



*Society of Professional Engineering
Employees in Aerospace
IFPTE Local 2001
AFL-CIO, CLC*

SPEEA Policy Manual

January 7, 2015

Certified by: *1/s/ Jeff Stone*
Governing Documents Committee Chairman

FORWARD: The primary reason for establishing a written policy is to retain proven decisions of the past in an easy-to-retrieve format.

1. Policy stabilizes the organization and frees the Executive Board and the Council, permitting more attention to be given to creative considerations.
2. Policies support consistency of SPEEA endeavors through the years.
3. Policy speeds administration by reducing repetition and providing for establishment of routine endeavors.
4. The Constitution of SPEEA shall, in conjunction with its By-Laws and Policies, be the governing documentation of SPEEA. No other documentation of SPEEA shall contradict these documents. In the event of a conflict, the Constitution, then the By-Laws, and then this Policy shall take precedence.

Upon receipt of new and/or revised Policy Manual sections and/or subsections, each holder of a copy of the Manual shall update that copy so that the reason for having such a Manual will not be subverted.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

May 8, 2003

VERIFIED:

/s/ William W. Scott

Signature

Secretary

Office

5-8-03

Date

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1. SPEEA Values

SPEEA values the following:

Fairness, respect and diversity of people and their opinions.

Openness, honesty and integrity.

Participation in our union.

Democratic, member-driven principles.

Long-term success of our members.

Professional and technical excellence.

Working together for the common good.

2. SPEEA Vision

Be the world's leading aerospace union.

3. SPEEA Mission

Advocate for and empower members to improve their future.

4. SPEEA Goals

Provide a strong vibrant organization founded on membership involvement that is respected as professional and value added while improving our member's future.

Bargain respectable contracts

Represent our members' in the workplace

Be involved in the processes that affect our members

Promote Professional and Technical growth

Demonstrate the value of Union representation

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

May 3, 2006

VERIFIED:

/s/ Mark Schuetz

Signature

Secretary

Office

5-3-06

Date

1. The maintenance of an up-to-date Policy Manual is the responsibility of the SPEEA Governing Documents Committee Chairman, with the assistance, as requested, of the Governing Documents Committee members and, as available, of the SPEEA staff.
2. The SPEEA Policy Manual shall include the following:
 - a. Policy Manual sections and subsections approved by the SPEEA Council.
 - b. SPEEA Council motions which establish policy.
 - c. Membership referendum items or meeting motions which establish policy.
3. Structure and Interpretation
 - a. The publishing of the Policy Manual will be kept simple for ease of substitution or addition of policy statements.
 - b. Rigidity of policy can be avoided by judicious choice of policy language. Clear, concise wording should be maintained in all statements.
 - (1) When strict adherence is demanded, words such as "will", "shall", and "must" are to be used.
 - (2) When certain latitude is desired in a given area and users are to exercise their own judgment, words such as "may", "should", "generally recommended", or "in most cases" will be used.
4. Incorporation of policy items into the Policy Manual shall be accomplished as follows:
 - a. The Council Secretary, SPEEA Secretary, or the SPEEA Tellers Committee, as applicable, shall ensure that the SPEEA Governing Documents Committee Secretary receives a copy of the appropriate minutes, which show exact motions, and of each referendum (other than those for elections) with the appropriate date and signature.
 - b. When an item is determined by the SPEEA Governing Documents Committee to be established policy, its location in the Manual shall be determined. If the committee decides the policy should be reworded, substantive changes shall be approved by the Council. In such cases, both the prior action and the proposed rewording shall be provided to the Council for action.
 - c. Each Manual page shall reflect only the up-to-date wording, but the original/master copy of each obsolete page shall be annotated "*Changed per (Council action, etc.) on (date of action)*" and placed in a permanent historical Policy Manual file.
 - d. The Committee will proof each Policy Manual subsection and shall then be signed and dated by the SPEEA Council Secretary, verifying that it is in accordance with Council or membership action.
 - e. The Policy Manual Table of Contents shall reflect the verification date of each subsection. The complete SPEEA Policy Manual is then certified by the SPEEA Governing Documents Chairman or designated member of the Governing Documents Committee as being complete.
 - f. Printing of the Policy manual may be done on one or both sides of the paper. When pages must be added to a section at other than the end of that section, the entire section shall be renumbered. The first page of each section shall be a right-hand page.
5. Within two weeks of the verification date, the policy manual shall be made available on the SPEEA website.

- 6. The SPEEA staff shall maintain the master copy of the SPEEA Policy Manual.
 - a. An historical file of each section/subsection shall be maintained and shall include obsolete annotated master pages.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

July 17, 2013

VERIFIED:

/s/Theryl A. Johnson

Signature

Secretary

Office

9/18/2013

Date

SPEEA Policy Manual

SECTION I: GENERAL
SUBSECTION B: *Observer Rights*

The SPEEA Council Chairman shall have observer rights at all meetings of the Executive Board and all committees. The SPEEA Council Chairman may designate either the SPEEA Council Treasurer or Secretary. Observer rights shall not be denied regardless of the topic of discussion.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

Nov. 28, 2012

VERIFIED:

/s/ Theryl A. Johnson

Signature

Secretary

Office

11/28/12

Date

SPEEA Policy Manual

SECTION I:
SUBSECTION C:

GENERAL
*Report of Ballot Voting
Results*

1. In compliance with Robert's Rules of Order (current revision), when the vote of any SPEEA body is taken by secret ballot, the report of the applicable Tellers Committee (SPEEA or appointed by that body for that vote) shall be in the following format:

a. **All Reports:**

REPORT OF TELLERS COMMITTEE ON (Specify the issue and the date the meeting or mail ballot deadline.)

