

**THE POLICY
AND PROCEDURES
MANUAL**

OF THE

Horizon Air®

MASTER EXECUTIVE COUNCIL



Amended
January, 2014

Association of Flight Attendants - CWA, AFL-CIO

MEC DECLARATION OF PURPOSE

WHEREAS The Horizon Air Flight Attendant Master Executive Council is the representative body of the Horizon Air Flight Attendants,

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

AND BE IT FURTHER RESOLVED that the Horizon Air Flight Attendant Master Executive Council pledges to pursue the courses of action directed towards the best interests of its membership,

AND BE IT FINALLY RESOLVED that these actions will in no way conflict with the Constitution and Bylaws of the Association of Flight Attendants-CWA.

TABLE of CONTENTS

ARTICLE	TITLE	PAGE
I	Rules of Policy and Procedures	4
II	Master Executive Council	9
III	MEC Officers	11
IV	MEC Administration	15
V	MEC Meetings	18
VI	System Board of Adjustment	21
VII	Committees	
	MEC Committees	22
	LEC Committees	25
VIII	Committee Descriptions	
	Air Safety, Health & Security	26
	Base Representative	27
	Benefits and Leaves	28
	Employee Assistance Program	29
	Food & Beverage	32
	Grievance	33
	Hotels	35
	Legislative Affairs	36
	Membership	37
	Negotiations	38
	Reserve	41
	Scheduling	42
	Uniforms	43
IX	Ethical Practices Code	44
	AFA Commitment To Serve	47

ARTICLE I
RULES OF POLICY & PROCEDURES

A. SCOPE

The Rules of Policy and Procedures of the MEC shall in no way conflict with the AFA-CWA Constitution and Bylaws, but shall augment, where necessary, for the clarification of the role of the Horizon Air MEC, its Officers and Committee Chairpersons.

B. PURPOSE

The purpose of the MEC Rules of Policy and Procedures 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 Horizon Air Flight Attendants, and to maintain continuity. It provides background information to assist the MEC in fulfilling its duties as AFA-CWA representatives.

C. AMENDMENT

The Rules of Policy and Procedures may be amended at any open regular or special meeting or conference call of the MEC by a majority vote and will be amended as necessary to keep the language in agreement with the AFA-CWA Constitution and Bylaws. The MEC Vice President will be responsible for maintaining the Policy and Procedures Manual as directed by the MEC.

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

“BE IT RESOLVED that Article ____, Paragraph ____ of the Horizon Air Flight Attendant MEC Policy Manual be revised to read...”

2. All changes approved by the MEC will be made by the MEC Vice President before the next regular MEC meeting.

D. MANUAL FORM

1. The Policy and Procedures Manual shall be posted electronically on the Horizon Air AFA website.
2. A hard copy of the Policy and Procedures Manual shall be maintained in a 3-ring binder on letter size paper, with sections to include:
 - a. Policy and Procedures Manual
 - b. A “Compilation of Actions” – to be submitted to the MEC after an MEC meeting by the MEC Secretary-Treasurer or designee.
 - c. Signed Commitment to Serve forms.

E. ELECTIONS

1. All MEC Officers will be elected by the MEC from the active members in good standing.
2. Any person seeking a position as a MEC officer may submit a resume or a signed Commitment To Serve statement. It is recommended that resumes be submitted 15 days prior to the posted election day. Further, any candidate who wishes to appear before the MEC prior to the election day may do so at her/his own expense. The candidate must contact the MEC Secretary-Treasurer to coordinate an interview time on the Meeting Agenda.
3. In the event of a tie on the first vote, a run-off vote will be conducted between the two candidates receiving the highest number of votes.

F. UNION BUSINESS TRAVEL by AIR

1. Normal travel by air for Union Business is permitted on flights that appear in the Paperless Employee Travel (PET) website.
2. All travel by air for Union Business must be reported to the MEC President or her/his designee.
3. All flight listings for Union Business shall be done through the PET website. Boarding priority shall be **Business – Space Available**.
4. The MEC President must approve listing **Business – Positive Space** (bumpable if oversold).
5. When expensed to an MEC Budget, the MEC President must pre-authorize travel by air for Union Business that requires the purchase of confirmed seats on any airline.
6. Unauthorized air travel for Union Business may result in disciplinary action.

G. TRIP ADJUSTMENT REQUESTS for UNION BUSINESS

1. Two types of adjustment requests currently exist: UU and UB. UU shall be used for events/meetings requested by the Company. Examples of events/meetings that should be coded as UU include but are not limited to:
 - a. Scheduling meetings
 - b. Safety meetings
 - c. ASAP meetings
 - d. Management meetings

- e. Uniforms meetings
 - f. FAB meetings
 - g. Grievance representation meetings
 - h. Line-building
 - i. System Board Events
 - j. Negotiations
2. UB shall be used for events/meetings that are not requested by the Company. Examples of events/meetings that should be coded as UB include but are not limited to:
 - a. MEC and LEC Meetings
 - b. Board of Directors
 - c. Executive Board
 - d. Trainings
 - e. MEC/LEC Admin days
 - f. System Board Prep
 - g. EAP
 - h. New-Hire Presentation
 3. All trip adjustment requests, including those prior to the Final Bid Award must be submitted using the electronic *UU/UB Adjustment Request* form available on the Horizon Air AFA website. For adjustment requests coded as UU, the start and end times of the event/meeting must be captured and reflected in AIMS. If your request is coded UB, specific meeting times are not needed.
 4. UU events/meetings on an OFF day also need to be recorded in AIMS. This must be accomplished by filling out the *UU/UB Adjustment Request* form and selecting the appropriate box, indicating a UU event/meeting occurs on an OFF day.
 5. When requesting an adjustment prior to the Final Bid Award, the *UU/UB Adjustment Request* form must be submitted by 17:00 on the Tuesday following the Preliminary Bid Award. The MEC will review and forward all requests to Crew Planning.
 6. Requests for Trip Adjustments must be submitted ten (10) days prior to the start of the trip requiring the adjustment. The MEC President must authorize any requests made within ten (10) days of the start of a trip to be adjusted.

H. UNION EMAIL ADDRESSES

1. Union email addresses will be provided for all MEC and LEC Officers, and MEC Committee Chairpersons. This address shall be utilized as the official email contact in all communications and signature blocks.

2. Officers and MEC Committee Chairs may choose to forward emails from their Union email address to their personal address.
3. Each email account should include a signature block that contains the First and Last Name, AFA Title or Position and Phone Number of the user.

