

BYLAWS OF LOCAL LODGE 2339H

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

ARTICLE I

NAME AND TIME OF MEETING

Section 1. This Lodge shall be known as the Houston Inflight Lodge, Local No. 2339H of the International Association of Machinists and Aerospace Workers, Houston, Texas.

The Lodge and its members shall be governed by the bylaws along with the Constitution of the International Association of Machinists and Aerospace Workers.

Section 2. The regular meeting shall be held on the third Tuesday of each month at 1:00 p.m., except when the regular meeting falls on a generally recognized holiday, in which event a substitute day of meeting shall be set at the preceding meeting. If a meeting falls during the week, Sunday through Saturday, of Thanksgiving or Christmas, the meeting will automatically be changed to the preceding week on Tuesday at the same scheduled meeting time.

Section 3. The necessary quorum to conduct the business of the Local Lodge shall be in compliance with the minimum number allowed under the IAM Constitution.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1. The Officers of this Lodge, their selection, duties, qualifications, responsibilities and eligibility shall be in accordance with applicable provisions of the IAM Constitution.

Section 2. The Officers of this Lodge shall consist of a President, Vice President, Recording Secretary, Secretary-Treasurer, Conductor/Sentinel and a Board of Trustees, consisting of three (3) members. Their term of office shall be for three (3) years.

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Section 3. Nomination of Officers will be held at the regular meeting in September of the election year and the election of Officers will take place at the regular meeting in the following month of October. Polls shall be kept open from 9:00 a.m. to 5:00 p.m. on voting day. No member shall be placed in nomination for any elected position without his/her consent which shall be accepted verbally at the nomination meeting or stated in writing and presented before the close of the nomination meeting if the member is not present.

(a) Local Lodge eligibility to hold office, required to attend at least 25% of the regular lodge meetings held during the 12 month period ending the date of close of nominations in order to qualify as an officer. Members who are confined because of verified illness, or are on vacation or official IAM business approved by the Local Lodge, District Lodge or Grand Lodge or working for an employer on regular or travel assignment at the time the Local Lodge meeting is held, must request and receive approval from the Local Lodge President at least ten (10) days prior to that scheduled monthly meeting, to be excused from the provisions above as it applies to that particular meeting.

Section 4. Not later than sixty (60) days prior to the election, the Recording Secretary shall notify all members by mail, to their last known address of the time, date and place of the election.

a. Absentee ballots shall be issued for all Officers of this Local Lodge in accordance with the IAM Constitution.

b. The incumbent candidates shall first be placed on the ballot and then remaining candidates in alphabetical order.

c. The candidate(s) receiving the highest number of votes for their respective office from the votes cast shall be declared elected.

d. Pursuant to the IAMAW Constitution, LL 2339H will participate in the pilot program for electronic balloting.

Section 5. Except for the office of Lodge President, all vacancies between elections covering Officers or Executive Board Members shall be filled by appointment by the President of the Lodge with approval of the Executive Board. Those members appointed to fill such vacancies shall meet all eligibility requirements of the IAM Constitution and they shall complete the unexpired term.

Section 6. 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 7. The duties of this Local Lodge, its Officers and members shall be as set forth in the IAM Constitution.

ARTICLE III

THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of all Local Lodge Officers. 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. A majority of the members shall constitute a quorum for Executive Board meetings.

Section 3. The Executive Board shall conduct its business in a methodical and businesslike way, keeping a record of its proceedings and otherwise conducting its affairs according to the principles reflected by the IAM Constitution and these bylaws.

Section 4. The Executive Board shall meet at least once a month to consider any business brought before them. The Chairperson and the Secretary of the Executive Board may call a special meeting by notifying all members of the Board.

Section 5. It shall be the duty of the Executive Board to deliberate upon all matters referred to them and, as soon as possible thereafter, report its recommendations to the Lodge.

Section 6. In the absence of a quorum of the membership at the monthly business meeting, the Executive Board shall conduct only the necessary business of the Local Lodge which was previously and properly placed on the agenda for consideration. This shall only apply to those matters that require action by the Executive Board in order for the Local Lodge to be in compliance with the requirements of the IAM Constitution and any matters of an emergency nature that must be acted upon.

Section 7. For the faithful performance of their duties, the President shall be compensated \$.15 per full dues paying member, the Secretary-Treasurer shall receive \$.70 per full dues paying member and the Recording Secretary shall receive \$.35 per full dues paying member.

Section 8. The Vice President, the Conductor/Sentinel and the Board of Trustees who attend both the monthly Executive Board meeting and the monthly business meeting of the Local Lodge shall each receive \$75.00 each month.

