

## BYLAWS OF LOCAL LODGE NO. 850

### INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

#### PREAMBLE

The members of Oklahoma City Lodge No. 850, 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 harmonious relationship for which we pray.

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 MEETINGS

Section 1. This Lodge shall be known as Oklahoma City Lodge No. 850, International Association of Machinists and Aerospace Workers.

Section 2. Meetings will be held on the second Thursday of each month at 5:00 p.m., except when meeting day falls on a holiday, in which event the day of the meeting shall be set at a previous meeting.

Section 3. The quorum for regular meetings shall be the minimum number of members specified in applicable provisions of the IAM Constitution.

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

**Approved: 10-28-11**

**Effective: 11-1-11**

(a) Twenty-five (25) members shall constitute a quorum at a Special Meeting.

(b) Members shall be notified with at least one week's notice (7 days) prior to convening a Special meeting. Members can be notified by any means available to the local.

(c) No other business shall be transacted at a Special Meeting except that for which the meeting has been called.

Section 5. When it becomes necessary an informal meeting of second and third shift members may be scheduled by 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.

Section 7. All regular meetings shall start promptly at the set starting time. If a request for a meeting for a specific group is entertained during the regular meeting, then a meeting of the specific group shall proceed immediately after the regular meeting and shall terminate within one (1) hour. The meeting 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 Negotiations or Shop Committee Chairman (Chief Steward) and the Business Representative. Such meetings will be known as "Shop Meetings" and affected members may be notified by mail, bulletin or otherwise.

## **ARTICLE II**

### **OFFICERS AND THEIR DUTIES**

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

Section 2. Nominations of Officers will be held at the regular meeting in November. Reasonable advance notice of the time, date and place of the nominations shall be given to all members in good standing entitled to participate in the election. If nominations are mailed into the office, the nomination and acceptance must be in writing and in the Local Lodge #850 P.O. Box by the start of the business on the day of the regular meeting in November.

(a) Not less than 60 days in advance of the time when elections are to be held, written notice of the time, date and place shall be mailed to each member qualified to vote, at his last known home address.

(b) Normal election of Officers shall be held at the regular meeting in December of each third year, and every three years thereafter, and will be by secret ballot. Absentee ballots shall be in accordance with the IAM Constitution. Polls will be kept open during the voting time under the regular order of business at the regular meeting.

(c) The President shall appoint three tellers to assist in conducting the election in a fair and impartial manner.

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

(e) The installation of Officers shall take place at the regular meeting in January.

(f) A vacancy of any elected position, excluding the President, shall be filled by an appointment made by the President. The person appointed must meet all eligibility requirements for the office or position he/she is appointed to. The vacancy shall be filled for the remainder of the unexpired term.

Section 3. All Officers, employees, or other individuals in this Local Lodge who are responsible for, or handle funds of or for the Lodge, shall be bonded in accordance with the IAM Constitution and the IAM Policy relating thereto.

Section 4. For the performance of their duties, the President and Recording Secretary shall each receive twenty-five cents (\$0.25) per full dues paying member.

Section 5. The Local Lodge Trustees and elected Auditors shall receive the equivalent of a monthly dues stamp for the month in which they assist in the auditing of Local 850 books.

Section 6. The Secretary-Treasurer shall receive monthly, forty cents (40¢) per full dues paying member, for the faithful performance of the Secretary-Treasurer duties.

### **ARTICLE III**

#### **THE EXECUTIVE BOARD**

**Section 1.** The Executive Board shall be made up of the Constitutional Officers of the Local Lodge.

**Section 2.** The President will be the Chairman; the Recording Secretary will be the Secretary in the same manner as in Local Lodge meetings.

**Section 3.** Five (5) members shall constitute a quorum for Executive Board meetings.

**Section 4.** The Executive Board will meet on call by the President or in his absence the next ranking Officer, to act in an emergency or on matters referred to the Executive Board by the Local Lodge. All Constitutional Officers will be notified of such meeting.

