

BYLAWS OF AIRLINES LODGE 1731

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

ARTICLE I - Name and Object

Section 1. The name of this Lodge shall be Cleveland Air Transport 1731 of the International Association of Machinists and Aerospace Workers.

Section 2. The object of this Lodge shall be to defend, protect and advance the interest of the IAM and improve the working conditions and wages paid its membership wherever employed.

Section 3. This Lodge and its members shall be governed by these bylaws which, when adopted, will supersede all past action taken by the membership and recorded on the Lodge records and by the bylaws of Districts 141, 142, 143 and the IAM Constitution.

ARTICLE II - Meetings and Quorum

Section 1. The regular meeting of this Lodge shall be held on the first Thursday of each month at 5:00 p.m., except when the meeting date falls on a generally recognized holiday, (per federal guidelines), in which event a substitute day of meeting may be set at the preceding meeting.

Section 2. Special meetings shall be called by the President upon written request of ten percent (10%) of the members or by the request of an authorized officer or representative of the Grand Lodge, a District Lodge whose members belong to this Lodge or by the Lodge Executive Board.

Section 3. Fifteen (15) members shall constitute a quorum for the transaction of business at any regular or special meeting. Should the membership go below 500 members, five (5) members shall constitute a quorum.

Section 4. The call for a special meeting will state the purpose of the meeting and discussion and action at such meeting shall be confined to the subject for which the meeting was called. Written notice of special meetings of Local Lodge 1731 stating the time, date and place of such meeting shall be posted at least five (5) days prior to the date set therefor.

Approved: 11-2-17

Effective: 8-1-17

ARTICLE III - Initiation, Reinstatement and Dues

Section 1. An initiation fee of \$100.00 or a reinstatement fee of \$200.00 shall be charged each applicant accepted for membership in this Lodge.

Section 2. The monthly dues of this Lodge shall be the sum of all per capita taxes and affiliation fees plus \$6.75.

Section 3. Should there be an increase in Grand Lodge or District Lodge per capita tax, or affiliation fees, there shall be an equivalent increase in monthly dues.

ARTICLE IV - Officers and How Chosen

Section 1. The officers of this Lodge shall consist of a President, Vice President, Recording Secretary, Secretary-Treasurer, Conductor, Sentinel, and three (3) Trustees. No member shall hold more than one (1) office.

Section 2. Terms of office for all officers shall be three (3) years.

Section 3. The Executive Board of this Lodge shall consist of the elected officers who shall meet in Executive Session at least once per month to act on matters affecting the membership and to formulate recommendations and policies to be presented to the membership for their approval. The Grievance Committee Chairmen from each airline of this Lodge will also sit with the board, but will have no vote.

Section 4. Every three (3) years, election of officers of this Lodge (1731) shall take place at the regular meeting in December and they shall be installed at the regular meeting in January.

Section 5. No member shall be considered nominated for office unless he is present at the meeting when nominated or prior to the meeting he has indicated, in writing, to the Recording Secretary or to the member nominating him, that he will accept the office to which nominated. No member shall be permitted to nominate themselves for any office or endorsement in this Lodge.

Section 6. Nominations for President, Vice President, Recording Secretary, Secretary-Treasurer, Conductor, Sentinel and three (3) Trustees, and all Airline Grievance Committee shall be made at the regular meeting in November of election year. In order to qualify as an Officer or Grievance Committee Chairman of this Lodge (1731) and receive compensation associated with holding Local Lodge office, a member must attend 50% of the regular Lodge meetings held during the twelve (12) month period ending the date of close of nominations. All attendance will be attested to by the member's signature in the Lodge sign-in book.

Section 7. All voting for elective office shall be done in the Lodge room by secret ballot and in all cases the President shall appoint no less than three (3) Tellers of Election to conduct the election in a fair and impartial manner. No ballots will be counted until all voting is completed.

Section 8. Members who reside in outlying districts more than twenty-five (25) miles from the designated balloting place, members who are either confined because of verified illness or on vacation or on official IAM business, approved by the Local Lodge, or District Lodge or Grand Lodge, as the case may be, shall be furnished absentee ballots. Before the absentee ballots are opened and counted, the Tellers of Election shall determine the eligibility of members to vote by this method.

Section 9. In order to be counted, mailed ballots must be in the possession of the Recording Secretary not later than the closing of the polls on the day of the election. The Recording Secretary shall turn over to the Tellers of Election all such absentee ballots unopened.