I. PART TIME EXPENSE VOUCHERS (PTEV)

1. MEC & LEC Officers, Committee Chairpersons, Representatives, and those authorized by the MEC President, must complete a PTEV for expense reimbursement while performing Union Business activities.
2. Five (5) Budget Accounts are available to Horizon Air AFA-CWA which include:
 - MEC (Budget Account: 070 / Project Number: HZN)
 - LEC 16 (Budget Account: 068 / Project Number: A16)
 - LEC 17 (Budget Account: 068 / Project Number: A17)
 - System Board (Budget Account: 067 / Project Number: HZN)
 - Negotiations (Budget Account: 069 / Project Number: HZN)
 - a. MEC Officers shall expense using the MEC Budget Account.
 - b. LEC Officers shall expense using the LEC Budget Account.
 - c. MEC Committee Chairs shall expense using the MEC Budget Account.
 - d. LEC Committee Chairs and Representatives shall expense using the LEC Budget Account.
 - e. Only those who participate in System Board and/or Negotiations shall expense from those Budget Accounts, as applicable.
3. Authorized expenses differ based upon the position held with AFA-CWA.
 - a. The MEC
 - (1) Meal expenses rounded to the nearest dollar, not to exceed \$45 per day (exceptions must be authorized by the MEC President).
 - (2) Mileage up to current IRS rate, to and from AFA events/meetings, or public transportation fare.
 - (3) Cell phone reimbursement with a maximum determined by the MEC.
 - (4) The MEC President must approve all other expenses.
 - b. LEC Vice Presidents / Secretaries
 - (1) Meal expenses rounded to the nearest dollar, not to exceed \$45 per day (exceptions must be authorized by the LEC President).
 - (2) Mileage up to current IRS rate, to and from AFA events/meetings, or public transportation fare.

- (3) Cell phone reimbursement with a maximum determined by the LEC President.
 - (4) The LEC President must approve all other expenses.
 - c. MEC Committee Chairs
 - (1) Meal expenses rounded to the nearest dollar, not to exceed \$45 per day (exceptions must be authorized by the MEC).
 - (2) Mileage up to current IRS rate, to and from AFA events/meetings, or public transportation fare.
 - (3) Cell phone reimbursement with a maximum determined by the MEC.
 - (4) The MEC must approve all other expenses.
 - d. LEC Committee Chairs and Representative
 - (1) Meal expenses rounded to the nearest dollar, not to exceed \$45 per day (exceptions must be authorized by the LEC President).
 - (2) Mileage up to current IRS rate, to and from AFA events/meetings, or public transportation fare.
 - (3) The LEC President must approve all other expenses.
4. PTEV's require a proper approval signature.
 - a. MEC Officers including LEC Presidents:
 - Another MEC Officer must provide approval signature.
 - b. LEC Vice Presidents and Secretaries:
 - LEC President must provide approval signature.
 - c. MEC Committee Chairs:
 - MEC member must provide approval signature.
 - d. LEC Committee Chairs and Representatives:
 - LEC Officer must provide approval signature.
 - e. Should a Local Officer not be readily available, any member of the MEC may provide a PTEV approval signature. Such signature must be provided with prior consent from the LEC.
5. Once approval signatures are received, a copy should be saved electronically for your own records, and the original copy must be mailed to:

Communications Workers of America
ATTN: AFA Accounting, 7th Floor
501 Third Street NW
Washington DC, 20001

ARTICLE II

MASTER EXECUTIVE COUNCIL

A. SCOPE

1. The MEC is the coordinating council for the Horizon Air Flight Attendants, as represented by AFA-CWA.
2. The MEC will consist of the Presidents of each Horizon Air Local Executive 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-CWA.

B. DUTIES

1. The MEC will provide a forum for the Presidents to discuss plans and issues.
2. The MEC will act on the requests of the membership except that the individual Councils will conduct all normal local business.
3. The MEC will pursue all courses of action with the best interest of the membership in mind.
4. All actions of the MEC shall be consistent with the AFA-CWA Constitution and Bylaws and the Horizon Air 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.

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-CWA Constitution and Bylaws.
2. MEC members are responsible for those they represent and shall present their views on each item of business brought before the MEC.
3. The MEC will advise and assist the MEC Officers.
4. The MEC members will send LEC minutes, newsletters, surveys and meeting notices to the MEC Office and International Office.
5. It is the responsibility of the MEC to communicate with the membership regarding side letters to the CBA.

D. GENERAL

1. LEC Presidents are responsible for ensuring all representatives in their council have the necessary equipment and budget to perform their duties.
2. It is advisable for LEC Presidents to conduct quarterly meetings with their LEC Chairpersons.
3. When a local committee position is open, such position must be posted on crew room Bulletin Boards for the respective Council and the Horizon Air AFA Website.
4. LEC Presidents are authorized to obtain flight attendant contact information if it relates to union business.
5. Failure to show for a union activity when the reservations have not been cancelled in advance with enough notice to prevent charges may result in charges being billed to that council.
6. Copies of pertinent forms and reports will be provided regularly to the MEC.

ARTICLE III
MEC OFFICERS

A. ORGANIZATION

There shall be a President, Vice President and Secretary-Treasurer. They shall follow the MEC Rules of Procedures of the Horizon Air MEC Policy Manual and the AFA-CWA Constitution and Bylaws.

B. ELIGIBILITY

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

C. ELECTIONS

1. All MEC Officers will be elected by the MEC from the active members in good standing.
2. Any person seeking a position as a MEC officer may submit a resume or a signed Commitment To Serve statement. It is recommended that resumes be submitted 15 days prior to the posted election day. Further, any candidate who wishes to appear before the MEC prior to the election day may do so at her/his own expense. The candidate must contact the MEC Secretary-Treasurer to coordinate an interview time on the Meeting Agenda.
3. In the event of a tie on the first vote, a run-off vote will be conducted between the two candidates receiving the highest number of votes.

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.
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.

E. JURISDICTION AND DUTIES

1. PRESIDENT
 - a. The MEC President is the chief executive officer of the MEC and is charged with, and responsible for, administering MEC policies;

- b. Is responsible for the expeditious processing of members' complaints and grievances;
- c. Acts as the AFA-CWA Representative of Horizon Air and is responsible for furthering and implementing the objectives and policies announced by the Board of Directors;
- d. Is charged with, and responsible for, coordinating and compiling MEC policy, reviewing reports and recommendations, and submitting such material to the appropriate committees;
- e. Is a member of the Negotiating Committee;
- f. Is a member of the Executive Board;
- g. Will communicate with an incoming MEC President until she/he has been sufficiently informed of all matters pertaining to the MEC;
- h. Shall perform any duties mentioned elsewhere in the MEC Policy and Procedures and AFA-CWA Constitution and Bylaws;
- i. Is the primary point of contact for the Company regarding issues affecting Horizon Air flight attendants as a whole.

