

BYLAWS OF LOCAL LODGE NO. 2339N

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

ARTICLE I

NAME AND TIME OF MEETINGS

Section 1. This Lodge shall be known as Local Lodge No. 2339N of the International Association of Machinists and Aerospace Workers, Houston, TX.

The Lodge and its members shall be governed by these Laws along with the Constitution of International Association of Machinists and Aerospace Workers.

Section 2. The regular meeting shall be held on the second Tuesday of each month at 1:00 p.m. CST, except when the regular meeting falls on a generally recognized holiday, in which event a substitute meeting shall be set at the preceding meeting. The meeting will be held at a location in or around Houston, TX.

Lodge meetings shall be conducted in a hybrid format with both in person and individual virtual participation in accordance with Grand Lodge policy.

Section 3. The necessary quorum to conduct the business of the Local Lodge shall be per the IAM Constitution.

ARTICLE II

OFFICERS AND THEIR DUTIES

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

Section 3. Nomination of Officers shall be held at the first regular meeting in November of the election year and the election of officers shall take place at the regular meeting in the following month of December. Polls shall be kept open from 9:00 a.m. to 5:00 p.m. on voting day.

Approved: 7-29-2024
Effective: 8-1-2024

No member shall be placed in nomination for any elected position without his/her consent, which shall be accepted verbally at the nomination meeting or stated in writing and presented before the close of the nomination meeting, if the member is not present.

(a) Local Lodge eligibility to hold office, requires nominee to attend at least 50% of the regular lodge meetings held during the twelve (12) month period ending the date of close of nominations in order to qualify as an officer. Members who are confined because of verified illness, on vacation, unable to commute to the Local Lodge meeting or official IAM business approved by the Local Lodge, District Lodge or Grand Lodge or working for an employer on regular or travel assignment at the time the Local Lodge meeting is held, must request and receive approval from the Local Lodge President up to ten (10) days prior and up to forty-eight (48) hours after that scheduled monthly meeting, to be excused from the provisions above as it applies to that particular meeting.

Section 4. Not later than sixty (60) days prior to the election, the Recording Secretary shall notify all members by mail, to their last known address of the time, date and place of the nominations and election.

(a) Absentee ballots shall be issued for all elected positions of this Local Lodge in accordance with the IAM Constitution.

(b) The incumbent Candidates shall first be placed on the ballot and then remaining candidates in alphabetical order.

(c) The candidate(s) receiving the highest number of votes for their respective office from the votes cast shall be declared elected.

(d) In the event of a tie, a coin flip will determine the winner.

Section 5. Except for the office of Lodge President, all vacancies between elections covering Officers or Executive Board Members shall be filled by temporary appointment by the President of the Lodge with approval of the Executive Board. Those members appointed to fill such vacancies shall meet all eligibility requirements of the IAM Constitution and they shall complete the unexpired term.

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 and the IAM Policy relating thereto.

ARTICLE III

THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of all Local Lodge Officers. The President of the Lodge shall be Chairperson 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 at least once a month to consider any business brought before them. The Chairperson 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.

Section 6. In the absence of a quorum of the membership at the monthly business meeting, the Executive Board shall conduct only the necessary business of the Local Lodge, which was previously and properly placed on the agenda for consideration. This shall only apply to those matters that require action by the Executive Board in order for the Local Lodge to be in compliance with the requirement of the IAM Constitution and any matters of an emergency nature that must be acted upon.

Section 7. For the faithful performance of their duties, the President shall be compensated the greater of \$100.00 per month or \$.30 per member, the Secretary-Treasurer compensated the greater of \$200.00 per month or \$.60 per member and the Recording Secretary shall be compensated the greater of \$150.00 per month or \$.40 per member, this shall include years which July and August meetings are canceled as well as any meeting(s) canceled due to extenuating circumstances per IAM Constitution.

Section 8. The Vice President, the Conductor/Sentinel and the Board of Trustees who attend both the monthly Executive Board meeting and the monthly business meeting of the Local Lodge shall each receive \$50.00 each month.

Section 9. Any member of the Local Lodge holding more than one position(s) in the Local Lodge shall receive the highest salary of the position(s) held. The member will receive only one salary, whichever one is the highest.

Section 10. Executive Board members will be present at all Executive Board, Business, and Special Meetings. Any Executive Board member from this lodge who is absent without an excuse from three (3) regular meetings in a 12-month period shall be considered to have resigned from their position.

Section 11. All Executive Board members must pay full dues in order to hold office.

Section 12. Any Executive Board member from this Lodge who accepts a position with Company Management shall be considered to have resigned from their position.

ARTICLE IV

FEES AND DUES

Section 1. Qualification for membership in the Lodge shall be as provided in the IAM Constitution.

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

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

Section 3. The monthly dues of this Lodge shall be a uniform rate inclusive of Grand Lodge per capita, District Lodge per capita, affiliation fees plus seven dollars (\$7.00).

Any increase in per capita tax by the Grand Lodge or District Lodge shall automatically increase the monthly dues at the same time and in like amount.

Section 4. All dues refund(s) shall be the responsibility of the District Lodge to those entitled to such refund(s).

ARTICLE V

FUNDS

Section 1. 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.

Section 2. Unless at least seven (7) calendar days' notice, by bulletin board or otherwise, has been given the membership, no motion shall be in order to appropriate more than \$500.00 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 seven (7) days' notice.

