair will report to the MEC Vice President.
7. Keep membership informed of relevant political activity, including any suggested action that might further and protect our careers.
8. Provide a Committee Report to the MEC at each MEC in person meeting.
9. Collaborate with the LEC Presidents in recruiting new LEC Government Affairs Committee members, and provide leadership to the LEC Government Affairs Committee Chairs.

The MEC Chair will provide at minimum a quarterly report of all activity and distribute it to the MEC in a timely manner. The report will include all committee members and local chair

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.

Note - This Committee will go to the MEC Vice President for questions or concerns.

R. MEC HOTEL CHAIRPERSON

Purpose and Scope:

The MEC Chair shall work with the company on matters pertaining to hotels. The Hotel Chairperson shall be the primary contact with the Company, and the MEC Officers.

Qualifications

- Endeavor Flight Attendant
- AFA member in good standing
- Maintains confidentiality

Duties:

Duties of the Chair shall include, but not be limited to, the following:

1. The Hotel Chair will keep the MEC & LEC Presidents informed on all issues, as well as provide a monthly report on progress. This report will include Hotels with a high number of crew care reports and the issues.
2. The Hotel Chair will monitor membership complaints and concerns.
3. Be available for property site visits on occasion..
4. Attend quarterly company meetings to discuss Hotel issues.
5. Prepare and present reports at MEC in person meetings.
6. Review material, handle correspondence and keep the MEC members well informed of current hotel activities.
7. Study Hotel problems and prepare recommendations to be presented to the MEC for consideration.
8. Collaborate with the LEC Presidents in recruiting new LEC Hotel Committee members, and provide leadership to the LEC Hotel Committee Chairs.meetings
9. The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.

Note - This Committee will go to the MEC Vice President for questions or concerns.

S. MEC COMMUNICATIONS CHAIRPERSON/TECHNOLOGY CHAIRPERSON**Purpose and Scope:**

The Communications Chair and the Technology Chair will provide the MEC with a unified voice across several communication platforms. The Communications Committee Chair is responsible for developing and maintaining a program of activities and elines that will keep the members and the outside public aware of the activities of the MEC and of the standing committee's significant progress and achievements. The position will often require work to be performed within a deadline, so the candidate will need to be able to work efficiently given the time allotted for a given project.

The Technology Chair must possess and be prepared to utilize creative skills within electronic media such as website design, electronic bulletin boards, social media outreach, etc. Proficiency with web authoring tools is required, as is familiarity with print and video software. The position will often require work to be performed within a deadline, so the candidate will need to be able to work efficiently given the time allotted for a given project.

Qualifications

- Endeavor Flight Attendant
- AFA member in good standing
- Strong communications skills
- Strong writing skills, including spelling and proof reading
- Strong computer skills, including knowledge of databases and image editing
- Strong Website skills
- Maintains confidentiality

Duties -Communications Chair

Duties of the Chair shall include, but not be limited to, the following:

1. Develop Communications Plan, identifying various methods for effectively communicating to members.
2. Update MEC Communications
 - a. Eline once a week- Assume primary responsibility for the writing and publication of at least one email blast (e-line) per week, and sometimes more.
4. Provide a Committee Report to the MEC at each MEC in person meeting.
5. Consult the MEC regarding content of communications prior to release.
6. Collaborate with the LEC Presidents in recruiting new Communications Committee members, and provide leadership to the LEC Communications Chairs.
7. The MEC Chair will provide at minimum a quarterly report of all activity to the MEC

Duties- Technology Chairperson

Duties of the Chair shall include, but not be limited to, the following:

1. Update all MEC Communications
 - a. Electronic news feeds at least once a month
 - b. Website at least once a month
2. The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.

3. Create Banners for use on elines

Note - This Committee will go to the MEC Vice President for questions or concerns.

T. Human Rights and Equity Chairperson

Purpose and Scope

The committee is charged with responsibility for ongoing study of matters related to the strengthening of our union through the promotion of and support for economic, racial and social justice equity for all workers.

Duties

Duties of the Chair shall include, but not be limited to, the following:

1. Recommendations for participation with our MECs and LECs in their community, minority and women's organizations and coalitions which aim to eliminate discrimination and racism.
2. Recommendations related to the support for work on union campaigns and programs to include the following: collective bargaining, organizing, voter registration information and get out the vote drives, informing members on legislation that impacts working men and women, and community service and outreach programs.
3. Recommendations for creating safe spaces within our union for people to share their personal experiences in relation to age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, gender identity, gender, gender expression and political orientation so that we better understand each other and build our union through our common struggles and goals, rather than allowing union busters to divide us by differences.
4. Recommendations for educational materials relevant to civil and human rights issues that affect our members and communities.
5. Recommendations on how to facilitate training around issues of Human Rights and Equity.

Note- This Committee will go to the MEC Vice-President for questions or concerns.

U.MEC UNIFORM CHAIR

Purpose and Scope:

The Uniform Committee will be responsible for assisting Flight Attendants with Uniform issues. The Committee Chair will meet with management quarterly and when needed to solve issues.