TOTAL BALLOTS AUTHORIZED: _____

TOTAL VOTES CAST: _____

VOTES NECESSARY FOR ADOPTING (or ELECTION): _____

INVALID VOTES RECEIVED: _____

(Reason) _____

(Reason) _____

b. **Motion or Referendum Reports:**

VOTES FOR: _____

VOTES AGAINST: _____

INVALID VOTES: _____

c. **Election Reports:**

OFFICE	CANDIDATE	VOTES
_____	_____	_____
_____	_____	_____

d. **All Reports:**

Chairman:	_____	_____
	<i>Name/Signature</i>	<i>Date</i>
	_____	_____
	<i>Name/Signature</i>	<i>Date</i>
	_____	_____
	<i>Name/Signature</i>	<i>Date</i>
	_____	_____
	<i>Name/Signature</i>	<i>Date</i>

2. Tellers' Reports shall be reported in full and recorded in the minutes of the meeting in which such a vote is taken or, if by mail ballot, at the next Council meeting.

3. Tellers' Reports of mail ballots should be reported in the next issue of the SPOTLITE, as well as other ballots of all-member importance, and may be reported in the Newsletter, but when so reported, shall be the full report.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

Jan. 7, 2015

VERIFIED:

1/5/Therese A. Johnson
Signature

Secretary
Office

1/7/15
Date

Electronic copies of SPEEA's governing documents will be maintained in a manner that will prevent catastrophic loss in the event of fire, earthquake, or other methods of loss.

1. All governing document revisions must meet the following:
 - a. The committee responsible for the document maintenance will obtain a current copy from the certified electronic copy for markup.

In the event that a certified electronic copy is not available, the committee will certify the best known copy as accurate prior to markup and the certification will be documented in the committee minutes and in the revision sheet.
 - b. The committee will prepare the document revision and record the sections revised and the description of the intent of the revision in the committee minutes. The marked-up revision is forwarded for word processing.
 - c. The committee will proof the revised document and return any corrections.
 - d. The committee chair or designated member of the Governing Documents Committee will certify the revised document as complete prior to distribution.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

July 17, 2013

VERIFIED:

/s/ Theryl A. Johnson

Signature

Secretary

Office

9/18/2013

Date

It is SPEEA Policy to support our union Brothers and Sisters by purchasing union made products and using services/facilities with union staff whenever possible.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

Nov. 28, 2012

VERIFIED:

/s/ Cheryl A. Johnson

Signature

Secretary

Office

11/28/12

Date

1. The general purpose of the Council meetings shall be:
 - a. To establish policy in accordance with SPEEA Constitution and SPEEA By-Laws.
 - b. To inform Council Delegates of issues affecting SPEEA.
 - c. To review actions of the Executive Board and Executive Director.
2. The order of business for regular meetings shall be as follows (time should be allowed for review of packet material received that night):
 - a. Pledge of Allegiance
 - b. Determination of quorum
 - c. Approval of the minutes of the last meeting
 - d. Call for New Business
 - e. Old Business
 - f. Pre-submitted New Business
 - g. New Business
 - h. Good of the Union
 - i. SPEEA Council Officer's Report
 - j. SPEEA Council Committee Reports
 - k. SPEEA Reports including the Executive Directors, Executive Board Report and SPEEA Finance report.
3. Proposed revisions to the minutes of a prior meeting are to be given to the Secretary prior to the start of the meeting. Additional revisions proposed during the meeting should be discouraged by the Council Officers.
4. Any new, major issues should be referred to the appropriate committee for investigation, with a report to be submitted at the next Council meeting, if possible.
5. Policy changes may be approved by the Council with the following vote:
 - a. With prior specific written notice (in at least the mail-out package), simple majority vote.
 - b. Without prior specific written notice, two-thirds majority vote.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

July 17, 2013

VERIFIED:

1/s/Therese A. Johnson
Signature

Secretary
Office

9/18/2013
Date

1. Pre-submitted Motions

- a. A SPEEA Council Member or a SPEEA Council Committee drafts a motion.
- b. The motion is provided to any SPEEA Council Officer by the start of the SPEEA Council Officer's meeting. The SPEEA Council Officers shall provide the staff focal with a copy of the proposed motions by the start of the Council Officers Meeting.
- c. A copy of each pre-submitted motion will be given to each SPEEA Council Officer prior to the start of the meeting.
- b. The SPEEA Council Officers will review each pre-submitted motion for compliance with the Governing Documents and governmental statutes. If compliance is found, the motion will be approved for submittal to the SPEEA Council.
- c. All pre-submitted motions approved for submittal to the SPEEA Council would be considered approved for publication on the SPEEA Website, unless challenged by a SPEEA Council Officer. Any SPEEA Council Officer may challenge the publication of a pre-submitted motion on the SPEEA Website. The SPEEA Council Officers will then vote on the question of posting. A two-thirds majority vote is required to withhold the publication of the pre-submitted motion on the SPEEA Website.
- d. The Staff focal will forward a copy of all pre-submitted motions approved for posting on the SPEEA Website to the Staff person responsible for posting. A disclaimer will appear on the SPEEA Website with the pre-submitted motions, stating that the motion are not official SPEEA Policy and are being submitted for Council consideration.
- e. The Staff will include all approved pre-submitted motions in the SPEEA Council packets.
- f. A log of all Council approved pre-submitted motions adopted by the SPEEA Council will be maintained on the SPEEA Website as to such time as they are properly executed or incorporated into the SPEEA Documents.

