

JetBlue Pilot's Association

POLICY MANUAL

Interim Draft Copy
January 14, 2008

PREFACE

JBPA Policy Manual

The Board of Directors shall approve this Policy Manual for the Association, which shall provide the mechanism whereby the collective and individual rights of the pilots in the Association are safeguarded, while ensuring the membership retains control of the Association. All Association officers, committee members, agents, and employees are obligated to be aware of, understand, and conduct themselves consistent with the policies contained herein. The policies contained herein apply to the Board of Directors, even when the Board is in session. With a minimum of two-weeks notice to the members of the Association (less notice only in case of an emergency that will threaten the well-being of the majority of the JetBlue Airways pilots and/or JBPA), the Board of Directors will have the authority to alter the Policy Manual at any time or to deviate from the Policy Manual according to the following standards:

1. The Board may vote, by a two-thirds (2/3) majority, to take an action (or actions) that either explicitly or implicitly deviate(s) from the Policy Manual.
2. The Board may vote, by a two-thirds (2/3) majority, to propose permanent changes to the Policy Manual & Constitution that will have to be ratified by a 2/3 majority vote by the general JBPA membership with at least a 51% participation.

TABLE OF CONTENTS

1. GENERAL

- 1.01 LOCATION
- 1.02 VOTING
- 1.03 DUES
- 1.04 PAYMENT OF BACK DUES
- 1.05 EXECUTIVE MEMBERSHIP
- 1.06 DOCUMENT AVAILABILITY
- 1.07. DOCUMENT PUBLICATION AND NOTIFICATION
- 1.08 DECLARATION
- 1.09 ADMINISTRATION OF DECLARATIONS
- 1.10 CREW WEB ACCESS (CWA)FLICA, FLIGHT OPS SCREEN RESTRICTIONS
- 1.11 REPRESENTATIVES TO RULEMAKING AND ADVISORY COMMITTEES
- 1.12 NON-JBPA FORUMS
- 1.13 COALITION OF AIRLINE PILOTS ASSOCIATIONS (CAPA)

2. BOARD OF DIRECTORS

- 2.01 POLICY CHANGES
- 2.02 NEW BOARD MEMBER BRIEFINGS
- 2.03 COMPANY CONTACT
- 2.04 DOMICILE REPRESENTATIVE VACANCY
- 2.05 MEETINGS
- 2.06 MINUTES
- 2.07 RECORDING OF MEETINGS
- 2.08 OPEN AND CLOSED SESSIONS OF BOARD OF DIRECTORS MEETINGS
- 2.09 HEARING
- 2.10 CELLULAR TELEPHONES AND PAGERS
- 2.11 RECORDING DEVICES
- 2.12 PERSONAL COMPUTERS

3. EXECUTIVE OFFICER EXPENSES AND COMPENSATION

- 3.01 SALARY
- 3.02 FLYING POLICY

4. DOMICILE OFFICER EXPENSES AND COMPENSATION

- 4.01 TRIP PULL/COMP TIME POLICY
- 4.02 DOMICILE LOCAL EXPENSES

5. COMMITTEE PROCEDURES

- 5.01 GENERAL
- 5.02 COMMUNICATIONS
- 5.03 MEETINGS WITH MANAGEMENT
- 5.04 JBPA COMMITTEE PRODUCT AVAILABILITY
- 5.05 COMMITTEE EXPENSES

6. STANDING COMMITTEES

- 6.01 AEROMEDICAL
- 6.02 BENEFITS
- 6.03 COMMUNICATIONS
- 6.04 CONTRACT ADMINISTRATION
- 6.05 ELECTIONS
- 6.06 FAMILY AWARENESS
- 6.07 GOVERNMENTAL AFFAIRS
- 6.08 INFORMATION SYSTEMS
- 6.09 INTERNAL AUDIT (IAC)

- 6.10 MILITARY
- 6.11 NEGOTIATING
- 6.12 PROFESSIONAL STANDARDS
- 6.13 SAFETY
- 6.14 SCHEDULING
- 6.15 SECURITY COMMITTEE
- 6.16 SPECIAL SERVICES
- 6.17 JBPA DEPENDENT SCHOLARSHIP FUND

7. ADMINISTRATION

- 7.01 JBPA PINS
- 7.02 PROFESSIONAL TITLES IN CORRESPONDENCE
- 7.03 PARTICIPATION AND RECOGNITION FOR SERVICE TO THE ASSOCIATION
- 7.04 JBPA RETIREMENT GIFTS
- 7.05 EXPRESSIONS OF SYMPATHY
- 7.06 JBPA DUTY OFFICER ON-CALL
- 7.07 CONFIDENTIALITY CLAUSE
- 7.08 ELECTRONIC CONTACT LIST
- 7.09 JBPA LOGO
- 7.10 JBPA PILOT LOGBOOK CALENDAR
- 7.11 MEMBERSHIP SURVEYS
- 7.12 JBPA STAFF MEMBERS
- 7.13 EMAIL ACCOUNTS AND RETENTION
- 7.14 ELECTRONIC PETITION PROCEDURES

8. FINANCIAL (FINANCIAL BYLAWS)

- 8.01 ACCOUNTING SYSTEM
- 8.02 BUDGET
- 8.03 AUDITS
- 8.04 SIGNATURES
- 8.05 FINANCIAL INSTITUTIONS
- 8.06 INVESTMENT STRATEGY AND RESPONSIBILITY (CHANGES TO SECTION 8.06 REQUIRES 2/3 MAJORITY VOTE OF THE BOARD OF DIRECTORS.)
- 8.07 EXPENDITURES
- 8.08 NON-MEMBER COMPENSATION
- 8.09 DAILY EXPENSES (APPLIES TO ALL JBPA MEMBERS)
- 8.10 OTHER EXPENSES
- 8.11 SUBMISSION OF EXPENSES
- 8.12 TRIP PULL/COMPENSATORY TIME FOR JBPA BUSINESS
- 8.13 TRIP PULL
- 8.14 COMPENSATORY TIME OFF
- 8.15 BOOKS INSPECTION
- 8.16 INSURANCE
- 8.17 ASSOCIATION AUTOMOBILES
- 8.18 PROPERTY MANAGEMENT
- 8.19 LEGAL

1. GENERAL

1.01 - Location

The headquarters and offices of the Association shall be in New York City or Orlando.

1.02 - Voting

Voting eligibility is stated in the Election Plan prepared by the Elections Committee.

1.03 - Dues

- A. Dues for all membership classes will be reviewed by the Board of Directors for the annual budget document.
- B. Within each membership class, the percentage or amount of dues shall be applied to all members equally.
- C. Dues are set in accordance with the Constitution.

D. Dues structure:

Status	Percent of Dues Paid
Active Member	100%
Executive Member	75%
Probation Member	25%
Inactive Member	0%
Agency Shop/Non-Member	100%

- E. Dues at the rate in effect at the time any such payments are received by the member shall be collected on all contractual pay, including Variable Compensation, cash bonuses, and cash profit sharing. An exception to this will be all non-cash compensation.
- F. Dues and assessments not paid on the established due date shall be subject to a ten percent (10%) penalty. Any member who does not pay dues, assessments, and penalties shall be placed in bad standing.
- G. Assessments may be levied on all members to provide for extraordinary expenses, contingencies, and reserves, provided such assessments are first approved by a two-thirds (2/3) vote of the Board of Directors and ratified by a majority vote of the members voting in a membership vote on the question.
- H. Refund of Agency Shop Fees
 - 1. Any request for a partial refund of Agency Shop Fees must:
 - a. be in writing;
 - b. specify the expenditure(s) upon which the refund is being requested; (c) be signed by the nonmember pilot; a nonmember when used herein shall have the same meaning as used in Article III, Section 5, Paragraph 5.F.1, 5.G and Section 6 of the JBPA Constitution; and (d) be delivered by certified mail, addressed to the Secretary/Treasurer of JBPA.

2. After receiving such a request, JBPA's Secretary/Treasurer shall, within forty-five (45) days, either issue a partial refund, including interest, or alternatively, provide the nonmember pilot with:
 - a. a written explanation of the basis for the fee;
 - b. a reasonably prompt opportunity to challenge the amount of the fee via an appeal to the JBPA Board of Directors ("BOD"); and
 - c. an escrow for the amounts reasonably in dispute while such challenges are pending.
3. In the event the nonmember pilot appeals the Secretary/Treasurer's decision to the BOD and (s)he is dissatisfied with the decision reached by the BOD, (s)he must, within one-hundred twenty (120) days of the conclusion of the BOD meeting in which the matter was considered, send to the Secretary/Treasurer, via certified mail, a written request to submit the dispute to arbitration. Upon receipt of this letter, the dispute will, in an expeditious fashion, be submitted to final and binding arbitration before an impartial arbitrator selected by mutual consent or, if that is not possible, in accordance with the American Arbitration Association's Rules for Impartial Determination of Union Fees. Unless otherwise agreed to by the parties, the arbitration hearing shall take place in New York, NY or ORLANDO , FL. This procedure shall be governed by and interpreted in accordance with the laws of the State of NY or FL, depending of where JBPA is headquartered.
4. In the event the nonmember pilot succeeds, in whole or in part, at arbitration, JBPA shall be wholly responsible for the cost (not including any attorneys' fees and related expenses) associated with the arbitration. In the event that JBPA succeeds at arbitration, the cost of the arbitration (not including attorneys' fees and related expenses) will be paid by nonmember pilot. Irrespective of the outcome, the nonmember pilot and JBPA shall be wholly responsible for their own attorneys' fees and related expenses. Any award in an arbitration initiated under this procedure shall be limited to monetary damages and shall include no injunction or direction to any party other than the direction to pay a monetary amount. Any monetary award in an arbitration initiated under this clause shall include pre-award interest at the rate of 10 percent per annum from the time of the act or acts giving rise to the award.
5. By initiating and utilizing the voluntary dispute resolution process outlined above, the nonmember pilot agrees that:
 - a. (s)he knowingly and voluntarily waived the right to proceed with his/her claim in any other forum (e.g., federal court); and
 - b. the ultimate decision reached through this process, be it issued by the Secretary/Treasurer, the BOD, or an impartial arbitrator, is final and binding upon the parties.

