

## **BYLAWS OF LOCAL LODGE NO. 1759**

### **INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS**

#### **ARTICLE I**

##### **NAME AND TIME OF MEETING**

Section 1. This Lodge shall be known as Capital Air Lodge No. 1759, International Association of Machinists and Aerospace Workers, Herndon, Virginia.

Section 2. Regular meetings will be held on the first and third Tuesday of each month at the place selected by the Local, except when the meeting date falls on a generally recognized holiday, and/or on election day, in which event a substitute day of meeting may be set at a previous meeting. The first regular meeting of the month will be held between the hours of 4:00 p.m. and 8:00 p.m. and the second regular meeting of the month will be held either at 12:00 noon or between the hours of 8:00 p.m. and 12:00 midnight.

Section 3. Shop Stewards training classes shall be held annually with notice from the Local Lodge Educator on dates and times and the ability to withstand the costs associated with such training within the Local Lodge.

Section 4. A quorum shall be as set forth in the IAM Constitution for a regular or special meeting.

Section 5. Special meetings shall be called and conducted by the President as set forth in the IAM Constitution.

Section 6. Members shall be notified by shop bulletins, U.S. mail or other appropriate method, at least forty-eight (48) hours before the special meeting is to be held.

Section 7. Two (2) Informational meetings will be held at DCA National Airport and two (2) at Richmond/Norfolk Airports during the year, one in the spring and one in the fall. A minimum of two (2) Local Lodge Officers will attend each meeting.

#### **ARTICLE II**

##### **OFFICERS ELECTIONS AND DUTIES**

Section 1. The officers of this Lodge, from the membership at large, shall consist of the following: President, Vice President, Recording Secretary, Secretary-Treasurer, Conductor-Sentinel (effective January 1, 2003) and three (3) Trustees.

Approved: 1-31-11

Effective: 2-1-11

Section 2. The Officers of this Lodge, their selection, duties and responsibilities shall be in accordance with the IAM Constitution. No member shall be eligible for office, local committee, serve as a delegate to any convention, attend leadership school, serve as a representative of this Local to any special meeting or special training sessions, who has not been a member of this Lodge and the IAM for one (1) year or longer, and has not attended at least 33% of the regular meetings of this Lodge, held during the twelve-month period ending the close of nominations.

Section 3. The meeting attendance requirement will not apply to those members who provide the recording secretary with satisfactory proof, prior to the meeting, that their normal, regular work schedule prevents them from attending regular Lodge meetings, provided however, such members attend all regular Lodge meetings that are not in conflict with their normal, regular work schedule.

Members who are confined because of verified illness, or on vacation, or on official IAM business approved by the Local Lodge, District Lodge, or Grand Lodge or working for an employer on regular or travel assignment, or reserved military leave, or on leave qualifying under U.S. family leave law at the time the Local Lodge meeting is held, shall be excused from attending Local Lodge meetings.

Section 4. Nomination of officers will be held at the first regular meeting in November. All members shall be afforded an opportunity to nominate candidates of their choice. The Recording Secretary shall prepare a suitable ballot and shall have same ready for the members to vote at the first regular meeting in the month of December. Provisions will be made that all members will have the opportunity to record their vote. Candidates for elected office, delegates or committeemen shall be present at time of nomination or, if nominated from the floor and not present to accept such nomination, have letter of acceptance on file with the Recording Secretary prior to start of meeting.

Section 5. The candidates for Local Lodge offices and local committees receiving the plurality of the votes shall be declared elected in accordance with the IAM Constitution.

Section 6. Members who are eligible for absentee ballots will be furnished same upon request as stated in the IAM Constitution.

Section 7. The following elected offices shall be included in the Local Lodge bylaws as eligible to have members vote by absentee ballot as stated in the IAM Constitution.

1. G. L. Officers
2. D. L. Officers
3. L. L. Officers
4. Convention Delegates
5. All elected committees

Section 8. All members shall be notified of the time and place of both nominations and election and provided with an absentee ballot request form not later than sixty (60) days prior to the election by U.S. mail at their last known address.