Qualifications

- Endeavor Flight Attendant
- AFA member in good standing
- Maintains confidentiality

Duties

Duties of the Chair shall include, but not be limited to, the following:

1. Meet with Company personnel on a quarterly basis, bringing member uniform issues to management's attention, and participating in discussions surrounding new or changing uniform pieces.
2. Collaborate with the LEC Presidents in recruiting new LEC Uniform Committee members, and provide leadership to the LEC Uniform Committee Chairs.

The MEC Chair will provide at minimum a quarterly report of all activity to be distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership if needed.

V. MEC GALLEY & CABIN STANDARDS CHAIR

Purpose and Scope

To represent Flight Attendant interests regarding catering, inflight service, and onboard sales and address any related Flight Attendant concerns.

Duties

1. Provide recommendations pertaining to inflight service levels.
2. Determine available service time, projected loads, and staffing when management determines a certain service is required on a flight.
3. Solicit and gather Flight Attendant feedback regarding inflight catering, packing, service, and sales, conveying such feedback to management.
4. Respond to Flight Attendant complaints or concerns regarding catering and inflight service.
5. Gather information and work with management to satisfactorily resolve each issue.
6. Should management override the objections of the committee and proceed to implement changes in inflight service, the committee will immediately contact the committee's designated MEC Officer.
7. Act as liaison between the membership and the MEC.
8. The Local Committee Chairperson will act as liaison between the Local Committee and the MEC Committee Chairperson.
9. Coordinate with the Local Committee Chairperson regarding all activities.
10. Collaborate with other AFA committees as needed.
11. Report to the MEC on any discussion with management.
12. Recommendations for change should be presented to the MEC in writing

The MEC Chair will provide at minimum a quarterly report of all activity to be distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.

W. JUMPSEAT CHAIR

Purpose and Scope:

The Committee will be responsible for securing Jumpseat and Reciprocal cabin seat agreements with other carriers.

Qualifications

- Endeavor Flight Attendant
- AFA member in good standing
- Maintains confidentiality

Duties

Duties of the Chair shall include, but not be limited to, the following:

1. Assist members with questions regarding use of jump seats or reciprocal cabin seats, whether on our own aircraft or with airlines that we have agreements.
2. Bring suggestions forward for new partners to be considered for possible new agreements, in accordance with the Delta Connection procedures.

The MEC Chair will provide at minimum a quarterly report of all activity to be distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership.

X. MEC NEGOTIATING COMMITTEE

Purpose and Scope:

This committee shall negotiate and institute the needs and desires of the flight Attendants into an effective collective bargaining agreement.

1. The committee size shall be determined by AFA's Constitution and Bylaws.
2. This committee should have a good working knowledge of the current contract and policies and be willing to devote their full time to this committee during negotiations.
3. The MEC President is responsible for the conduct of negotiations and the committee shall report to the MEC President.

Election:

1. Any person seeking a position on the negotiating committee shall submit a resume to the MEC by the date announced for election of the committee.
2. This committee shall function until an agreement is concluded.
3. The MEC President shall serve as the spokesperson for the committee.

Duties:

1. Review flight attendant contracts throughout the industry.
2. Determine training needs.
3. Provide information to and take direction from the MEC.
4. Assess the priorities and needs of the members.
5. Establish goals and translate them into the opener.
6. Communicate objectives to the MEC as part of the presentation of the opener and present opener for approval by MEC.
7. Communicate objectives to the membership.
8. Determine individual responsibilities; i.e., note taker, etc.
9. Update the members and the MEC throughout negotiations.
10. Maintain contact, through the MEC President, with other unions on the property.
11. Proof contract language and agree with the company on implementation and effective dates.
12. Review the tentative with the MEC.
13. Prepare membership summary package and road show schedule.
14. Present tentative to the members.
15. Proof printed agreement and prepare index.
16. Compile notes, opener and proposals for the MEC and for future reference.
17. Remain available as a resource for interpretation.
18. Coordinate with MEC Communication Chairperson For Information Distribution

Note - This Committee will go to the MEC President for questions or concerns.

Article VII - LEC COMMITTEE GUIDELINES

A. INTRODUCTION

All Committees on a Local Level will report directly to the LEC President or their designee. Local Committee Chairperson's should report their activity on a monthly basis to their respective MEC Committee Chairperson. The LEC President or designee is the only member of the local council that

can authorize a trip-drop. All requests must be made directly to the LEC President for Union Drops. It is the responsibility of the Local Committee Chair to ask for assistance when needed.

Following is the hierarchy when requesting assistance:

1. LEC President or his designee
2. MEC Chairperson

Note- Questions regarding Budget criteria should be directed to the LEC President or their designee.

Article VIII - MEC MEETINGS

A. FREQUENCY

1. The MEC President shall call meetings or conference calls as necessary for the efficient handling of Union business in accordance with the AFA Constitution and Bylaws. In no case are there to be less than two meetings a year. Endeavor Air MEC will hold monthly Zoom meetings and two (2) in person MEC Meetings.
2. The MEC shall have the right to request the MEC President to conduct a conference call at any time by a majority vote.