1.04 Payment of Back Dues

- a. A non-member may attain member status or a member in bad standing may return to good standing by signing a promissory note to pay all back dues owed plus penalties. The

Secretary/Treasurer shall establish a schedule of payments. Upon execution of this agreement, this individual shall be eligible for the status of member in good standing.

- b. Back payments shall not be less than \$50 per month, and the term for complete repayment shall not extend beyond five (5) years. Further, this schedule shall not extend beyond the individual's retirement date.
- c. A ten percent (10%) penalty shall be assessed of dues owed from the time of first non-payment to execution of the promissory note.

1.05 Executive Membership

Those eligible for executive membership are:

<Reserved>

1.06 Document Availability

The following documents shall be available to the membership via the JBPA Web Site:

- 1. JBPA Constitution and Bylaws
- 2. JBPA Policy Manual
- 3. Current Collective Bargaining Agreement with the Company
- 4. Labor-Management Reporting and Disclosure Act of 1959, as amended.

1.07. Document Publication and Notification

Publication of an approved resolution to the JBPA website constitutes publication per the JBPA Constitution for all "candidates/issues."

1.08 Declaration

- A. All Association members who perform work for JBPA are required to sign the declaration below:

"I, (insert name) have read both the JetBlue Airways Pilots Association Constitution & Bylaws, and the JetBlue Airways Pilots' Association Policy Manual. I further agree to abide by all policies set forth in these two documents and keep abreast of all modifications and additions of these two documents."

- B. A member of the Board of Directors who fails to sign the above declaration will not be eligible for trip pull or compensatory time allowed as defined in Section 8 of this manual.

1.09 Administration of Declarations

- A. The Secretary/Treasurer shall provide a copy of the Declaration to all nominees for all JBPA positions, with a postage-paid return envelope.
- B. The Secretary/Treasurer or his designee shall maintain:
 - 1. A list of persons who have been provided with the declaration
 - 2. A list of persons who have signed the declaration

3. A permanent secure file containing all signed declarations.
- C. This information shall be provided to the Board of Directors at all regular Board of Directors meetings, and shall be provided to members of the Board of Directors at other times upon request.

1.10 FLICA and ClassBID Flight Operations Screen Restrictions

In order to maintain trip pull transparency and assure accountability to the JBPA membership the following must be followed:

<Reserved>

<Intent will be to provide some method for tracking all trip pull pay>

1.11 Representatives to Rulemaking and Advisory Committees

Members and Staff representing JBPA at rulemaking and advisory committee meetings shall ensure that statements made and positions taken are consistent with the Association's policies and objectives, are coordinated with the appropriate JBPA Committees and Staff, and are approved by the President.

1.12 Non-JBPA Forums

- A. JBPA has no intent to prohibit members from communicating on non-JBPA internet forums such as the Professional Pilots Rumor Network ("PPRuNe"), flightinfo.com or bluepilots.com.
- B. JBPA does not instigate, encourage, condone, or direct any member of its Board of Directors and/or Committees to provide commentary and/or otherwise participate on any non-JBPA internet forum including, but not limited to PPRuNe, flightinfo or bluepilots.com, nor does JBPA ratify any such comments and/or participation once made.
- C. If a member of the Board of Directors and/or Committees elects to provide commentary and/or participate on any non-JBPA internet forum including, but not limited to, PPRuNe, flightinfo or bluepilots.com, and is deemed by the BOD to have done so outside the scope of his or her authorized duties on behalf of JBPA, (the member) will therefore not be entitled to the protections of Article XVI, §6(A) of the Constitution.
- D. This section will be:
 1. Printed in the *Annual Report*.
 2. Posted, without additional commentary, on jetbluepilots.com by a member specifically authorized to do so by the President.

1.13 Coalition of Airline Pilots Associations (CAPA)

- A. The specific objectives and purposes of the CAPA Coalition shall be:
 1. To provide a cooperative forum for the individual member unions so that these pilot unions may cooperate and voluntarily bring together their collective strength in

numbers as a voice to the public and government agencies. The Coalition's purpose is to address safety, legislative and regulatory issues affecting the professional flight deck crew member on matters of common interest to the individual member unions;

2. To secure uniform and united action in the common interest of professional airline pilots;
 3. To promote the welfare of the traveling public;
 4. To promote fraternal spirit among all professional airline pilots;
 5. To improve relations between the government and professional airline pilots in order to secure the enactment and implementation of wise and useful policies, statutes, and regulations;
 6. To promote good relations between the traveling public and professional airline pilots;
 7. To work with other participants in the airline industry to improve the safety and efficiency of the airline industry;
 8. To provide a medium for the exchange of ideas to accomplish the preceding goals;
 9. And other purpose of like nature.
- B. Representatives of the JetBlue Airways Pilots Association are authorized to participate in meetings of the Coalition of Airline Pilots Association (CAPA) whenever the President or the Board of Directors determines that participation is consistent with the best interests of the association and its membership.
- C. JBPA's participation is authorized as long as the Coalition is completely voluntary. Statements and press releases by the Coalition are not binding on JBPA unless they have been approved by JBPA's President (or Vice President if designated by the President to attend a CAPA meeting and act on his behalf). Independent actions taken by and independent statements made by other Coalition members are not binding on JBPA. Decisions on bylaws, major policy issues and other substantial actions approved by the Coalition's Executive Committee are not binding on JBPA unless they have been approved by JBPA's Board of Directors. When authorized by an Executive Officer, JBPA shall provide trip pull/compensatory time for its representative(s) to attend CAPA meetings, and shall pay reasonable costs and expenses associated with JBPA's participation in CAPA meetings.
- D. The Board of Directors shall receive a written report from JBPA's representatives following all Coalition meetings within a reasonable time.
- E. The Board of Directors reserves the right to terminate JBPA's participation in the Coalition at any time.

2. BOARD OF DIRECTORS

2.01 Policy Changes

Any resolutions changing the Policy Manual should incorporate wording correctly identifying the specific location being changed or added to the Policy Manual.

2.02 New Board Member Briefings

- A. A thorough briefing to new Board members shall be conducted by, but not be limited to, the Executive Officers, Committee Chairs, and JBPA Labor Attorney. This briefing shall be conducted as soon after the election as possible and shall be done prior to taking office. Briefings conducted by Committee Chairs and the JBPA Labor Attorney may be conducted orally, in writing, by videotape, or by other appropriate means.
- B. It is the obligation of an outgoing Representative to conduct a brief and transfer of information and JBPA domicile property to a Representative newly elected to that position.

2.03 Company Contact

All members of the Board of Directors who take a vacation or trip, participate in any leisure activity, or are offered the chance to participate as such with JetBlue Airways Corporate Officers or Executive Officers shall notify the Board of Directors of such event in a timely manner, but no later than two (2) weeks before or after the event or offer took place.

2.04 Representative Vacancy

All resignation or retirement announcements of a representative shall be submitted in writing via certified mail, fax, or by e-mail addressed to the JBPA Secretary/Treasurer. Resignations required due to a domicile representative changing crew base will be submitted in writing prior to 1700 hours East Coast Time of the last day of the month or by the end of the lead out pairing prior to being assigned to the new domicile, whichever is later.

2.05 Meetings

- A. Board of Directors
 - 1. Agenda
 - a. At least fourteen days prior to a regular Board of Directors meeting, the President shall notify all Board members of the proposed agenda.
 - b. At least ten days prior to a regular Board of Directors meeting, Board members shall notify the President of their proposed agenda items.
 - c. At least seven days prior to a regular Board of Directors meeting, the amended agenda shall be distributed to all Board members and be available for the membership.
 - d. At least seven days prior to a Board of Directors meeting, a copy of all old business, all up-to-date JBPA financials statements, and any pending new business; to include proposed resolutions and supporting documentation, shall be distributed to all Board members.
 - e. The President will set yearly Board of Directors meetings during “Budget” Board meetings.
 - f. Electronic meetings will be the preferred method for conducting all Board of Directors meetings.

B. Electronic Meetings

1. A telephone or video meeting of the Board of Directors may be called by the President or shall be called within seven (7) days upon request of a least twenty-five percent (25%) of the Board of the Directors. There shall be no restrictions to business conducted at any electronic meeting of the Board of Directors.
2. As soon as practical before a telephone or video meeting, the President shall send the Board a notice via overnight courier, fax and/or email containing the date, time, agenda, non-Board of Directors participants and access information of the meeting. The President will make all reasonable efforts to facilitate each and every Board of Directors member's attendance at such meetings.
3. Each participant shall have two-way communication during the entire meeting.
4. A quorum is required.