Section 9. The Recording Secretary shall be responsible to post a sample ballot for all elections within the Local Lodge seven (7) days prior to election day.

Section 10. Names are to be placed on the ballot by the following procedures:

- (1) Nominations will be placed in a container and a drawing held at the nomination meeting to determine place on the ballot.
- (2) Given name or derivative of given name, along with the last name will be used on the ballot, unless the person goes by their initials.

Section 11. The term of all Local Lodge Officers, Chairman and Secretary of Grievance Committees, and Grievance Committee Persons will be three (3) years.

Section 12. Any officers of this Lodge absenting himself from three (3) consecutive regular meetings, and who does not present valid reasons, shall resign. Should he fail to resign, he will then be charged with negligence of his duties and tried in accordance with the trial procedure set forth in the IAM Constitution.

Section 13. Any vacancy occurring in the office of President because of death, resignation, or incapacity or other cause shall be filled for the unexpired term by the Vice President. All other vacancies in the Local Lodge shall be filled for the unexpired term through appointment by the President and approval of the Executive Board. All vacancies in the Grievance Committees will be filled by the Grievance Chairperson. No member shall be appointed to an elected office or position who does not meet the requirements of this section.

## **ARTICLE III**

### **THE EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of all Local Lodge Officers, Local Grievance Committee Chairpersons and the Building Committee Chairperson, who shall be nominated and elected at the same time and in the same manner as Local Lodge Officers. Only those elected by the Local Lodge membership at-large shall have voting rights of the Executive Board. The President of the Lodge shall be Chairperson of the Executive Board and the Recording Secretary shall be the Secretary of the Executive Board.

Section 2. The Executive Board shall conduct its business in a methodical and businesslike manner, keeping a record of its proceedings and otherwise conducting its affairs according to the principles reflected by the IAM Constitution and these bylaws.

Section 3. The Executive Board shall meet regularly three (3) hours prior to the first regular meeting of the month, and transact any business referred to it by this Lodge, unless it falls on a recognized legal holiday, and then a new date shall be selected by the Chairman. The Chairman of the Executive Board may call a special meeting of the Executive Board.

Section 4. It shall be the duty of the Executive Board to deliberate upon all matters referred to it by this Lodge, and as soon as possible thereafter, report to the Lodge its recommendations. This Body shall act on Local Lodge business only in cases of unusual circumstances and absolute necessity.

## **ARTICLE IV**

### **FEES AND DUES**

Section 1. Qualifications for membership in this Lodge shall be as provided in the IAM Constitution.

Section 2. The initiation fee for this Lodge shall be ten (10) times the hourly rate.

Section 3. The reinstatement fee for this Lodge shall be one hundred dollars (\$100.00)

Section 4. The monthly dues of this Lodge shall be an amount equal to the total per capita tax payable by each members plus \$5.00.

Section 5. Any addition to the Grand Lodge and/or District Lodge per capita tax voted by the membership of a District Lodge that would result in less than five dollars (\$5.00) per month per member to operate the Local Lodge will call for an automatic increase in the amount necessary to maintain the above \$5.00 per member per month. Any coverage involving amounts of less than or more than \$0.10 will be carried to the nearest \$0.10.

Section 6. Any increase in the amount of initiation and reinstatement fees, Emergency Funds and Local Lodge dues must be handled on the basis of the procedures specified in the IAM Constitution.

## ARTICLE V

### FUNDS

Section 1. The general funds of this Lodge can be drawn only upon an order drawn by the Recording Secretary, countersigned by the President or by the Vice President in the absence of the President. The checks in all cases will be drawn by the Secretary-Treasurer and countersigned by the President or the Vice President in the absence of the President.

Section 2. Unless at least seven (7) calendar days notice by shop bulletin has been given the membership, no motion shall be in order to appropriate more than \$750.00 for any purpose except per capita tax, ordinary bills and salaries. The President, with the approval of the Executive Board, may authorize up to \$750.00 in expenses between meetings.

Section 3. No strike assistance shall be paid to any Lodge exceeding 100.00 maximum and must bear the seal and sanction of the International Association of Machinists and Aerospace Workers.

