

## BYLAWS OF LOCAL LODGE NO. 24

### INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

#### ARTICLE I

##### NAME AND TIME OF MEETING

Section 1. This Lodge shall be known as Andrews, Local Lodge No. 24, International Association of Machinists and Aerospace Workers, Andrews AFB, Maryland.

Section 2. The regular meeting shall be held on the third (3<sup>rd</sup>) Saturday of each month at 9:30 a.m., except when the meeting falls on a generally recognized holiday or special event, in which event a substitute day of meeting shall be set at the preceding meeting.

Section 3. Five (5) members shall constitute a quorum for a regular meeting.

Section 4. Special meetings shall be called and conducted by the President as set forth in the IAM Constitution.

A. Five (5) members shall constitute a quorum for a special meeting.

B. Members shall be notified by Shop Bulletin or U.S. Mail at least forty-eight (48) hours before the date of the special meeting.

#### ARTICLE II

##### OFFICERS AND THEIR DUTIES

Section 1. The Officers of this Lodge, their selection, duties, qualifications and responsibilities 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, Communicator/Educator, and a Board of Trustees, consisting of three (3) members. Their term of office shall be for three (3) years.

Section 3. Delegates to the Greater Washington Central Labor Council shall be elected at the regular meeting in the month of December and each three (3) years thereafter at the regular meeting in the month of December.

Section 4. Delegates to the Grand Lodge Convention shall be elected at the regular meeting in the month of May of the Convention year, as stated in the IAM Constitution.

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**Approved: 5-14-2024**

**Effective: 5-1-2024**

Section 5. Nomination of Officers will be held at the regular meeting in November. The Recording Secretary shall prepare a suitable ballot and shall have it ready for use at the first meeting in December. Polls shall be kept open from 7:00 a.m. to 7:00 p.m. on voting day.

Section 6. Eligibility for nomination is inherent upon the nominated member being present at fifty percent (50%) of the regular meetings, held in the twelve (12) month period ending the date of close of nominations.

Section 7. Not later than sixty (60) days prior to the election, the Recording Secretary shall notify all members by mail, at the last known address, of the time, date and place of the nominations and election.

Section 8. The Vice President shall fill any vacancy occurring in the office of the President for the unexpired term.

All other vacancies of office between elections covering Officers, Executive Board members and Delegates shall be filled by temporary appointment by the President of the Lodge with the approval of the Executive Board. Such temporary appointments shall be for such period as is reasonably required bringing about the election of a successor in accordance with the provisions of these bylaws and the IAM Constitution.

Section 9. 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 10. The monthly salaries of the Officers shall be as follows: President \$225.00; Vice President \$130.00. If the Vice President chairs the regular monthly meeting, he/she shall receive \$155.00 for that month; Recording Secretary \$185.00; Secretary-Treasurer \$280.00; The Conductor/Sentinel, Communicator/Educator, and Trustees \$140.00 per quarter. All Stewards will be paid \$150.00. The Chief Steward shall be paid \$225.00. All salaries are dependent upon their attendance of 2/3 of the meetings in that quarter, unless the Executive Board approves the absence. All salaries will be paid quarterly.

### **ARTICLE III**

#### **THE EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of all Local Lodge Officers. The President of the Lodge shall be Chairman 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 on the third (3<sup>rd</sup>) Saturday of each month at 9:00 a.m., at the scheduled meeting room, to consider any business brought before them. The Chairman 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.

## **ARTICLE IV**

### **DELEGATES**

**Section 1.** One delegate and one alternate delegate in accordance with the Bylaws of District Lodge No. 4, IAM, AFL-CIO shall represent this Lodge at the District Lodge No. 4 meetings.

**Section 2.** Members for candidates for District Lodge 4 delegate or alternate delegate shall be nominated at the regular meeting in the month of November during normal elections. The length of term for delegates will be three (3) years.

**Section 3.** No member is eligible to become a District Lodge delegate or alternate delegate unless he/she has been a member in good standing in the IAM for one year.