C. Non-Synchronous Meetings

1. All e-mails that reference votes will be addressed to the entire Board of Directors.
2. The JBPA Secretary/Treasurer is the clearinghouse for documentation of e-mails.
3. The JBPA Secretary/Treasurer will send receipt requested on all voting E-mails to ensure quorum.
4. Non-Synchronous voting will occur in two phases. Phase one will be for making motions, amending motions, subsidiary motions and discussion. Phase two will be for voting and discussion only. No subsidiary motions may be made in phase two.
5. Phase One will last for at least seven (7) days. The seven (7) days of Phase One will begin on the Monday at 1200 ET following the main motion receiving a second. The executive secretary or a designated substitute will submit the motion to the Board of Directors as soon as possible after the motion is seconded. The president need not read the question to the BOD. Amendments to motions may be accepted by the maker of the main motion within the first 48 hours of the amendment being offered. Subsidiary motions will generate no more than 72 hours of discussion. Maximum time allowed for Phase One is 14 days. During Phase One, the chairman may make rulings on proposed motions. Rulings on motions may not be made once Phase Two (voting) has begun.
6. Phase Two will last for seven (7) days or upon receipt of all votes in the quorum.
7. Members who do not vote will be considered "Absent." If the number of votes cast ("Aye," "No," or "Abstain") do not total the number required for a quorum, the quorum will be considered lost during the vote and the vote result will be considered inconclusive and may be reintroduced as a new motion in the same session.
8. New main motions made within 7 days prior to a regularly scheduled Board of Directors meeting will be held by the JBPA Executive Secretary for consideration of Old Business at the next occurring Board of Directors meeting (whether electronic or regular).

D. Conference Calls

1. In order to foster and promote better communications, the Board of Directors shall have, under normal operating circumstances, at least monthly scheduled conference calls in the month(s) between regularly scheduled Board of Directors meetings.
2. There shall be no restrictions to business conducted at any conference call of the Board of Directors.
3. Each participant shall have two-way communication during the entire meeting.

2.06 Minutes

- A. Minutes of previous Board of Directors and Electronic meetings shall be presented and approved no later than 30 days or the next regularly scheduled Board of Directors meeting whichever comes first.
- B. Minutes of the Board of Directors and Electronic meetings shall be made available to the membership after approval of the minutes by the Board of Directors.
- C. The Resolution Summary of the Board of Directors meetings and electronic meetings shall be made available to the membership within fourteen days after voting closes on the Resolution. All Resolutions voted upon by the Board of Directors during scheduled meetings, if possible, will be displayed so that all Board members may read the Resolution and see the individual votes cast by Board members. Once voting closes, the Secretary/Treasurer will print a final copy of the Resolution and vote results for the official JBPA minutes, and will provide an exact copy of such to any Board of Directors member making a request.
- D. The person who seconds a motion shall be recorded in the minutes.

2.07 Recording of Meetings

The Secretary/Treasurer will ensure all meetings are recorded and produced, upon request, to any Board of Directors member.

2.08 Open and Closed Sessions of Board of Directors Meetings

- A. All sessions of a regular Board of Directors meeting shall be open or closed as stated on the final agenda.
- B. An open session may be closed by a recorded vote of the Board of Directors.
- C. Any active member in good standing may observe any open session of a regular BOD meeting subject to space availability on a first-come basis.

2.09 Hearing

The President shall set time limits for member presentations subject to override by a majority vote of the Board of Directors.

2.10 Cellular Telephones and Pagers

Cellular telephones and pagers using aural-only notification shall not be in use in the Board room while the Board is in session. Devices using alternatives to aural notification are permitted. The JBPA duty officer on-call may use aural notification on his cell phone if no alternative is available. Any member violating this policy will be ask to make a twenty five dollar (\$25.00) *donation to the JBPA Dependant Scholarship fund OR THE Jetblue Pilots contingency fund if set up or the JCCC until then to be collected by the Secretary/Treasurer*

2.11 Recording Devices

Recording devices shall not be operated in the Board room while the Board is in session except by the recording secretary.

2.12 Personal Computers

- A. Personal computers may be operated in the Board room by Board of Directors members for the purposes of retrieving or reviewing information deemed necessary to make an informed decision while conducting JBPA business.
- B. Committee or Staff members may be permitted to use computers to perform JBPA support

work at the discretion of the Board.

3. NATIONAL OFFICER EXPENSES AND COMPENSATION

3.01 Salary

- A. Full-time National Officer's compensation is set at a percentage of the system-wide average credit hours of full-time pilots (minus the top and bottom lines) in the seat of the National Officer, at the hourly pay based on the Officer's seniority, plus per diem. This is computed on a monthly basis looking back at the previous month.

The set percentage shall not exceed:

1. President: One hundred percent
2. Vice President: One hundred percent.

3.02 Flying Policy

A. Full-Time National Officers

1. Shall never go "non-current". Methods for remaining current will be addressed in the Collective Bargaining Agreement.
2. Shall not bid a line of time but shall retain domicile seniority for the purpose of bidding vacation and returning to the line at the completion of the term of office.
3. Shall bid no Open Time of any type.
4. May have all flight restrictions waived by the Board of Directors.

4. DOMICILE OFFICER AND SENIORITY BOD REPRESENTATIVE EXPENSES AND COMPENSATION

4.01 Trip Pull/Comp Time Policy

- A. A Domicile Representative may be placed on trip pull or earn compensatory time for the purpose of conducting domicile meetings and other JBPA business.
- B. A BOD seniority Representative may be placed on trip pull or earn compensatory time for the purpose of conducting BOD meetings and other JBPA business.

4.02 Domicile Local Expenses

- A. Reasonable expenses shall be reimbursed to the Representatives and shall include, but not be limited to such items as long distance telephone charges attributable to Association business, automobile charges, toll charges, parking fees, supplies and postage. Representatives are urged to use the JBPA provided telephone calling card to conduct official JBPA business. Personal cellular phone charges will not be reimbursed. Representatives will not be reimbursed for monthly internet fees.
- B. Domicile Administrative Assistants shall also be reimbursed for the above listed expenses.
- C. For the purposes of Section 4.02, each Domicile Chair shall provide the Secretary/Treasurer a budget for the purpose of purchasing and maintaining appropriate office equipment and supplies for use at their domicile.

5. COMMITTEE PROCEDURES

5.01 General

- A. All committees, in conformance with Board directives and policy, shall assist the President in administering the business of the Association.
- B. No elected officer of the Association may serve as Chairman of a standing committee.
- C. Committee membership shall be restricted to members in good standing. All committee assignments will be approved by a Board of Directors' resolution and shall be reviewed annually by the Board of Directors.
- D. All present and future JBPA committee members will sign the Declaration in Section 1. If an Association member will not sign or follow the rules set forth in the pledge, this will constitute grounds to remove or not appoint a member to a committee.
- E. No member of a committee shall engage in any material discussion with any representative of the Company without at least one additional committee member, staff member or National Officer present, unless authorized by the President. One person in attendance should be tasked with taking detailed notes of the issues discussed and of any agreements made.
- F. All standing committees shall have a written manual, a copy of which shall be maintained at JBPA headquarters. The manual will include committee policies and a committee mission statement.

5.02 Communications

Members of committees shall not make statements (verbal or written) to JetBlue Airways management or other outside parties, providing JBPA's position on any issue unless that position has been established by the President or Board of Directors. Those serving on JBPA committees shall carefully avoid offering personal opinions to management or other outside parties that could be misconstrued as official JBPA positions by virtue of the member's committee affiliation. When an official position has not been established or when a committee member is not aware of JBPA's position, such requests shall be reported to the President, and guidance obtained before a response is made.

5.03 Meetings with Management

When a committee is requested by management to participate in a meeting or activity, the benefit to the membership shall be the determining factor in requesting Company trip pull for JBPA's participant(s). When the benefit of the committee's participation accrues mostly to management, JBPA's participation shall be contingent on management providing Company trip pull for the committee member(s). When a committee is requested to participate by management and there is a clear benefit to management because JBPA attends/participates, the Committee Chair shall notify the manager requesting JBPA's participation that Company trip pull shall be required for JBPA to attend. If management refuses to provide Company trip pull, the President shall weigh the relative benefit to JBPA's membership and/or to the Company and shall decide whether paid Association trip pull shall be authorized in lieu of Company trip pull.

5.04 JBPA Committee Product Availability

The entire work product of any JBPA committee shall be made available in a timely manner to the JBPA Board of Directors and the Communications Committee Chair upon demand of any member of the BOD or the Communications Committee Chair. Information covered under a non-disclosure agreement or information of a personal nature shall be exempted from this policy.

5.05 Committee Expenses

- A. Subject to the approval of the applicable Committee Chair, and unless otherwise specifically addressed in this Section, reasonable expenses attributable to Association business shall be reimbursed to members of the committees and may include, but are not limited to, such items as telephone charges, meals, hotel/housing expenses, automobile charges, toll charges, parking fees and postage.
- B. All reasonable expenses incurred by JBPA representatives representing a member involved in an accident/incident or violation shall be reimbursed.

6. STANDING COMMITTEES

6.01 Aero medical

- A. Purpose: To provide assistance for members who are having physiological difficulties or who are involved with substance abuse issues.
- B. Guidelines for actions outside of the Human Intervention Medical Study (HIMS) Program:
 - 1. Establish screening requirement for committee members.
 - 2. Have initial meetings with pilots.
 - 3. Establish chain of command for sensitive information.
 - 4. Establish required reports and record keeping for all committee members.