**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 in the Lodge regular minute book and decisions will be read at the next following regular meeting of the Lodge for approval.

**Section 7.** 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 IAM Constitution and these bylaws.

**Section 8.** The Executive Board shall supervise the activities of the Business Representative, subordinate to Grand Lodge and Local Lodge directives.

### **ARTICLE IV**

#### **FEES AND DUES**

**Section 1.** The monthly dues of this Lodge shall be computed by a sum equal to twice the hourly rate of each member (covered by a collective bargaining agreement), plus \$7.00.

**Section 2.** The initiation fee and the reinstatement fee of this Lodge shall be an amount equal to dues rate of the individual.

## **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 Grand Lodge. If and when Grand Lodge withdraws the 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 Lodge can be drawn only by a majority vote at a regular meeting, upon an order drawn by the Recording Secretary and countersigned by the President. The checks in all cases to be drawn by the Secretary-Treasurer and countersigned by the President. Should a condition exist in which a quorum is not present at a regular meeting to transact business, the Financial Officers are authorized to pay regular per capita, regular salaries, hall rent, telephone, Internal Revenue Service, and other bills previously voted by the Lodge or provided in these bylaws.

**Section 3.** All donations from the Local Lodge 850 shall be limited to fifty (50) dollars unless a proposal is entertained during regular monthly business meetings to exceed the set amount of donation.

## **ARTICLE VI**

### **COMMITTEES**

**Section 1.** An Auditing Committee shall be elected in accordance with applicable provisions of the IAM Constitution.

(a) At the signing of a new bargaining agreement or as soon thereafter as practicable, a Shop Committee or plant Steward(s) shall be elected from and by those in the bargaining unit.

(b) A member must attend a minimum of 50% of the regular lodge meetings held during the 12 month period ending the date of close of nominations in order to qualify as a candidate for steward or grievance committee member. Members who are confined because of a verified illness, or on vacation or on official I.A.M. business approved by the L.L., D.L., or G.L., or working for an employer on regular or travel assignment, or reserved military leave, at the time the L.L. meeting is held shall be excused from attending that L.L. Meeting.

(c) Only regular meetings count in determining a member's eligibility. Special or called meetings are not counted.

(d) Only meetings at which a quorum was present count.

(e) Request to be excused must be submitted prior to the meeting or meetings that are to be missed.

(f) More than 6 unexcused absences in a 12 month period will be cause for replacement by a proper election or appointment by the Lodge President.

(g) Only meetings that can be verified by the L.L. meeting sign-in sheet will be counted as attended unless excused. Members are solely responsible for signing their names on the sign-in sheet.

(h) All Lodge attendance policies will be enforced in a uniform manner.

(i) Any questions as to a particular members eligibility must be resolved promptly so that the process of printing the ballots may proceed in a timely manner. To facilitate the resolution of eligibility questions, all sign-in sheets and the record of approved excused absences from the previous 12 months will be available at the nomination meeting. The President of the Lodge is the final arbiter in these matters, subject to appeal to the International President.

(j) Should vacancies occur in the Committee of Steward(s) system, the Business Representative is authorized to conduct or direct an appropriate election and notify the Company of the selection.

(k) Should a Committee or Steward(s) become controversial, the Local Lodge may direct the Business Representative to conduct an appropriate election to re-determine the wishes of those in the bargaining unit.

(l) The Committeemen or Steward(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 Committeemen or Steward(s).

(m) Members with alleged grievances not determined to have merit by the Committeemen or Steward(s) may appeal to the Local Lodge at the next regular meeting for the support of the Local in processing such alleged grievance.

(f) In emergencies or in instances where the members fail to select Committeemen or Steward(s), the President may appoint the Committeemen or Steward(s). Committeemen or Steward(s) are not mandatory in Shops having three or less members.