B. NOTIFICATION

1. Written notices of all regular MEC in person meetings shall be sent to each member of the MEC at least 15 days in advance.
2. Notification for MEC in person meetings will include the time, place and order of proposed agenda items for that meeting; also hotel arrangements.
3. MEC Committee Chairpersons, Negotiations Committee members and System Board members will receive notification of MEC in person meetings. If their attendance is required, their expenses will come out of the designated MEC budget.
4. Advance notice of MEC in person meetings with date and location will be communicated to the membership via MEC Elines, electronic bulletin board posting, web sites, and newsletters. Members are encouraged to attend at their own expenses.
5. The MEC will determine MEC in person Meeting locations; Exceptions will be determined by the MEC when petitioned by members for a specific domicile. Special Meetings are subject to Constitutional provisions and; therefore, are not included in this schedule.
6. The MEC shall strive to limit its in person meetings to a period of three (3) days which does not include a travel day in the front and back of the meeting. On occasion the MEC meeting agenda will allow for travel on the last day of the scheduled meeting

C. AGENDA

1. The MEC President shall place any item submitted by an MEC member on the agenda.

2. Agenda items submitted by the MEC shall be in writing and signed. (Please refer to "MEC AGENDA FORMS on Article X").
3. Agenda items must be submitted in time to become part of the meeting notification.
4. The MEC President will determine the time frame for agenda items and the acceptance of late agenda items during the meeting.
5. Any/all late agenda items will require a majority vote of the MEC for acceptance.
6. The MEC President may submit an agenda item at any time during the MEC meeting. These agenda items will not require a vote of the MEC for acceptance.
7. Reports from Executive Board Sessions will be placed on the agenda of the MEC meeting following an Executive Board Meeting.
8. The MEC Meeting Agendas will include a travel day in the front and back of the actual MEC Meeting. On occasion the MEC meeting agenda will allow for travel on the last day of the scheduled meeting.
9. The MEC Agenda before the Board Of Directors Meeting will include one day off between the MEC Meeting and the Commencement of the B.O.D. Meeting if possible.
10. During scheduled MEC Meetings, a 10 minute break will be given every 90 minutes or when motioned by any member of the MEC

D. ATTENDANCE

1. The MEC Secretary/Treasurer shall act as the Credentials/Certification Committee and certify the legality of each representative or observer.
2. Each Council will be represented under the AFA Constitution and Bylaws at each meeting of the MEC.
3. All meetings of the MEC shall be considered open unless directed closed by the MEC.
4. Observers may be given floor privileges by a majority vote of the MEC.
5. An MEC member may designate any other member of the MEC or another officer of the Local Executive Council, to act fully on that member's behalf as that member's proxy; however:
 - a. A proxy must be in writing.
 - b. A proxy may not be transferred.
 - c. A proxy should contain the date and time it was given and shall be included in the regular Meeting Minutes.
 - d. Should the original representative return to the Meeting, she/he resumes all of the rights and privileges and the transference of the proxy becomes null and void.
6. LEC Presidents attending MEC in person meetings will have their flight pay loss covered by the Master Executive Council.



7. An invitation shall be extended to the International President to AFA or another International Officer, once yearly, to attend an Endeavor Air MEC in person meeting for the purpose of providing information on the general business of the Union and to solicit any appropriate support or ideas from the Endeavor Air MEC.

E. PROCEDURE

1. The MEC may conduct its meetings under the rules of order provided that:
 - a. Each member of the MEC shall be allowed the privilege of fully expressing her/his views of her/his constituency on each item of business.
 - b. The MEC President or any MEC member may call for a return to the rules of order at any time. When this is called for, the MEC President shall immediately conduct the meeting according to the principles laid down in "The Standard Code of Parliamentary Procedure; Third Edition", unless the question is specifically provided for in the AFA Constitution.
2. Action Items are to be derived from Motions put forward and voted on by the body of the MEC. A timeline could be required for action Item(s) to be completed (when possible).

F. SPECIAL MEETINGS

1. A special meeting may be called in accordance with the AFA Constitution and Bylaws.
2. Notification of such a meeting must be sent at least twenty-four hours in advance and shall include the agenda.
3. No business other than specified in the written notice shall be conducted except with a three-fourths (3/4) majority approval, and then only if all MEC members of their legal proxies are present.

G. MEETING RECORDS

1. The MEC Secretary/Treasurer shall be responsible for the recording of the minutes for each MEC meeting. The Completed MEC minutes will be available to any member in good standing.
2. The MEC Secretary/Treasurer will prepare a synopsis of the MEC meeting minutes.
3. The MEC Secretary-Treasurer shall be responsible for recording all motions.
4. MEC minutes shall include the names of all those present.
5. The MEC Meeting minutes will be forwarded to the International Office, each MEC Officer and all LEC Presidents within 30 days of the conclusion of the meeting.
6. The MEC Secretary/Treasurer shall send a meeting synopsis to the MEC Technology Chair to be put on the website.

Article IX – ENDEAVOR AIR SYSTEM BOARD OF ADJUSTMENT

A. POLICY

1. It is the policy of the Endeavor Air Master Executive Council to process grievances submitted to the System Board of Adjustment in the following order:

- a. "Termination" grievances;
- b. "Contract" or "Discipline other than Discharge" grievance.

2. Within each category, grievances will be arranged by the date of the initial filing.

Any grievances may be processed out of order at the discretion of the MEC.

B. SYSTEM BOARD OF ADJUSTMENT

Purpose and Scope:

Members serve on the System Board of Adjustment for the purpose of arbitrating disputes and/or grievances which may arise under the terms of the Agreement between Endeavor Air and its Flight Attendants.