6.02 Benefits

Purpose:

- 1. Ensure The JetBlue Airways Pilots' Retirement Savings Plan and Trust (The Plan) is operated in compliance with the ERISA Statutes, ensure that the Plan is operated in the best interests of the participants and beneficiaries, and provide oversight of contractors or agents involved with the Plan.
- 2. To monitor all Company benefit programs for contract compliance.
- 3. To educate Association members on benefit programs available.
- 4. To manage the Jetblue Airways Pilots Association Pilot Mutual Aid (PMA) Plan (assist with JCCF until PMA established).
 - a. Administration of the Pilot Mutual Aid (PMA) Plan and Pilot Mutual Aid (PMA) Trust shall be in accordance with the official documents adopted by the Board of Directors.
 - b. The Summary Plan Description of the PMA Plan shall be distributed to all pilots upon enrollment. Amendments to the PMA Plan shall be distributed to all PMA Plan participants as soon as practical after adoption by the Board of Directors.
 - c. The Executive Director shall be a designated (authorized) signatory on PMA checks.
- 5. To assist all retired and inactive members in handling JetBlue and JBPA programs.
- 6. To maintain contact with all retired and inactive members.

7. To research and develop a list of firms who specialize in retirement products and services to meet the varied needs of the pilot group.

6.03 Communications

- A. Purpose: To assist with the preparation, editing, and presentation of JBPA communications with the membership, Company, media, and government.
- B. The Communications Committee shall be responsible for information content in the following areas:
 1. Internal communications
 2. External communications
 3. Hotline Message
 4. Liaison and coordination with the National Officers
 5. Liaison and coordination with other Committees
 6. Establishing and maintaining a Communications handbook, and developing procedures relating to Association Communications
 7. JBPA Website
 8. JBPA Forum
 9. JBPA Talk
 10. Election material
- C. All outside communication/media consultants shall coordinate with the Chair of the Communications Committee to ensure adherence to board policy.
- D. The President shall approve in advance issues of the future JBPA pilot publication membership-wide distributed mailings/letters/boxstuffers and press releases that are recommended for publication or release by the Communications Committee Chair. Domicile Representatives do not require prior approval to distribute mailings/letters/boxstuffers to their domicile members.
- E. The President or the Communications Committee Chair shall authorize all persons who speak to the media on behalf of JBPA.
- F. Hot Line
A toll-free Hot Line shall be maintained and used by the National Officers or Communications Committee Chair for communicating with the general membership. The hotline message shall be updated no less than biweekly.
- G. JBPA Forum
 1. The JBPA Forum will be the only official internet discussion board for JBPA communications.
 2. Official JBPA questionnaires/surveys will be posted solely on the JBPA forum.
 3. Forum Rules will be posted on the Forum. Members must acknowledge acceptance of the new rules to enter the Forum.

6.04 Contract Administration

- A. Purpose:
 1. Ensure that the Company complies with the Collective Bargaining Agreement.
 2. To represent the Association and the members in disputes and grievances with the Company.
 3. Coordinate with JBPA attorneys to ensure support of the grievance process.

4. Compile and analyze information on the current Collective Bargaining Agreement in order to facilitate negotiations of future Collective Bargaining Agreements and Amendments.
 5. Educate the membership on the contract.
- B. Grievances. Association representation in disputes and grievances against the Company consists of the following procedures:
1. Any Association member may request that an Association representative (normally a Domicile Representative) attend any investigatory, disciplinary, or grievance meeting with a company official.
 2. Disputes that are not settled in direct talks with the Company may be grieved through the Association by timely submission of the grievance to the Contract Administration Committee. The Contract Administration Chair may adopt specific procedures for submission.
 3. The Contract Administration Chair shall determine if the grievance has merit. Grievances believed to have merit shall be processed in accordance with the current Collective Bargaining Agreement. Grievances believed to be without merit shall not be processed.
 4. Grievances shall be processed by the Committee to the limit deemed appropriate for the individual case, subject to appeal to the Board of Directors.
 5. Grievances not processed may be appealed to the Board of Directors.
 6. Appeal to the Board of Directors:
 - a. The member shall notify the Secretary/Treasurer of the appeal. The Secretary/Treasurer shall schedule the appeal at the next available Board of Directors meeting and notify the member.
 - b. The member or the appropriate Domicile Representative may present the case to the Board.
 - c. Trip pull is not authorized for the appeal.
 - d. The decision of the Board of Directors is final.
 - e. The Secretary/Treasurer shall notify the grievant of the Board's decision.
 7. System Boards of Adjustment:
 - a. System Boards of Adjustment shall be approved by the President or the Board of Directors prior to the start.
 - b. Selection of System Board Members: The Contract Administration Committee Chair shall select two members in good standing to sit on the Board subject to approval of the President. Trip loss/compensatory time is authorized for Association System Board Members and Association-called witnesses. For a disciplinary grievance, the grievant shall have two peremptory challenges.

6.05 Elections

- A. Purpose:
1. Conduct all Association elections, national and local, all referendums, and any major authorization vote that comes before the membership;
 2. Ensure that elections are conducted in accordance with Federal law, the Constitution and Bylaws and the JBPA Policy Manual; and,
 3. Post balloting results to all affected domiciles.
- B. The Chair of the Elections Committee is the designated Elections Officer.
- C. The electronic voting system shall be audited no less than once every three years.
- D. The Chairman shall annually recommend the Election Procedures to the Board of Directors

- for approval.
- E. The Elections Committee Chair shall approve and sign all official JBPA correspondence pertaining to elections.
 - F. Campaign-related literature promoting the fitness or candidacy of any member or detracting from the fitness or candidacy of any member shall not be posted on any JBPA bulletin board. Election announcements from the Elections Committee shall be the only items related in any way to JBPA elections posted on JBPA bulletin boards.
 - G. JBPA Officers, committee members, or staff may not use their titles in any campaign materials.
 - H. JBPA Officers shall be permitted to continue the distribution of routine official correspondence incidental to the conduct of Association business during election, so long as it contains no comment or reference, either positive or negative, about any nominee or candidate for office.
 - I. If a candidate decides to withdraw his name, the candidate shall notify the Elections Committee Chair and the Secretary/Treasurer in writing of his request to withdraw. As long as the written request is received before voting has started, the candidate's name shall not appear on the ballot.

6.06 Family Awareness

Purpose:

1. To provide a prompt communications channel linking JBPA, its members, and their families.
2. To provide education and status updates regarding the relationship between the membership and the company.

6.07 Governmental Affairs

Purpose: The Governmental Affairs Committee (GAC), by direction of the Board of Directors, shall be responsible for all legislative and regulatory activities that are conducted on JBPA's behalf. The Chairman shall coordinate with the President to ensure that all legislative issues that the Board of Directors wishes to be addressed on behalf of the membership are addressed by the GAC in a timely and thorough manner. The GAC shall represent JBPA in legislative meetings or events with the purpose of educating congress and influencing policy which has a direct bearing on the future of JBPA pilots.

6.08 Information Systems

Purpose:

1. To be the Association point of contact with the company in issues involving member home access to Company crew schedule management systems and any other computer systems that allow members to manage their company business remotely.
2. To investigate, identify, and recommend improvements to existing remote access systems to the company.
3. To maintain, implement, and recommend improvements to the associations information delivery systems and network.
4. Provide support for the association's officers, committees, and staff for development of effective information management and delivery systems.

6.09 Internal Audit (IAC)

- A. Purpose: To monitor compliance with Association financial directives.
- B. Authority: The IAC is authorized to review all expenditures of the Association and to make recommendations to the Board. The IAC is authorized review all Association trip pull/compensatory time, pay, vacation, benefits, and expenses provided by the Association to National Officers, members of the Board of Directors, to Committee members, and to other JBPA members and staff. The IAC is authorized to review all contracts, retainers, and fee arrangements between JBPA and its suppliers, vendors, consultants, and any other party providing goods or services to the Association.
- C. The Board of Directors shall appoint and remove the members of this committee.
- D. The National Officers shall not be ex-officio members of this committee.
- E. Meetings: The IAC shall meet to review JBPA financial matters as directed by the Board of Directors.
- F. Required Reports: The IAC shall furnish a written report to the Board of Directors, with a courtesy copy to JBPA's Director of Finance, following each of the IAC's meetings and at other times the IAC deems appropriate.
- G. IAC Pay, Vacation, Benefits, and Expenses: The Association trip pull/compensatory time, pay, vacation, benefits, and expenses of IAC members shall be submitted to the Board of Directors for review as a part of each IAC report. Any dispute over Association trip pull/compensatory time, pay, vacation, benefits, and expenses involving the IAC shall be resolved by the Board of Directors at the next board meeting.

6.10 Military

Purpose:

- 1. To coordinate with the company on all matters relating to Association members who are also members of the United States Military.
- 2. To communicate and disseminate the most up-to-date information to the Association members on specific policies and procedures that directly affects their participation in the United States Military and their employment at JetBlue Airways.

6.11 Negotiating

- A. Purpose: The Negotiating Committee shall participate in collective bargaining as prescribed by the Railway Labor Act.
- B. The President shall nominate members to the committee. The Board of Directors shall approve all members to the committee. The Board of Directors may appoint committee members by a two-thirds vote. Committee members may be removed by the President or by majority vote of the Board of Directors.
- C. Members of the Negotiating Committee agree, as a condition of their participation on the Committee, to turn over their original negotiating minutes, notes, and all other related documents, including Company and Association proposals and understandings, to the Contract Administration Committee for the purpose of contract administration. JBPA shall, at the Negotiating Committee member's request, provide the member with a copy of these documents.
- D. The Committee will keep Association members informed of current industry contract issues such as compensation, scheduling, retirement, benefits and miscellaneous contract issues. The Committee shall present unbiased information, create tools for individual analysis and create tools for group analysis. The committee will establish liaison with other pilot Master Executive Councils (MEC's) and Associations for the purpose of data sharing.