2. Published Ballots

A published ballot may be required either as a separate action of the SPEEA Council, or as part of a motion.

- a. The SPEEA Council Officers shall provide a ballot to each member of the Council present.
- b. Each ballot cast shall list the Council Members Name, Position/District, Motion Identification and a place to mark their vote (For or Against).
- c. The Council Officers shall announce the results if the motion passes or fails following the balloting.
- d. Each individual vote shall be posted at <http://www.speea.org> within one week of the vote for the membership to review.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

March 19, 2003

VERIFIED:

/s/ William W. Scott

Signature

Secretary

Office

3-19-03

Date

1. The SPEEA Council shall establish a proposed annual budget for the operation of the Council, including all Council committees, as well as the Council itself, and funds for travel of Council members who work more than 50 statute miles from SPEEA Headquarters to a reasonable number of Council meetings.
 - a. Committee input to the budget shall be provided to the Council Officers no later than December first.
 - b. The Council Officers shall be responsible for providing a budget estimate for any special committees that will be activated during that budget year.
 - c. The annual Council budget shall include appropriate expenses for Council Representatives who work in excess of 50 statute air miles from the council meeting to attend Council meeting(s).
 - d. The Council Officers shall review all Council input and submit a proposed Council budget for that fiscal year to the Council in January.
 - e. The entire proposed SPEEA Council fiscal year input once approved in the January SPEEA Council meeting shall be accepted as allocated, appropriated and ready for inclusion into the proposed SPEEA Budget.
 - f. The Council-approved proposed budget shall be presented to the Executive Board for review and revision/approval into the SPEEA Budget.
 - g. Funds for Council committee activities may be reallocated by the Council Officers without Council approval if the committee's total budget is not exceeded.
 - h. The Council Officers shall announce to the Council the reallocation of available funds within the Council budget to fund activities that were not identified at budget preparation time. The Council may overturn this action.
 - i. A request for additional funding to cover unanticipated activities or budget shortfalls shall first be approved by the Council. The Council Officers shall then submit the request to the Executive Board for action.
2. Council Members who work 50 statute miles from SPEEA Council Meetings may request authorization from the SPEEA Council Officers for reimbursement of expenditures incurred in attending Council meetings. A majority of the Council Officers may authorize the expenditures based on reasons deemed appropriate and fair to all members. This authorization shall be reported to and recorded in the minutes of the next Council meeting. Such travel reimbursement is not to be considered a right, but at the discretion of the SPEEA Council Officers based on a reasonableness standard.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

Jan. 7, 2015

VERIFIED:

1/s/Therese A. Johnson

Signature

Secretary

Office

1/7/2015

Date

1. Organizing is defined as that activity leading up to recognition of SPEEA as the collective bargaining representative for a specific group of employees.
2. SPEEA policy is to organize groups that contain technical/professional employees of Boeing, Boeing wholly owned subsidiaries, Boeing joint ventures or successor employers.
 - a. Preliminary discussions that indicate the existence of an organizing opportunity shall be reported to the SPEEA Organizational Planning Committee.
 - b. Each distinct organizing effort will be approved by the SPEEA Council prior to filing with the appropriate agency.
 - c. The Organizational Planning Committee will receive timely and continuing updates on each distinct organizing effort and shall report to the SPEEA Council on these activities.
3. Organizing of groups of employees other than those described in [2] above requires specific Council approval.
4. Where specific Council action is required, the Organizational Planning Committee will present the facts and a recommendation to the SPEEA Council.
5. The SPEEA Council is committed to finding ways to make the process used by non-represented workers to form a bargaining unit more efficient and less costly. The following should be among the considerations when organizing new SPEEA bargaining units:
 - a. Community of interest between the proposed new members and the existing SPEEA membership;
 - b. Ability of the proposed new members to enhance bargaining power and/or strategic leverage of the existing SPEEA membership;
 - c. A cost/benefit analysis of the new bargaining unit's additional dues revenue versus cost of providing services to the proposed new members.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION **Apr. 21, 2010**

VERIFIED:

Rebekah Arnold
Signature

Council

Secretary
Office

9/9/10
Date

1. Each referendum submitted for the vote of the SPEEA Regular membership shall be accompanied by "Pro" and "Con" statements compiled by interested Council Representatives unless, by specific action, a majority of Council Representatives voting removes the requirement of including "Pro" and "Con" statements with a particular referendum. If this requirement for "Pro" and "Con" statements is removed, each such referendum must have the following note appearing with it: *"The Council waived Pro/Con statements for this Referendum."*
2. The Council Representative compilers shall be appointed by the SPEEA Council Chairman at the Council meeting at which the Council authorizes the referendum or at the first Council meeting subsequent to authorization of the referendum by other than the Council. If the authorized referendum is not to be sent to the membership until a later date, the compilers may be appointed at a subsequent Council meeting provided that meeting is not less than two months prior to mailing of the referendum.
3. A minimum of three Council Officers, acting as a Review Committee, shall be responsible for verifying the truth of these statements and have the authority to request back-up data from the author(s) and to delete any portions (as little as one word) of the statement(s) which cannot be validated. All statements attributed to other than the compilers of the position statement shall be accompanied by a copy of the quoted text bearing an original signature of the author.
 - a. Two representatives for each position will be permitted to attend the Review Committee meeting, to explain/question both statements, to make minor word changes to overcome objections, and to provide any needed back-up data. All Review Committee meetings shall be conducted according to Robert's Rules of Order (most recent revision).
 - b. "Pro" and "Con" representatives shall be permitted at least two full work days to provide any back-up data required by the Review Committee, but not available at that meeting. The Review Committee shall specify to whom, at what time, and at what location such back-up data will be delivered for verification of the statements.
 - c. Each "Pro" and "Con" statement published shall have the following note: "Per SPEEA Policy II-B, this statement has been reviewed by the SPEEA Review Committee, which is composed of the Council Officers."
 - d. If deletions are made to any "Pro" or "Con" statement, the following shall be added to the note specified in [c] above: "Portions of the original statement have been deleted by the Review Committee due to lack of verification."