1. There will be one (1) Permanent Member and one (1) Alternate Member elected to represent the Association.
2. System Board members will act in the best interest of the membership and the Association and will be consistent with the Agreement between the Flight Attendants and Endeavor Air.
3. There will be no separate budget administered by the System Board of Adjustment. Flight Pay Loss and expenses incurred in the discharge of the System Board member(s)' duties will be borne out of the System Board of Adjustment budget administered by the MEC President and the Chairperson of the MEC Grievance Committee.

Selection:

1. System Board members will be elected by a majority vote of the MEC from the active members in good standing.
2. System Board members will be elected on the same cycle as the MEC Officers.
3. The MEC President will have the ability, in the event of an emergency, to appoint a qualified member in good standing to fill an ad hoc position on the Board, should the Permanent or the Alternate member be unavailable.
4. The MEC on an ad hoc basis, by majority vote, may appoint an expert as a substitute for a member of the System Board of Adjustment.

Duties

1. The System Board members will serve as the AFA-appointee on the Endeavor Air Flight Attendants System Board of Adjustment ("the Board") for the purpose of gathering evidence, testimony and argument, whether written or oral, whenever the Board convenes to arbitrate

disputes and/or grievances which may arise under the terms of the Agreement between Endeavor Air and its Flight Attendants.

2. The System Board member(s) selected to serve on a specific Board will apprise themselves of the issue(s) involved in the dispute(s) to be arbitrated, as well as the Union's theory and arguments of the case(s).

3. The System Board member(s) selected to serve on a specific Board will attend the entirety of the arbitration, whether conducted in person, telephonically or by other electronic communication.

4. The System Board member(s) selected to serve on a specific Board will attend any Executive Session(s) called by the neutral member of the Board, the Company appointee(s) to the Board or the Union appointee(s) to the Board.

5. Draft Decisions of the System Board of Adjustment will be considered to be "confidential" until such time as the decision has been signed by a majority of the Board members comprised of the Union-appointee, the Company-appointee and the neutral member of the Board.

Article X - MEC FINANCE

MEC Budget and Planning

The three MEC officers (President, Vice President, Secretary-Treasurer) shall meet for strategic planning purposes when appropriate.

Following the annual Board of Directors, the MEC Officers will request from the International Secretary-Treasurer the approved budget amount for the MEC Administration, System Board, and Negotiations budgets. The MEC Officers will create a budget in a collaborative effort within 60 days of the annual Board of Directors utilizing the following guidelines.

1. The MEC Officers will request from each Committee Chair an estimate of expenses for their respective committees 45 days prior to the Board of Directors meeting. The committee chair will be responsible for responding within 30 days of the request. The response should include any ongoing FPL, training, conventions, meetings with committee Chairs, and estimate of other expenses (ie meals, hotels, mileage).

2. The MEC Officers will meet within 30 days of the Annual Board of Directors in order to create a budget for the MEC Administrative costs. This budget will include expenses for the MEC Officers, current set office costs and estimated committee costs per committee.

3. The MEC Officers will request assistance from the International Secretary-Treasurer if needed.

4. A contingency fund will be required for emergencies set at a minimum of 5% of the annual budget.

5. The MEC Secretary-Treasurer will present the budget to the entire MEC for consideration at an official meeting (called by the MEC President) either in person or teleconference. If the

MEC chooses to vote on the budget, a vote will occur during this meeting. Any suggestions for changes will be heard at that time and decided upon during this meeting.

MEC Expenses

Expenses are provided to Endeavor Air AFA volunteers to supplement the loss of per diem due to union activity. The following guidelines will be in place for expenses billed to the MEC Administration Budget.

NOTE: The guidelines outlined below may be amended annually contingent upon budgetary constraints.

Expenses

We understand that Endeavor Air AFA volunteers have expenses when doing Union work. We have put together the following guidelines:

1. Expenses should cover work that is being done during the union leave day or off day.
2. Mileage should be commiserate to actual expenses for gas etc.
3. Meals should be submitted as reimbursement for meals during union time.
4. All expenses are capped at \$65.00 per day plus mileage
5. All expenses must be submitted through the Concur System.
6. The MEC will strive to book an overnight hotel stay that offers breakfast to reduce meal costs to the budget.
7. Meals that are provided to the volunteer at any meeting will not be allowed for reimbursement.

Mileage/Transportation

Mileage/Transportation reimbursement is provided to Endeavor Air AFA volunteers to help reimburse the cost of gas or transportation costs for those volunteers that are meeting with the company or providing other union activities. Mileage will be calculated at Constitutional value.

Meal Expenses

Meal expenses are provided to Endeavor Air AFA volunteers to help reimburse the cost of meals for those volunteers that are meeting with the company or providing other union activities.

1. When submitting for meal expenses, keep in mind that the meals should be during the time that you are either out of Town or In Town.
2. Per the AFA Constitution and By-Laws, the following guidelines are in place for meals:

A. Breakfast - \$15.00

B. Lunch - \$20.00

C. Dinner - \$30.00

Example: In Town Meals - You have a meeting at 10AM through 1PM at Corporate Headquarters. You would not take breakfast because you ate at home. You may submit lunch expenses because you were doing union work during that time. You stopped at Wendy's on the way home and purchased lunch for \$8.00. You would submit an \$8.00 meal expense.