6.12 Professional Standards

- A. Purpose: To promote and maintain the highest degree of professional conduct among the Association members. The primary concern of the Committee is anything that affects the safety or professional conduct of a flight. Other areas include interpersonal conflicts between crewmembers or other employees. The intent is to resolve differences at the lowest level of involvement and conflict and avoid involving the Company.
- B. Confidentiality shall be maintained at all times.
- C. The rights of all parties shall be protected.
- D. This Committee has no punitive authority.
- E. Problems concerning substance abuse should generally be referred to the Aeromedical Committee.
- F. JBPA's Professional Standards Manual is official JBPA policy. Amendments to this manual must be approved in advance by the Board of Directors. Initial Manual will be approved by the BOD

6.13 Safety

- A. Purpose:
 - 1. Responsible for the coordination of JBPA's efforts to improve aviation safety, training, and security.
 - 2. To be the primary association point of contact for the Voluntary Aviation Safety Information Program and Air Traffic Procedures Advisory Committee
 - 3. To manage the GO Team and participate in the investigation of any accident or incident involving Association members.
 - 4. To educate the membership on any safety, training, and security issues.
- B. Training Subcommittee
Purpose: To monitor all pilot training issues and make recommendations for improvement.
- C. The Association shall make a trained accident investigator or Safety Committee representative available to accompany members required to attend any hearing concerned with an operational incident, violation, or accident. This representative shall provide counsel and responsible advocacy.
- D. The Safety Committee shall immediately notify the Special Services Committee of all accidents involving JetBlue Airways pilots.

6.14 Scheduling

- A. Purpose:
 - 1. To be the Association point of contact with the Company on issues involving the scheduling of Association members.
 - 2. Improve the understanding of flight crew scheduling issues.
 - 3. Investigate, identify, and promptly recommend solutions to flight crew scheduling problems.
 - 4. Make recommendations to improve the allocation, pairing, and scheduling of flying.
 - 5. Provide support for JBPA's Negotiating, Communications, and Contract Administration efforts.
- B. Protocols:
 - 1. No member of the Scheduling Committee shall engage in any material discussion with any representative of the Company without at least one additional Scheduling, Contract Administration, Negotiating Committee member, or National Officer present.
 - 2. Subsequent to any such interactions, each member shall document the substance of the discussions in a record file, and shall brief the National Officers and Negotiating

- Committee as appropriate.
3. Scheduling Committee members shall closely coordinate with the Negotiating Committee and Contract Administration Committee to make recommendations regarding potential contractual implications of scheduling issues under consideration.

6.15 Security Committee

- A. Purpose: To be the JBPA point of contact with the Company and with governmental agencies regarding the aircraft and aircrew security issues.
- B. Jumpseat Subcommittee
Purpose:
 1. To coordinate with the Company improvements to the jumpseat program.
 2. To coordinate reciprocal jumpseat agreements with other air carriers.
 3. To assist our pilots in jumpseating on-line and off-line.
 4. To make jumpseat procedures available for the pilot group via publications and/or the web.

6.16 Special Services

- A. Purpose: To help meet the needs of Association members and their families in the course of a traumatic event. The Committee shall be responsible for ensuring, in conjunction with JetBlue Airways, a coordinated response toward crewmembers and their families in times of need regardless of the situation.
- B. The type of assistance rendered shall vary depending on whether there is a crewmember death or critical injury; or a serious incident involving a crewmember. The Committee Chair shall be responsible for coordinating the above activities with other appropriate JBPA Committees and Staff.

6.17 JBPA Dependent Scholarship Fund

- A. Purpose: To award scholarships to benefit the sons and daughters of the JetBlue Airways pilots who either are deceased or medically disabled.
- B. The JBPA Dependent Scholarship Fund Board of Directors shall ensure compliance with the legal documents governing the Fund.
- C. The JBPA Dependent Scholarship Fund Board of Directors shall consist of three JBPA Board of Directors members appointed by the JBPA Board of Directors.

7. ADMINISTRATION

7.01 JBPA Pins

- A. The JBPA pin design shall be as approved by the Board of Directors.
 1. Association member pins shall be silver in color.
- B. The Association member pin shall be distributed to all pilots after formally becoming a member. Active members in good standing may request a replacement pin.

7.02 Professional Titles in Correspondence

Pilots performing JBPA business shall utilize their rank as a JetBlue Airways pilot (i.e., Captain or First Officer) on all internal or external correspondence and documents. Upon upgrading to a higher rank, that title shall be used regardless of bid status.

7.03 Participation and Recognition for Service to the Association

- A. Service to the Association should be appropriately recognized. Suitable awards as stated in section 7.04, 7.05 & 7.06 may be authorized by the Board of Directors for presentation to individuals or groups who have performed in a meritorious way.
- B. JBPA shall provide a letter to recognize the service of each member of the Board of Directors or of a Committee who completes a regular term of service.
- C. Ex-officio members shall not be included in a motion, which proposes an award to a committee; however, ex-officio members and other deserving parties may be granted awards by separate resolution.
- D. The Board of Directors shall not award vacations to members as a reward for service to the Association.

7.04 JBPA Retirement Gifts

Each pilot will receive a retirement gift. Gift choices will be determined by the Board of Directors.

7.05 Expressions of Sympathy

- A. A floral display or an expression of sympathy of a commensurate cost may be sent to the appropriate person or in the name of the appropriate person to a suitable charity in the event of the death of an Association or staff member. The expenses incurred shall be borne by JBPA.
- B. One memorial gift is authorized to the spouse or surviving family member or loved one of a member who dies prior to retirement.

7.06 JBPA Duty Officer On-Call

The President shall ensure that Association members can contact a JBPA Officer at all times. The on-call name and contact phone number shall be made available via the JBPA toll-free telephone number.

7.07 Confidentiality Clause

All contracts or letters of retainer between JBPA and any independent contractors, consultants, or attorneys, who have access to privileged or confidential Association information, shall contain a confidentiality clause.

7.08 Electronic Contact List

JBPA shall make available one electronic contact list system for each Domicile Representative. These contact lists shall be for official use only, shall not be redistributed and shall not be used in connection with any elections in accordance with Federal law.

7.09 JBPA Logo

The JBPA Logo may not be used by any person or organization without prior written permission of the President.

7.10 JBPA Pilot Logbook Calendar

The printing and distribution of a yearly custom JBPA pocket Pilot Logbook Calendar is authorized for all members.

7.11 Membership Surveys

- A. All membership polling and surveys relating to contractual issues shall be reviewed by the Board of Directors before being distributed to the membership. All polling and survey data will be sent to the Board of Directors for their review. Board of Directors will protect the information in the polls and surveys, and will not release it or forward it to any outside source.
- B. All membership surveys relating to non-contractual issues shall be reviewed and approved by the President or designee before being distributed to the membership.
- C. Domicile Representatives may survey the members of their domicile without restriction.

7.12 JBPA Staff Members

Policies benefits and procedures pertaining to all non-member employees and agents of the Association shall be outlined in a JBPA Staff Policy Manual, which will be approved by the President. Also to be included are any and all policies and procedures for removing or terminating a non-member employee, sexual harassment policy, etc.

7.13 Email Accounts and Retention

- A. All Board of Directors and committee members shall have an @jbpa.org e-mail address to enhance communication with the membership. All e-mails received at JBPA Headquarters can be forwarded to the individual's private e-mail account. Due to high volume, private e-mail accounts must be able to accept a large number of e-mails and e-mails with attached files. Free e-mail accounts are not recommended.
- B. The messages sent and received on the e-mail system, including instant messages, are akin to memos, purchase orders, letters, or other documents created by employees in the course of a workday. They are the property of JBPA.
- C. The system administrator enforces the following retention rules:
 - 1. All Board of Directors' inbox messages are automatically deleted after 180 days.
 - 2. All Board of Directors' message log entries (copies of sent messages) are deleted after 180 days.
 - 3. All Board of Directors' private folder messages are deleted after 180 days.
 - 4. All Board of Directors' bulletin board messages are deleted when they are no longer required or appropriate.
- D. Message body of e-mail handled by JBPA e-mail servers (i.e. JoePilot@jbpa.org) shall not be intentionally opened, viewed, or otherwise distributed while in transit by or to outside parties unless permission of sender is given. If an unintentional event occurs, all parties will be informed forthwith.
- E. Consistent with their fiduciary obligation to the membership, all members of the JBPA Board of Directors and/or committees are required to protect JBPA's trade secrets or confidential information. JBPA trade secrets or confidential information should never be transmitted or forwarded to members, outside individuals or companies not authorized to receive the information. Members of the JBPA Board of Directors and/or committees must

exercise greater care when transmitting JBPA trade secrets using e-mail than with other communication means because of the vulnerability to redistributed or misdirected trade secrets to unauthorized individuals.

- F. JBPA strongly discourages the storage of a large number of e-mail messages. It is JBPA's intent to limit the retention of e-mail messages that contain JBPA confidential information.
1. Deletion by user: As a general rule, if a message does not require a specific action or response, it should be deleted after it is read. If the content of the message needs to be saved for more than two weeks, it should be archived to a local hard disk or diskette or printed out and saved to an appropriate file. Members of the JBPA Board of Directors and/or committees should review their messages weekly and delete those that are not needed.
 2. At the conclusion of their tenure on the JBPA Board of Directors and/or committee, any such member must delete all e-mails (received or sent) pertaining to their JBPA-related responsibilities. No member of the JBPA Board of Directors or committee may ask subordinates to take an action aimed at circumventing this rule.
 3. Any member of the JBPA Board of Directors and/or committees who becomes aware of a violation, attempted violation and/or circumvention of this subsection must promptly notify the Secretary/Treasurer. In the event the alleged perpetrator is the Secretary/Treasurer, the President shall receive the notification.