Section 10. All voting shall start at 7:00 a.m. and will continue until 5:00 p.m. There will be no voting while the meeting is in progress.

Section 11. In order to vote in any election, members must be in good standing in accordance with the IAM Constitution.

Section 12. Officers are required to be in their seats at the hour appointed for regular and special meetings. An officer of this Lodge absenting himself from three (3) consecutive, regular meetings and who does not present valid reasons, should resign. Should he fail to resign, he will then be charged with negligence of his duties and tried in accordance with applicable provisions of the IAM Constitution.

ARTICLE V - Duties of Officers

Section 1. The President shall preside at all meetings of the Lodge, decide all questions that arise during the meeting where no laws exists, sign all vouchers properly drawn, and enforce all laws of the IAM. He shall administer the obligation to all candidates. He shall cast the deciding vote in case of a tie.

Any vacancy occurring in the office of the President shall be filled by the Vice President for the unexpired term.

All other vacancies of office between elections covering officers, Executive Board members and delegates shall be filled by the President of the Lodge (1731) with the approval of the Executive Board. Such appointments shall be for the duration of the unexpired term.

Section 2. The Vice President shall assist the President in preserving order and shall preside in the absence of the President. In case of removal or death or resignation of the President, he shall become President until the next regular election and installation of his successor.

Section 3. The Recording Secretary shall conduct all correspondence in the name of the Lodge, read all communications and bills and prepare all vouchers for signature and seal. He shall execute all credentials.

Section 4. The Secretary-Treasurer shall conduct and collect all initiation fees, dues, fines and reinstatement fees and all other monies from any source due the Local Lodge and deposit all monies in the name of the Lodge in a bank of sound financial standing. He shall keep a systematic account of all receipts and disbursements, showing the balance of cash on hand at the close of each meeting. He shall keep on file all receipted bills and shall submit all books and papers to the Auditing Committee at the close of each six (6) months. He shall perform all duties as set forth in the IAM Constitution.

Section 5. The Conductor shall examine all persons prior to opening of all meetings to ascertain if all present are qualified to remain and shall report to the President the qualifications of all present.

Section 6. The Sentinel shall answer all alarms at the door, report same and admit all who are entitled to admission.

Section 7. The Board of Trustees shall have charge of all property of the Lodge, see that all books are properly kept, review all bills except Grand Lodge and District Lodge per capita tax, and at the expiration of each six (6) months, assist the Auditing Committee, attesting the report of the committee with their signatures.

Section 8. In addition to the foregoing duties, all officers are charged with the responsibility of enforcing and carrying out the laws and policies of the Grand Lodge and District Lodge, and the union shop and dues check off provisions of the agreements covering the membership of this Lodge.

Section 9. Rules regarding each individual Airlines Grievance Committee shall not become a part of these bylaws. All rules regarding said committees shall be up to the discretion of the members concerned. The only exception shall be any mention of salaries or expense money to be paid said committees.

ARTICLE VI - Salaries and Expenses

Section 1. The following officers shall receive a monthly salary for their faithful performance of their duties in accordance with the IAM Constitution and set forth in this section as follows:

President	\$90.00 plus the equivalent of monthly dues
Vice President	\$50.00 plus the equivalent of monthly dues
Secretary-Treasurer	\$300.00 plus the equivalent of monthly dues, effective 1-1-2017
Recording Secretary	\$90.00 plus the equivalent of monthly dues
Trustees	\$30.00 plus the equivalent of monthly dues
Conductor-Sentinel	\$30.00 plus the equivalent of monthly dues
Grievance Committee Chairman	\$100.00
Grievance Committee Member	\$60.00
Auditors	\$75.00 per audit

Section 2. The Local Lodge Communicator/Web Master will be an appointed position by the President and shall be compensated for performing the duties of the Communicator as outlined in the IAM Constitution at a rate of twenty-five dollars (\$25.00) per month. The Communicator must attend no less than fifty percent (50%) of all Local Lodge regular monthly meetings in a calendar year. An excused absence by the President will be considered as attending the meeting.

Section 3. The Local Lodge Tellers will be appointed positions by the President and shall be compensated for performing the duties of a teller as outlined in the IAM Constitution at the rate of twenty dollars (\$20) per hour. If the teller is receiving union time off pay they will not be compensated the \$20 per hour.

Section 4. Officers, Committee Members, Stewards and members required to take off from work to perform duties in behalf of this Lodge, at the direction of the President, and subsequently approved by the membership, will be entitled to straight time pay for all hours lost from work.

