

## BYLAWS OF LOCAL LODGE NO. 2909

### INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

#### PREAMBLE

The members of The Heartland Local Lodge No. 2909 International Association of Machinists and Aerospace Workers of Oklahoma City, Oklahoma, having admitted you to the membership of their Lodge, they most earnestly and respectfully request you to give this copy of the Constitution and Bylaws, which are intended for your instruction, your most careful consideration with a view of conforming yourself entirely to their guidance.

You are expected to conduct yourself in a manner which will preserve the respect and honor of our membership and organization as a whole. In this respect the conduct of constant negative nature is to be discouraged by one and all members in good standing.

It is the established policy of this Lodge to advocate a fair day's work for a fair day's wage, but while advocating for ourselves the rights of an employee, the rights of an employer shall not be lost sight of.

We must strive for mutual understanding with respect between employee and employer thus establishing a harmonious relationship.

It is believed that if you strive to attend meetings and thereby become an active part in the management of our Lodge, you will not ever in any way condemn or bring discredit to our Organization.

#### ARTICLE I

##### NAME AND TIME OF MEETING

Section 1. This Lodge shall be known as the Heartland Local Lodge No. 2909, International Association of Machinists and Aerospace Workers, IAM of Oklahoma City, Oklahoma. The object of this Lodge shall be to defend, protect and advance the interests of the International Association of Machinist and Aerospace Workers and to improve the working conditions and wages paid its members wherever employed.

Section 2. Meetings will be held on the first Thursday of each month, except when meeting day falls on a holiday, in which event the day of the meeting shall be set at a previous meeting. The meeting shall being promptly at 6:00 p.m. Seven (7) days notice shall be posted on all IAM bulletin boards prior to each regular meeting. There will be no meeting held for the month of July.

**Approved: 3-28-24**

**Effective: 4-1-24**

Section 3. The quorum requirements of this Lodge shall be in accordance with the IAM Constitution. In the absence of a quorum, the Executive Board shall conduct only the necessary business of the Local Lodge, to be in compliance of the Constitution and these bylaws.

Section 4. Special meetings may be called by the President of the Executive Board in accordance with the IAM Constitution.

(a) Quorum for a special meeting shall be as defined in the IAM Constitution.

(b) Members shall be notified by mail, bulletin, or otherwise at least forty-eight (48) hours before date of a special meeting.

(c) No other business shall be transacted at a special meeting except that for which the meeting was called.

Section 5. When it becomes necessary, an informational meeting may be scheduled by the recommendation of the Executive Board.

Section 6. It shall be the duty of each member to maintain harmony between the meetings and maintain proper conduct. Each member will be allowed to speak for a period not the exceed five (5) minutes on any one subject.

Section 7. All regular meetings shall start promptly at the set starting time and the business meeting of the Local Lodge shall terminate within one (1) and two and one-half (2 1/2) hours. If a request for an after meeting for a specific shop group is entertained during the regular meeting, then a meeting of the shop group shall proceed immediately after the business meeting and shall terminate within one (1) hour. These meetings can be in session longer only by a two-thirds (2/3) vote of those in session and voting on the question.

Section 8. All meetings of individual shop groups regarding negotiations or other shop problems will be called by agreement between the negotiators, Shop Stewards and/or General Chairpersons. Such meetings will be known as "Shop Meetings" and affected members may be notified by mail, bulletin or otherwise.

Section 9. During all Lodge meetings, there shall be one copy of Roberts Rules, IAM Constitution, and Local Bylaws on the President's rostrum. The rules of order governing are Parliamentary Procedure and no other rules shall apply.

Section 10. Upon being given the floor to speak or make a motion, the member must give his name and department.

Section 11. All Local Lodge appointments of Delegates, Representatives, Committees or E-Board members that are appointed by the President will also be approved by the E-Board. All appointments will be made in a timely manner.