Section 9. Any member of the Local Lodge holding more than one position(s) in the Local Lodge shall receive the highest salary of the position(s) held.

Section 10. Newly elected officers will be installed at the first meeting of their new

term of office, in accordance with the IAMAW Constitution. The outgoing officers will coordinate and train the incoming officers during their last two months in office.

ARTICLE IV

FEES AND DUES

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

Section 2. The initiation fee for this Local Lodge shall be the equivalent of one (1) month's dues.

The reinstatement fee for this Local Lodge shall be the equivalent of one (1) months dues.

Section 3. The monthly dues of this Lodge shall be \$7.62 per member, per month, plus the Grand Lodge per capita rate, plus the District Lodge per capita rate.

Section 4. All dues refund(s) shall be the responsibility of the District Lodge to those entitled to such refund(s).

ARTICLE V

FUNDS

Section 1. The General Funds of this Local Lodge may be disbursed only by an order drawn by the Recording Secretary and countersigned by the President; the check in all cases to be drawn by the Secretary-Treasurer and countersigned by the President.

Section 2. Unless at least seven (7) calendar days' notice, by bulletin board or otherwise, has been given the membership, no motion shall be in order to appropriate more than \$1000.00 for any purpose, except (1) per capita tax and ordinary bills which are generally in excess of this amount, and (2) strike assistance to sister IAM Lodges in which case not more than \$50.00 may be voted without seven (7) days' notice.

Section 3. There shall be an Emergency Fund established in this Local Lodge. The amount of ten (10) cents per member determined by those members reported on the monthly per capita report shall be deposited to this fund each month until such sum reaches \$100,000.00. Any time this fund falls below \$75,000.00, the contribution shall revert to ten (10) cents per member. No money shall be voted out of the Emergency Fund

except by three-fourths of those present and voting at a special or called meeting for this purpose.

Section 4. The Local Lodge will donate to the Machinist's Non-Partisan Political League Educational Fund, the amount of one (\$1.00) dollar for each member as of December 31st of the preceding year for each following year.

Section 5. The Local Lodge will donate to the IAM Scholarship Fund the amount of fifty cents (\$.50) for each member as of December 31st of the preceding year for each following year.

ARTICLE VI

COMMITTEES

Section 1. An Auditing Committee of three (3) shall be nominated and elected by the Local Lodge all of whom will serve three (3) years and shall function as set forth in the IAM Constitution. This Lodge shall audit the books semi-annually.

Section 2. A Machinists Non-Partisan Political League and Legislative Committee consist of up to seven (7) members shall be appointed by the President and shall function in accordance with the IAM Constitution.

Section 3. The President of this Lodge shall establish and appoint Committees as necessary in order to conduct and direct the activities, affairs and functions of this Local Lodge towards the fulfillment of the purposes and objectives in the interests of its members in accordance with the IAM Constitution. The Local Lodge committees shall be comprised of, but not limited to, the following: Good and Welfare Committee; Safety Committee; Human Rights Committee; Legislative Committee; Organizing Committee; Entertainment Committee; Reserve Committee; Hotel Committee; Women's Committee; Teller Committee; and Bylaw Committee, including any other necessary committees that should arise. In the event of a vacancy within a committee, the President shall consult with any remaining committee members regarding his/her possible appointments. The opinion of the remaining committee members shall be taken into consideration.

Section 4. There shall be an election of a Grievance Committee for each contract covered by this Local Lodge. The Grievance Committee in concurrence with the Local Lodge Executive Board shall recommend to the District the number of grievance committee members needed and the distribution of bank hours. Candidates will run for either a Full-Time or Part-Time position. An individual may not run for both Full and Part time. The Full-Time candidate that receives the highest number of votes shall serve as Base Chairperson and chair of the Committee. Nominations and elections shall be held in the same manner and time as elections covering Local Lodge Officers. Absentee ballots shall be issued in accordance with the IAM Constitution. The terms of office shall be for three (3) years. Any vacancy occurring between elections shall be filled by appointment of the President of the

Lodge with the concurrence of District Lodge 142 and the approval of the Executive Board, and they shall complete the unexpired term. The ballot shall clearly identify the candidates running for Full-Time and Part-Time positions. In addition, the ballot will clearly state that the high-vote getter from the Full-Time position(s) shall be named Base Chair.

Section 5. All committee members authorized and approved to conduct union business shall be reimbursed for expenses incurred in the performance of their committee duties upon submission of itemized receipts.

