

BYLAWS OF AERONAUTICAL LODGE NO. 774

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

ARTICLE I

This Lodge shall be known as Aeronautical Lodge No. 774, International Association of Machinists and Aerospace Workers.

ARTICLE II - MEETINGS

Section 1. The regular meeting of this Lodge shall be held on the third Saturday of each month unless changed by majority vote of the members present at the regular or special called meeting of the membership.

Section 2. Twenty-five (25) members in good standing, plus at least one (1) of the Officers shall constitute a quorum.

Section 3. For special meetings, see the IAM Constitution.

ARTICLE III - ELECTION AND REMOVAL OF OFFICERS

Section 1. The election of Officers of this Lodge shall be in October of 2016 and every three (3) years thereafter in accordance with the IAM Constitution. Those elected shall be seated during the January meeting following the election.

No later than sixty (60) days prior to an election, District 70 Secretary-Treasurer shall notify all Local Lodge members by mail, at the last known address, of the time, date and location of the nominations and election.

The District Secretary-Treasurer shall provide a suitable ballot for use at the October election. Polls will be open from 6:00 a.m. to 8:00 p.m. on voting day.

Section 2. In all elections a plurality vote will be required to elect.

A tie shall be decided by the flip of a coin. The member(s) with the highest seniority (of continuous membership) shall call the coin toss. The coin toss shall be performed by the active lodge President and be witnessed by the tied members and at least three (3) lodge board members.

Section 3. Nominations of all Officers shall be conducted at the regular meeting held in the month of September starting in 2016 and every three (3) years

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thereafter.

Section 4. No members shall be nominated for any office or as a Delegate or Alternate who is not present during the meeting at the time nominations are made, except when a written excuse is offered and accepted by the membership in attendance during the meeting when nominations are made.

Section 5. Any candidate who has accepted the nomination for any office or as a Delegate or Alternate may be elected to that office though absent from the Lodge meeting when election is held.

Section 6. Any Officers absenting themselves from two (2) consecutive Local Lodge meetings shall be notified by the Recording Secretary to appear at the next regular meeting and show sufficient cause why their office should not be declared vacant.

Section 7. This Lodge may dispense with the services of any Officer, Plant Chairperson, Grievance Board Member in accordance with the Trial Procedure in the IAM Constitution.

Section 8. All Officers, Plant Chairpersons and Stewards of the Lodge, at the expiration of their term of office, or in case of removal or resignation, shall turn over to their successor in office all books, papers, vouchers, funds or other property belonging to the Lodge upon installation of their successors.

Section 9. All vacancies of offices between regular 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 to bring about the election of a successor in accordance with the provisions of the IAM Constitution.

If the term of an officer or executive board member becomes vacant and has less than 18 months left, an appointment will fulfill the term of office.

If the vacant office has more than 18 months left in the term, a special election will be held in accordance with provisions of these bylaws and the IAM Constitution.

All delegate vacancies may be appointed by the Local Lodge President for the duration of the term.

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

Section 10. There shall be five (5) officers - A President, Vice President, Secretary-Treasurer, Recording Secretary, Conductor/Sentinel and three (3) Trustees. The above officers and trustees shall constitute the Executive Board and their duties and responsibilities shall be in accordance with the IAM Constitution.

Five (5) Executive Board members shall constitute quorum.

Section 11. The President shall appoint all committees not otherwise provided for unless action is taken by the Lodge to elect.

Section 12. The Secretary-Treasurer shall report on expenditures of the Local Lodge funds at each regular called meeting. At the close of each month, the Secretary-Treasurer shall transfer all funds in excess of \$2500.00 above normal operating cost in the checking account to the savings account providing, however, all bills for the previous month have been paid.

Section 13. All members nominated for Local Lodge officer, plant chairpersons, delegate and permanent committees must have attended fifty percent (50%) or more of the regular meetings held during the 12-month period ending the date of close of nominations per the IAM Constitution and any official IAM circulars, IAM directives and IAM guidelines for conducting Local Lodge elections.

Section 14.

(a) The Shop Steward shall be elected by the members in his or her department or section by secret ballot. The Plant Chairperson shall act as the Chairperson in this election. Beginning January, through March, if there is a call for an election, the Plant Chairperson shall conduct an election in that area or department. A three-day notice shall be posted to notify all members of the time and place of election. The Steward shall serve for one (1) year. If a vacancy should occur during the one-year term of office, the Plant Chairperson shall appoint a member until an election can be held to fill the unexpired term. Shop Steward nominees shall be members in good standing for one (1) year prior to an election unless no eligible member accepts the nominations.