Section 5. All expenses referred to in Section 5 of this Article and incidental expenses such as phone calls, postage, etc. must be approved by the President on a form provided by the Recording Secretary prior to being paid.

Section 6. Delegates, chosen by this Lodge, to any authorized function shall be entitled to straight time pay for all hours lost from work plus maximum per diem allowed by IRS Code, per day to cover food and other miscellaneous expenses. He/she shall also be entitled to reimbursement for transportation or maximum mileage allowed by IRS Code as is necessary and reasonable. In addition, he/she shall be entitled to one single room rate. If any wages and/or expenses are paid by the function attended, this Lodge will be reimbursed by the delegate attending said function.

Section 7. This Lodge will not financially support any of its members for Grand Lodge or District Conventions, negotiations, Committee Chairmen meetings, schooling on any level or as a delegate to any function, unless said member meets the attendance requirement of attending no less than fifty percent (50%) of all Local Lodge regular and special meetings held during the twelve (12) months preceding the date of nomination, except if said member has been on an assigned work shift during the hours of the regular and/or special meetings for a period of twelve (12) months ending the date of nomination. Or said member has a combination of meeting attendance and was/is on an assigned work shift during the hours of the Local Lodge regular or special meetings equal to fifty (50) percent of all Local Lodge regular or special meetings available to him or her during the twelve months ending the date of nomination. All attendance will be attested to by the member's signature in the Lodge's sign-in book. Verification as to assigned work shift will still be the responsibility of Local Lodge member.

Section 8. The Local Lodge Tellers will be appointed positions by the President and shall be compensated for performing the duties of a teller as outlined in the IAM Constitution at the rate of twenty dollars (\$20) per hour.

ARTICLE VII - Funds

Section 1. All bills presented to the membership will be presented at regular meetings.

Section 2. No motion shall be in order to spend more than \$500.00 for any purpose at the Lodge meeting, unless a motion was made at a previous regular meeting or a notice has been posted on all union bulletin boards for one (1) week prior to the regular meeting at which the vote will be taken. This provisions will not apply to regular Lodge bills. Nor will it apply to any emergency repair to the building or property owned by Local Lodge 1731, not to exceed \$3,500.00 within a six (6) month period.

Section 3. Regular bills shall be interpreted to mean rent, approved salaries, or other similar bills which may occur regularly. Grand Lodge and District Lodge per capita tax is not to be considered a bill which must be approved by the members.

Section 4. The Lodge may vote donations, in answer to appeals from a sister Lodge of the IAM for strike purposes, when sanctioned by the Grand Lodge in a sum not to exceed \$50.00 per appeal.

Section 5. The funds, property or assets of this Lodge shall not be loaned or appropriated for any other than legitimate purposes of the IAM.

Section 6. An Auditing Committee shall consist of three (3) members and all auditors shall be elected at the same time as officers and shall serve the same duration. This committee, in cooperation with the Trustees, shall audit the books of the Secretary- Treasurer and give a report to the Lodge within the following month. Audits will be held in conformance with the IAM Constitution.

Section 7. The Financial Secretary will make all purchases for supplies and equipment, subject to the approval of the Executive Board.

Section 8. The funds of this Local Lodge will not be appropriated for any outside activities such as sponsoring or promoting individuals, teams, groups, etc., without a two-thirds (2/3) vote of approval by the membership.

Section 9. An Emergency Fund shall be maintained in accordance with the IAM Constitution. Ten cents (10¢) of each member's dues shall be set aside each month for this purpose until the sum of \$15,000.00 is reached. Once reached, it will be maintained.

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

(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.

ARTICLE IX - Conduct

Section 1. No member shall be allowed to enter or retire from the Lodge room during opening exercises or during initiation. Officers must be at their respective stations.

Section 2. Any member being called to order by the Chair and not heeding, shall be debarred from participation in further debate during that session.

Section 3. Members entering the Local Lodge room under the influence of intoxicating drinks, or who are guilty of using indecent or profane language therein, shall be reprimanded, fined, suspended or expelled, at the option of the Local Lodge. Habitual drunkenness or conduct disgraceful to themselves or associates shall be punished by expulsion, after charges and a trial in accordance with the IAM Constitution.

ARTICLE X

Section 1. 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 2. 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 on behalf of the
International President**

A handwritten signature in cursive script that reads "Rickey Wallace".

Rickey Wallace
RESIDENT GENERAL VICE PRESIDENT