2. VICE PRESIDENT

- a. The MEC Vice President shall assist the MEC President in the performance of duties and carry out any assignment as directed by the MEC or the President.
- b. Shall perform the duties of the MEC President in her/his absence.
- c. Shall become Acting President when the office becomes vacant and shall call a meeting of the MEC within sixty days for the purpose of electing a new President.
- d. Will make notes of motions passed at MEC meetings and notify the people involved as soon as possible.
- e. 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.
- f. Is responsible for maintaining the Rules of Policy and Procedures as directed by the MEC.

- g. Is responsible for overseeing the administrative needs of the MEC Committees. Yearly, or as required, reviews with each MEC Committee Chairperson will be conducted. The reviews will include the following topics:
 - (1) Budgetary factors
 - (2) Committee Structure and Responsibilities
 - (3) Knowledge of their subject
 - (4) Working relationship with MEC, MEC Officers, local representatives and company counterpart.
 - (5) Goals.

3. SECRETARY-TREASURER

- a. The Secretary-Treasurer 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.
- b. Will maintain MEC records, keep meeting minutes and supply them to the MEC within 14 days, and will perform duties assigned by the MEC President.
- c. Will become Acting Vice President if a vacancy in the office occurs.
- d. Will become Acting President when both the office of President and Vice President become vacant, and shall call a special MEC meeting within 14 days for the election of new officers.
- e. Shall serve as the Credentials Committee to certify each local representative prior to an MEC meeting.
- f. Shall monitor membership rosters and seniority lists.
- g. Shall ensure that prior to bidding, all known AFA events for the following bid will be posted to a calendar published by the MEC.
- h. Is responsible for maintaining the MEC resolutions, tabulated by subject matter.
- i. 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.

F 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.

ARTICLE IV
MEC ADMINISTRATION

A. FINANCE

1. The MEC President or her/his designee will present to the MEC at each MEC meeting a Budget progress report for the Horizon Air MEC operation. This report should indicate what was budgeted for each MEC committee, including MEC Administration, System Board of Adjustment and Negotiations.
2. The MEC President or her/his designee will be responsible to allocate and reconcile flight pay loss.
3. LEC Presidents may request any needed assistance to cover flight pay loss due to overtime from the MEC Secretary-Treasurer prior, and for the purpose of attending any MEC 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 from the MEC President.

B. MEC BUDGET

1. Each MEC Committee Chairperson will be required to submit a budget proposal to the MEC Secretary-Treasurer indicating the prior year's budget, expenditures to date, and the requested budget for the upcoming year. The budget proposal must include documentation substantiating the requested amount for the upcoming year.
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 Secretary-Treasurer will submit a budget proposal to the entire MEC for each area of the MEC under her/his jurisdiction, i.e., MEC Administration and other MEC-related areas. This budget proposal will include amount budgeted for the upcoming year. The MEC Secretary-Treasurer will include copies of B&E reports for review by the entire MEC.
4. The entire MEC will review all the information compiled in B.1 through B.3 above and determine the budget for each MEC Committee and how the MEC funds will be allocated for the upcoming year. MEC budget approval

will take place at the first regular meeting of the Horizon Air MEC for the current fiscal year.

C. COMMUNICATION

1. LEC Presidents will provide the MEC members and Officers with a list of Local Officers and their contact numbers.
2. If LEC Presidents will be unavailable to respond for more than 72 hours they will leave referral contacts and pertinent numbers on voicemail and email auto-response messages.
3. The MEC shall give a current list of its LEC Committee Chairpersons to each MEC Officer and member.
4. International Officers should be copied in on all pertinent information relating to the MEC.
5. Each LEC President shall provide notice of Local Council Meetings to all other LEC Presidents.
6. All matters brought before the MEC for a vote shall be preceded by each LEC President being afforded the opportunity to review any written document either by e-mail or by conference call.
7. All matters brought before the MEC for a vote shall be decided on the basis of 'Majority Rules' consistent with the practice of the Horizon Air Master Executive Council and the Constitution and Bylaws of the Association of Flight Attendants.

D. SIDE LETTERS

1. The MEC President or designee will distribute the exact language of the side letter along with the deadline for voting to each LEC President via email and/or phone. It is the responsibility of each LEC President to keep the MEC President informed of his or her whereabouts to ensure timely voting on side letters.
2. The MEC President or designee will distribute an explanation of the issue at hand to the membership via e-Blast and publication on the Horizon Air AFA web site as soon as practicable.
3. Time permitting; each LEC President will solicit his or her membership for their opinions by distributing the exact language being considered via email, bulletin board postings, crew room sits, and/or special membership meetings. Such membership solicitation does not constitute a referendum and does not release the LEC President from the responsibility of representing the best interests of the membership as a whole.

4. The MEC President or designee will notify the MEC of the outcome of the MEC vote as soon as possible following the deadline via email and/or phone.
5. As soon as possible following notification, each LEC President will distribute to his or her membership the outcome of the vote along with the exact language voted on and the explanation of the issue at hand (if not already distributed).

ARTICLE V

MEC MEETINGS

A. FREQUENCY

The MEC President shall call meetings as necessary for the efficient handling of Union business in accordance with the AFA-CWA Constitution and Bylaws. The MEC shall hold at least two (2) meetings a year.

B. NOTIFICATION

1. Written notices of all regular MEC meetings shall be sent to each member of the MEC at least 15 days in advance.
2. Notification will include the time, place and order of proposed agenda items for that meeting.
3. MEC Committee Chairperson, Negotiating Committee members and System Board members will receive notification of MEC Meetings.
4. Advance notice of MEC meetings with date and location will be communicated to the membership on the Horizon Air AFA website, via bulletin board posting and/or by e-Blast at least 15 days prior. Members are encouraged to attend at their own expense.
5. The MEC Officers will determine MEC meeting locations with consultation from the LEC Presidents. Special meetings are subject to Constitutional provisions and therefore, are not included in this schedule.

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.
3. Every effort should be made to submit agenda items with enough 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. The agenda of the MEC meeting scheduled immediately prior to the election of the Negotiating Committee will include a review of the bargaining process. A review of the qualifications considered necessary for Negotiating Committee members will also be included.
8. Reports from Executive Board Sessions will be placed on the agenda of the MEC meeting following an Executive Board Meeting.