ARTICLE VII

Compensation, Expenses and Lost Time

Section 1. a. Local Lodge members authorized to conduct business for the union shall be paid up to eight (8) hours per day at 75% of her/his applicable hourly base rate of pay.

b. Local Lodge members authorized to conduct business by and for the Local Lodge away from their geographical domicile (i.e., the location of their Local Lodge) shall be paid the maximum allowable per diem according to current IRS guidelines. The IRS states Per Diem issued for meals and incidentals, which are defined by the IRS as entertainment; tips; ground transportation to and from lodging, location of business and places where meals are taken. IRS per diem rates are available at www.gsa.gov.

c. Local Lodge members authorized to attend IAM sponsored classes or functions at the William w. Winpisinger Education and Technology Center shall be paid full per diem on the day they travel to and from the Center.

d. Local Lodge members authorized by the Local Lodge to conduct business on its behalf who make use of personal vehicles for transportation shall be paid the allowable federal rate mileage rate and parking expenses. Members will be required to make use of company passes or other transportation prior to mileage expenses being accepted. Regardless of the number of members sharing a vehicle, mileage/parking will only be paid to one member.

e. Local lodge members authorized to conduct business on behalf of the union requiring overnight accommodation away from the Local Lodge domicile shall be reimbursed their actual expenses when receipt(s) and itemized statement(s) showing a zero balance for accommodation is submitted to the Local Lodge. Expenses for ground transportation, with the exception of those permitted in Article VII, Section 1, Paragraph C & D, shall be the responsibility of the member as outlined in Article VII, Section 1, Paragraph B.

Transportation and lodging are for the express use of the member only,

who has been authorized to conduct business on behalf of the Local. Any and all cost incurred for the transportation, boarding and lodging for friends or family shall be borne by the member.

f. Local Lodge members authorized to conduct business at a conference or other function shall have the registration fees reimbursed when an itemized statement along with all receipts are submitted to the Local Lodge. This does not include any voluntary donations.

g. Local Lodge members authorized to conduct business at a conference or other function shall have their ground transportation costs to and from the airport reimbursed when an itemized statement along with all receipts are submitted to the Local Lodge. Reimbursement shall not exceed the budgeted amount agreed upon by the membership with the original function/conference motion. This does not include air transport.

Section 2. For the faithful performance of their duties, the Local Lodge Communicator and Educator shall each receive \$75.00 each month as salary for said positions. For the faithful performance of his/her duties the Local Lodge Webmaster shall receive a salary equivalent to ten (10) hours at his/her current contractual base rate of pay, not including any overrides, incentives or bonus amounts.

Section 3. The Local Lodge President, the Base Chairperson(s) and the Grievance Committee members shall be issued cell phones by the Local Lodge for the purpose of conducting official union business. All phones shall remain the property of the Local Lodge. Those listed above choosing to make use of their personal telephone, will be extended a monthly stipend of \$30.00 to cover costs of usage. For those choosing to exercise this option, purchasing and maintenance of equipment shall remain the responsibility of the member. For any person holding 2 or more of the aforementioned offices, only 1 payment of \$30.00 shall be made.

Section 4. The Local Lodge is authorized to disburse up to \$2400.00 per year to purchase commemorative items. Items such as cards, plaques, flowers or other items may be purchased to thank, congratulate, bestow best wishes upon, offer condolences, or otherwise honor and/or recognize members of the Lodge, their families and/or other individuals or groups.

Section 5. All lost time and expenses otherwise not provided for in these bylaws must be approved by the membership at the business meeting(s). There shall be no standing motions.

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:

(a) During the month of April and prior to May 1 of each year, the membership will be advised by the Recording Secretary on the bulletin board, of the possibility of amendments, changes, additions and/or deletions to these bylaws. All proposals must be in writing, signed by not less than five (5) members and submitted to the Recording Secretary no later than the May business meeting whereby they shall be referred to a Bylaws Committee appointed by the President. Each proposal shall be submitted on a separate sheet of standard size paper.

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

(c) Reasonable advance notice must be given to the membership of the time, date and place of the second reading, and vote to be taken on the Bylaws Committee=s recommendations.

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

(e) Triplicate copies of approved proposals, together with the master copy of bylaws shall be referred to the International President for approval and designation of an effective date.

(f) The President with majority consent of the Executive Board in order to comply with Grand Lodge circulars or to enhance the interests of the Organization may introduce an amendment at any time.

ARTICLE IX

RULES OF ORDER

Section 1. Rules of Order shall be as set forth in the IAM Constitution.

ARTICLE X

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**