7.14 Electronic Petition Procedures

- A. A member or group of members who wish to utilize the electronic petition option will submit a written petition to the Secretary/Treasurer using the procedures outlined in the JBPA Constitution (Article XV), except the number of written signatures required is equal to ten (10) percent of the entire membership. Once the signatures have been verified, it will be considered a valid request, as defined by the JBPA Constitution, to generate an electronic petition.
- B. Within seven (7) days of a valid request, a burst e-mail will be sent out to all members with the petition wording. The e-mail will contain the following:
1. The exact wording of the original petition signed by the written participants.
 2. A statement that JBPA neither endorses nor opposes the petition. Statements from any elected officials expressing a view on the petition are not permitted on that e-mail.
 3. The date when the petition expires, which is ninety (90) days from the original date of the first signature found on the written petition.
 4. An explanation of how to participate in the petition.
- C. The system will authenticate the pilot and record his/her name, employee number, date of hire, and date of submission in support of the petition. This data is collected and updated on the JBPA website as members vote.
- D. JBPA will display a counter showing the number of supporters of the petition. If 25 percent of the members vote in support of the petition, the procedures now become the same as those spelled out in the JBPA Constitution for a written petition.

8. FINANCIAL (Financial Bylaws)

8.01 Accounting System

The books of the Association shall be maintained in a standard double-entry accounting system with provisions for accrual accounting of payables and receivables. These accrual accounts need only be exercised when the books are balanced and closed in order to publish reports required by the Constitution and Bylaws or the JBPA Policy Manual, or when a trial balance is required by the Officers for internal budget control.

8.02 Budget

- A. The fiscal year shall be determined by the association's BOD after consulting with the Association's chosen accounting firm.
- B. The President shall submit an annual Association budget to the Board of Directors for approval at the regularly scheduled Board of Directors meeting immediately preceding the fall election cycle.
- C. The Secretary Treasurer will supply the BOD a copy of the proposed budget with documents from the committee chairs that support their individual budgets fifteen (15) days prior to the BOD budget meeting.
- D. The proposed budget shall be constructed to reflect the projected business plan for the coming fiscal year and exhibit all expected revenues (dues and interest income from the Reserve Fund Investment) and expenditures by the Association. Additionally, it shall be constructed so that expected expenses do not exceed expected revenues exclusive of items that the Board of Directors has previously identified as institutional in nature.
- E. The operating budget should be presented to the membership to run concurrently with the fall election cycle. Voting for the budget will begin after complying with the publishing requirements of Article XI, Section 2.A. Timing or successors. ("Balloting shall begin no sooner than fifteen (15) days after the publishing of the candidates/issues.")
- F. The Board of Directors shall be briefed at each regularly scheduled Board of Directors meeting on the budgeted vs. actual amounts and be provided an analysis of the budget variances.
- G. Each budget account shall be authorized the full budgeted amount at the beginning of each budget period. Surplus funds remaining in any budget account at the end of a budget period shall be transferred to the Reserve Fund. The Reserve Fund constitutes both the long-term investment vehicle known as the "JB Airlines Pilots' Assoc. Long-Term Reserve Fund," and the short term investment vehicle known as the "JB Airlines Pilot Assoc. Short-Term Reserve Fund." The "JB Airlines Pilots' Assoc. Holding Account" shall be used for routine operations.
- H. The Board of Directors may authorize up to \$50,000 for expenditures on items not specifically included in the annual budget. Any unbudgeted single expenditures requested in excess of \$50,000 or multiple requests for the same purpose totaling in excess of \$50,000 requires approval of the membership except for action taken under Paragraph L of this Section.
- I. Notification by the Secretary/Treasurer to the membership is required when the expenditure for a budgeted item exceeds or is forecast to exceed the amount budgeted. Requests for expenditures for budgeted items which exceed the annual budgeted amount by \$20,000 or 15 percent, whichever is greater, shall be approved by the Board of Directors. Any overages of \$20,000 or 15%, whichever is less may be approved by the Financial Oversight Committee (FOC), which will notify the BOD. In case of disagreement between the FOC, the issue will be brought to the BOD.
- J. The President may hire or contract with agents required to perform functions required for

support of the day-to-day operation of the Association. An agent is defined as a person or group of persons empowered to act in the Association's behalf. Where such utilization of agents requires either a multiyear contract or the total expenditure of more than \$10,000, approval by the Board of Directors is required.

- K. Release of any funds from the Reserve Fund, other than those expenditures authorized by an approved budget, shall require a majority vote of the membership except as specified in paragraphs L of this Section.
- L. In case of a proposed merger, buy-out or other change in the corporate structure of the Company which, in the judgment of the Board of Directors, could pose a threat to the security of the pilot seniority list or the job security of the membership, the Board of Directors may release necessary funds for legal retainers and other expenses necessary to mount a defense against such threat. Should the emergency authority of this paragraph be exercised, the Board of Directors shall notify the Association membership within seven (7) days. The Board of Directors shall additionally call general domicile meetings within thirty days in order to inform the membership of the circumstances leading to this action.
- M. All expenditures must be supported by a receipt and/or canceled check. A "petty cash" fund is authorized to a maximum of \$500. All disbursements from the petty cash fund shall require a petty cash voucher. The Secretary/Treasurer or designee may authorize disbursement of amounts up to \$100 from petty cash by signing a petty cash voucher, providing that the total expenditure remains within the amount approved for that budget account for that budget period.
- N. A cash budget shall be maintained within the framework of the overall budget to monitor cash flow. This cash budget shall provide for monthly expenses, quarterly updates, and year-to-year comparisons.
- O. The Reserve Funds should be of sufficient size to cover unbudgeted expenses as they occur. The Board of Directors has fiduciary responsibility to manage the Reserve Funds. The target level of the Reserve Fund will be determined each December by the Secretary/Treasurer and presented to the JBPA BOD as a part of the annual review of the Reserve Funds.
- P. The sale of real property assets of the Association valued between \$50,000 and \$250,000 shall be approved by simple majority vote of the Board of Directors. The sale of real property assets of the association valued at more than \$250,000 shall be approved by 2/3 majority vote of the Board of Directors. The valuation of the assets for sale shall be determined by a fair market value appraisal at the time the sale is proposed.

8.03 Audits

The Association books shall be balanced and an unaudited income statement and balance sheet prepared monthly. A yearly audit will be conducted by an accounting firm chosen by the Association. These documents shall be made available to all members of the Board of Directors. This document will also be made available to all Association members in good standing in accordance with section 8.15 of this Policy Manual.

8.04 Signatures

A facsimile plate for signatures on financial instruments is not authorized.

8.05 Financial Institutions

- A. The Board of Directors shall approve in advance all financial institutions into which funds are deposited. A rating service should be used to assist in this decision.

- B. The Board of Directors shall review services and considerations received from such institutions.
- C. All accounts shall be insured by the Federal Deposit Insurance Corporation, Federal Savings and Loan Insurance Corporation or the National Credit Union Share Insurance Fund (or their successors) and maintained at less than the applicable limits for insured accounts. Accounts may be held in excess of applicable limits if they are insured in full through brokerage insurance or held by the Federal Reserve Bank.

8.06 Investment Strategy and Responsibility

(Changes to Section 8.06 requires 2/3 majority vote of the Board of Directors).

- A. Reserve Funds shall be managed and invested to protect the corpus of the Reserve Funds and to comply with applicable law and fiduciary standards. Reserve Funds shall be managed so that 100% of such funds are available within ninety (90) days with a minimal loss of principle.
- B. The Board of Directors shall determine placement of invested funds. The Fund shall be managed in a prudent manner recognizing risk and return trades-offs. Consistent with safety of principal, investments shall be chosen to maximize the return on invested assets. The objectives shall be in descending order of priority:
 - 1. Legality and Compliance with this Investment Policy
 - 2. Safety of Principal
 - 3. Liquidity
 - 4. Portfolio Management Expense
 - 5. Yield
- C. Authorized Investments
 - 1. The Association may invest in the securities specifically authorized. All other investments are prohibited.
SEC Registered Mutual Funds called "Treasury or Federal" Funds.
Two funds will be used:
 - Treasury or Federal Money Market fund,
 - Treasury or Federal Short-Term Bond fund with duration of less than three (3) years.

In the event that the Secretary Treasurer discovers that the characteristics of the mutual funds deviate from the parameters specified above, the Secretary Treasurer shall notify the Board of Directors at their next regularly scheduled meeting.

- 2. Prohibition on Most Derivative Structures.
No security authorized by subsections 1.a. or 1.b., of this Section 8.06.C. shall derive its payment or maturity schedule in any form other than the following:
 - 1) A standard bond format with a single stated and definitive maturity date, a fixed coupon rate, and a fixed schedule of periodic and equivalent coupon payments; or
 - 2) A floating rate instrument with a single stated and definitive maturity date, a

fixed schedule of periodic coupon payments, and a fixed schedule of periodic rate readjustments which are no less frequent than annual, and a single and fixed floating rate formula which is in the form of a positive, single, interest rate of a money market index or security plus or minus a fixed interest rate spread;

- 3) A bond of form #1 above which contains (an) imbedded call option(s) which (are) exclusively for the call of the full amount of the bond issue.
- 4) SEC Registered "Treasury or Federal" Money Market Mutual Funds that authorize some form of derivative investments in their prospectuses.

All securities and deposits shall be denominated in US dollars.

All securities purchased shall settle no more than 3 business days forward unless such security is a new issue in which case settlement may be up to one month forward from the purchase date.