Example: Out of Town Meals -

You leave ATL for MSP at 7AM. You have meetings all day and you return at 3:15pm to ATL. You would be eligible for lunch expenses. You ate at the airport and it cost you \$20.00. You may submit for lunch at \$20.00.

Example: Out of town overnight:

You leave LGA for MSP on Day one at 1pm for a meeting at 3:30 at corporate and will be spending the night and attending an additional meeting on Day 2 at 10 AM. Leaving back to JFK at 2pm. The expenses for this, you would have Dinner, Breakfast and Lunch expenses for this overnight trip as long as the hotel does not provide breakfast. Expenses submitted to Concur could be up to \$30.00 day one for dinner. Breakfast day two is offered at the hotel, you may claim up to \$20.00 day two for lunch.

Flight Pay Loss (FPL)

Flight Pay Loss (FPL) is utilized in order to provide an opportunity for volunteers to be able to do union work without loss of income. FPL is the number one expense in all AFA budgets and is given serious consideration when being requested. The following guidelines will be implemented for the MEC Administrative Budget.

General Guidelines

1. Endeavor Air AFA volunteers understand that FPL is limited and that some of the activity that they do will be done on a truly volunteer basis.
2. FPL is only provided to reimburse Flight Attendant volunteers for time that they could have been working however they were doing union leave.
3. The MEC will try to predesignate FPL as rule and Trip Drop requests will be limited as they tend to impact the budget more than predesignate days.
4. Some activities are ongoing and FPL would be considered necessary in order to properly represent Endeavor Air Flight Attendants.
5. All requests charged to the MEC must be approved by the MEC President or designee.

Union Leave FPL (Predesignated)

1. The MEC S-T will send a request for predesignated union leave to all members of the MEC and Committee Chairs by the required date providing a minimum of 7 days notice.
2. A spreadsheet will be provided to all members of the MEC in order to submit FPL for the next month. The spreadsheet will have fields for budget and purpose of FPL. All fields must be completed on the spreadsheet or there could be a delay in submitting the requests to the company.
4. The MEC S-T will submit the FPL to the company and copy the MEC Officers by the designated date as provided by the company for the next month's bidding period.

Trip Drop Requests

1. Trip Drop requests will be done only because of an extenuating circumstance and on a case by case basis.
2. Trip Drop requests must be submitted no less than 7 days prior in order to assure that the company will approve the drop, unless extenuating circumstances occur.
3. Trip drop requests should be submitted to the approved email address or other approved form/document. If sending to an approved email address, please copy in all MEC Officers.
4. Should an emergency trip drop be needed due to extenuating circumstances, the trip drop must be submitted at a minimum of 48 hours prior to the commencement of the trip.
5. The MEC understands that sometimes a Trip Drop could be less than 48 hours, however that would be an exception not the rule. It is suggested that should the Trip Drop be less than 48 hours that a phone call or Text to the MEC officers would be suggested in order to ensure that it is done in a timely manner.
6. A trip drop with less than 24 hours notice can be denied by the company. It is asked that these emergency drops be submitted as soon as possible.
7. Trip Drop requests that will be billed to any MEC Budget (Administration, Negotiations, System Board) should include the purpose of leave and budget to be billed.
8. Trip Drop Request must include Name, Employee number, Pairing number/Reserve, Date the trip begins.
9. If a partial request is submitted, the request must include Name, Employee number, Pairing Number, Date Trip begins, and legs to be dropped. Screenshots are appreciated. If any DHDs are required, DHD information must be added.

The President or designee shall review the B and E's and shall disseminate the updates upon receiving them from the International Office and any budget irregularities brought to the attention of the responsible party. Budget updates shall be provided to the MEC at each meeting.

A designated MEC officer prior to submission for reimbursement shall approve expense reports through Concur.

Article XI – MEC POLICY AND PROCEDURE HANDBOOK UPDATES

This MEC Policy and Procedures Handbook may be updated through the following procedure:

1. Any member of the MEC, Committee member, or member at large may bring forward an Advanced Agenda item at an Official MEC Meeting.
2. The Agenda Item would include the following:
 - a. Name and date of submitter
 - b. The current language
 - c. Reason for change.
 - d. Proposed Resolution
3. The MEC will then discuss the merits of the change and by consensus decide to reject or implement the change or by majority vote if consensus is not reached.

Article XII - Emergency Response Protocol

The ASHS Chair or MECP is notified by the Company according to their response protocol.

1. Notification made to ASHS Chair

- The ASHS Chair sends an email, text, or makes a call (if necessary) to notify:
- LECP of the affected Flight Attendant
- EAP
- MECP
- International ASHS
- Any other relevant individuals or departments depending on the situation

2. Notification made to MECP

Upon receiving the notification, the MECP sends emails, texts, or calls to:

- ASHS Chair or designee
- LECP
- EAP

3. Notification from MEC Chair to ASHS International

The ASHS Chair notifies ASHS International, who initiates their phone tree. This may include:

- International EAP
- Communications
- Legal
- Any other necessary parties

4. Coordination by EAP and ASHS

Both EAP and ASHS will attempt to contact the affected Flight Attendants to determine their needs.