## ARTICLE II

### OFFICERS AND THEIR DUTIES

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

(a) All candidates for Lodge office must be in good standing and must have attended at least fifty percent (50%) of all regular meetings held during the twelve (12) month period ending the date of the closing of nominations in order to qualify as an officer or delegate. The meeting register will be the sole determining proof of said attendance which must be signed at the meeting by the members and kept by the Recording Secretary for each scheduled meeting. Excused absences from the attendance requirement rule shall be in accordance with Article B, Section 3 of the IAM Constitution. In order for a member to be excused from a regular monthly meeting, the Recording Secretary must have received a written notice prior to or up to four (4) days after the regular meeting. Text is not an acceptable form of written notice.

(b) In the event any Officers or Executive Board member of this Lodge absents his/herself from three (3) regular meetings or is tardy from three (3) regular meetings, nor remains for at least three fourths (3/4th's) of the meeting without being excused and if there is no controversy as to the refusal to excuse being proper, such Officer or Executive Board member shall be deemed to have resigned office. Absences and tardies shall be excused by a majority vote of the Executive Board and voting will occur during the next scheduled meeting after letters of excuse have been received and considered.

Section 2. An Executive Board shall consist of the President, Vice President, Recording Secretary, Secretary-Treasurer, Conductor/Sentinel, three (3) Trustees, and three (3) non voting positions of an Educator, Organizer and Communicator. The elected officer's term shall be for three (3) years. The non-voting positions shall be appointed by the President. The Local Lodge Principal Officers shall consist of the President, Vice President, Recording Secretary, and Secretary-Treasurer.

Section 3. Any vacancy occurring in the office of the President shall be filled by the Vice President for the unexpired term. All other vacancies shall be filled for the remaining term as appointed by the President, with the approval of the Executive Board. Those members appointed to fill such vacancies shall meet all eligibility requirements of the IAM Constitution and Local Lodge Bylaws.

Section 4. Nominations of officers and stewards will be held at the regular meeting in September. Members who work at out stations more than 100 miles from the meeting place may submit their nominations for officers and stewards via the U.S. Postal Service. The nominee must have a letter of acceptance on file with the Local Lodge. All such nominations and letters of acceptance must be received prior to the start of the regular September meeting. The Recording Secretary will read all nominations received by mail along with letters of acceptance during meeting. Reasonable advance notice of

the time, date and place of the nomination shall be given to all members in good standing entitled to participate in the election. The election for uncontested offices will be by acclamation.

Section 5. The Recording Secretary shall prepare a suitable ballot and shall have same ready for use at the first meeting in October.

(a) Normal election of Officers and stewards shall be held in October of each third (3) year, and will be by secret ballot. Absentee ballots shall be in accordance with the IAM Constitution. Polls shall be kept open from 7:00 a.m. to 7:00 p.m. on voting day.

(b) The President shall appoint at least three (3) Tellers to assist in conducting the election in a fair and impartial manner. Members who act as election tellers on their regular scheduled day off shall be compensated up to twelve (12) hours at a rate of fifteen dollars (\$15.00) per hour.

(c) The ballots shall be preserved for one (1) year, together with other records pertaining to the election, in accordance with the provisions pertaining thereto in the IAM Constitution.

(d) The candidate(s) receiving the highest number of votes for their respective office(s) from the votes cast shall be declared elected. The installation of officers and stewards shall take place at the regular meeting in January, and shall be conducted by an officer or representative of the IAM.

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.

Section 7. The monthly salaries of the Officers shall be as follows: President \$.35 per full dues paying member per month; Recording Secretary \$.45 per full dues paying member per month; Secretary-Treasurer \$.90 per full dues paying member per month. The Vice President shall receive half of the President's monthly salary if chairs Local Lodge meeting. Any member filling in for the Recording Secretary during any scheduled lodge meeting shall receive \$50.00 of the Recording Secretary's salary.