D. ATTENDANCE

1. The MEC Secretary-Treasurer shall act as the Credentials Committee and certify the legality of each representative or observer present.
2. Each Council will be represented under the AFA-CWA 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 invitation may be extended to the President of AFA or another International Officer, once yearly, to attend a Horizon Air MEC meeting for the purpose of providing information on the general business of the Union and to solicit any appropriate support or ideas from the Horizon Air MEC.

E. PROCEDURE

1. The MEC may conduct its meetings under the rules of order it wishes provided that:
 - a. Each member of the MEC shall be allowed the privilege of fully expressing her/his views and/or 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 “Standard Code of Parliamentary Procedure”, unless the question is specifically provided for in the AFA-CWA Constitution and Bylaws.

F. SPECIAL MEETINGS

1. A special meeting may be called in accordance with the AFA-CWA 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 that specified in the written notice shall be conducted except with three-fourths (3/4) majority approval, and then only if all MEC members or 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 posted on the Horizon Air AFA Website within seven (7) days of the meeting date.
2. MEC minutes shall include the names of all those present.

ARTICLE VI

SYSTEM BOARD OF ADJUSTMENT

A. SCOPE

Members are to serve on the System Board of Adjustment for the purpose of arbitrating any disputes or grievances, which may arise under the terms of the Agreement between Horizon Air and its Flight Attendants.

B. POLICY

1. There shall be one member and one alternate elected to represent the Association.
2. System Board members shall be elected for two (2) year terms. It is recommended that at least one system board member have previous experience in Negotiations. The MEC will take into consideration institutional knowledge when electing SBA members.
3. The System Board members will act in the best interest of the membership and Association and will be consistent with the CBA between the Flight Attendants and Horizon Air.
4. System Board members shall assist in the development and presentation of the yearly Grievance Chairperson's Seminar.

ARTICLE VII

MEC COMMITTEES

A. SCOPE

1. The MEC shall establish the necessary committees for conducting MEC business, consistent with AFA-CWA and MEC policy.
2. Any committee may be created, developed, dissolved, condensed 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-CWA Constitution and Bylaws and MEC Policy Manual.
4. Insofar as practical, committees should include one member with previous experience.

B. ELECTIONS

1. All MEC Committee Chairpersons, Negotiating Committee members and System Board of Adjustment (SBA) members will be elected by the MEC from the active members in good standing.
2. A resume or a signed Commitment To Serve statement may be submitted. It is recommended that resumes be submitted 15 days prior to the posted election day. Further, any candidate who wishes to appear before the MEC prior to the election day may do so at her/his own expense. The candidate must contact the MEC Secretary-Treasurer to coordinate an interview time on the Meeting Agenda.
3. In the event of a tie on the first vote, a run-off vote will be conducted between the two candidates receiving the highest number of votes.

C. TERM OF OFFICE

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

E. 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.

F. CHAIRPERSON RESPONSIBILITY

1. An MEC Committee Chairperson cannot change MEC policy.
2. The MEC Committee Chairperson represents the MEC.
3. An MEC Committee Chairperson will support an MEC position when dealing with the Company.
4. The Committee Chairperson 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 MEC Officers.
6. A Committee Chairperson shall submit a written report to the MEC before every regular MEC meeting. The reports should include:
 - a. Committee activities
 - b. Issues encountered
 - c. Trends
 - d. Suggestions
7. Committee Chairpersons will communicate the activities and goals of their committees, where appropriate and with the approval of the MEC President or her/his designee, to the membership through the following means:
 - a. Committee Updates on the Horizon Air AFA Website.
 - b. Updates for Horizon Air AFA e-Blasts.
8. Prior to writing of a Contract Opener, the Committee Chairperson shall submit their Committee recommendations to the Negotiating Committee.
9. The Committee Chairperson shall maintain files and transfer them and all educational, training materials, notes, minutes and other pertinent materials and equipment pertaining to AFA and Horizon Air to her/his successor.

G. 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 will act as liaisons between the membership, the MEC and the Company.

5. All Committees shall report to the MEC Officers on any discussions with 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.

H. 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 complete if necessary.
 - b. The MEC may choose to delegate the MEC President to appoint a committee Chairperson.
2. All Committee Chairpersons should be fiscally responsible in the management of the Committee budget, including the use of flight pay loss.
 - a. All Committee projects not specifically provided for in the monthly budget must receive prior approval from MEC Secretary-Treasurer.
3. When it is necessary to utilize flight attendants from Local Councils on MEC projects, the LEC President or her/his designee will be solicited for recommendations and notified of a selection prior to an appointment.
4. It is understood that from time to time the MEC shall sponsor AFA committee training:
 - a. The MEC Committee Chair is responsible for providing the MEC and MEC Vice President with dates, projected costs and reasons for the training.
 - b. The training must be approved by the MEC.
 - c. The MEC budget will cover hosting costs. Guest rooms, meal expenses, travel expenses and flight pay loss will be covered by the applicable MEC/LEC budget.
 - d. Failure to show for a union activity when the reservations have not been cancelled in advance with enough notice to prevent charges may result in charges being billed to that council.

ARTICLE VII (continued)

LEC COMMITTEES

I. SCOPE

The LEC may establish or dissolve local committees as appropriate to conduct the business at hand. Prior to establishing a local committee the LEC will notify other MEC members.

J. ELECTIONS

1. The local Committee Chairs' term will coincide with the council Presidents term of office.
2. Local Committee Chairs will be selected during a scheduled LEC meeting.

K. LEC AND MEC RESPONSIBILITY

1. It is the responsibility of the LEC Presidents to ensure that they give their local LEC Chairpersons the necessary support.
2. The LEC assumes responsibility for ensuring that committees perform their duties.
3. Any concerns or disputes a MEC Chair may have with a local committee representative should be brought to the attention of that council's President in writing. The decision to remove a local committee representative will be made by the LEC President.

L. CHAIRPERSON RESPONSIBILITY

1. A LEC Committee Chairperson cannot change MEC policy.
2. The LEC Chairperson must be responsive to the membership, the LEC President and MEC Chairperson.
3. LEC Chairpersons shall submit a written report to the LEC President before every regular LEC meeting. The reports should include:
 - a. Committee activities
 - b. Problems encountered
 - c. Trends
 - d. Suggestions

ARTICLE VIII

COMMITTEE DESCRIPTIONS

AIR SAFETY, HEALTH & SECURITY

A. SCOPE

This Committee shall work with the Company on matters pertaining to cabin and flight attendant safety, health and security.