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

March 19, 2003

VERIFIED:

William W. Scott

Signature

Secretary

Office

3-19-03

Date

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1. General

Preliminary work for consideration of the SPEEA Council should be done by means of SPEEA Council committees.

The SPEEA Council Officers, with the approval of the SPEEA Council, shall establish SPEEA Council Committees as the needs arise. The committees are defined as Standing, Recurring Standing, Special, or Committee of the whole:

- a. Standing committees shall be chartered with a purpose.
- b. Recurring Standing committees shall be chartered with a purpose, as well as a definition of when the committee is called and when the committee shall consider its function complete and the committee shall cease to exist.
- c. Special committees shall be chartered with its purpose, and a definition of when the committee shall consider its function complete and cease to exist.
- d. Committee of the whole consists of the entire Council and is addressed in the SPEEA Constitution and Roberts Rules of Order.

2. SPEEA Council Committee Membership:

SPEEA Council committee shall be composed of SPEEA Regular Members. Participation in a SPEEA Council committee is a right of SPEEA Regular Members. SPEEA Associate Members may participate in Council committees and may be removed from Council committees at the discretion of the SPEEA Council Officers.

- a. Any SPEEA Regular member may become a voting member of a SPEEA Council committee by:
 - (1) Attending the first, or re-organizational, meeting of the committee following the June SPEEA Council Meeting; or
 - (2) Attending two consecutive meetings, which are announced in the Newsletter. When that second meeting is called to order, that individual becomes a voting committee member; or
 - (3) Being appointed to the committee by the SPEEA Council Officers.
- b. Any SPEEA Associate Member wishing to participate in a SPEEA Council committee may file a request with the SPEEA Council Officers which must be acted on within ten days. Upon approval by the SPEEA Council Officers, the member may attend the SPEEA Council committee and shall meet the requirements of committee membership. Associate members' continued participation in a SPEEA Council committee is at the discretion of the SPEEA Council Officers.

SPEEA Associate, Members are encouraged to participate in SPEEA Council committees. While the right to vote on matters before the committee is reserved to SPEEA Regular Members, committee members are encouraged to recognize the value of input from Associate, Members.

The SPEEA Council Officers have the authority to remove an Associate Member from participation in a committee by unanimous ballot of all three SPEEA Council Officers. Re-admittance of the removed member will only be at the discretion of a simple majority of the SPEEA Council Officers. The SPEEA Council may overturn the actions of the SPEEA Council Officers.

- c. Unless excused by the Committee Chairman, failure of a Committee member to attend three consecutive committee meetings, which have been announced in the newsletter, shall cause automatic removal from committee membership.
- d. SPEEA Council committees shall be composed of SPEEA Regular members, with a minimum of three voting committee members required to keep the committee active. No committee shall impose a ceiling on its membership.

- e. A quorum for committee meetings consists of a majority, but not less than three, of the voting members.
 - f. At the first, or re-organizational, meeting of the committee following the June SPEEA Council meeting, the committee members shall elect at least a Chairman, Vice Chairman, and Secretary. If a vacancy of any committee officer occurs, the committee shall fill a vacancy at the first opportunity.
 - g. Each committee shall ensure that minutes of each meeting are recorded, approved, and submitted to the SPEEA Council Secretary within thirty days.
 - h. The committee chairman may vote when it affects the result or when the committee votes by ballot.
 - i. The SPEEA Council Officers have the authority to accept or reject any individual as Chairman of a SPEEA Council Committee. The SPEEA Council may overturn such acceptance or rejection.
 - j. The SPEEA Council Officers are responsible for assuring appropriate committee activity and may review any committee size and function.
3. Standing Committees
- a. SPEEA Governing Documents Committee - Develops changes it deems necessary, based on its own review of the SPEEA Governing Documents and/or request of the SPEEA Council or other governing body. Reviews SPEEA Council action for inclusion in the SPEEA Policy Manual. Reviews and recommends policy on association, affiliation and merger. Recommends affiliation/merger with other unions. Recommends and proposes new policies as the need arises. Prior to any printing of the SPEEA Governing Documents and/or any amendments thereto, the final draft of said publication must be certified in writing by the Chairman or designee of the SPEEA Governing Documents Committee.
 - b. SPEEA Diversity Committee – Fosters diversity within SPEEA and provide an avenue for addressing the problems and issues associated with a lack of understanding diversity that may lead to discrimination and harassment. Provide information and education to increase members understanding. To promote union involvement in all segments of SPEEA members.
 - c. SPEEA Legislative and Public Affairs Committee - Analyzes pending federal legislation and politician's and political candidates' positions as they relate to SPEEA's goals and objectives. Also responsible for compliance with SPEEA Policy Manual Section on legislative actions and endorsements.