- ASHS advises the MEC of the situation, while EAP maintains confidentiality and collaborates with EAP International as necessary.

5. Notification of Remaining MEC Members and next steps

Once immediate needs are addressed, the remaining MEC members are notified as soon as possible.

- If the incident occurs at the base of a different LECP, that LECP is notified immediately to utilize their resources as needed.
- MEC to Coordinate any Trip Drops and Coordinate any Deadheads to location if needed
- International and MEC to coordinate EAP to any base or location of emergency as needed and send a list to any LEC as needed.
- International, MEC, and LEC to coordinate any elines and posts on social media so they are coordinated, including reminders of social media policies.
- International and MEC to determine time for Zoom debriefs as needed and follow up calls for updates
- Coordination with ALPA MEC counterparts

LEC's to determine the next steps and needs for their Locals

- notify their Officers and coordinate Reps as needed in base for support
- Coordinate any needs that are needed for EAP reps and any other support that is in crew room
- Coordinate with ALPA LEC counterparts

ARTICLE XIII - GRIEVANCE PROCEDURES

Whereas the Union has an obligation to represent members in grievances thoroughly and completely;

Whereas the Union desires to maintain as much transparency as possible in the grievance process;

Whereas grievance representatives have responsibilities to file grievances, review settlements with flight attendants, and maintain evidence supporting the grievances

Therefore, be it resolved that the MEC implements the procedures to be followed by the MEC Grievance Chair, LEC Grievance Chairs and the grievance representatives for each LEC.

1. As used below, MEC Chair means any person serving in the position of MEC Grievance Chair or MEC Grievance Co-Chair.

- Determination of Grievance:
 - i. For discipline or termination:
 1. When approached by a flight attendant to file a grievance, the grievance representative will review the circumstances of the grievance and determine
 - Whether there are grounds for a grievance; and/or
 - What contract section was violated.

- 
2. If a flight attendant does not have grounds for a grievance, the representative shall inform the flight attendant that they have the right to file a grievance but that there appears to be no contract violation.
 3. Should the flight attendant maintain their right to file a grievance, the representative shall file the grievance on their behalf, as required.
- ii. For alleged contract violations:
 1. When approached by a flight attendant to file a grievance, the representative will review the circumstances of the grievance and determine
 - Whether there are grounds for a grievance; and/or
 - What contract section was violated.
 2. If a flight attendant does not have grounds for a grievance, the representative shall inform the flight attendant that there is no contract violation and provide the flight attendant with the appropriate contract section and explanation.
- Filing of a Grievance:
 - i. It is the responsibility of the Local Chair, or their designee, to file all grievances pertaining to the LEC which they represent.
 - ii. Discipline grievances will be filed within 14 days of the violation.
 - iii. Contract grievances will be filed within 60 days of the violation.
 - iv. The grievance representative will provide the flight attendant with the Grievance Intake Form to complete. This form is located on the Endeavor AFA website. Failure to file the form does not prevent the representative from filing the grievance on behalf of the flight attendant.
 - v. A grievance will be filed with the current AFA paralegal who will then provide the grievance form and number to the MEC Chair and the LEC Chair, or the representative who filed the grievance.
 - vi. The paralegal or the MEC Chair will ensure that the new grievance is added to the database.
 - vii. The grievance representative shall be responsible for updating the database with the following information:
 1. A current email for the flight attendant, if none was provided on the intake form.
 2. All evidence pertaining to the grievance, including disciplinary action, written statements, crew services recordings, photos, and screenshots.
- c. Monday.com shall serve as the official database for grievance documentation and status. Whenever there is a status change in Monday the Local will receive same email (via CC)
- i. It shall be assumed, unless otherwise arranged, that the grievance will be presented on the next grievance hearing.
 - ii. Grievances filed within 48 hours of a grievance hearing shall be presented on the following month's grievance hearing, unless otherwise arranged.
- Initial Grievance Hearings:
 - i. The grievance hearing shall take place on the second Wednesday of each month, unless otherwise arranged.
 - ii. The MEC shall strive to ensure that a grievance hearing is held each month.
 - iii. The MEC Chair will conduct the grievance hearing with each LEC Chair or designee presenting the relevant grievances for their council, unless otherwise arranged.