B. POLICY

1. The Safety Chairperson is the primary contact with the Company, the FAA and the International Office.
 - a. Shall attend any safety meetings with the Company and FAA.
 - b. Shall attend the AFA Air Safety Department Training Seminars.
 - c. Shall communicate with the AFA Air Safety Department (as appropriate).
 - d. Shall communicate with other airline safety representatives (as appropriate).
 - e. Shall participate in accident investigation, hijacking, sabotage, etc. (as directed).
 - f. Shall communicate with the IBT Pilot Safety Chairperson (as appropriate).
 - g. Shall assign special safety assignments to the Local Committee's as appropriate. The MEC Officers and the appropriate LEC President shall be advised of these special assignments.
 - h. Shall handle safety incidents (equipment problems, occupational injuries, etc.) as they arise.
2. The Committee shall send the Local Committee Chairperson a monthly synopsis of local safety events.
3. This Committee shall participate in programs concerned with air safety.
4. The MEC Safety Chairperson, the Local Committee Chairpersons and the LEC President shall be on a 24-hour call-out in the event of an accident.
 - a. As a condition of call-out qualification, completion of the Union-provided blood borne pathogen training is required.
5. Regularly contribute communications to MEC newsletter.

BASE REPRESENTATIVE

A. SCOPE

The Base Representative acts as a membership resource, assisting with effective communication between the LEC and members within their domicile.

B. RESPONSIBILITIES

1. Act as the AFA-CWA liaison for the flight attendants based in respective domicile, and report to the LEC President or her/his designee.
2. Notify and be available to assist MEC Committee Chairs when domicile specific issues arise.
3. Be familiar with the CBA as well as Company policies.
4. Maintain the AFA-CWA bulletin board in the crew room.
5. Disseminate AFA-CWA literature in flight attendant mailboxes as needed.
6. Maintain frequent communication with the LEC Officers regarding domicile-specific issues, concerns and activities of the membership.
7. Field and answer questions from members about the Union, and refer them to appropriate AFA personnel as necessary.
8. Assist the LEC Officers in building and supporting membership involvement at the respective domicile.
9. Assist with special projects as needed.
10. Read all union publications (Letters, E-lines, newsletters, etc.) in a timely manner, access and view the union website regularly in order to be up-to-date on current union information.

BENEFITS and LEAVES COMMITTEE

A. SCOPE

The Benefits and Leaves Committee is available to provide services to flight attendants by answering questions related to Benefits, LOA's and Workers Compensation. Additionally, assistance is available with the resolution of issues related to access to, or payment of benefits.

B. POLICY

1. This Committee shall act as the liaison between employees and management by assisting flight attendants in the following areas:
 - a. Leaves of Absence (FMLA, Applicable State Leave, Intermittent Leave)
 - b. Workers Compensation
 - c. Utilization of benefit options
 - d. Sick Leave Procedures

C. RESPONSIBILITIES

1. Regularly communicate information to flight attendants about benefit programs, procedures, changes, and government-mandated changes.
2. Analyze and evaluate services, coverage, and options available through insurance to determine programs best meeting the needs of our flight attendants.

EMPLOYEE ASSISTANCE COMMITTEE

A. SCOPE

The Employee Assistance Program (EAP) is a committee of the Association of Flight Attendants. Union representatives assisting in this area will work confidentially in assisting members, their families and partners with personal and work-related problem including professional standards matters and response to critical incidents. Members of this committee must minimally be trained by the International EAP Department before being an active representative of this committee.

B. POLICY

1. The Horizon Air AFA EAP is most effective as a SELF-HELP aid. Any flight attendant who becomes aware of a personal or work related problem is encouraged to seek voluntary assistance from the committee at the earliest opportunity.
2. All matters brought to the committee's attention will be handled with the utmost confidentiality.
3. Sterilized statistical activity reports will be maintained and made available for the purpose of determining the effectiveness of procedures and for comparative reference. No individual identifiers will ever be on these reports.
4. The EAP exist to be of assistance to ALL Horizon Air Flight Attendants, their family members and partners.
5. If needed, EAP will function as a follow-up support to a flight attendant following involvement in a grievance or System Board case, with the consent of that flight attendant.
6. Committee members shall attempt, in a positive manner, to assist flight attendants in gaining clearer understanding of their situations, and try to motivate them to take responsibility for change.
7. EAP does not evaluate performance, accuse or judge, punish, preach or threaten.
8. The EAP committee representatives assisting with alcohol/drug and other serious personal problems will work closely with Company coordinator in compliance with section 2. However, only information that has been released by the flight attendant can be shared in these exchanges.
9. EAP will continue to function as an internal AFA resource. However, the committee will work cooperatively with the Company, if necessary, to secure professional help and rehabilitation for any consenting flight attendant whose problem is affecting job performance.

10. The EAP will conduct on-going education of the membership as to the function, scope and operation of the committee.

C. STRUCTURE

MEC EAP Chair will be elected by the MEC to serve a term concurrent with that of the MEC President and other MEC Officers.

D. RESPONSIBILITIES

1. The AFA MEC EAP Chair is responsible for the promotion, operations, and enhancement of AFA EAP services across all local councils within her/his respective MEC. Under this structure, the MEC EAP Chair works with and through the local EAP committee members and local EAP chairs to coordinate and deliver EAP member services at her/his MEC which are consistent with AFA EAP policies, procedures and code of ethics.
2. As needed, the duties and responsibilities of the MEC EAP Chair may include the duties of an EAP committee member and/or local EAP chair. Below are the general responsibilities of the MEC EAP Chair by activity category:

a. Program Promotion/Coordination

- (1) Actively promote the AFA EAP. This includes developing and coordinating EAP education campaigns for the membership, union leadership and the company on the value and availability of services offered by AFA EAP.
- (2) Actively promote and coordinate the services of the AFA EAP with other labor/management assistance program on property.
- (3) Facilitate and coordinate the mobilization of AFA EAP committee members for service response to flight attendants at other AFA carriers, as needed and authorized.
- (4) Consult with the International EAP Department on a regular basis, particularly for clinical guidance as required/needed under AFA EAP policies and procedures.

b. 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 the attendance of prospective EAP committee member at the basic EAP training and existing eap committee members at the advance and continuing development trainings.

c. 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

d. 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 issue and events that are or could impact the membership/union.
- (3) Develop specialized programs/activities to address the EAP related needs of the membership, as authorized by the MEC.

FOOD and BEVERAGE COMMITTEE

A. SCOPE

This committee shall meet with management to discuss any change in service, procedures to be followed, and other pertinent matters prior to the implementation of such service. Qualifications include working knowledge of cabin service procedures and ability to attend joint Union-Company briefings.