Executive Board members shall not comprise more than 50 percent of the membership of the SPEEA Legislative and Public Affairs Committee.
 - d. SPEEA Leadership Development and Training Committee - Responsible for generating pathways for SPEEA leadership development and training, and creating a well-informed, motivated, respected, and highly-skilled group of member activists to fill leadership positions throughout our organization. Responsible for planning, implementing, and providing services, facilities, and manpower for seminars, leadership training, and other educational meetings.
 - e. SPEEA Organizational Planning Committee - Develops, plans and investigates mergers, associations and organizational campaign with other aerospace employees and unions. This committee will coordinate affiliation, merger and association activities with the SPEEA Governing Documents Committee.

4. Recurring Standing Committees

As each committee is established, its purpose shall be provided in writing along with a definition of when the committee was formed, when its function is complete and when the committee shall cease to exist. Each of these shall be defined in the SPEEA Policy Manual for each committee when the committee is established.

Stephen Pezzini H.O.P.E. Award - Responsible for the solicitation of nominations, review and selection of the recipient for the Stephen Pezzini H.O.P.E. (Helping Other People Excel) honor. This is to recognize a person who gives time, effort and benefits to the general community, as well as being an active SPEEA member beyond expectations. This award is to be given no less than annually, to a recipient at a regional event.

5. Special Committees

As each committee is established, its purpose shall be provided in writing along with a definition of when that committee shall consider its function complete and cease to exist.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

Jan. 7, 2015

VERIFIED:

/s/Therese A. Johnson
Signature

Secretary
Office

1/7/2015
Date

1. General
 - a. Constitutional Committees have their rights and responsibilities defined in the SPEEA Constitution and are included in the Policy Manual only for completeness of this Section and to reference any major policies which impact their operation.
 - b. Each committee shall ensure that minutes of each meeting are recorded and approved.
2. Tellers Committee
The SPEEA Constitution provides for this committee. Also see "Report of Ballot Voting Results."
3. Judicial Review Committee
The SPEEA Constitution provides for this committee.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

Nov. 28, 2012

VERIFIED:

/s/ Theryl A. Johnson
Signature

Secretary
Office

11/28/12
Date

1. Committee Officers
 - a. A SPEEA Council Officer shall conduct an election of Committee Chairman specified in Section III of this Policy. Each Committee Officer will serve until the next re-organization meeting of the committee following the June Council Meeting.
 - b. The Committee Officers shall manage the committee in accordance with the Governing Documents. The Officers shall be responsible for initiating and managing the program of the committee.
 - c. No Committee Officer shall have the authority to contract debts for, pledge the credit of, or in any other way legally bind SPEEA without the consent and approval of the SPEEA Council and the Executive Board.
 - d. The SPEEA Council Officers are responsible to ensure that training for Committee Officers on Robert's Rules of Order and the Governing Documents is available.
2. Chairman
 - a. The presiding officer of a committee is called the Chairman. The Chairman's purpose is to run the meeting and ensure the committee adheres to the governing documents. The Chairman expedites the business of the committee. The Chairman is responsible for the duties of the Vice Chairman when the Vice Chairman is not available. The Chairman shall ensure that a secretary is present or a pro tem secretary is appointed.
 - b. In the event of both the Vice Chairman and Secretary being absent or incapable of attending the meeting, the Chairman shall appoint a Secretary pro tem from the voting members of the committee.
3. Vice Chairman
 - a. The Vice Chairman assists the Chairman in keeping order at every committee meeting, including monitoring adherence to the agenda.
 - b. The Vice Chairman shall ensure that at the end of a meeting any leftover food is put away, all lights are turned off, and all windows and doors are locked.
 - c. The Vice Chairman shall assume the duty of Chairman during the latter's absence or incapacity, and any of the duties of the Chairman when so directed by the Chairman. The Vice Chairman shall assume the duty of the Secretary during the latter's absence and any duties of the Secretary when so directed by the Chairman. In the event of both the Chairman and Secretary being absent or incapable of attending the meeting, the Vice Chairman shall assume the duty of Chairman and appoint a Secretary pro tem from the voting members of the committee.
4. Secretary
 - a. The Secretary is the recording officer of the committee and the custodian of its records.
 - b. The Secretary shall keep and maintain accurate minutes and records of all activities of the committee and its officers. The Secretary shall keep the committee membership roll and advise members of voting status.
 - c. The Secretary shall prepare an agenda for each meeting, showing in order all business of the committee. The Secretary should send out the meeting notice and agenda to every member of the committee at least 3 business days before the meeting.
 - d. The Secretary shall advise the Council Officers of the committee needs and any change in the officers of the committee.
 - e. The Secretary shall report on any Council action directed to the committee.

- f. The Secretary shall coordinate the minutes or report with the committee members and incorporate any feedback. The Secretary shall submit to the SPEEA Council Secretary, within 30 days, any minutes or reports from a committee meeting.
- g. The Secretary shall assume the duty of Chairman during the absence or incapacity of both the Chairman and Vice Chairman. A Secretary pro tem shall be appointed from the voting members of the committee.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

Jan. 7, 2015

VERIFIED:

TS/Theryl A. Johnson

Signature

Secretary

Office

1/7/2015

Date

All current Council Delegates shall receive minutes of regular and special Council meetings.