Section 4. All Officers, employees or other individuals in this Local Lodge who are responsible for, or handle funds of or for the Local Lodge, shall be bonded in accordance with the IAM Constitution and the IAM Policy relating thereto.

Section 5. The monthly salaries of the Officers and Committee persons shall be as follows:

President - \$100.00  
Vice President - \$50.00  
Recording Secretary - \$275.00  
Secretary-Treasurer - \$275.00  
Editor of Newspaper - \$50.00  
Chairman of the UAL 141 Grievance Committee - \$225.00  
All other Committee Chairpersons - \$75.00  
Grievance Committeepersons - \$75.00  
Secretary of Grievance Committees - \$75.00  
Website Master - \$50.00

Section 6. Shop Stewards or Alternate Shop Stewards, Employee Assistance Coordinator(s), Safety Coordinator(s), Local Lodge Officers and Grievance Committee Members shall receive one (1) times the monthly dues paid for expenses. If less than eight (8) meetings are attended in a calendar year, expenses will be paid only for the meetings attended. If eight (8) or more meetings are attended, expenses will be paid for the year.

Section 7. (a) Local Lodge tellers will be compensated for all hours spent performing their duties, at their applicable straight time rate of pay, plus \$20.00 expenses.

(b) Members that are on layoff status or retired will receive expenses up to a maximum of \$100.00 in conformance with Local Lodge policy.

Section 8. Any member appointed or elected to transact business to or away from this Lodge, or to represent this lodge, shall be paid for actual wages lost, and any lost insurance benefits in accordance with the existing membership's contract. Per diem will be paid at the eligible government rate for the tax year, per day, plus hotel expenses. Per diem where hotel expenses are not incurred will be \$20.00 per day. With the exception of election tellers, per diem will not be paid to any member working at the Lodge. All disbursements of Lodge funds shall be substantiated by receipts in addition to the original check or voucher submitted.

Section 9. Mileage incurred on Official Union Business will be paid at the rate set forth by the U.S. Treasury Department.

Section 10. The President is authorized to expend not more than \$75.00 plus service fees for flowers in case of the death of a member or in the immediate family of a member of this Lodge (wife, husband, child, mother, father, brother, sister, grandmother, or grandfather), or a donation in the same amount sent to a charitable organization of the member or family's choice in memory of the deceased.

Section 11. Retirement Application Fee and unemployment stamp dues shall be issued in accordance with IAM Constitution.

Section 12. Local Lodge Officers, Grievance Committee members, and Shop Stewards who have attended twelve (12) monthly meetings or more in a one (1) year period will be entitled to select a Union jacket. The Lodge will pay up to \$100.00 for such jacket, and the member will pay any difference in price. Jackets will be reissued after three (3) years if the member meets the above requirements.

## **ARTICLE VI**

### **ELECTED COMMITTEES AND DUTIES**

Section 1. An Auditing Committee shall be elected and shall serve and function as set forth in the IAM Constitution. The Auditing Committee shall examine and render a report of the books and accounts of the Lodge semi-annually. The first period shall be for July 1 through December 31 and the second from January 1 through June 30 of each year. Any member participating in the Local Lodge audits will be compensated in the amount of \$50.00 as expenses for each audit performed.

Section 2. The Finance Committee shall consist of the three (3) Trustees. It shall be their duty to scrutinize all bills before their presentation to the membership for approval, and to generally advise the membership regarding the financial condition and transactions of the Lodge.

Section 3. (a) The UAL-IAM 141 Local Grievance Committee for both National and Dulles and Richmond Airports shall consist of seven (7) members. Two (2) members shall be elected from the membership at large from the Ramp & Stores and the Public Contact Agreement. One (1) of the members elected at large shall be elected as Chairperson, and one (1) shall be elected as Secretary of the Grievance Committee. Two (2) members shall be elected from the Ramp & Stores Agreement; one (1) at National and one (1) at Dulles. Two (2) members shall be elected from the Public Contact Agreement; one (1) member at National and one (1) member at Dulles and one (1) member at Richmond Airport.