### **ARTICLE III**

#### **THE EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of all Local Lodge Officers, plus an Educator, an Organizer and a Communicator as non-voting members. The President of the Lodge shall be Chairperson of the Executive Board and the Recording Secretary shall be the Secretary of the Executive Board. 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 members.

Section 2. A majority of the Executive Board members shall constitute a quorum at Executive Board meetings.

Section 3. The Executive Board shall conduct its business in a methodical and business like 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 4. The Executive Board shall meet at least once a month prior to the scheduled monthly meeting to act upon any business brought before the Board. The Executive Board shall meet on Tuesday the week before the scheduled monthly Local Lodge meeting to consider any business pertaining to the Local Lodge and post the monthly Agenda for Order of Business. Attendance is required for all Executive Board members making a salary and Executive Board members not making a salary attending will not be compensated for wages lost. Meeting can only be cancelled or rescheduled by majority of the entire Executive Board.

Section 5. The Executive Board shall have full authority to act in case of emergency for the Local Lodge in between meetings whenever in the opinion of the Board it is necessary.

Section 6. Minutes will be kept by the Recording Secretary. They must be written in ink then typed up to be posted for review at the next meeting of the lodge for approval.

## **ARTICLE IV**

### **FEES AND DUES**

Section 1. Qualifications for membership in this Local Lodge shall be as provided in the IAM Constitution. All Local Lodge Officers and Shop Stewards shall pay full dues as deemed by the collective bargaining agreement.

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

Section 3. The reinstatement fee of this Local Lodge shall be equivalent of one (1) month's dues.

Section 4. Unemployment stamps are issued for the purpose of aiding members to maintain their good standing. Unemployment stamps shall not be issued to members who are on vacation, or any other paid leaves. Members who are unemployed for the major portion of any month, and who suffer a total or proportionate loss of earnings are eligible for an unemployment stamp. The minimum charge of the unemployment stamp is \$2.00. The matter of reporting and requesting the unemployment stamp is entirely the member's responsibility.

Section 5. The monthly dues of this Local Lodge shall be a uniform rate for each membership classification equal to the per capita tax of the Grand Lodge, District Lodges and other affiliated per capita tax, plus an amount of eight dollars (\$8.00) payable to the Local Lodge for each classification represented and covered by the collective bargaining agreements under the Local Lodge jurisdiction. Notice of dues rate change will be posted on the union bulletin board at each location in the month of December.

Section 6. Any increase in the per capita tax incurred by the Grand Lodge or the respective District Lodge shall automatically be added to the monthly dues structure of the members of the Local Lodge. All increases shall become effective the first month following approval of the International President.

Section 7. 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 funds and all other property shall remain with the Local Lodge for its legitimate purpose so long as chartered by the Grand Lodge. If and when the Grand Lodge withdraws the Local Lodge Charter, the funds and all other property of this Lodge will revert to the Grand Lodge as per the IAM Constitution.

Section 2. 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 or Vice President. Expenses other than lost time shall be paid within five (5) days of properly submitted expense report.

Section 3. The Executive Board members cannot disburse more than \$75.00. At least seven (7) calendar days notice by bulletin board or otherwise will be given the membership to appropriate more than \$75.00 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 the seven (7) day notice.

(a) All donations shall be limited to \$50.00 unless a proposal is entertained during regular monthly business meetings to exceed the set amount of donation.

(b) No motion to appropriate Lodge funds shall be in order at any meeting of this Local Lodge if made later than two (2) hours after the regular starting hour of the meeting.

Section 4. If needed an Emergency Fund may be established in accordance with the IAM Constitution.

(a) No money shall be voted out of the Emergency Fund except by three-fourths (3/4) vote of those members present and voting at a special or called meeting for this purpose.

(b) Each month the Secretary-Treasurer shall deposit an amount of ten cents (\$.10) per dues paying member to the Emergency Fund.

