

**BYLAWS OF LOCAL LODGE NO. FL 1450**

**FEDERAL DISTRICT LODGE 1**

**NATIONAL FEDERATION OF FEDERAL EMPLOYEES**

**INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS**

These Bylaws are to be submitted to the NFFE FDL President/Directing Business Representative for submission to the IAM International President for final approval.

**PREAMBLE**

In the interests of all those performing useful services to society and to the betterment of the Federal service in general, and for the promotion of the common welfare of our membership, we a union of such employees, adopt these Bylaws.

**ARTICLE I**

**Objects and Methods**

1.1 The objects of this Local Lodge shall be to advance the social and economic welfare and education of employees and to:

- a. Organize employees into units of exclusive recognition;
- b. Represent the interests of these employees through collective bargaining, legislative action and other appropriate means;
- c. Improve the working conditions through constructive dealings with appropriate agencies; and,
- d. Promote high standards and greater efficiency in the various services of the United States.

1.2 The methods for attaining these objectives shall be by petition to Congress, by creating and fostering public sentiment favorable to NFFE's position or proposed reform, by cooperation, consultation, negotiation, legislation and other means in cooperation with NFFE FDL Headquarters. As a responsible organization of employees it shall take leadership in obtaining, through legislation or other means, the necessary machinery to ensure employees have adequate protection against unfair or discriminatory practices.

**ORIGINAL  
BYLAWS**

**Approved: 4-19-10  
Effective: 5-1-10**

## **ARTICLE II**

### **Local Organization, Officers, Committees and Administration**

2.1 This organization shall be chartered as a Local Lodge of the Federal District Lodge of the National Federation of Federal Employees, International Association of Machinists and Aerospace Workers and shall be governed by the IAM Constitution, the NFFE FDL Bylaws, these Bylaws, the democratic action of its membership at Local Lodge meetings and by a Local Lodge Executive Board elected in accordance with these Bylaws.

### **2.2 Officers and their Duties**

**General Requirements:** All elected officials (Officers, Delegates, Committee members) of this Local Lodge shall be responsible for the faithful and timely performance of those duties specified in the IAM Constitution, the NFFE FDL Bylaws, the bylaws of the applicable affiliate organization(s) and these Bylaws. Members can only become nominees for elected office if they have been dues-paying members for at least one year prior to being nominated for any of the positions noted below.

a. **Officers:** The elected officers of this Local Lodge shall be a President; Vice President; Recording Secretary; a Secretary-Treasurer; a Conductor-Sentinel, and a Board of Trustees consisting of three members. They shall be elected in consonance with these Bylaws.

b. **Terms of Office:** The terms of office shall be 3 years for elected officers of the Local Lodge. Upon separation from office, an officer shall immediately turn over to his/her successor, or other properly designated official, all books, money and other effects of the Local Lodge in his/her possession.

c. **The President:** The Local Lodge President shall preside at all meetings of the Local Lodge; decide on all questions and disputes not controlled by laws of the IAM or bylaws of the District Lodge; countersign orders and checks properly drawn on or by the Secretary-Treasurer, appoint committees not otherwise provided for; appoint an Educator and Communicator; administer the obligation to new members; enforce the laws of the IAM applicable to Local Lodges and members; and perform other such duties as required by the NFFE FDL Bylaws and the IAM Constitution, in the case of a tie vote, shall cast the deciding vote.

d. **Vice President:** The Vice President shall see that all persons entering the Local Lodge room are members; that all property of the Local Lodge has proper care and assist the president in maintaining order; preside at all meetings in the absence of the president; shall, in the absence of the president, be authorized to sign vouchers, checks and other documents in his/her place subject to approval of the Local Lodge; and in case of death, removal, or resignation of the President, shall become president and serve as such until after the next regular election and installation of the successor in office.

e. **Recording Secretary:** The Recording Secretary shall conduct correspondence for, and in the name of the Local Lodge; present all communications and bills to the Local Lodge; and deliver such bills to and for the files of the Secretary-Treasurer; draw all orders on the Secretary-Treasurer when passed by the Local Lodge and attest the same by properly signing and attaching the seal of the Local Lodge thereto; prepare and sign all credentials of delegates and alternate delegates to conventions of the District Lodge and Grand Lodge and forward duplicates thereof to the District Lodge and the Grand Lodge Secretary-Treasurer; keep minutes of the Local Lodge meetings; and perform such other duties as are required by these Bylaws.