**Section 4.** District Lodge delegates or alternate delegates who take an active part in the regular meetings of the District Lodge shall receive twenty-five dollars (\$25.00) per meeting. District Lodge delegates or alternate delegates driving long distances to the District Lodge meetings will receive fifty dollars (\$50.00) transportation allowance.

**Section 5.** Members for candidates for delegates to the Greater Washington Central Labor Council shall be nominated at the regular meeting in the month of November during normal elections. The length of term for delegates will be three (3) years.

**Section 6.** Delegates to the Greater Washington Central Labor Council who take an active part in the regular meetings of the Greater Washington Central Labor Council shall receive twenty-five dollars (\$25.00) per meeting.

**Section 7.** Members for candidates for delegates to the Grand Lodge Convention shall be nominated at the regular meeting in the month of April of the Convention year, as stated in the IAM Constitution.

## **ARTICLE V**

### **FEES AND DUES**

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

**Section 2.** The initiation fee for this Local Lodge shall be equal to one (1) months' dues. The reinstatement fee for this Local Lodge shall be equal to one month's dues.

**Section 3.** The monthly dues of this Lodge shall be equal to two times the individual hourly earnings of each member of the Local Lodge.

## **ARTICLE VI**

### **FUNDS**

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

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

**Section 3.** Flowers or a gift shall be purchased for the following purpose: a death in a member's immediate family (mother, father, grandmother, grandfather, husband, wife, child, brother, sister). A one hundred-fifty dollar (\$150) limit has been set. Members will be reimbursed for flower/gift purchases upon completion of a flower/gift request form, a Union Expense Form and the purchase receipt. Upon request, members can request to have a one hundred-fifty dollar (\$150) charitable donation sent in lieu of flowers. The charity of choice needs to be a recognized charitable organization. A 90-day limit has been set for getting the local the information for the charitable donation.

**Section 4.** Charitable donations shall be set at \$1.00 per Local Lodge member.

**Section 5.** Members appointed or elected and authorized to conduct approved Local Lodge or other union business and losing time in such service shall submit an itemized statement of the lost time to the Local Lodge before receiving reimbursement. It is the policy of this Local Lodge that such payment shall be an amount equal to actual lost wages to perform the business of the Local Lodge. No member may alter his/her work schedule once receiving authorization to conduct Local Lodge business for the purpose of increasing his/her compensation from the Local Lodge.

Members appointed or elected and authorized to conduct approved Local Lodge or other union business which requires overnight lodging away from home, shall be paid the maximum allowable per diem according to the current IRS guidelines and Publication 1542.

Members appointed or elected 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 leave home and the day they return only. A \$20.00 per day incidental expense allowance shall be paid for all days spent at the technology center.

Members appointed or elected to conduct approved Local Lodge or other union business which requires travel will only be reimbursed for the most economical method of travel. Airfare, rail, use of a personal auto with mileage reimbursement and the use of a rental car must all be considered. If the use of a personal vehicle for transportation is the most economical, a mileage reimbursement rate equal to the maximum allowable rate per current IRS guidelines per mile shall be paid.

Members appointed or elected and authorized to conduct approved Local Lodge or other union business, out of town are required to use the most economical means of transportation. Members using public transportation or overnight lodging shall be reimbursed these actual expenses when an itemized statement along with all receipts is submitted to the Local Lodge.

Members appointed or elected and authorized to conduct approved Local Lodge or other union business and who incur extraordinary expenses such as parking fees, purchase of office supplies or postage shall be reimbursed these actual expenses only after submitting a statement to the Local Lodge itemizing each expense, with attached receipts and receiving approval from the membership. The union purpose of benefit to the membership must be stated on all expense reports or bills.

Section 6. Upon death of a current member of our local, a brick will be purchased by our local in their memory and placed at the William W. Winpisinger Education and Technology Center.

Section 7. Current members who retire from our local will receive a plaque from our local in recognition of their service to our union. The plaque will be purchased by our local. The member must be in our local for at least 15 years or more and entering retirement (not quitting or fired). A one hundred twenty-five dollar (\$125) max limit per plaque has been set.

Section 8. Two (2) dozen donuts will be provided for our monthly meeting. Different members will be asked to purchase these donuts but will be reimbursed once a Union Expense form is completed and attached with the purchase receipt.