Section 3. There shall be an Emergency Fund established in this Local Lodge. The amount of ten (10) cents per member determined by those members reported on the monthly per capita report shall be deposited to this fund each month until such sum reached \$100,000.00. Any time this fund falls below \$75,000.00, the contribution shall revert to ten (10) cents per member. No money shall be voted out of the Emergency Fund except by a three-fourths of those present and voting at a special or called meeting for this purpose.

Section 4. All motions must be submitted in writing.

Section 5. This Local Lodge shall send each year the recommended amount of \$1.00 per member to the MNPL Education Fund, if financially able.

Section 6. The Local Lodge shall be authorized to purchase non-alcoholic beverages and food not to exceed \$100.00 per month for members and guests attending the Local Lodge Business Meeting.

Section 7. The Local Lodge shall be authorized to purchase non-alcoholic beverages and food not to exceed \$75.00 for those members attending Special Meetings or those acting as tellers at elections conducted in accordance with the IAM Constitution.

ARTICLE VI

COMMITTEES

Section 1. An Auditing Committee of three (3) shall be nominated and elected by the Local Lodge all of whom will serve three (3) years and shall function as set forth in the IAM Constitution. This Lodge shall audit the books semi-annually.

Section 2. A Machinist Non-Partisan Political League and Legislative Committee consisting of at least three (3) members shall be appointed by the President and shall function in accordance with the IAM Constitution.

Section 3. The President of this Local 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. This shall not include company business specific to committees covered under any CBA for this Local Lodge.

Section 4. There shall be an election of a Grievance Committee for each contract covered by this Local Lodge. District Lodge 142 shall determine and notify the Local Lodge of the number of Grievance Committee members needed. The candidate that receives the highest number of votes shall serve as Chairperson of the committee(s). Nominations and elections shall be held in the same manner and time as elections covering Local Lodge Officers. Absentee ballots shall be issued in accordance with the IAM Constitution. The terms of office shall be three (3) years. Any vacancy occurring between elections shall be filled by appointment of District Lodge 142 and they shall complete the unexpired term.

Section 5. There shall be the selection of the Safety Committee for each contract covered by this Local Lodge. District Lodge 142 President Directing General Chair shall determine and notify the Local Lodge of the Safety Committee member(s). The terms of office shall be determined by the District Lodge. Any vacancy occurring shall be filled by appointment of District Lodge 142.

Section 6. All committee members authorized and approved to conduct union business shall be reimbursed for expenses incurred in the performance of their approved committee duties upon submission of dated and itemized receipts.

Section 7. Any items such as but not limited to cell phones, printers, computers, tablets, etc. purchased by the Executive Board shall be recorded by the Trustees and signed off by the Executive Board and member who has taken ownership of the property. The property shall be returned to the Local Lodge in the same condition as it was given. Any property not returned shall be the responsibility of the member to either pay for or replace the property in working condition and of similar value.

ARTICLE VII

DUTIES

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

Section 2. Local Lodge committee or Executive Board members authorized to conduct union business for the union shall be reimbursed up to six (6) hours per day at their hourly rate for faithful service. (Not to include the monthly Local Lodge Executive Board meeting and Business meeting).

Local Lodge committee or Executive Board members authorized to conduct business for the union away from the location of their Local Lodge shall be paid the maximum allowable per diem according to current IRS guidelines.

Local Lodge members authorized 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 travel to and from the Center.

Local Lodge members authorized to conduct business for the union and using their personal vehicle(s) for transportation shall be reimbursed for parking expenses, tolls and for mileage at the allowable federal mileage rate, not to exceed 150 miles roundtrip, unless approved by the executive board.

Local Lodge members authorized to conduct business for the union which requires public transportation or overnight lodging (outside their Local Lodge domicile) shall be reimbursed these actual expenses when an itemized statement along with all receipts are submitted to the Local Lodge.

Section 3. For the faithful performance of their duties, the Local Lodge Communicator and Educator shall each receive \$50.00 each month. If a Webmaster is appointed as a separate position from the Communicator, then the Webmaster shall receive \$50.00 each month.

Section 4. The Local Lodge is authorized to disburse up to \$100.00 per month to purchase commemorative items. Items such as cards, plaques, flowers or other items may be purchased to thank, congratulate, bestow best wishes upon, offer condolences, or otherwise honor and/or recognize members of the Lodge, their families and/or other individuals or groups.

Section 5. All lost time and expenses otherwise not provided for in these bylaws must be approved by the membership at the business meeting(s). There shall be no standing motions.

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) Each year, the membership will be advised by the Recording Secretary on the bulletin board, website and other regular electronic means, of the possibility of amendments, changes, additions and/or deletions to these bylaws. All proposals must be in writing, signed in wet ink (not electronic) by not less than five (5) members, and referred to a Bylaws Committee appointed by the President. Each proposal shall be submitted on a separate sheet of standard size paper.

(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) Approved proposals, together with the master copy of bylaws shall be referred to the International President for approval and designation of an effective date.

(f) The President with majority consent of the Executive Board in order to comply with Grand Lodge circulars or to enhance the interests of the Organization may introduce an amendment at any time.

ARTICLE IX

RULES OF ORDER

Section 1. Rules of Order shall be as set forth in 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.

Approved by

Brian Bryant
INTERNATIONAL PRESIDENT