B. RESPONSIBILITIES

1. This committee may work with the Scheduling and/or Safety committee to determine *available service time*, projected loads, and staffing when management determines a certain service is required on a flight.
2. Regular communication with the LEC officers is recommended. The committee should report to the MEC after each meeting with the company Inflight Department.
3. Should management override the objections of the Inflight Services Committee and proceed to implement changes in Inflight service, the committee shall immediately contact the MEC President.

GRIEVANCE COMMITTEE

A. SCOPE

1. The Grievance Committee has as its primary objective the protection of the Flight Attendant against arbitrary and unjust discipline.
2. The Grievance Committee shall uphold, defend and enforce the collective bargaining agreement, sideletter of agreement, grievance and any other settlements, MEC policy, and the AFA constitution and Bylaws.
3. The Grievance Committee shall act to secure the fastest possible procedure for all Flight Attendants in the arbitration of their grievance for disciplinary action.

B. POLICY

1. The Master Executive Council (MEC) Grievance Chair is the primary manager of both the MEC grievances as well as other grievances at the System Board level.
2. Attendance at hearings and assistance in arbitration is essential to this position.
3. The position works closely with the AFA Staff Attorney assigned to Horizon.
4. 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 work day will be of normal duration.

C. DUTIES

1. The duties of the position include both clerical functions, as well as an active role in MEC Grievance Resolution, committee meetings and may involve LEC grievance resolution as well.

D. RESPONSIBILITIES

1. File all MEC Grievances.
2. Prepare and assemble files.
3. Collect evidence and establish that the alleged violation has occurred. This will normally include soliciting documentation from the various bases.

4. Assist the AFA Staff Attorney in preparation of the System Board hearings.
5. Ensure the time limits are met for filings, appeals and petitions.
6. Make sure all hotel accommodations and air transportation are coordinated for the Grievance(s) Union Witness(s) when arbitration is scheduled.
7. Clearly, concisely and persuasively explain the Union's position concerning a grievance.
8. Frankly explain to a grievant, LEC Officer or the MEC when there is little or no chance of winning a grievance.
9. Prepare grievance reports for MEC meetings.
10. Present proposed settlements of disputes between the Union and Management to the MEC.
11. Schedule settlement conferences, meetings of the System Board of Adjustment and arbitration.
12. If any dispute arises regarding the merits of a contract grievance, present the dispute to the MEC for their determination to terminate or continue the grievance.
13. Recommend resolution of grievances consistent with the policy of the MEC.
14. Act in an advisory role to the MEC.
15. Study MEC grievance problems and prepare recommendations to the MEC for consideration.
16. Review material, handle correspondence and keep the MEC members informed of current MEC grievance developments through MEC meetings or reports.
17. Attend company debriefings when MEC grievance related issues are discussed.
18. Conduct a yearly grievance round table meeting for all Horizon AFA grievance representatives.
19. Work closely with the LEC Grievance Chairs.

HOTELS and TRANSPORTATION COMMITTEE

A. SCOPE

The purpose of this committee is to investigate flight attendants' concerns about hotel facilities and transportation, and also to periodically check for any change in quality. The chairperson of this committee shall act to survey potential facilities and attempt to eliminate or avoid any possible problems involving transportation or layover facilities.

B. POLICY

Any AFA-CWA committee appointed by the MEC/LEC and empowered to conduct discussions with management on behalf of the flight attendants must first meet with the MEC/LEC officers to gain their direction prior to forming any agreement.

C. RESPONSIBILITIES

1. Act in an advisory role to the LEC regarding hotel and transportation issues.
2. Monitor and investigate flight attendant write-ups of issues involving hotels/ transportation, and safety concerns.
3. Review current and potential future layover sites for compliance with contract language and desired amenities.
4. Coordinate with grievance committee regarding any possible violations concerning hotel/ transportation issues for members.
5. Attend management briefings, coordinate with management counterparts regarding union input to current and potential future accommodations.
6. Monitor and respond as needed to submissions from the online Hotel/Transportation feedback form.

D. COMMUNICATIONS

1. Committee members are responsible for coordinating with the LEC committee chairperson, who then shall report to the LEC officers and MEC chair.
2. The LEC chair should maintain files and transfer them to her/his successor.
3. All committee shall report to the LEC on any discussions with management.
4. AFA-CWA committees will act as liaison between the membership and the LEC officers.
5. The Committee shall not make a policy which conflicts with LEC or AFA-CWA policy.
6. Recommendations for change shall be presented to the LEC officers in writing.

LEGISLATIVE AFFAIRS COMMITTEE

A. SCOPE

1. To monitor and pursue legislative activities that relate to the AFA-CWA political agenda, and to build positive relationship with your elected officials. It is the goal of AFA-CWA to legislate issues of priority so they do not have to be negotiated.
2. Coordinate activity on all legislative issues through the MEC President's Office and applicable LEC Presidents' office.

B. RESPONSIBILITIES

1. Make suggestions on initiatives that could be pursued in legislative affairs and political matters.
2. Engage membership throughout the legislative process by promoting voter awareness to further improve the flight attendant profession.
3. Educate flight attendants on current legislative objectives and highlight past achievements.
4. Promote FlightPAC / COPE and encourage voluntary contributions from the membership.
5. Assist in mobilizing legislative campaigns that promote flight attendant issues by coordinating between AFA-CWA International and Horizon Air AFA.
6. Develop relationships with members of the House and Senate in states where Horizon Air domiciles exist.
7. Promote political campaigns of candidates who belief system and voting record aligns with the objectives of the AFA-CWA International Government Affairs department.
8. Assist CWA and other labor organizations with campaigns that benefit labor issues.
9. Participate in lobbying members of Congress on behalf of AFA-CWA.

MEMBERSHIP COMMITTEE

A. SCOPE

To assist the LEC/MEC officers by keeping accurate membership mailing/email addresses, phone numbers and other contact information. The committee will also assist the International Membership department with tracking flight attendant employment/dues status and the collection of delinquent dues.

B. POLICY

This committee shall be composed of an MEC chairperson and the necessary number of members to fulfill the responsibilities depending upon the size of the local councils. Committee members should have good organizational and communication skills as well as computer access and also be familiar with Excel. Committee members will maintain regular communication with management counterparts to obtain necessary membership information.

C. RESPONSIBILITIES

1. Keep name, address, phone number and e-mail lists current. Keep records up to date regarding leaves, terminations, transfers to management (or other departments), base transfers, etc.
2. Make contact, and keep record of contact with members who have delinquent dues, in an effort to keep all flight attendants in good standing.
3. Enlist new members to the union through a program of active outreach.
4. Contact all new flight attendants and explain the apprentice membership and union membership in general.