## **ARTICLE VII**

### **COMMITTEES**

**Section 1.** The President shall, upon assuming office, appoint for a period of three (3) years the following committees:

A. Three (3) members of the Constitution and Bylaws Committee. This Committee's duties shall be to consider all amendments and suggestions relating to the Constitution and Bylaws and report their findings to the Lodge for action.

B. Three (3) members of the Education, Legislative & Press Committee. This Committee's duties shall be to keep the Lodge informed of all Educational Programs that will benefit the members; to report on all legislative items that affect labor and to keep the public press supplied with such news as the Lodge may direct.

C. Four (4) members of the Community Service Committee. This Committee's duties shall be to visit each sick member of the lodge as often as deemed proper, and to report to the Lodge the condition of the sick member.

D. Four (4) members of the Grievance Committee. This Committee's duties shall be to hear complaints of members regarding shop problems and proceed to adjust the difficulties satisfactorily to all concerned. If they fail to do so, the matter shall be referred to his/her lodge for final disposition.

E. Three (3) members of an Organizing Committee.

F. An Auditing Committee of three (3) shall be nominated and elected by the Local Lodge. The Committee shall function as set forth in the IAM Constitution. This Lodge shall audit the books semi-annually.

G. The Finance Committee shall consist of three (3) Trustees. It shall be their duty to examine all bills before their presentation to the membership for approval; to prepare and present a budget at a regular meeting in December, or January, and to advise the membership regarding the financial condition and transactions of the Lodge.

H. A Shop Committee consisting of all shop stewards shall be elected from and by the members employed in each respective shop. If the members fail to elect a Shop Committee, the President shall appoint the Committee. This Committee shall act as an Organizing Committee, determining the status of new employees, servicing their applications, etc. They shall also report anything of importance under their jurisdiction at the next regular meeting.

I. Stewards shall be elected from and by members in each branch in which they work. If the members fail to elect a Steward, the President shall appoint this Steward.

J. 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.

## **ARTICLE VIII**

### **DUTIES**

**Section 1.** The duties of this Local Lodge, its officers and members 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 member(s) duty to present his/her membership card to the Secretary-Treasurer at meetings for inspection when requested to do so and to assist the Shop Committee, Officers and Business Representatives in carrying out the laws of this Association.

**Section 4.** No member of this Lodge shall make any agreement with his employer as to working conditions, hours or pay without the consent of the Lodge.

**Section 5.** Members serving on Committees and losing time in such service shall submit an itemized statement of the expenses incurred to the Local Lodge before receiving payment. It is a policy of this Lodge that such reimbursement shall be in an amount equal to the actual lost wages.

## **ARTICLE IX**

### **RESTRICTIONS ON MEMBERS**

**Section 1.** Any brother/sister of this lodge who attempts to deprive a fellow worker of membership by bringing false charges shall be subject to the provisions of the IAM Constitution.

**Section 2.** Any brother/sister taking up any business under consideration by the lodge, without authority of the lodge, shall be fined, suspended or expelled, as the Lodge may decide, after trial in accordance with the IAM Constitution.

**Section 3.** Any brother/sister indulging with management to degrade another member in an attempt to bring about discipline upon another member shall be fined, suspended or expelled, as the Lodge may decide, after trial in accordance with the IAM Constitution.

**Section 4.** Any brother/sister bringing false charges against another brother/sister with malicious intent, shall be fined, suspended or expelled, as the Lodge may decide, after trial in accordance with the IAM Constitution.

**Section 5.** It is a policy of this Lodge that members work harmoniously together and not gain advantage by discrediting; threatening physical/mental abuse against another member(s). Any brother/sister found guilty of this charge(s), the member(s) shall be fined, suspended or expelled, as the Lodge may decide, after trial in accordance with the IAM Constitution.

## **ARTICLE X**

### **AMENDMENTS**

**Section 1.** Any increase in the amount of initiation and reinstatement fees 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 meeting, 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) One copy 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 XI**

### **RULES OF ORDER**

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



**ARTICLE XII**

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

Approved by



Brian Bryant

INTERNATIONAL PRESIDENT

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