Section 5. The funds of the Local Lodge shall be deposited in a bank of sound financial standing in the name of the Heartland Local Lodge No. 2909.

Section 6. The fiscal year of this Lodge shall begin on January 1st and end on December 31st.

## **ARTICLE VI**

### **STEWARD SYSTEM AND COMMITTEES**

Section 1. Steward(s) shall be elected from and by members in each designated shop in which they work. All candidate(s) for Steward(s) must have attended at least fifty percent (50%) of all regular meetings held during the twelve (12) month period ending the date of the closing of nominations. Excused absences from the attendance requirement shall be in accordance with Article B, Section 3 of the IAM Constitution. Out stations lying 100 miles or further shall be exempt from the fifty percent (50%) attendance requirement. All candidate(s) for Steward(s) must be a dues-paying member of Local Lodge 2909 for at least one (1) year and a member in good standing at the date of nominations. UAL Stations shall each nominate a Committee Chair person(s) for a 3-year term. Nominations for that office will be held in November to begin office in January the following year. This process will begin November of 2022. Committee Chair person(s) shall be elected from and by members in each designated shop in which they work. All candidate(s) must have attended at least fifty percent (50%) of all regular meetings held during the twelve (12) month period ending the date of closing of nominations. Excused absences from the attendance requirement shall be in accordance with Article B, Section 3 of the IAM Constitution. Out stations lying 100 miles or further shall be exempt from the fifty percent (50%) attendance requirement. All candidate(s) must be a dues-paying member of Local Lodge 2909 for at least one year and a member in good standing at the date of nominations. All American Airlines Committee person(s) will be established through their respective districts and the Association rules.

(a) Should vacancies occur in the Committee or Steward System; the Local Lodge will conduct an appropriate election or appointment, and thereafter notify the Company of the selection.

(b) The Steward(s) and Committee Chair persons(s) will police the bargaining agreements and protect the interest of the Local Lodge and assist the members who have grievances with merit as determined by the Steward(s) and Committee Chair person(s).

(c) A roll call for all Shop Stewards and Committee Chair person(s) within the Lodge will be required at each regular monthly meeting.

(d) Any Shop Steward or Local Lodge officer from each outstation who attends the Local Lodge monthly meeting shall be reimbursed \$100.00 for mileage and tolls per one 2-axle vehicle per station and will be paid up to 4 hours lost time. The Shop Steward or Lodge Officer must provide a receipt with the date of the meeting and be on time to be counted towards the quorum.

(e) Elections of the Stewards will be for a minimum term of three (3) years.

Section 2. 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. When an appointment is to be made by the President, an announcement must be made at the preceding meeting.

Section 3. An Auditing Committee of three (3) shall be nominated and elected by the Local Lodge, all of whom may serve three (3) years and function as set forth in the IAM Constitution. This Auditing Committee shall audit the books semi-annually, at the end of June and December. Officers of the Lodge are not eligible to election as members of the committee.

Section 4. A Finance Committee shall consist of three (3) Trustees. It shall be their duty to examine all bills brought before their presentation to the membership for approval; and to advise the membership regarding the financial condition and the transactions of the Lodge. Trustees shall assist the member of the Budget Committee. A Budget Committee shall consist of three (3) members appointed by the President to prepare and present a budget at the regular Lodge meeting in January.

Section 5. The President of this Local will appoint and will be Chairman of the Relief Committee. The Relief Committee shall receive monies drawn for relief benefits and cause the same to be paid to the member for whom drawn within forty eight (48) hours after receipt of funds. The Committee will consist of five (5) members appoint by the President.

Section 6. A Machinists Non-Partisan Political League and Legislative Committee consisting of no more than seven (7) members shall be appointed by the President.

(a) The committee shall function in accordance with the IAM Constitution, to assist in securing the enactment of legislation favorable to labor.



(b) The duties shall include gathering information on all such laws enacted, the persons who have favored or opposed the same and advise the members.