(b) During the one-year term a steward election shall be held within ten (10) working days when requested by a signed petition of 25% (no less than five signatures) of the members in good standing of the department represented by the Steward. The petition shall be presented to the Plant Chair to hold such an election. No more than one (1) election will occur in a six (6) month period.

Section 15. Safety Advocates shall be members of Local Lodge 774, in good standing for one (1) year prior to appointment unless no other eligible candidate is available. Safety Advocates are appointed by the Union Safety Co-Chair.

ARTICLE IV COMMITTEES

Section 1. At the regular meeting in January each year, the President will appoint an Audit Committee of three (3) to serve for one (1) year. Their duties shall be to meet in January and July of each year, examine all books and accounts of this Local 774 with the Trustees and report their findings at the next regular meeting.

Section 2. To better expedite the business of this Lodge, the following committees may be appointed by the President, with approval of Executive Board at the January meeting or may elected at the discretion of the President, with approval of the Executive Board.

Bylaws Committee	MNPL Committee
Education Committee	Community Service Committee
Organizing Committee	Human Rights Committee
Publicity Committee	Women's Committee
Legislative Committee	Other Committees as required

ARTICLE V - MEMBERSHIP, INITIATION AND REINSTATEMENT FEES

Section 1. The initiation fee and reinstatement fee will be determined by District Lodge 70.

The monthly dues of this lodge shall be a uniform rate of the per capita from International (per the most up to date IAM Constitution), per capita from District 70 (per the most up to date Bylaws), Local Lodge per capita, any affiliation fees, funding approved by the Lodge such as the Strike Fund, Negotiating Fund, Light Aircraft Steering Committee and Life Insurance thru District Lodge 70; plus the percentage raise per the CPI-W (Consumer Price Index for Urban Wage Earners and Clerical Workers that is published monthly by the U.S. Department of Labor) in October of the year before the dues take effect in January.

Section 2. Any action for removing funds from the Lodge's savings account shall require a two-thirds (2/3) vote of all members present at a regular or called meeting. All financial obligations of the Lodge shall require a majority vote.

Section 3. All expenditures and requests for donations from this Lodge must first be submitted to the Executive Board in writing, which shall make an impartial investigation of the request and make recommendations to the Lodge as to final disposition.

Section 4. Officer and Local Lodge Representatives Salaries.

Salaries for officers listed will be as follows:

President	\$300.00 per month
Vice President	\$60.00 per month
Secretary-Treasurer	\$200.00 per month
Recording Secretary	\$200.00 per month
Trustees	\$60.00 per month
Conductor/Sentinel	\$60.00 per month
Plant Chair	\$350.00 per month
Union Safety Chairman	\$300.00 per month

LL Election Tellers	Minimum 5 hrs	\$50.00 per day (\$100 per day max)
LL Election Tellers	Minimum 10 hrs	\$100.00 per day (\$100 per day max)
Head Teller per election		\$150.00 per day

No officer will receive a steward salary while receiving officer's pay.

Section 5. Departmental stewards shall receive the equivalent to one (1) month's dues stamp, plus such other remuneration as may be voted on by the Local Lodge for such month which they are present for the duration of the regularly scheduled meeting or Stewards meeting or on official union business.

Section 6. All new members that sign a payroll deduct card will receive a contract shirt at the time of signing. Contract shirts will be sold at cost price.

Members will receive a Bible for the death of a family member, in accordance with our collective bargaining agreement.

The Local Lodge will pay the application fee of a retirement card for members who submit a retirement card.

ARTICLE VI

Section 1. Delegates and alternates to the Grand Lodge Convention shall be placed in nomination in accordance with the IAM Constitution. The candidate(s) receiving the highest number of votes shall be declared elected. Candidate(s) receiving the next highest number of votes shall be declared alternate(s). No delegate or alternate shall be nominated who has not attended at least fifty percent (50%) of the regular meetings (unless on official Union business) held during the 12-month period ending the date of close of nominations. In the event a special Grand Lodge Convention is called, such

election of delegates shall be based on call as sent out by the General Secretary-Treasurer.

Section 2. All committee members, delegates and their alternates shall be reimbursed for all lost time incurred while attending any meeting which they may be required to attend.