f. **Secretary-Treasurer:** The Secretary-Treasurer shall receive and deposit all funds of the Local Lodge in a bank of sound financial standing in the name of the Local Lodge; pay all properly drawn orders by check, which checks shall be countersigned by the President of the Local Lodge, but shall not draw any checks in violation of these Local Lodge Bylaws. The Secretary-Treasurer shall collect all dues, fines, assessments and all monies from any source for the benefit of the Local Lodge; keep a systematic account of all disbursements in such a way as to show the balance of cash on hand at the close of each meeting of the Local Lodge; file all receipted bills; keep a correct account between the lodge and its members, and submit the books to the auditing committee of the local Lodge semiannually (at the close of June and December).

g. **Conductor-Sentinel:** The conductor-sentinel shall examine all persons present prior to the opening of all meetings of the Local Lodge for the purpose of ascertaining whether any are in attendance who are not entitled to remain, and shall report to the president all those present who are in arrears for dues. The conductor-sentinel shall answer all alarms at the door, report the same, and admit all who are entitled to admission.

h. **Communicators:** The Local Lodge president shall appoint a Communicator who, in accordance with the official directives, policies, and programs of the District Lodge and Grand Lodge, will use the latest forms of information technology to communicate with the Local Lodge membership about their work and family lives.

i. **Educators:** The Local Lodge president shall appoint an Educator to assist in carrying out the official directives, policies, and programs of the District Lodge and Grand Lodge, and any other education and training programs approved by the District Lodge and Grand Lodge and related to educating and training the Local Lodge membership on all issues affecting workers and their families.

j. **Trustees:** The board of trustees shall have charge of all property belonging to the Local Lodge; shall see that all of the books are properly kept, and at the time of the semiannual audit shall assist the auditing committee in the examination of all books and accounts and verify the report of the auditing committee by attaching their signatures thereto. Should the work of auditing the books of the Local Lodge be delayed on account of the failure of one or more of the trustees to be in attendance, the auditors shall proceed to carry on the work in the same manner as though all of the trustees were present. The trustees shall be liable to the Grand Loge for all funds and other property of the Local Lodge under their control.

k. **Auditors:** There shall be an auditing committee of 3. They shall be nominated and elected by the Local Lodge, at the same time Local Lodge officer elections are held. Officers of the Local Lodge are not eligible for election as members of the committee. The committee shall semiannually (at the close of June and December), proceed with the work of examining the books and accounts of the Local Lodge for the preceding period. They shall call on the Secretary-Treasurer for the duplicate financial statement. The auditing committee shall render its report on a form furnished for that purpose by the Grand Lodge Secretary-Treasurer, and send a copy to the Grand Lodge. The report of the committee must be countersigned by the trustees of the Local Lodge should one or more of the auditors fail to be in attendance, the trustees shall proceed with the work as though all of the committee were present. A Local Lodge may at its discretion employ a certified public accountant to audit or assist the auditing committee in auditing the books. However, no such accountant shall be permitted to develop bookkeeping procedures in the lodge contrary to provisions of these bylaws or policies established by Grand Lodge for handling this work.

l. **Execution and Filing of Financial and Other Report required by Civil Law:** The President, Recording Secretary and Secretary-Treasurer of each Local Lodge shall execute and cause to be filed all financial and other reports on behalf of the Local Lodge which may be required by applicable civil law to be prepared and signed by Presidents, Secretary-Treasurers of local unions. Such Local Lodge officers shall also make available the information contained in such reports to the membership of their Local Lodge in such form and manner as shall constitute compliance with legal requirements. The Recording Secretary and Secretary-Treasurer shall also maintain records on the matters required to be contained in said reports in such detail and for the periods required by applicable law.