D. Diversification and Maturity of Investments. In order to control the risk of loss resulting from increases in the level of interest rates and the forced sale of securities in the event of a contingency, the maturity distribution of the investment portfolio shall be controlled. Normally the Board of Directors shall restrict investment decisions to one year or less. When the needs of the Association are such that funds are adequate to cover short-term needs, investments with a maturity of one to five years may be considered.

E. Specifically Unauthorized Transactions

1. Futures Contracts
2. Forward Placement Contracts
3. Margin Accounts
4. Adjusted Trades
5. Equities (with the exception that normal investment in the equities or other transportation concerns for financial gathering is permitted)

F. Brokers/Payment/Delivery/Safekeeping:

1. Investment transactions shall be conducted directly with U.S. Government Agencies/financial institutions or indirectly via financially secure and reputable firms. The Board of Directors shall approve or delete such firms after review.
2. All approved brokers/dealers shall be made aware of, and shall abide by the restrictions in, the Constitution and Bylaws.
3. Payment for securities is due on delivery.
4. All securities not in possession of the Association shall be held by a third party safekeeping or custodial account. Such securities shall be verified by receipt or

periodic statement of account from the safekeeping or custodial institution.

5. The Association's outside audit firm shall confirm the existence of all safe-kept securities during the annual audit.
6. The following allocations of the assets shall serve as the general guidelines for the Fund investments:

8.05 Financial Institutions

- A. The Board of Directors shall approve in advance all financial institutions into which funds are deposited. A rating service should be used to assist in this decision.
- B. The Board of Directors shall review services and considerations received from such institutions.
- C. All accounts shall be insured by the Federal Deposit Insurance Corporation, Federal Savings and Loan Insurance Corporation or the National Credit Union Share Insurance Fund (or their successors) and maintained at less than the applicable limits for insured accounts. Accounts may be held in excess of applicable limits if they are insured in full through brokerage insurance or held by the Federal Reserve Bank.

8.06 Investment Strategy and Responsibility

(Changes to Section 8.06 requires 2/3 majority vote of the Board of Directors).

- A. Reserve Funds shall be managed and invested to protect the corpus of the Reserve Funds and to comply with applicable law and fiduciary standards. Reserve Funds shall be managed so that 100% of such funds are available within ninety (90) days with a minimal loss of principle.
- B. The Board of Directors shall determine placement of invested funds. The Fund shall be managed in a prudent manner recognizing risk and return trades-offs. Consistent with safety of principal, investments shall be chosen to maximize the return on invested assets. The objectives shall be in descending order of priority:
 1. Legality and Compliance with this Investment Policy
 2. Safety of Principal
 3. Liquidity
 4. Portfolio Management Expense
 5. Yield
- C. Authorized Investments
 1. The Association may invest in the securities specifically authorized. All other investments are prohibited.
SEC Registered Mutual Funds called "Treasury or Federal" Funds:
Two funds will be used:
 - Treasury or Federal Money Market fund,

- Treasury or Federal Short-Term Bond fund with duration of less than three (3) years.

In the event that the Secretary Treasurer discovers that the characteristics of the mutual funds deviate from the parameters specified above, the Secretary Treasurer shall notify the Board of Directors at their next regularly scheduled meeting.

2. Prohibition on Most Derivative Structures.

No security authorized by subsections 1.a. or 1.b., of this Section 8.06.C. shall derive its payment or maturity schedule in any form other than the following:

- 1) A standard bond format with a single stated and definitive maturity date, a fixed coupon rate, and a fixed schedule of periodic and equivalent coupon payments; or
- 2) A floating rate instrument with a single stated and definitive maturity date, a fixed schedule of periodic coupon payments, and a fixed schedule of periodic rate readjustments which are no less frequent than annual, and a single and fixed floating rate formula which is in the form of a positive, single, interest rate of a money market index or security plus or minus a fixed interest rate spread;
- 3) A bond of form 1) above which contains (an) imbedded call option(s) which (are) exclusively for the call of the full amount of the bond issue.
- 4) SEC Registered "Treasury or Federal" Money Market Mutual Funds that authorize some form of derivative investments in their prospectuses.

All securities and deposits shall be denominated in US dollars.

All securities purchased shall settle no more than 3 business days forward unless such security is a new issue in which case settlement may be up to one month forward from the purchase date.

- D. Diversification and Maturity of Investments. In order to control the risk of loss resulting from increases in the level of interest rates and the forced sale of securities in the event of a contingency, the maturity distribution of the investment portfolio shall be controlled. Normally the Board of Directors shall restrict investment decisions to one year or less. When the needs of the Association are such that funds are adequate to cover short-term needs, investments with a maturity of one to five years may be considered.
- E. Specifically Unauthorized Transactions
1. Futures Contracts
 2. Forward Placement Contracts
 3. Margin Accounts
 4. Adjusted Trades

5. Equities (with the exception that normal investment in the equities or other transportation concerns for financial gathering is permitted)

F. Brokers/Payment/Delivery/Safekeeping:

1. Investment transactions shall be conducted directly with U.S. Government Agencies/financial institutions or indirectly via financially secure and reputable firms. The Board of Directors shall approve or delete such firms after review.
2. All approved brokers/dealers shall be made aware of, and shall abide by the restrictions in, the Constitution and Bylaws.
3. Payment for securities is due on delivery.
4. All securities not in possession of the Association shall be held by a third party safekeeping or custodial account. Such securities shall be verified by receipt or periodic statement of account from the safekeeping or custodial institution.
5. The Association's outside audit firm shall confirm the existence of all safe-kept securities during the annual audit.
6. The following allocations of the assets shall serve as the general guidelines for the Fund investments:

Asset Class	Target
Money Market Mutual Fund	30% +/-10%
Short Term Fixed Income	70% +/-10%

- G. The Board of Directors, prior to the previous year's surplus being invested, shall set that year's investment allocation percentage for the Reserve Fund. In the event that the anticipated cash flow requirements of the Association change, the target allocation may be adjusted as warranted.
- H. Excess monies, as determined by the Board of Directors, from the previous year's budget will be deposited into JBPA Reserve Fund by the end of the first quarter.

8.07 Expenditures

- A. All bills payable, notes, checks or other negotiable instruments of the Association shall be made in the name of the Association.
- B. Authorized Signatories
 1. President
 2. Vice President
 3. Secretary/Treasurer
 4. Executive Director
 5. Director of Finance

- C. Authorized Signatories Required. For amounts of:
 1. \$2,500 or less, one authorized signatory must sign.
 2. \$2,500 up to but not including \$15,000, two authorized signatories must sign.
 3. \$15,000 or greater, two National Officers must sign.
- D. Such signature authority described above does not extend to disbursements in which the signing officer has a personal interest.
- E. Only the President and Secretary/Treasurer shall have the authority to sign drafts, checks and other documents involved in investment/redemption. In the extended absence of the President or the Secretary/Treasurer, the Vice-President shall have the authority to sign such instruments.
- F. All bills payable require supporting documentation prior to payment.

8.08 Non-Member Compensation

- A. All non-member employees and agents of the Association shall have their salaries set by the President subject to review by the Board of Directors. Prior to anniversary hire date, the Association's Executive Director shall provide a written recommendation regarding compensation level to the President. These recommendations shall be based on input from the employee's Directors, Managers, and Supervisors, NY-area compensation surveys, contractual requirements, and outside consultants if necessary. The President shall review the recommendations with the other Executive Officers.
- B. The contribution rate for the Defined Contribution Plan for the Association staff shall mirror that of the JB Profit Sharing Plan.

8.09 Daily Expenses (applies to all JBPA members)

- A. Trip pull/compensatory time per diem is authorized as originally scheduled on the trip pulled.
- B. Auto Expense Reimbursement - A member who volunteers to do JBPA work and is properly authorized to conduct JBPA business shall be entitled to reimbursement of the following automobile related expenses, provided all receipts and documentation state the date(s) of occurrence, rate of pay, total miles, total amount and purpose of trip:
 1. Mileage at the IRS approved rate
 2. Parking
 3. Tolls

Failure to provide such documentation will result in failure of reimbursement. This reimbursement does not apply to reoccurring or normal commutes to a work location, i.e.: JBPA Headquarters or other JBPA/JB work locations. Automobile Expense Reimbursement should be a non-normal and infrequent type of expense, where it is more advantageous, cost effective, and expedient for the volunteer to use his personally owned vehicle for Association business.
- C. Rental cars shall be approved by a National Officer or Committee Chair. Reimbursements shall be no greater than the JBPA corporate rate.
- D. Ordinary daily expenses shall be compensated at no greater than the per diem rate, according to the current collective bargaining agreement. Expenses above the per diem rate require approval of the President or Secretary/Treasurer. Receipts are required for expenses above the per diem rate.
- E. Hotel expenses for those accomplishing JBPA-assigned duties (other than Executive Officers) shall be reimbursed at no greater than the JBPA corporate rate.

- F. JBPA will not reimburse private parties for JBPA provided lodging.

8.10 Other Expenses

- A. Normal expenses incurred by any member while on Association business shall be reimbursed by the Association provided that authorization from the President or designated representative is first obtained and provided all receipts and documentation state the following for every expense:

- Date(s) of occurrence
- Total amount
- Business purpose
- Names of individuals present (for meals)
- Name and location of restaurant (for meals)

Failure to provide such documentation will result in failure of reimbursement.

- B. Cellular phones will be reimbursed to the Safety Chair, Professional Standards Chair, Special Services Committee Chair, and any others approved by the BOD. Reimbursement for phone purchase will be a one-time occurrence and will not exceed \$200, while the monthly phone bill payment will not exceed \$150. "Family share" or "Personal share" plans are not authorized with such reimbursements. Reimbursement will be allowed provided a copy of the cellular phone purchase receipt and monthly cellular phone bills are presented to the Secretary/Treasurer or Finance Director within 30 days of receipt of bill. Phone bills will be retained by JBPA.