1. Minutes of regularly scheduled SPEEA Council meetings should be distributed at least three days prior to the next regular Council meeting, except that the three-day requirement may be waived prior to the January Council meeting.
2. Minutes of special SPEEA Council meetings should be distributed as soon as possible.
3. Summaries of Council meetings which are to be published prior to Council approval of the minutes shall be approved by the Council Officers.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

March 19, 2003

VERIFIED:

/s/ William W. Scott

Signature

Secretary

Office

3-19-03

Date

1. Each SPEEA Council committee member shall receive a copy of the minutes of the meetings of the applicable committee.
2. When the minutes have been reviewed, amended and approved, a copy shall be placed in the permanent files of the applicable committee.
3. As specifically requested by the President or the Council Chairman, a copy of the minutes shall be provided to that person or to a designee.
4. When two or more committees are working on the same subject and/or when there is a joint committee meeting, the members of the affected committees shall receive copies of all pertinent minutes.
5. When appropriate, committee minutes shall be distributed to the Council Delegates. The Committee may elect to summarize the minutes and provide a report of recommended action to the Council in lieu of the Committee minutes.
6. For each Council meeting, minutes of all Council Committee meetings conducted since the previous Council meeting shall be included in the Council packets.
7. These minutes shall include as a minimum: An attendance roster (including attendee/excused/absent members and guests); times of opening and adjournment; date of meeting; action on previous minutes; major topics discussed; action on topics, including motions; and time/place/date of the next meeting.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

July 17, 2013

VERIFIED:

/s/Therel A. Johnson

Signature

Secretary

Office

9/18/2013

Date

Approved Executive Board minutes shall be distributed as follows:

1. SPEEA Council Delegates.
2. SPEEA members and staff via the SPEEA website.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

Jan. 17, 2008

VERIFIED:

/s/ Mark Schuets

Signature

Secretary

Office

1-17-08

Date

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Every SPEEA member is encouraged to become informed and to express personal views on political issues.

1. In order to establish an official SPEEA position on any legislative or public issue or political endorsement, this Policy section must be explicitly complied with.
2. No SPEEA official (such as Area Representative or member of Executive Board, Council or SPEEA Tellers Committee) or SPEEA employee shall use that position in any manner to endorse or oppose a political candidate, public issue, or item of legislation other than within SPEEA unless this Policy section has been explicitly complied with to obtain authorization for such endorsement or opposition.
3. Any member of the SPEEA Council or any SPEEA Council committee may submit a legislative or public issue proposal to the council. Prior to passage or adoption the SPEEA L&PA Committee shall:
 - a. Define and explain the issue.
 - b. Perform all necessary investigations, contacts, and data acquisition required to:
 - (1) Produce both pro and con statements on the issue.
 - (2) Produce a majority Committee recommendation for SPEEA action.
 - c. Have the information above printed and distributed so as to be in the hands of the Council a minimum of three days prior to the Council meeting at which action on the issue will be requested.
4. If time is of the essence, the SPEEA Council Officers may submit SPEEA business to the Regional Councils or call a special SPEEA Council meeting for the purpose of acting upon the issue(s), but the L&PA Committee shall, in all cases, attempt to avoid the need for a special meeting by proper planning and expeditious Committee action.
5. Passage or adoption of any SPEEA legislative or public issues proposal shall be by published ballot and require:
 - a) Total affirmative vote cast must be at least a simple majority of the total number of seated Council Representatives. Council Representatives who are employed beyond 50 statute miles from the meeting and are unable to attend are excluded from the total number required.
6. The Executive Board shall implement the decision of the Council.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

July 17, 2013

VERIFIED:

/s/Therese A. Johnson

Signature

Secretary

Office

9/18/2013

Date

1. General Mailings

The Executive Board shall review and approve all SPEEA general mailings to see that the content of any authorized article does not advance the candidacy of an individual for SPEEA office. SPEEA general mailings include mailings to a bargaining unit, to the total membership, and to the Area Representatives. The Executive Board may define others as "SPEEA general mailings".

2. Campaign Literature

- a. Mailing of SPEEA election campaign literature, at candidate's expense according to law, shall be permitted provided the SPEEA letterhead and/or logo are not used and the statement "not financed by SPEEA funds" is included.
- b. Mailings may be as specified by the candidate.
- c. Membership lists shall be supplied only to bonded mailers or SPEEA Staff members responsible for mailings.
- d. SPEEA copying, mailing, facilities and equipment may be used for the candidates, provided SPEEA is reimbursed for the actual cost.
- e. Candidates using the names of supporters/endorsers in election publicity shall be responsible for obtaining the authorizing signature of each supporter/endorser.

3. Procedures

The Executive Board shall prescribe procedures to assure adherence to 1 and 2 above.

4. Position Statements

- a. No later than the January Council Meeting on even years, the SPEEA Council shall select five or six questions and give each candidate for the SPEEA President, Treasurer or Secretary an opportunity to respond to them in writing in a SPEEA-paid publication, mailed to each member of SPEEA so as to arrive just before or at the same time as the election ballot.
 - (1) SPEEA Council Officers, with Council concurrence, shall establish the schedule for notifying the candidates, candidates returning their statements, and mailing the statements.
 - (2) The schedule shall be coordinated with the SPEEA Tellers Committee to ensure compatibility with their ballot schedule.
 - (3) The candidates should be allowed at least two weeks to prepare their statements if at all possible and shall be given an opportunity to proof their statements prior to publication.
- b. Each candidate shall have a maximum of 1,200 words for the position statement, to be split among the questions as the candidate wishes. If a candidate chooses not to respond to a question, the answer for that candidate shall show "No response provided by the candidate," but those words shall not count in the 1,200 words allowed.
- d. The mailing shall be structured so that each question is listed followed by all candidates' names and the individual statements. For example, start the mailing with Question No. 1: XXXXXXXX?, followed by candidate 1 name and their statement, candidate 2 name and their statement, etc., using the same order as the Tellers have determined for the ballot.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

Jan. 7, 2015

VERIFIED:

Theryl A. Johnson

Signature

Secretary

Office

1/7/2015

Date

1. Members benefits include, but are not limited to the following non-contractual items:
 - Assistance in: retention and upgrade appeals, performance management, medical billing disputes.
 - Selection of labor representatives: Council, Executive Board and Contract negotiations.
 - Provide input into: legislative, contractual and committee positions.Services including: notary, salary plots, professional seminars and publications.
 - Free items including: Visibility items, badge holders, coffee cups, and a personal copy of the contract.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

July 17, 2013

VERIFIED:

STheryl A. Johnson

Signature

Secretary

Office

9/18/2013

Date

SPEEA Policy Manual

SECTION VI: UNION
SUBSECTION A: REPRESENTATIVES
Responsibilities Under the Contracts

1. The SPEEA President, Treasurer, and Secretary shall be responsible for processing workplace grievances at the First and Second Step. A Council Representative will normally handle first-step grievances.
2. The SPEEA President, Treasurer, and Secretary shall be responsible for representing bargaining unit members at disciplinary hearings or investigative hearings from which disciplinary actions may result.
3. The SPEEA President, Treasurer, and Secretary shall complete grievance handling training within the time limits specified in Constitution Article 2.3.3 The SPEEA President, Treasurer, and Secretary are authorized an extension to the two-month period until the Leadership Training class each year provided that interim training has been completed in accordance with the SPEEA Constitution.
4. In the performance of the above actions, SPEEA Staff may be requested to provide assistance to the SPEEA President, Treasurer, and Secretary.
5. The SPEEA President, Treasurer, and Secretary shall meet the training requirements for Regional Vice Presidents specified within their specific region.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

April 16, 2003

VERIFIED:

/s/ William W. Scott

Signature

Secretary

Office

4-16-03

Date

SPEEA Policy Manual

SECTION VI: UNION
SUBSECTION B: REPRESENTATIVES
Duties and Responsibilities of President, Treasurer, and Secretary

1. Grievance Handling and Problem Solving.

The SPEEA President, Treasurer, and Secretary will be responsible for processing workplace grievances.

2. Recruitment.

The SPEEA President, Treasurer and Secretary will support member-recruiters by dissemination of prepared information, talking to potential recruits.

3. Policing the Contract.

The SPEEA President, Treasurer and Secretary will observe, investigate, and report workplace activities of which they are aware that are in violation of the contract.

4. General:

- a. The SPEEA President, Treasurer, and Secretary are the workplace representatives of SPEEA. As such they should behave themselves appropriately; make themselves known to supervision, personnel representatives and Bargaining Unit members; and spend the time and effort necessary to be effective spokesmen.
- b. The Councils are the policy-making body of the Union. Its members must strive to be informed on all issues that affect the Union, its direction and purpose.
- c. The SPEEA President, Treasurer, and Secretary have an obligation to read and understand the contract, and adhere to the Constitution, By-laws and Policies of the Union.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

April 16, 2003

VERIFIED:

/s/ William W. Scott

Signature

Secretary

Office

4-16-03

Date

Outside Organizations do not consistently use terms describing who has voting privileges and who does not. For the purposes of consistency of use, the following definitions will be used to describe SPEEA Representatives and Delegates.

1. Delegates are persons who participate in a meeting of an organization with which SPEEA is affiliated or associated, who have a vote at said meeting, and who are provided direction or instructions by the Council.
 - a. Delegates to any body are expected to receive and act in accordance with the instructions from their respective Council and administrative instructions from the Executive Board. The delegates will act in accordance with these instructions. In a case where Council instruction was/is not available, such delegates may represent the Council's interests, taking into consideration past specific Council direction on the issue(s) and acting with good intent. The delegates shall report to the specific Council, at the next convened meeting on all issues which a position was taken without Council direction.
2. Representatives are persons who attend meetings including non-affiliated or non-associated organizations and who do not have a vote at such meetings.
 - a. Representative positions are advertised to the membership and are recommended to the Council Officers by the Executive Board.
 - b. Representatives shall act in accordance with the instructions of their respective Council and the Executive Board.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

Nov. 28, 2012

VERIFIED:

/s/ Theryl A. Johnson
Signature

Secretary
Office

11-28-12
Date

SPEEA, as a nonprofit organization, should not contribute monies to other nonprofit or charitable organizations, except:

- 1) SPEEA may contribute funds, within reason as judged by the Executive Board, to support a cause by an outside engineering association with purposes and objectives similar to SPEEA.
- 2) SPEEA may contribute budgeted funds, within reason as judged by the Executive Board to support union actions, strikes and lockouts consistent with the appropriate council direction.
- 3) SPEEA may participate by sending representatives to outside organizations' meetings, conferences, etc., at SPEEA's expense if approved by the Executive Board and the respective Council Officers.
- 4) SPEEA representatives to such functions shall in no way represent SPEEA's acceptance/rejection or approval/disapproval of any position taken by the outside organization without prior specific direction from the Council.
- 5) SPEEA may contribute non-dues-generated funds as appropriate.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

June 16, 2004

VERIFIED:

MS Michelle Cooper

Signature

Secretary

Office

6-16-04

Date

1. SPEEA Affiliated with the International Federation of Professional and Technical Employees in October 1999.
2. The SPEEA Area IFPTE Vice Presidents shall act and operate in accordance with the instructions of the SPEEA Council, their respective Regional Council and the Regular Membership.
3. In the case where Council positions are not available, the SPEEA Area Vice Presidents may represent SPEEA's interests after taking into consideration past Council direction on the issue(s) and acting with good intent. The Vice Presidents shall report to the Council at the next meeting on all issues which a position was taken without Council direction.
4. In the case where Council positions are not available for support of legislative, public issues or endorsements the Delegate shall refer the issue to the SPEEA Legislative and Public Affairs Committee in accordance with Section V-A for research and referral to the SPEEA Council for action.
5. The SPEEA Legislative and Public Affairs Committee shall review the agenda of scheduled meetings for issues affecting legislation and recommend to the Council directions affecting legislation and direction governing activities.
6. The SPEEA Governing Documents Committee shall review the agenda of scheduled meetings for issues affecting policy and governing documents and recommends to the Council directions affecting policy and direction governing activities.
7. Each IFPTE Vice Presidential candidate shall be permitted up to 25 words for their qualifications and 250 words for their position statement.
8. IFPTE Delegates are addressed in the regional Governing Documents.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

Jan. 7, 2015

VERIFIED:

Theryl A. Johnson

Signature

Secretary

Office

1/7/2015

Date

Association of Professional Engineers, Scientists and Managers, Australia (APESMA)

SPEEA and APESMA agreed to a reciprocal agreement in 1998 where members who are assigned to work with the Boeing Company in each other's location have access to the full range of services provided by the reciprocal organization including discounts and staff assistance.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

June 16, 2004

VERIFIED:

MS Michelle Cooper

Signature

Secretary

Office

6-16-04

Date

1. Constitution 2.2.2 specifies the procedure to be followed before SPEEA may affiliate with other groups or organizations and specifies that the delegates will act and operate in accordance with the instructions of the Council
2. Prior to affiliation:
 - a. No SPEEA member or employee shall instigate affiliation discussions with another group or organization without specific Council instruction.
 - b. When approached by another group or organization with respect to affiliation, only exploratory discussion may be held prior to obtaining SPEEA Council approval for more detailed discussions.
 - c. The SPEEA Organizational Planning Committee and the SPEEA Governing Documents Committee shall investigate potential affiliates either prior to or concurrent with Council instructed discussions.
 - d. When the Council-authorized affiliation discussions are held, a detailed written report on each such discussion shall be provided within two weeks to the Organizational Planning Committee and the Governing Documents Committee. Also, discussion reports, together with Committee's recommendations on them, may be made incrementally during a series of such discussions or made at the conclusion of a series.
 - e. No SPEEA member or employee shall commit or imply SPEEA approval of affiliation until the membership has approved the affiliation by referendum.
3. After the affiliation:
 - a. As each affiliation is authorized, a separate subsection of this section of the Policy Manual may be established for that group or organization to record specific, continuing policy for those delegates.
 - b. The Governing Documents Committee shall recommend to the Council instructions to delegates on all matters other than those specified in c below.
 - c. The Legislative and Public Affairs (L&PA) Committee shall recommend to the Council instructions to delegates on all matters of legislation and public issues.
 - d. Prior to each meeting of an affiliated group or organization at which SPEEA delegates will be present, both the Governing Documents and L&PA Committees shall review the agenda items and comply with b and c above. To avoid possible conflict of recommendations, the Governing Documents Committee Chairman, in consultation with the L&PA Chairman, may call a joint meeting of both committees when deemed advisable.
 - d. Council-approved instructions to delegates for each meeting shall be assembled by the Council Secretary who shall ensure that each delegate receives a verified copy and that a verified copy is also provided to the SPEEA Governing Documents Committee Chairman who shall ensure that it is placed in a permanent SPEEA Governing Documents Committee file for that group or organization. That file shall also include the agenda on which the instructions were based and the minutes of the meeting.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

June 16, 2004

VERIFIED:

S. Michelle Cooper

Signature

Secretary

Office

6-16-04

Date

1. Merger is addressed in Constitution 2.2, and may also be accomplished only through the constitutional referendum.
2. Since merger involves the consolidation of two or more independent groups or organizations into one, issues such as delegates and specific policy after merger cannot be established until the terms of the merger are known.
3. No SPEEA member or employee shall instigate merger discussions with another group or organization without specific SPEEA Council instruction.
4. When approached by another group or organization with respect to merger, only exploratory discussion may be held prior to obtaining Council approval for more detailed discussions.
5. The SPEEA Organizational Planning Committee and the SPEEA Governing Documents Committee shall investigate potential mergers either prior to or concurrent with Council instructed discussions.
6. When Council-authorized discussions are held, a detailed written report on each such discussion shall be provided within two weeks to the Organizational Planning Committee and the Governing Documents Committee. Also, discussion reports, together with Committee's recommendations on them, may be made incrementally during a series of such discussions or made at the conclusion of a series.
7. No SPEEA member or employee shall commit or imply SPEEA approval of any merger until the membership has approved the merger by referendum.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

Sept 20, 2006

VERIFIED:

Steve Spyridis

Signature

Secretary

Office

12/14/06

Date

SPEEA Policy Manual

SECTION VII:
SUBSECTION G:

OUTSIDE
ORGANIZATIONS
*Support to Labor
Organizations*

1. The SPEEA Council supports the participation by SPEEA Members and SPEEA staff in rallies and other actions in direct support of another labor organization's strike, informational picketing, or organizing campaign.
2. Support of another labor organization shall be voluntary and no funds are to be expended unless pre-approved in accordance with SPEEA policies.
3. The support of these voluntary actions shall require the written approval of at least two (2) SPEEA Council Officers.

SPEEA GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

Nov. 28, 2012

VERIFIED:

/s/ Cheryl A. Johnson

Signature

Secretary

Office

11-28-12

Date