(b) Nomination and election of this Committee, except for the member elected from the Ramp, Stores and Public Contact Agreements as Secretary, shall be at the same time as set for the election of Local Lodge Officers. The Local Committee member elected from the Ramp, Stores and Public Contact as Secretary shall be elected at the first meeting in June for a term of three (3) years to run from July 1 to June 30. The Grievance Committee shall function in accordance with the provisions of the contracts with their respective companies.

Section 4. Shop Stewards and Alternates on NWA, UAL, USA, AS and SWA shall be elected by their peers for a period of one (1) year. Shop Stewards will be elected in sufficient number to satisfy the representation requirements as set forth in the particular airline contract language. Elections for Stewards will be handled in whatever manner is agreeable to the affected work area. If no agreement can be reached the Committee Chairman shall appoint Stewards to achieve the required number. If the Shop Steward fails to perform his/her duties, the Committee Chairman shall remove the Steward and appoint a member to fill the vacancy for the remainder of the one (1) year term.

Section 5. (a) The IAM-NWA Local Grievance Committee for National Airport shall consist of five (5) members. One (1) member shall be elected as Chairperson for the ESSC Agreement and two (2) members shall be elected as ESSC Committeepersons; one (1) member shall be elected as Chairperson for the COFPS Agreement and one (1) member shall be elected as COFPS Committeeperson.

(b) The IAM-NWA Local Grievance Committee for Dulles Airport shall consist of three (3) members; one (1) member shall be elected as Local Chairperson; and two (2) members shall be elected as the Grievance Committee members.

Section 6. (a) The US Airways Local Grievance Committee at Washington National Airport shall consist of six (6) members. One (1) member shall be elected as Chairperson and two (2) members shall be elected as Committee members from the Mechanics & Related classification. One (1) member shall be elected as Chairperson and two (2) members shall be elected as Committee members from the Fleet Services classification.

(b) The US Airways Local Grievance Committee at Norfolk Airport shall consist of one (1) member and shall be elected as Chairperson.

(c) The US Airways Local Grievance Committee at Richmond Airport shall consist of one (1) member and shall be elected as Chairperson.

Section 7. The British Airways Local Grievance Committee at Dulles International Airport shall consist of two (2) members. One (1) shall be elected as Chairperson, and one (1) shall be elected as Grievance Committee member.

Section 8. A Committee Chairperson shall be elected by the membership of Piedmont Airlines at the regular Local Lodge elections.

Section 9. Two (2) Committeepersons shall be elected by the membership of Southwest Airlines at the regular Local Lodge Elections. One (1) Committeeperson shall be elected at Dulles Airport and one (1) Committeeperson at Norfolk Airport.

Section 10. Any Local Lodge Officer, Committeeperson or Shop Steward who accepts a supervisory or management job, either temporary or permanent, with the right to hire, fire or discipline will relinquish his/her position the same day he/she accepts the job of supervisor or management.

Section 11. A Committee Chairperson shall be elected by the membership of Alaska Airlines at the regular Local Lodge Elections.

## **ARTICLE VII**

### **APPOINTED COMMITTEES AND DUTIES**

Section 1. The President of this Lodge shall appoint a Safety Committee composed of one (1) member from each airline and each location.

Section 2. Relief Committee - The President of this Lodge may appoint a Relief Committee of three (3) members.

Section 3. F.A.A. Committee - There shall be an F.A.A. Committee of three (3) members appointed by the President. This Committee shall investigate any complaint concerning the company rushing work through and shall propose methods for performing aircraft work better. Suggestions also to be sent to government agencies when deemed proper.

Section 4. The President of this Lodge may appoint an Education Committee of three (3) members.

Section 5. The President may appoint a Good of the Order Committee to consist of himself, the Secretary-Treasurer and seven (7) other members.

Section 6. This Committee shall be obligated to arrange and supervise all entertainments, dances and other benefits. They shall select a Chairman and Secretary and render a detailed report to the Lodge of all affairs handled by them.