The Local Lodge's financial records shall be kept on a fiscal year basis. The fiscal year shall begin January 1 and end on December 31.

m. **Oath of Office:** The following oath of office shall be administered to all Local Lodge officials by a duly authorized installing officer:

"Upon my sacred word of honor, I do solemnly promise that I will uphold the By-Laws of Local Lodge 1450, the Federal District Lodge By-Laws of the National Federation of Federal Employees, and the Constitution of the International Association of Machinists and Aerospace Workers and faithfully perform all the duties of the office to which I have been elected, so far as I am able; that I will attend all meetings of this Lodge during my term of office when possible to do so; that I will endeavor to advance the interests of the Association and when my successor is elected and installed, I will turn over to him (or her), all books, papers, funds, or other property of the lodge that I may have, I further promise that I will never defraud this Lodge out of anything whatever, or allow it to be defrauded, if within my power to prevent it. To all of this I most solemnly pledge my sacred word of honor."

### 2.3 The Executive Board

a. The Executive Board shall be composed of the elected officers of the Local Lodge as provided for in Section 2, of this article. In the absence of the President, the Vice President shall act as Chair of the Executive Board. One more than one half of the voting members of the Executive Board shall constitute a quorum for the transaction of Executive Board business. The Executive Board shall adopt rules governing its own procedures, except that it shall meet at least monthly at the call of the President and at such times as deemed expedient by a majority of the members thereof. Accurate minutes of each meeting shall be kept and read at the next meeting of the Local Lodge.

b. The Executive board shall be the governing body of the Local Lodge, with the responsibility to:

1. Recommend the policies of the Local Lodge and submit them to the Local Lodge membership for action;
2. Administer the business of the Local Lodge subject to the approval of the Local Lodge membership;
3. Act for the Local Lodge in matters arising between meeting of the Local Lodge;
4. Consider matters presented for adjustment;
5. Delegate to officers or designees such authority as it may deem appropriate;

c. Furthermore, the Executive Board shall ensure that, in consonance with the NFFE FDL Bylaws and the IAM Constitution, required reports to members, District Lodge Headquarters and Government agencies, a system of records is established and maintained to account for membership gains and losses and funds received and expended. The Board shall ensure that all required reports to Government agencies are submitted and shall furnish or otherwise make available to its members the information required to be contained in such reports and shall furnish or otherwise make available to every member a copy of its Bylaws and Standing Rules. The Board shall be under duty to permit any Member with just cause to examine any books, records and accounts necessary to verify such reports, and Bylaws and Standing Rules.

d. The Executive Board shall ensure that every officer, agent, steward or other representative or employee who is authorized to handle funds or property of the Local Lodge be bonded in conformance with NFFE FDL Bylaws and the IAM Constitution. These officials shall be covered by a blanket bond secured by the Grand Lodge in an amount agreed upon by the Local Lodge and the NFFE Headquarters, but not less than \$10,000.00. The premium on any such bonding amount above \$10,000 shall be paid from the funds of the Local Lodge.

## **2.4 Committees**

a. The President may appoint a Membership and Credentials Committee; a Grievance Committee; a Negotiations Committee; a Budget Committee; and such other committees, as he/she may consider necessary. All committee appointments are subject to ratification by the Local Lodge membership after approval of the Executive Board except as otherwise provided in the IAM Constitution and these Bylaws. A committee cannot be discharged until all debts contracted by them have been paid. The President and Recording Secretary shall be 'ex officio' members of all committees.

b. The Committee on Membership and Credentials shall make determinations as to all questions of eligibility. The Committee shall work persistently to obtain new members and to retain old ones. It shall hold meetings to discuss membership activities, shall promote person to person solicitation, shall be alert to invite new employees to join, shall promote the payment of dues in advance, and shall encourage members who are separated to retain their memberships. It shall promote and encourage members to participate in the payroll deduction of dues to help stabilize membership. It should encourage members to participate in the union sponsored insurance programs. It shall plan and conduct membership campaigns, and shall keep the Executive Board and the Local Lodge informed of its plans and progress.

c. The Grievance Committee shall constitute the legal staff of the Local Lodge, being versed in the appropriate regulations pertaining to personnel policies and the working environment. The Committee shall receive and investigate grievance questions referred to it by Stewards and/or members; advise on procedures and grievance and appeal questions. The Committee shall refer, with recommendations, irresolvable member/steward disputes or complaints to the Executive Board.