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- iv. Each council will present in the order of their Council number, unless otherwise agreed to by the MEC Chair.
 - v. Agenda will be sent via email to the MEC and the LEC Grievance Chairs the Friday before the hearing.
- Initial Grievance Settlements:
 - i. Upon receipt of a settlement to an initial grievance, the MEC Chair will ensure that the LECP and LEC Chair are provided the settlement offer.
 - ii. The LEC Chair shall be responsible for explaining the terms of the settlement to the flight attendant, and make recommendation to the flight attendant.
 - iii. The LEC Chair shall strive to receive a decision on all settlements within 7 days of receipt.
 - iv. Any communication with the Grievant that results in a status change of the grievance ie:offer of settlement, withdrawals of grievance, etc, that communication will be provided to the LEC either by email or call.
- iv. Shall a settlement not be agreed to, or responded to within 30 days, the grievance will be treated as denied.
- Initial Grievance Denials:
 - i. Upon receipt of an initial grievance denial, the MEC Chair will ensure that the LECP and LEC Chair are provided the denial.
 - ii. The LEC Chair shall be responsible for explaining the denial to a flight attendant and informing them of the next steps.
 - iii. The MEC Chair will file System Board of Adjustment for each denied grievance.
 - iv. All denied initial grievances will be processed for mediation screening by the Screening Committee.
 - Mediation Screening:
 - i. The MEC Chair shall be responsible for organizing the Screening Committee for Mediation no less than once per quarter.
 - ii. The date should be provided before bidding, when possible.
 - iii. Each denied grievance shall be screened by the Committee.
 - iv. Each grievance determined to proceed to mediation shall be added to the next mediation agenda.
 - v. The LEC Chair shall communicate with the flight attendant that their grievance will proceed to mediation and inform the flight attendant that the MEC Chair will be contacting them from this point forward.
 - vi. For termination cases the LEC rep can coordinate with the MEC Chair and the Grievant to schedule a call to review the case if they feel it is necessary.
 - vii. A grievance that does not have merits to proceed to mediation will be withdrawn within thirty (30) days, or a mutually agreed upon date by the screening committee.

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- viii. For termination cases, before a grievance is withdrawn, the opportunity to receive a voluntary resignation shall be sought and discussed with the flight attendant by the LEC Chair.
- h. Mediation:
- i. The MEC Chair shall be responsible for grievances approved for mediation. The LECP or LEC Chair may assist the MEC Chair in transitioning the grievance to the MEC Chair.
 - ii. The MEC Chair shall communicate further details of the grievance directly to the flight attendant, including the scheduled mediation date, if available, and any additional information needed.
 - iii. The MEC Chair will be responsible for ensuring the grievance file is updated and ready for meditation. This includes
 1. All evidentiary documents uploaded into the database;
 2. A summary written for each grievance and printed to provide to the attorney.
 - iv. The MEC Chair will communicate the status of the grievance after mediation with the flight attendant.
 - v. Should a settlement be offered, the MEC Chair will provide that settlement offer to the flight attendant and explain the terms of the settlement as well as their recommendation.
 - vi. Should a grievance be denied at mediation, it shall be added to the Arbitration Screening Agenda.
 - vii. A summary of each local case decision/settlement, shall be provided to the appropriate local within 7 days of mediation, if possible.
 - viii. Cases for Mediation shall be checked in Monday by the LEC to make sure all files are complete.
 - ix. The Attorney and the MEC Chair shall meet via Zoom or in person at least 7 days, if possible, prior to Mediation to review the cases and see if additional information is needed before hearing.
- i. Arbitration Screening:
- i. The MEC Chair shall be responsible for organizing the Screening Committee for Arbitration no less than once per quarter.
 - ii. Each denied grievance shall be screened by the Committee.
 - iii. Each grievance determined for arbitration shall be added to the next arbitration agenda.
 - iv. The MEC Chair shall communicate the date of arbitration and arrange for any information needed from the flight attendant prior to arbitration.
 - v. A grievance that does not have merits to proceed to arbitration, when the flight attendant responds or 90 days has passed, will be submitted to the AFA attorney or their designee to be released for the flight attendant to process on their own.withdrawn within thirty (30) days.
 - vi. The grievance will not be withdrawn until after the above process has taken place.

- vii. For termination cases, before a grievance is released, the opportunity to receive a voluntary resignation shall be sought and discussed with the flight attendant by the MEC Chair.

j. Arbitration:

- i. The MEC Chair shall be responsible for grievances approved for arbitration.
- ii. The MEC Chair shall communicate further details of the grievance directly to the flight attendant, including the scheduled arbitration date, if available, and any additional information needed.
- iii. The MEC Chair will be responsible for ensuring the grievance file is updated and ready for arbitration. This includes:
 1. Document discovery;
 2. All evidentiary documents uploaded into the database;
 3. A summary written for each grievance and printed to provide to the attorney.
- iv. The MEC Chair will communicate the status of the grievance after arbitration with the flight attendant.
- v. Should a settlement be offered or a resolution reached, the MEC Chair will inform the flight attendant of the results..
- vi. Should a grievance lose at arbitration, the MEC Chair shall inform the flight attendant within seven (7) days.
- vii. If the LECP or AFA Attorney, feels that it is important or a strategic advantage to have Local Rep at Mediation, it will be allowed, however; that case will move to the last case on agenda. All expenses at cost to the Local.

2. Tape Requests

- Any grievance representative or chair requesting tapes from Crew Services shall submit the request to their LECP.
- The LECP or their proxy will submit the request to the MECVP, MECVP, and MEC Secretary/Treasurer.
- The LECP will process the Tape Request through the MEC approval process.
- The LECP may designate a proxy to receive and submit Tape Requests.
- The LECP may designate 1 (one) proxy to submit requests on their behalf.
- A grievance representative or chair may only request tapes for flight attendants in their council, unless that representative or chair is presenting and handling a grievance related to the Tape Request. Such requests must be approved by the LEC of both councils.