D. COMMUNICATIONS

1. Updated information should be given to the LEC/MEC officers, as well as the AFA-CWA International Membership Department in Washington, DC.
2. Established communication protocols with the company will not be changed without first consulting an MEC officer.
3. The committee shall not make a policy which conflicts with MEC or AFA-CWA policy.
4. Recommendations for change shall be presented to the MEC officers in writing.
5. All files or other data must be turned over to the MEC chair when a committee member departs the committee.

NEGOTIATING COMMITTEE

A. SCOPE

The Negotiating Committee shall incorporate the needs and desires of the flight attendants into an effective agreement.

B. POLICY

1. The Negotiating Committee shall consist of no less than two members, plus the MEC President.
 - a) In the event of a vacancy on the Negotiating Committee, the negotiating committee will make a recommendation to the MEC as to whether the position should be filled.
2. This Committee shall function until an agreement is concluded, and then for a minimum of six months or until selection of a new committee in accordance with Section VI of the Constitution and Bylaws of the Association of Flight Attendants.
3. All notes and documents shall be considered the property of the MEC, and the MEC will maintain copies.
4. At the onset of negotiations, the MEC President will be an active and participating member of the Negotiating Committee.
5. The composition of this committee should ideally represent various geographical locations, status, seniority groups, and types of flying.

C. ELECTION

1. Any person seeking a position on the Negotiating Committee must submit a willingness-to-serve or a resume to the MEC Secretary-Treasurer. It is recommended that resumes be submitted at least thirty (30) days prior to the posted election date.
2. The election process will be conducted by ballot, electing only one member per balloting.
3. This Committee will be elected nine (9) working months prior to the serving of a Section 6 notice and shall function until an agreement is concluded and then for a minimum of six months.

D. TRAINING

1. The Committee members will be provided a Negotiations Training Seminar prior to writing an opener. The alternates will be included in all training.

2. The MEC will receive a negotiation's training session as coordinated by the MEC Officers, Negotiating Committee Chairperson and the International Office.

E. DUTIES

1. Update with previous Negotiating Committee and review history of negotiations on the property and all written materials pertaining to past, present, and future negotiations.
2. Determine training needs.
3. Provide information to and take direction from the MEC.
4. Assess the priorities and needs of the members.
 - a) Gather information for and write the surveys.
 - b) Meet with MEC Committee Chairpersons.
 - c) Review grievances and arbitration.
 - d) Review past Openers and industry contracts.
5. Establish goals and translate them into the Opener.
6. Communicate objectives to the MEC as part of the presentation of the Opener.
7. Determine individual responsibilities, i.e., note taker, spokesperson.
8. Keep the members and the MEC informed on a monthly basis throughout bargaining.
9. Maintain contact, through the MEC President with the other labor groups.
10. Proof contract language and agree with the company on implementation and effective dates.
11. Review a Tentative Agreement with the MEC.
12. Prepare membership Tentative Agreement package and Roadshow schedule.
 - a) There should be at least one show per Council with further roadshows coordinated between Negotiating Committee and LEC Officers or designees.
13. Present the Tentative Agreement to the members.
14. Proof printed agreement and prepare contract index.
15. Collate notes, opener and proposal books for MEC office files.
16. Prepare contract interpretations for new concepts.
17. Debrief and prepare report for future negotiations reference.
18. Remain available as a resource for interpretations.

F. GENERAL

1. The Negotiating Committee shall determine if the Committee will be expanded and will take the proper steps to obtain such extra members.
2. Should a vacancy on the Negotiating Committee exist, the MEC will determine if and in what manner the vacancy will be filled. The recommendations of the Negotiating Committee will be taken into consideration.
3. This Committee shall communicate with the MEC prior to negotiating any Side Letter of Agreement.
4. This Committee shall present all Letters of Agreement to the MEC for ratification prior to signing any such agreement.
5. A running file of problems to be corrected and goals to be negotiated will be kept by the MEC and these items will be used in conjunction with membership surveys to establish priorities in negotiations.
6. A member of this Committee will be present at MEC Meetings when not meeting with the Company in negotiations. The MEC President and Negotiating Committee Chairperson shall decide whether it is necessary for the entire Committee to attend.
7. Every effort will be made to have the Negotiating Committee travel as a whole for Roadshows.
8. Communications from the Negotiating Committee to the membership may be contained in the MEC publication and highlighted as a Negotiations Update. This would not preclude the use of mailings to the membership exclusively from the Negotiating Committee.
9. As soon as a Tentative Agreement has been reached, a Special MEC Meeting shall be called to review the agreement prior to submission to the membership for ratification.
10. The entire Committee shall meet in all pre-negotiations conferences with the Company in order to establish an image of unity and assure total understanding of the issues discussed, except as otherwise decided by the Negotiating Committee.
11. All communications to the MEC, LECs or membership pertaining to negotiations are to be conducted throughout this Committee

RESERVE COMMITTEE

A. 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.

B. RESPONSIBILITIES

1. Monitor all reserve concerns.
2. Coordinate with the MEC Scheduling Chairperson regarding any reserve scheduling issues.
3. Coordinate with the MEC Grievance Chairperson regarding grievances, which should be filed on behalf of reserves.
4. Maintain the "how-to" guide (Guide to reserve)
5. Education of membership on current policies and changes to reserve policies

C. NEW HIRES

The reserve committee may develop and implement a system to assist the integration of new hires into the membership of the union. This may include a "buddy system" pairing new hires with present flight attendants that can answer questions concerning the union and the reserve system and the contract in a satisfactory manner.

SCHEDULING COMMITTEE

A. SCOPE

This chairperson must have knowledge of the contract, FARs, flight time-duty time-crew rest-guidelines and have computer competency. This committee supports the building of scheduled bid lines in each domicile to assure the highest quality of life for the flight attendant membership.

B. DUTIES

1. Will coordinate the duties of the Crew Planning Liaison as defined in the CBA.
2. Shall work with the company, MEC Reserve Chairperson and LEC Scheduling Chairs on the construction of monthly lines of flying.
3. Will be responsible for discussing scheduling problems with the company and will report such problems and solutions to the MEC.
4. Monitor throughout the scheduling process for the quality of the trips and the lines.
5. Establish history of schedules, save monthly schedules, bid awards and staffing numbers.
6. Request feedback from Scheduling Committee members. Compile the feedback and relay it to the MEC. Work with the company to resolve the union's problems and concerns.
7. Coordinate with other AFA Committees to investigate and resolve fatigue, service-level, and other scheduling-related concerns.