Section 7. Bylaws Committee - A Bylaws Committee shall be appointed by the President of the Lodge in the month of January of each year. The President will be required to appoint members to the Bylaws Committee so that members from both National and Dulles Airports will be represented. This Committee will receive, edit (without changing intent) and prepare revisions to these bylaws.

Section 8. Legislative Committee - The Legislative Committee shall be appointed by the President of the Lodge in accordance with the IAM Constitution.

Section 9. Members of the Legislative Committee will also be Delegates to the State Machinists Council/AFL-CIO Convention of Virginia, West Virginia and Maryland/DC so long as no conflict exists with the Bylaws of the respective Councils.

Section 10. Human Rights Committee - The Human Rights Committee shall be appointed by the President of the Lodge in accordance with the IAM Constitution.

Section 11. Community Services Committee - The Community Services Committee shall be appointed by the President of the Lodge in accordance with the IAM Constitution.

Section 12. The Local Lodge shall establish a Building Committee comprised of five (5) members in good standing. The Building Committee will be appointed by the President each year in the month of January.

Section 13. Teller Committee - A Teller Committee and Chief Teller shall be appointed by the President. This Committee shall conduct elections at the polling place, process absentee ballots, and tally the results at the closing of the polls.

Section 14. MNPL Committee – The MNPL Committee shall consist of five (5)

members in good standing. The MNPL Committee shall be appointed by the Chairman of the Legislative Committee every year in the month of July, with the approval of the Executive Board.

## **ARTICLE VIII**

### **AMENDMENTS**

Section 1. Any increase in the amount of initiation and reinstatement fees, Emergency Funds, and Local Lodge dues must be handled on the basis of the procedures specified in the IAM Constitution.

Any other amendments to these bylaws must be handled on the basis of the following procedures:

Section 2. All proposals must be in writing, signed by not less than five (5) members, and referred to the Bylaws Committee appointed by the President.

Section 3. Must be read as proposed at two (2) consecutive meetings. Immediately following the second reading, the Bylaws Committee shall submit their recommendations.

Section 4. Reasonable advance notice must be given to the membership of the time, date and place of the second meeting, and vote to be taken on the Bylaws Committee's recommendations.

Section 5. Each proposal must be considered and voted upon separately. A majority affirmative vote by those present and voting is needed for adoption.

Section 6. Triplicate copies of approved proposals, together with the master copy of bylaws shall be referred to the International President for approval of an effective date.

## **ARTICLE IX**

### **RULES OF ORDER**

Section 1. Rules of Order shall be in accordance with the IAM Constitution.

## **ARTICLE X**

## **GENERAL**

Section 1. The duties of this Local Lodge, its officers and members shall be as set forth in the IAM Constitution.

Section 2. It shall be the duty of each member to observe due decorum while in the Lodge room and during sessions of this Lodge.

Section 3. Any person entering the Lodge room while under the influence of intoxicating drinks, or who is guilty of using indecent, profane or vulgar language therein, shall be reprimanded and requested by the President to leave the meeting. If he still persists in conduct unbecoming a member, he shall be subject to trial in accordance with the IAM Constitution.

Section 4. The approval of a strike, method of declaring a strike and the settlement of a strike shall be in accordance with the Strike Provisions of the IAM Constitution.

Section 5. Strike and ratification votes shall be held at the end of said meetings called for that purpose. Applicable provisions of the respective District Lodge bylaws and the IAM Constitution shall be complied with. Sign-in sheets will be provided in order that members will be required to sign for their ballots. The tellers shall report the results by ratio or percentage to the Lodge membership. If possible, meeting times will be set up so that no member will be prevented from attending because of his work shift starting and stopping times.

Section 6. There shall be an Emergency Fund established in accordance with the IAM Constitution. An initial amount of \$5,000.00 shall be transferred from the General Account to this Fund upon approval. No money shall be voted out of this Emergency Fund except by a three-fourths vote of those present and voting at a special or called meeting for this purpose.

## **ARTICLE XI**

Section 1. Nothing in these bylaws shall be construed or applied in a manner that will conflict with the provisions of the IAM Constitution. All matters arising and not specifically covered by these Bylaws shall be governed by the IAM Constitution.

**Approved For and in behalf of  
International President**