d. It shall be the duty of the Auditing Committee to audit the financial records of the Local Lodge. The Auditing committee's written report shall be submitted at the next regular meeting of the Local Lodge following each audit, and a copy of the report shall be mailed by the Local Lodge to the District Lodge Secretary-Treasurer. The Auditing committee shall make such other audits as it may deem necessary, or as the Executive Board may authorize or direct. In making an audit, the Auditing Committee shall ascertain and report whether all per capita tax due the District Lodge Headquarters has been remitted to the District Lodge Secretary-Treasurer. The Auditing committee shall ensure that all officials are properly bonded.

e. A Budget Committee composed of the Treasurer and two other members appointed by the President promptly after each annual meeting. It shall be the duty of this Committee to prepare a budget for the fiscal year beginning the first day of January, and to submit it to the Local Lodge at its regular meeting in February. The Budget Committee can from time to time submit supplements to the budget for the current fiscal year.

f. The Negotiations Committee shall be composed of at least three members and shall be responsible for all negotiations with the top level of management. The Committee shall prepare a memorandum of record for each action consummated. All actions shall be reported to the Executive Board and the Local Lodge membership, in turn, as soon as possible. The Negotiations Committee shall be the watchdog of the Local Lodge's agreement with management. It shall also be responsible for developing agreement revisions and supplements as necessary.

g. The Steward Corps will be composed of the necessary number of stewards to effectively represent employees in the union in consonance with the Labor Management Agreement. Stewards are appointed officials of the Local Lodge and will be established at each management level, such as first level supervisor, Branch, Division, Group, etc., to the extent feasible. Stewards shall be recommended by the President and/or the Chief Steward according to qualifications and desires of the personnel in the representative unit and appointed by the President, subject to approval of the Executive Board and Local Lodge membership, in turn. The Steward is responsible for representing the personnel of his/her unit to the Local Lodge and to management at his/her level. The Steward is the Local Lodge's representative for his/her unit and shall strive for 100% membership and communicate the Local Lodge's goals, accomplishments, and operation to the members. The Steward shall consult

with management officials at his/her level, constructively relating to the position of the majority of the people. The Steward shall objectively and sincerely represent personnel from within his/her designated unit regarding dissatisfactions, adverse actions, etc.

**2.5 Duties of Appointed Officials:** Appointed officials are those Local Lodge members who have been appointed to their positions by the Local Lodge President in accordance with the provision of these Bylaws and/or the IAM Constitution. Appointed officials serve at the will and pleasure of the President.

## **ARTICLE III**

### **MEMBERSHIP AND REVENUES AND DISBURSEMENTS**

3.1 Any person eligible for membership under the District Lodge Bylaws and the Grand Lodge Constitution is eligible for membership in this Local Lodge. No eligible person shall be denied membership in this Local Lodge. No eligible person shall be denied membership in this Local Lodge because of race, religion, color, sex, gender, sexual orientation, creed or national origin. No individual advocating overthrow of the Government of the United States of America shall be eligible for membership or to retain membership in this Local Lodge.

a. Each applicant for membership who is a Member of a bargaining unit represented by the Local Lodge shall automatically be accepted into membership upon payment of the applicable dues or submission of a valid signed dues withholding request, unless such applicant has been excluded from membership by a disciplinary action under the Bylaws of their Local Lodge, the District Lodge or a subordinate body of the Federation, or the Grand Lodge, or as provided by applicable laws, regulations and Bylaws of this Local Lodge, the District Lodge, or the Grand Lodge. The Local Lodge may require that each applicant who is a supervisor or manager or is otherwise outside the bargaining unit be recommended by a Member in good standing and be elected to membership by a majority vote at a regular meeting of the Local Lodge. No member of this exclusive unit may be denied membership except as provided by 5 U.S.C. 7116(c) (nonpayment of dues) or as provided above.

b. A Regular Member of this Local Lodge, but not including a supervisor, management official or confidential employee as defined in 5 U.S.C. 7103, shall upon continuing to pay full dues, be eligible for election as an officer or delegate of this Local Lodge and shall be eligible for election as an officer or delegate to District Lodge, State and/or Council Conventions of this Federation.

Any Regular Member will be dropped from membership upon failure to pay the appropriate dues and, if applicable, have suspended his/her insurance benefits.