Article XIV - MUTUAL RESPECT POLICY

AFA-CWA Mutual Respect Policy

(Effective 01/01/08)

The Association of Flight Attendants-CWA is opposed to any discrimination based on age, color, disability, gender identity and gender expression. Among trade unionists there is a very high degree of appreciation of the need to respect the dignity of every individual. Nevertheless in all organizations there should be vigilance to ensure that all participants feel they are able to operate in an atmosphere in which they feel comfortable and safe.

AFA-CWA is committed to creating and maintaining a working environment based on dignity and mutual respect. AFA-CWA will neither condone nor tolerate behavior that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, abusive or offensive environment. This commitment applies to all officers, members, and staff in AFA-CWA work places, meetings, activities and social gatherings whenever they may take place around the world.

As an employer, the AFA-CWA has a legal as well as moral responsibility to protect its employees from any form of harassment, abuse or similarly unacceptable behavior. This applies to the working environment in all AFA-CWA offices and to AFA-CWA meetings wherever they are held.

What is unacceptable behavior?

Unacceptable behavior includes unwelcome physical, verbal or non-verbal conduct including the use of electronic communication and any behavior that ridicules, intimidates, or is physically abusive or disruptive.

This may have as its focus such things as:

- Race, ethnic origin, nationality, and skin color
- Gender and sexual orientation
- Disabilities or sensory impairments
- Age, health, or physical characteristics
- Religious or political beliefs

This may involve such forms of unwanted behavior as:

- Unwanted physical contact and/or advances
- Physical or sexual assault
- Sexual or compromising propositions
- Racists, sexist or religious jokes
- Offensive language, insults and obscene gestures
- Unwelcome gifts
- Intrusion by pestering or stalking

These lists are not all-inclusive.

Guidelines – AFA Mutual Respect Policy

AFA-CWA is committed to creating and maintaining a working environment based on dignity and mutual respect. This should apply to meetings, socializing and all the events around AFA-CWA activities.

What we ask of you:

- To treat everybody, including all AFA-CWA members, leaders and activists, as well as AFA-CWA staff members and meeting guests, with respect and dignity.
- To make absolutely sure your own behavior does not cause offense or misunderstanding and be open to comments from others that you may have caused offense.
- To think before you make personal remarks.
- To accept responsibility for challenging all forms of unacceptable and offensive behavior, and for upholding personal dignity.

Leadership Responsibility

It is the responsibility of the senior AFA officer or representative at a Union meeting or event to:

- Lead by example, setting a proper tone and maintaining an appropriate level of decorum for the meeting or event.
- Bring violations of this policy to the attention of the person(s) involved and ask them to cease and desist or to leave the meeting or event.

We welcome your cooperation in our practical efforts for making AFA-CWA meetings, activities and work places a positive experience for everyone.



Article XV - Forms

Application for AFA Leadership Position

NAME: _____

ADDRESS:

PHONE:

CELL:

EMAIL:

POSITION: _____

REASON FOR INTEREST

OTHER UNION OR RELEVANT BACKGROUND

EXPECTATION OF THIS POSITION

NUMBER OF YEARS WITH AIRLINE _____

NUMBER OF YEARS WITH AFA

DISCIPLINARY ACTION WITHIN THE LAST YEAR (LETTER IN FILE)

I, _____, UNDERSTAND THAT

I AM APPLYING FOR A VOLUNTEER POSITION AND THAT I WILL BE EXPECTED TO MAINTAIN GOOD STANDING WITH THE UNION AS WELL AS WITH THE COMPANY. I AM WILLING TO REMAIN IN THIS POSITION FOR TWO YEARS.

SIGNED _____

DATE _____

(Attach Resume)

Checklist to Review with AFA Volunteers

Time commitment: _____ per week / or _____ month

Commitment for chairs to be available for local council meetings

Support to be provided by local officers:

(ie: training, ability to travel to various conferences, etc.)

Supplies needed: such as office equipment, phone line, expense reimbursement

Any flight pay loss

Communication expectation and protocol for staying updated on activity of the committee

Are there other commitments that this volunteer has that the LEC Officer needs to know that could interfere with their commitment?

When problems arise, what should the volunteer do - if LEC Pres is not available, who should they contact?

What is this volunteer's role with management? Who in management should be notified? Who will do that?

Which other committees will this committee interface with?

What is the first assignment? _____



When should the final date for completion be? _____

What intermediate tasks are important? _____

When will the LEC and volunteers talk to each other about the status of assignment?

Do you do any SAFA work? _____



MEC Committee Commitment to Serve Form

Name: _____

Local Council: _____

Duties and Responsibilities:

- Provide information to and take direction from the Master Executive Council (MEC), as communicated by the Committee Chair.
- Be familiar with the AFA-CWA Constitution and Bylaws (C&B), and abide by the C&B.
- Keep the information you receive as a Committee member confidential: individual Flight Attendant information, negotiation proposals, etc., should not be shared publicly, with management, or with general AFA membership.
- Support the work of your Committee and the Union. You should not disparage your Committee or the Union.
- As a Committee member, you are a representative of the Union. You are not authorized to communicate with management or AFA members (whether orally, via email, via social media, etc.) about the work and/or subject matter of your Committee without the approval of the Committee Chair, or his/her designee.

I understand that I am applying for a volunteer position and that I will be expected to maintain good standing with the Union as well as with the Company. Failure to abide by these terms could result in removal from committee.

Signed _____

Date _____