Section 3. Delegates attending conventions or meetings in cities other than Wichita, Kansas, shall be allowed actual transportation costs from Wichita to the Convention or meeting city and return to Wichita, Kansas. In addition, upon prior approval of the lodge, delegates or their alternates who may be required to obtain overnight lodging while attending such conventions or meetings shall be allowed the actual cost of the hotel or motel lodging (single occupancy) and \$60.00 per diem per day. One-half (2) days per Diem will be paid at \$30.00. Aforementioned per diem and or lodging will not apply when covered by registration fees. Per Diem will be paid to and from destination, when all other costs are paid by the Local Lodge, District Lodge, Grand Lodge or International. Per Diem will be paid in advance to leaving, upon request. If the member fails to participate, the per diem must be repaid to the Local Lodge in a timely manner.

The delegate or alternate elected shall have the choice of transportation. Those choosing to fly will be reimbursed for round trip coach air transportation, plus taxi fare. Delegates attending conventions and/or meetings within the city of Wichita shall be allowed actual and reasonable expenses incurred not to exceed \$25.00 per day. Those choosing to travel by automobile will be reimbursed for the cost of a round trip coach air transportation and up to \$200.00 when hotel, toll roads and parking fees are required. Receipts will be required to receive said reimbursements.

ARTICLE VII – FUNDRAISING

Section 1. For proper accounting of Guide Dogs of America Committee fundraising monies of Lodge 774 shall maintain a separate savings account to be called 774 GDA Fundraising Account. This account shall hold all fundraising monies, after said monies are first deposited into the Lodge 774 General Fund Account. The GDA account during the month November in each year, these GDA fundraising monies shall be transferred from this account to the Lodge 774 General Fund and an equal amount check shall be made out to Guide Dogs of America. A balance of \$100.00 will remain in the GDA Fundraising account so that the account can remain open.

All other accounts will be named according to the committee that raised the money. (i.e. Community Service Fundraising Account).

These accounts shall hold all fundraising monies, after said monies are first deposited into the Lodge 774 General Fund Account. Then transferred to the proper name account. Then monies from these accounts shall be transferred back to the General Fund for checks with proper paperwork to be written from those accounts. There will be a \$100.00 balance left in these accounts to keep open unless the account is to be closed by inactivity. At which time, the \$100.00 will be returned to the General Fund plus any other funds left in the account, and the account will be closed.

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.

No changes to the bylaws, other than those involving finances, shall be voted on more than once in a 12-month period.

ARTICLE IX

Section 1. The committee for the purpose of collective bargaining shall consist of the President, all Plant Chairpersons and four (4) members of the Local Lodge who are members in good standing for at least one (1) year and have attended at least fifty percent (50%) of the regular meetings held during the 12-month period ending the date of close of nominations, per the IAM Constitution, and any official IAM circulars, IAM directives and IAM guidelines for conducting Local Lodge elections. This committee shall be elected at the same time of the Local Lodge election as called for in these bylaws. The President will be the Chairperson of said committee with the assigned Business Representative assisting.

Section 2. The Executive Board shall appoint a Secretary from among its membership and may appoint sub-committees on investigations, etc. The sub-committee shall report its findings to the Board. The Board shall conduct its affairs in a businesslike manner in accordance with the IAM Constitution and these bylaws.

Section 3. The Executive Board shall set the time and place for its meetings, which will be held at least once each three (3) months, and transact all business referred to it by the Lodge and report back its recommendations as soon as possible thereafter. The President may call special meetings of the Board by notifying all members thereof. Four (4) members shall constitute a quorum.

Section 4. The Executive Board shall not have any power to authorize the expenditures or use of Lodge funds and its business must be ratified by the Lodge before becoming effective and binding upon the membership.

Section 5. All applications for membership shall be governed by the IAM Constitution.

Section 6. Each department may elect a Departmental Steward or Stewardess and report its choice to the Lodge after the regular election of the Lodge Officers. The Plant Chairperson shall act as an Election Board for departmental election.

Section 7. The election and removal of Plant Chairpersons shall be in accordance with the bylaws of District Lodge No. 70.

Section 8. The Plant Chairperson shall appoint one (1) person from the Steward Body as "Fill in" Plant Chairperson who will assist them during their term of service.

Section 9. The "Fill in" Plant Chairperson will act only when the elected Plant Chairperson is absent from the plant, and at the interview desk only when asked to do so.

Section 10. Should any elected delegate fail to carry out the wishes and instructions of the Local Lodge, charges may be preferred against them for negligence of their duties and if they so desire, they shall be granted a trial in accordance with applicable provisions of 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.

ARTICLE XI

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.

**Approved on behalf of the
International President**

A handwritten signature in black ink, appearing to read "Brian Bryant", with a long, sweeping horizontal line extending to the right.

Brian Bryant
RESIDENT GENERAL VICE PRESIDENT