A Regular Member may, upon retirement or separation from the service, continue as such as long as he/she pays such dues.

c. No person may hold office in this Local Lodge who has been convicted of, or who has served any part of a prison term resulting from his conviction of, violating 18 U.S.C. 1001 by making a false statement in any report required to be filed pursuant to 5 U.S.C. 7120, the "Standards of Conduct for Labor Organizations."

d. Membership, Application for Membership, Transfer of Membership, Withdrawal Cards, and other membership actions not specifically covered by these Bylaws shall be accomplished in accordance with the provisions of the IAM Constitution.

**3.2 Revenues:** The revenues of this Local Lodge shall be obtained through donations; fund raising projects; receipts from rentals; investments; sales; duplicating and mailing services and dues of Members:

a. The dues of the Local Lodge are established in accordance with Article III, Section 3 of these bylaws and Article IV, Section 3b of the District Lodge Bylaws except as provided in (b) below, and may only be increased above the minimum required by the District Lodge Bylaws by the membership of the Local Lodge in accordance with Article VIII, Section 2 and Article XB.

b. Whenever the national per capita tax is raised by action of the District Lodge Convention or by action of the Grand Lodge, the Local Lodge's dues will automatically be raised by an equal amount plus 50 cents more than the NFFE constitutional minimum. Any other increases in dues must be authorized by an amendment to these bylaws in which the vote is by secret ballot.

**3.3** The Local Lodge shall be composed of the following types of members and members shall pay in advance as specified.

a. **Regular Member:** One who pays full membership dues and is entitled to participate actively in all Local Lodge affairs. Dues will be paid in advance and shall be in accordance with the minimum dues structure as determined by NFFE FDL.

b. **Honorary Member:** Any person not eligible for membership may be elected by a Local Lodge to be an Honorary Member; Provided, that the Local Lodge shall pay the appropriate membership fee to the District Lodge Headquarters. Such honorary membership shall carry with it no right to vote or hold office. The Local Lodge shall pay such dues to the District Lodge Headquarters.

c. **Life Member:** Any Regular Member who has continuously paid dues for 50 years or more shall be a life member. A Life Member shall be a full Member of the Local Lodge from whom no dues or per capita payment is required from NFFE FDL or IAM. An appropriate card shall be issued to each life Member identifying him/her as such and recognizing his/her long and faithful dedication and support.

d. **Initiation Fees:** Initiation fees are the equivalent of one month's dues per member and collected automatically from the IAM per capita tax remitted by the FDL. Reinstatement fees are the equivalent of one month's dues.

e. **Out of Work Stamps:** Out of work (unemployment) stamps shall be granted in accordance with the IAM Constitution and will cost the member two dollars (\$2.00) for each monthly stamp issued by the Local lodge Secretary-Treasurer.

f. **Reduced Dues:** A Local Lodge may reduce dues to employees hired on a temporary or when actually employed basis during those periods when they are not employed to not less than \$1.00 per pay period. Each such period must be at least one month long, and the total period of reduced dues per fiscal year shall not exceed six months. During such periods, the Local Lodge will remit to the National not less than half of such Members dues as a per capita tax, and in no case less than \$0.50 per pay period and the Member will retain full membership status. IAM requirements will be followed when a member is on temporary or when actually employed basis.

**3.4 Funds and Accounts:** All monies received by this Local Lodge shall be deposited and disbursed only from auditable accounts conforming to the following general types: Regular Checking account (General Funds); Savings account(s), Trust(s); Bonds (secured only), Real Property, Special Accounts (savings, checking, etc.).

a. **General Fund:** (Regular Checking Account) All income received by this Local lodge from any source shall be receipted by the Secretary-Treasurer and shall be disbursed in the following manner: Unless other arrangements are approved in advance by the membership, initially all monies shall be receipted into the General Fund Account (Regular Checking) within one week of receipt. Subsequent receipt of monies into the General Fund Account, they may be disbursed to other Local Lodge accounts, investments, or used to pay off debts and obligations, provided such disbursement(s) and approval of same is in accordance with the provisions of the IAM Constitution and these Bylaws. The General Fund (Regular Checking) will be maintained for such amount to allow timely payment of regular and recurring bills and obligations and normal operating expenses of the Local Lodge in addition to providing reasonable funding to handle minor unexpected expenses, which might occur from time to time.

b. **Savings Account(s) Trust Account(s), Bond(s), Real Property:** and other similar investments shall be handled and approved in accordance with the provisions of the IAM constitution, IAM Financial Reference Manual and these Bylaws.