UNIFORMS COMMITTEE

A. SCOPE

1. Works with management to ensure contractual language is adhered to regarding flight attendant uniforms. Provides input and direction to any changes in uniform standards.

2. The Uniform Committee will be responsible for ensuring contract language compliance for flight attendants in the area of uniforms. They may also be charged with coordinating with Inflight Management regarding the design, fabric selection and other details of flight attendant uniforms.

B. RESPONSIBILITIES

1. Ensure current contract language is followed regarding uniforms.

2. Act as liaison between membership and the MEC.

3. Respond to member inquiries and suggestions regarding uniform items, changes, etc.

4. The MEC Chairperson will inform committee members of any changes to the uniform or uniform standards.

ARTICLE IX

ETHICAL PRACTICES CODE

- A. Every AFA-CWA officer and representative, whether elected or appointed, has a high fiduciary duty and sacred trust to serve the best interests of the members honestly and faithfully.
- B. No AFA-CWA officer or representative should own or have a personal financial interest which conflicts with the full performance of her/his fiduciary duties. In particular:
 - 1. No AFA-CWA officer or representative shall have any substantial financial interest in any firm, which bargains collectively with the AFA-CWA.
 - 2. No AFA-CWA officer or representative shall own or have a substantial financial interest in any firm, which does business or seeks to do business with the AFA-CWA.
 - 3. For purposes of these rules a “substantial financial interest” is one which either contributes significantly to the individual’s financial well-being or which enables the individual to affect or influence the course of corporate decision making. A substantial financial interest does not include stock in a purchase plan, profit sharing plan, or ESOP.
 - 4. An AFA-CWA officer or representative shall not be deemed in violation of these prohibitions with respect to any investments, which are held in a mutual fund or a blind trust.
 - 5. No AFA-CWA officer or representative shall receive any compensation for serving on a corporate board of directors or similar position in which she/he serves as a representative of AFA-CWA, the flight attendants, or other employees of that airline. This paragraph shall not prohibit reimbursement for reasonable and customary expenses, or acceptance of travel passes, for the purpose of fulfilling the duties of such position.
- C. No AFA-CWA officer or representative shall accept any personal payment of any kind from an employer that bargains collectively with the AFA-CWA, or from a business or professional enterprise which does business or seeks to do business with the AFA-CWA, other than regular pay and benefits for work performed. “Personal payment” as used in this paragraph does not include flight pay loss, passes, or similar benefits received pursuant to a collective bargaining agreement or in the normal course of union business.
- D. No AFA-CWA officer or representative shall convert any property belonging to,

or services purchased by, the AFA-CWA to the individual's personal advantage.

- E. Every AFA-CWA officer or representative shall carry out her/his AFA-CWA office or appointment in a manner that gives full recognition, in connection with affairs of the AFACWA, to the right of union members to assemble freely, attend AFA-CWA meetings, express views, arguments and opinions, nominate candidates for AFA-CWA office, run for AFA-CWA office, and vote in AFA-CWA elections, except to the extent such rights are limited by provisions in the Constitution and Bylaws of the AFA-CWA. No AFA-CWA officer or representative shall penalize, discipline, or otherwise interfere with, or retaliate against any union member for exercising such a right in connection with the affairs of the AFA-CWA.
- F. No person who is convicted of any felony involving the infliction of grievous bodily injury, any crime of dishonesty, or any crime involving abuse or misuse of such person's position or employment in a labor organization or an employee benefit fund shall serve as an AFA-CWA officer or representative.
- G. This Code shall be enforced by the following process:
 - 1. The International President of the AFA-CWA shall appoint a standing Ethical Practices Committee consisting of three (3) regular members and one (1) alternate member from the AFA-CWA Executive Board and one elected AFA-CWA International Officer who shall serve as Chairperson of the Committee. The term of office for the members and alternates shall be for two (2) years commencing the January 1 following their appointment, until reappointed, or until their successors have been appointed.
 - 2. Charges of violations of this Code along with substantiating documentation shall be referred by a member(s) of AFA-CWA to the Ethical Practices Committee for review and recommended disposition.
 - 3. The Ethical Practices Committee shall have the authority to investigate and, where it finds reasonable cause to believe that a violation of the Code may have occurred, to bring the matter to an appropriate hearing before the AFA-CWA Hearing Board, if the matter is not otherwise resolved.
 - 4. All charges and investigations shall be kept confidential unless and until the Ethical Practices Committee finds reasonable cause to bring the matter to a hearing. The Committee shall adopt reasonable measures to ensure that confidentiality is maintained, including enforceable sanctions for breach of confidentiality. Confidentiality applies throughout the process not only to the Ethical Practices Committee, but to all individuals involved.

5. Fundamental due process shall be afforded to the individual charged in connection with any such hearing.
6. Following completion of the hearing, the Hearing Board shall issue a written decision containing its findings and recommendations to the AFA-CWA International President and Executive Board.
7. Where a violation is found, the recommendations shall include an appropriate recommended penalty up to and including removal from service as an AFA-CWA officer, representative, and/or employee.
8. Notwithstanding the provisions of Article X. of the AFA-CWA Constitution, the Executive Board shall have the final decision in the matter and shall permit the individual charged a reasonable opportunity, upon request, to present his or her position to the Board prior to rendering a final decision. No appeal may be taken to the AFACWA Appeal Board.
9. There shall be no retaliation against any AFA-CWA officer, representative or member for filing a charge alleging a violation of this Code.

AFA-CWA COMMITMENT to SERVE

In accepting this position and the responsibility that accompanies it, I hereby agree to adhere to and abide by, to the best of my ability, the following standard of commitment and conduct, policies and procedures.

I recognize that the union, which is comprised of the flight attendants I represent, may elect to invest in me through training, seminars, experience and trust. In return, I commit to support the Union and my fellow volunteers with the long-term benefit of all Horizon Air and AFA-CWA Flight Attendants as our common goal.

Furthermore, the Union may entrust valued equipment i.e. computers, copiers, telephones, records, files, and other equipment to me. All such items when purchased with Union funds must be surrendered to the Union no matter how or when this relationship terminates.

Moreover, I am responsible for any expenditure of Union resources and will do so with great diligence as the source of these funds is the hard-earned membership dues of my fellow flight attendants.

It is in the best interest of the flight attendants that I must constantly measure my actions. I have read and will adhere to the Code of Ethics listed in the preamble of the MEC Policies and Procedures.

(Name)

(Position)

(Signature)

(Date)