8.11 Submission of Expenses

- A. Expenses shall be submitted within 30 days of their occurrence to be eligible for reimbursement.
- B. The Secretary/Treasurer may approve, on a case-by-case basis, expense claims if they are over 30 days old, but not past 60 days.
- C. If a member is denied expenses as provided in this Policy Manual, such member may appeal to the Board of Directors.

8.12 Trip Pull/Compensatory Time for JBPA Business

- A.
1. Abuses of this system will not be tolerated.
 2. Members involved with JBPA duties will be notified as soon as possible of their expected duties for the following month.
 3. To save funds, members are requested to bid accordingly.
 4. A member cannot have a trip pulled for more days than his/her Association work, except under the following condition: If the member has bid accordingly (i.e., time

off and/or trips within the footprint of Association work), should the bid award result in a trip beyond the footprint of Association work, subsequent attempts to trade/swap the trip are unsuccessful, and the IAC Committee has verified the bid and attempts to change the member's schedule, the complete trip may be removed with full trip loss pay. Commuting cannot be included under Association work unless traveling for a BOD meeting or approved by the president

5. A member can pick up open time before and/or after an Association trip pull as long as he/she would have been FAA and CBA legal to pick that trip had there been no trip pull.
 6. Under no circumstances will a member engaged on association work FOR WHICH HE/SHE HAS RECEIVED TRIP PULL PAY credit more hours of pay on a month than what he/she was originally awarded on his/her line after the 20th for captains and 25th for FO (to allow for Flica trades) unless he/she is picking up open time in accordance with the rules set in paragraph 8.12.A.5 above and his /her overage compensation is due to said open time. A member who has received trip pull pay for Association work may not add credit hours (e.g., pick up open time) within the footprint of the pulled trip(s).
 7. JBPA duties performed on days off, that require the member to be present at Association events (duties cannot be performed at home), will be paid at 3.0 hours of pay per day.
- B. The prime directive behind the payment of trip loss and expenses for Association work is that those who serve the Association should neither lose nor gain income. Stipends have been established for the National Officers because of the unique nature of their work.
 - C. The President or designee shall review trip pull/compensatory time requests in a timely manner, ensure they are within the committee's approved budget, and shall submit them directly to JetBlue Airways.
 - D. No JBPA member shall receive pay, vacation, benefits, retirement contributions, or any other compensation of any kind from JBPA unless specifically authorized by the Constitution and Bylaws, this Policy Manual, or by a Board of Directors resolution.
 - E. Members accomplishing Association business in accordance with the Policy Manual will not receive Association compensation and Company-paid sick pull compensation simultaneously on any given day of the month. This does not preclude members from accomplishing Association business on days other than those covered by sick pulls, nor does it prevent the member from having trips pulled by the Association for compensatory time and/or Association business in lieu of a sick pay.
 - F. A report listing all JBPA members who have used trip pull/compensatory time shall be provided to the Board of Directors monthly.

- G. Two months of "Trip Pull Paid/Comp Time Banked" reports must be kept current on the JBPA Web site, summarizing 1) committees (both special and standing - as listed in the Policy Manual and not subdivided) and 2) individual recipients (whether committee member or not). The membership shall not be restricted from accessing the reports (normal web security). The reports shall include a graphical representation in the form of a horizontal stacked bar graph indicating the running total of dollars paid or obligated for the current budget cycle. The reports shall indicate future obligations of compensatory time banked by using the current pay rates of the individuals involved. A lower threshold of \$1,000 (or other value agreed by the BOD) may be used to simplify preparation and presentation. The running totals shall be zeroed out at the beginning of each budget cycle but will indicate all carry-over obligations (carry-over comp time).
- H. All Association members receiving Association Trip Pull or Compensatory Time must comply with FAR 30 hours in 7 days when picking up extra flying immediately preceding or following Association Trip Pull or Compensatory Time off.

8.13 Trip Pull

- A. Association members who are required by the Association to drop trips in the performance of Association duties shall normally be paid through the Company payroll system and reimbursement to the Company shall be made by the Association.
- B. If payment through the Company payroll system is unavailable, the member shall be directly compensated for that loss of income by the Association on the date which the member would normally have been paid by the Company for the flying.
- C. The President has authority to approve trip loss for Association business. In the President's absence, any other National Officer is authorized to approve such trip loss.
- D. The Secretary/Treasurer shall verify all trip loss monthly. A monthly record shall be kept by the Secretary/Treasurer of all trip loss paid by the Association to include name, date, trip, and total paid.
- E. In any year in which a contribution is made to a profit-sharing plan, Employee Stock Ownership Plan (ESOP), or 401(k) plan of an air carrier under contract to the Association, an Association member whose total income from such air carrier is reduced by replacement payments from the Association under this section shall be reimbursed by the Association by an amount equal to that which would have been received in such plans, without any additional tax burden by such member. This reimbursement shall be made in a timely manner. This paragraph does not apply if all payments were made through the Company payroll system.
- F. Long-Term Trip Pull
 - 1. Compensation for individuals working a full month or longer on JBPA business shall be based on one-hundred percent (100%) of the value of compensation determined by the method in Section 3.01.A. The rate of compensation is computed at the appropriate longevity rate for the bid position held by the individual. The compensation, paid by JBPA, shall be reduced by the amount of compensation

received by the individual from JetBlue Airways paid for any actual flying and training accomplished.

2. The President shall approve all full-month or longer trip pulls. The Board of Directors will be notified within five business days of an individual being placed on or taken off of Long-Term Trip Pull.
3. While the individual is on full-month trip pull, the flying policy is that the individual:
 - a) Shall never go “non-current.”
 - b) Shall bid no Open Time of any type.
 - c) May have all flight restrictions waived by the Board of Directors.
4. Individuals working longer than a full month on JBPA business shall follow the National Officer flying policy in Section 3.02., and will also fly a minimum of 40 Hours per quarter or as directed by the Board.
5. Members on long-term trip pull will submit a JBPA approved work log to account for their time.

8.14 Compensatory Time Off

- A. A member who performs Association work, at the direction of and under the supervision of the Board of Directors, President or a Committee Chair, either on or off Association premises, shall be awarded compensatory time off (comp days).
- B. Compensatory time off shall be earned by an hour banking system.
- C. Hours of pay may be earned in the same method vacation time is accrued, as set forth in the CBA.

8.15 Books Inspection

- A. Items which are neither privileged nor confidential and which are not covered by the LMRDA may be released at the discretion of the Secretary/Treasurer with the approval of the President. Inspecting members may appeal to the Board of Directors any items disallowed.
- B. The requesting member shall give written notice to the Secretary/Treasurer requesting the inspection. It is the requesting member’s responsibility to verify receipt of the request. The notice shall contain the member’s name, signature, and employee number. The general area or type of information requested should be stated to assist in the preparation of material; however the inspection is not limited to the stated request. The purpose of the inspection is not required to be stated.
- C. The Secretary/Treasurer or designee shall contact the member within ten business days after receipt of the request to arrange a date and time. The inspection shall be completed within the time limits of the JBPA Constitution.
- D. All inspections shall take place during normal business hours at Association headquarters. Inspections shall not take place during a Board of Directors meeting.

- E. A member of the Association conducting a books inspection is expressly forbidden from making copies of any record of the Association that is not available to the public. This prohibition includes copies in any media except handwritten notes. Handwritten notes are authorized in any level of detail of any of the records provided. The Association shall be reimbursed for all copies of public records at a reasonable rate as established by the Board of Directors.
- F. The Secretary/Treasurer or designee shall be present to assist in the inspection.
- G. If the Secretary/Treasurer determines the purpose of the inspection is needless harassment of the Association, the Secretary/Treasurer may temporarily close any or all of the records pending appeal to the Board of Directors. A two-thirds vote of the Board of Directors at the next meeting shall be required to uphold the Secretary/Treasurer's decision. The member may attend the meeting to state cause for continuing the inspection.

8.16 Insurance

JBPA shall provide Errors and Omissions, Directors and Officers Liability and General Dishonesty Insurance covering all members of JBPA's Board of Directors for general liability arising from the proper performance of their responsibilities. This policy shall provide a level of coverage that is customary for Boards of Directors at other large U.S. organizations and shall provide continuing coverage for acts that have already occurred prior to separation from the Board of Directors as is customary to that found in policies at other large U.S. organizations.

8.17 Association Automobiles

- A. Personal Automobile use for association business will be reimbursed at regular IRS mileage rates. A detailed driving log must be provided.
- B. A rental car can be used if there is no personal automobile availability. The cheapest rental available will be used.
- C. If rental/personal use automobile reimbursement exceeds the cost and ease of buying a car, the BOD can authorize the purchase of an association automobile for use by association employees, committee members and officers for association business only.

8.18 Property Management

- A. The current agent designated as JBPA's property manager is authorized to disburse and collect funds on behalf of JBPA. This authority includes:
 - 1. Collection of funds pertaining to JBPA property leases; collection of funds that may be reimbursements; disbursement of normal and reasonable recurring and budgeted
 - 2. Incidental expenditures limited to \$2,000
 - 3. Charges that are deemed "emergency expenditures" to a limit of \$10,000
- B. Expenditures not listed above may be paid after authorization is obtained in writing from one of JBPA's authorized signatories following guidelines in the policy manual.

8.19 Legal

JBPA may seek whatever recompense in response to any lawsuit as allowed by law.