c. **Special Accounts:** shall be opened only after approval of the membership at a regular meeting and subsequent the Trustee's recommendation in accordance with these Bylaws.

d. **Petty Cash Account:** The Secretary-Treasurer may maintain a petty cash account. No other petty cash accounts are authorized or allowed. The petty cash fund shall be maintained at a level of funds recommended by the Secretary-Treasurer and approved by the membership. The amount in the petty cash fund shall not total more than one hundred dollars (\$100.00). Petty cash expenditures are subject to membership approval and shall be authorized only for such expenses as postage, office supplies, refreshments, cleaning supplies, unexpected minor expenses, etc. All petty cash disbursement(s) shall specify the reason(s). The person spending the funds shall sign the receipt(s). The Secretary-Treasurer shall insure that an accurate, up-to-date and auditable record is maintained of all petty cash expenditures.

e. **Investments:** The funds and property of this Local Lodge shall be invested only in accordance with the provisions of the IAM Constitution and these Bylaws. Wherever action. Any request for financial assistance from a member shall be investigated and recommended for approval by a Relief Committee (appointed by the President) before being acted upon by the Local Lodge.

f. **Motions to Disburse Funds:** Except for the payment of regular bills, no money shall be voted out of Local Lodge accounts later than two (2) hours after the opening of the meeting.

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 is to be drawn by the Secretary-Treasurer and countersigned by the President. Unless at least fifteen (15) calendar days written notice has been given the membership, no motion shall be in order to appropriate more than five hundred dollars (\$500.00) except as follows:

Per capita tax and regular/recurring bills, which are usually in excess of this amount; or Strike assistance to sister IAM Lodges, in which case not more than two hundred dollars (\$200.00) may be voted on without the fifteen days notice.

g. **Standing Bills:** The following regular and recurring expenses are designated as "Standing Bills" effective the date of approval of these Bylaws. As they become due, standing bills will be paid by the Secretary-Treasurer in accordance with the applicable provisions of the IAM Constitution and these Bylaws and without specific prior approval of the membership. However, the bill(s) and check numbers(s) will be included in the regular monthly financial report presented to the membership.

- a. Monthly property payment
- b. Property taxes as they become due
- c. Utility bills
- d. Insurance Premiums
- e. Office Supplies
- f. Postal Box rental
- g. Emergency repairs and maintenance to Local Lodge owned buildings, appliances, equipment and property

h. **Legal Obligations:** No action or lack of action by the membership or Officers shall serve to prevent a fair and equitable resolution of legal debt or obligation incurred by this Local Lodge.

**3.5 Reimbursements for Travel and Authorized Expenses:** Upon approval of the membership at a regular meeting, a member while on authorized business for this Local Lodge will be allowed the following expenses:

a. **Basis for Reimbursement:** It is the policy of this Local Lodge to reimburse those necessary and required expenses incurred by a member in performance of official Local Lodge duties when such expenses are not reimbursed from any other source. (e.g. Employer, District Lodge, Grand Lodge, affiliation organization) If such reimbursement is made from more than one source, it shall be the duty and responsibility of the member to return any duplication or overage to the Local Lodge.

b. **Advances:** Travel fund advances (including per diem) may be made upon approval of the membership. Under no circumstances shall any travel advance exceed the estimated total expense of the trip.

c. **William W. Winpisinger Education and Technology Center:** Since meals and other necessities are provided to attendees free of charge, upon approval of the membership at a regular Local Lodge meeting, members will be allowed per diem for the day they leave home and the day they return home. No per diem may be paid for days spent at the Winpisinger Center, except an incidental expense allowance not to exceed twenty dollars (\$20.00) per day.

d. **Short Duration Travel:** Upon approval of the membership at a regular Local Lodge meeting, expenses are allowed when travel in performance of authorized Local Lodge business is necessary but overnight accommodations are not required. Signed vouchers and receipts are required prior payments.

e. **Extended Travel:** When overnight travel is necessary, the Local Lodge will provide expenses if approved in advance by the membership. Advanced approval travel expenses include: necessary and reasonable motel/hotel accommodations and taxi fare(s); required tuition/registration fees necessary for the performance of the responsibilities assigned by the Local Lodge; per diem as listed by the Government Accounting Office Domestic Per Diem rates or the State Department's Foreign Travel Per Diem rates. Receipt(s), proof of attendance, and member submitted signed voucher(s) shall be submitted to the Secretary-Treasurer prior to receiving reimbursements.