(n) The duties of the Shop Chairman of the Grievance Committee shall include assisting the Secretary-Treasurer in collecting of any delinquent initiation fees, reinstatement fees or monthly dues.

(o) All Collective Bargaining Agreements and amendments to such agreements will be voted on by the members in good standing covered by that agreement. Secret ballot voting will be the only method used to ratify or reject a Collective Bargaining Agreement or amendment to such an agreement. No Collective Bargaining Agreement or amendment to such agreement can take effect unless it is ratified by the members in good standing covered by that agreement.

Section 2. (a) Steward or grievance committee member must attend a minimum of 50% of the regular lodge meetings held during the 12-month period in order to remain qualified as a steward or grievance committee member.

(b) Members who are confined because of verified illness, or on vacation, or on official I.A.M. business approved by the L.L., D.L., or G.L. or working for an employer on a regular or travel assignment, or reserved military leave, at the time the L.L. meeting is held, shall be excused from attending that L.L. meeting.

(c) Only regular meetings count in determining a member's eligibility. Special or called meetings are not counted.

(d) Only meetings at which a quorum was present count.

(e) Request to be excused must be submitted prior to the meeting or meetings that are to be missed.

(f) More than 6 unexcused absences in a 12 month period will be cause for replacement by a proper election.

(g) Only meetings that can be verified by the L.L. meeting sign-in sheet will be counted as attended unless excused. Members are solely responsible for signing their names on the sign-in sheet.

(h) All Lodge attendance policies will be enforced in a uniform manner.

## **ARTICLE VII**

### **DUTIES OF THE LOCAL LODGE**

Section 1. The duties of this Local Lodge shall be in accordance with the IAM Constitution.

## **ARTICLE VIII**

### **DUTIES OF MEMBERS**

Section 1. Attention is hereby directed to applicable provisions of the IAM Constitution.

Section 2. Members are expected to work harmoniously together and not try to gain credit by the discrediting of another member in any way, falsification and causing detriment to brother members shall be processed under the IAM Constitution.

Section 3. No member shall instruct or assist any person in any branch of the trade; unless the instructor is in a classification permitting his giving instructions.

Section 4. Any member entering the Lodge while under the influence of liquor or any other intoxicating substance or shall use indecent or profane language or who persistently disturbs the meetings and refuses to obey the presiding officer, shall be immediately ejected from the room and shall be liable to reprimand or fine, after trial in accordance with the IAM Constitution.

Section 5. In compliance with the Oklahoma State Department of Health regulations, possession of lighted tobacco products in any form is hereby prohibited within all areas and facilities of the IAMAW Local Lodge 850 building at all times.

Section 6. Local Lodge Officers and members serving on Committees as Delegates, or selected to conduct official Lodge business who lose regular time in such service, shall be paid at their regular rate of pay for all time lost in such service.

(a) Local Lodge members serving on committees, as Delegates, or selected to conduct official Lodge business out of town shall receive the published IRS per diem rate for each day they perform the duties. IAW all IAM Circulars.

Members serving on committees, as Delegates, or selected to conduct official Lodge business out of town shall receive lodging at the expense of the Local Lodge. IAW all IAM Circulars.



(b) Local Lodge members serving on committees as Delegates, or selected to conduct official Lodge business that exceeds four (4) hours shall receive a flat rate of twenty dollars (\$20.00) per day in town.

(c) Local Lodge members serving on committees, as Delegates, or selected to conduct official Lodge business that, at the request of the Local Lodge, requires the use of their personal vehicle will be paid at the rate used by the International at the time the use occurred.

## **ARTICLE IX**

### **RULES OF ORDER**

Section 1. Rules of Order shall be in accordance with the IAM Constitution. The order of business shall be in accordance with the IAM Constitution.

## **ARTICLE X**

### **BYLAWS APPLIED**

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**

### **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. Membership may be notified by mail, bulletin or otherwise.

(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.

**Approved for and in behalf of  
International President**