Section 7. The Constitution and Bylaws Committee shall consist of five (5) members elected by this Lodge. The committee shall study the IAM Constitution and the Bylaws, formulate and recommend changes or amendments to the Bylaws.

Section 8. A Steering Contract proposal Committee shall consist of five (5) members appointed by the Lodge. The Committee will assist members in preparing proposals in format and research development, and submit contract proposals to the District Lodge.

Section 9. The President of this Lodge shall appoint a Women's Committee of up to eight (8) members with the approval of the Executive Board. The Committee will have one (1) member as Chairperson and one (1) member as Secretary. In accordance with the 27th resolution of the 34th Grand Lodge Convention of the IAM&AW, the purpose of this committee will be to promote the involvement of women in the trade unionism by recognizing their special needs and further educating them and actively involving them in the union process.

Section 10. A Human Rights Committee shall be comprised of at least three (3) members appointed by the Lodge. Members of the Committee shall elect one of their members to serve as Chair. The Chair will select a Secretary to keep records and help carry out the committee's mission for human rights, dignity, and diversity both on the job and in the Lodge.

Section 11. All Delegates or Representatives must be in good standing and must have attended at least fifty percent (50%) of all regular meetings held during the twelve (12) months period. Any Delegate or Representative to be selected by this Lodge shall be elected (or, failing that, appointed by the President) in accordance with the Constitution and bylaws of the Body in which the Delegate or Representative shall represent this Lodge. Each Delegate shall be responsible for a complete legible report in writing or typed within two (2) weeks to the Executive Board of this Lodge and no lost time can be paid until a complete report is received.

Section 12. Per Diem paid in advance, lost time, lodging, ground transportation to/from airport/hotel, not including rental car unless authorized by Executive Board in an emergency, registration fees and approved miscellaneous expenses will be paid to Delegate(s) or Representative(s) of Local Lodge. If on an approved union trip and get stranded overnight, with proof that the flights were overbooked or cancelled and receipt, the Local Lodge will reimburse for hotel. Any delegate or Representative who is unable to attend any union trip will have four (4) days to reimburse the Lodge.

## ARTICLE VII

### DUTIES

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

Section 2. The approval of a strike, method of declaring a strike and the settlement of a strike shall be in accordance with applicable provisions of the IAM Constitution.

Section 3. It is a policy of this Lodge that members work harmoniously together and not try to gain advantage by discrediting another member. It is a member's duty to assist the Shop Committee, Officers and General Chairperson in carrying out the laws of this Organization.

Section 4. No reimbursement shall be made for additional time incurred due to a shift trade unless the regularly scheduled shift and the shift traded for overlap during the time allowed and would have resulted in lost time, shift pick up or overtime.

(a) Members and/or representative attending IAM-sponsored functions at the Winpisinger Center shall receive an incidental expense allowance not to exceed \$10.00 per day excluding days paid for per diem.

(b) Union WOP will only be requested/provided to members attending IAMAW sponsored conventions, seminars, and training classes for regularly scheduled shifts or shift trades but not for additional shifts picked up by the member.

Section 5. Lost time or per diem paid for non-IAMAW sponsored conventions, seminars, or training will be paid only with the vote of the membership. These expenses are subject to the requirements for lost time pertaining to shifts in Section 5. Expenses to be paid for use of privately owned vehicles shall be at the applicable Federal standard mileage allowance, if authorized by vote of the membership. Necessary receipts must be submitted along with the Local Lodge expense report form.

Section 6. Any member or members of this lodge circulating, or causing in any manner to be circulated, any false or malicious statement reflecting upon the private or public conduct, falsely or maliciously attacking the character, impugning the motives or questioning the integrity of any officer of the Grand Lodge, officer or member of the District Lodge or officer or member of this Local Lodge shall be charged with misconduct and tried in accordance with the applicable provisions of the IAM Constitution.