## **ARTICLE IV**

### **MEETINGS**

Local Lodge 1450 will hold one(1) regular meeting each month. This Local Lodge may, by membership action, cancel meetings in the months of July and August. The Executive Board of the Local Lodge shall be authorized to transact any normal and necessary business during these months.

4.1 **Regular Member Meeting:** The Regular meeting of the Local Lodge shall be held on the 4<sup>th</sup> Wednesday or Thursday of each month, unless otherwise ordered by the Local Lodge or the Executive Board.

4.2 **Annual Meeting:** The Regular Member meeting in June shall be known as the annual meeting and shall be for the purpose of receiving reports of officers and committees, and for other business that may arise.

4.3 **Special Meetings:** May be called by the President or by action of the Executive Board and shall be called upon the written request of ten (10) members of the Local Lodge. The purpose of the meeting shall be stated in the call and the discussion and action at such a special meeting shall be confined to the subject for which the meeting was called. No less than 30% of the members petitioning for a special called meeting must be present before the meeting can be called to order.

4.4. **Quorum:** Eight (8) regular members of the Local Lodge shall constitute a quorum for a Regular Membership Meeting.

Five (5) Executive Board Members shall constitute a quorum for an Executive Board Meeting.

**4.5 Summary Minutes:** Summary minutes shall be recorded by the Local Lodge Recording Secretary of each official Local Lodge membership or Executive Board meeting. Minutes of the most recent membership meeting and Executive Board meeting shall be read at each official Local Lodge meeting. Approval of Local Lodge membership meeting minutes is required. All approved expenditures will be reflected in minutes.

**4.6 Executive Board Meeting:** The Local Lodge Executive Board will meet on the 1<sup>st</sup> Wednesday of each month or at the call of the President or a majority of its members.

**4.7 Emergency Executive Board Meetings:** Emergency Executive Board meetings shall be called by the presiding officer in accordance with the provisions of the IAM Constitution, the Bylaws of NFFE FDL and these bylaws. Where possible all members of the Executive Board shall be notified of the date, time, place and subject matter to be considered. Only those action items identified in the meeting call and which cannot be held over for consideration at the regular Lodge meeting shall be acted upon by the Executive Board.

## **ARTICLE V**

### **Election of Officers and Delegates**

**5.1 Election and Term of Office:** All officers of this Local Lodge shall be elected in accordance with these Bylaws, and the IAM Constitution. The election shall be by secret ballot once every 3 years.

a. This Local Lodge shall comply with all reasonable requests of any candidate for office to distribute by mail or otherwise, at the candidate's expense, campaign literature in aid of such person's candidacy to all members in good standing.

b. This Local Lodge shall refrain from discrimination in favor of or against any candidate with respect to the lists of members or distribution of campaign literature. Distribution at the request of any bona fide candidate shall be made with equal treatment as to the expense of such distribution.

c. Adequate safeguards to ensure a fair election shall be provided, including the right of any candidate to have an observer at the counting of the ballots.

d. **Nomination Notice:** Reasonable opportunity (no less than 60 days) shall be given for the nomination of candidates including timely notice to all members sufficiently in advance of the offices to be filled as well as the time, place and method for submitting nominations. Notice of nomination may be given by mail to the last

known address of all members eligible to vote within a reasonable time prior to the date for making nomination or through timely and prominent notice in the Local Lodge's website, newsletter or both.

**Qualifications:** Every Regular Member in good standing shall be eligible to be a candidate and to hold office and/or be an elected delegate shall have the right to vote for or otherwise support the candidate or candidates of his/her choice, without being subject to penalty, discipline, or improper interference or reprisal of any kind by the Local Lodge or any Member thereof. All candidates who may handle or disburse Local Lodge funds or property by virtue of the office for which they are applying, must be eligible to be bonded in the amount specified by these Bylaws and the IAM Constitution and policies.

e. **Election Notice:** Not less than sixty days prior to the election, notice of the nominations and election shall be mailed to each Member at his/her last known home address. Each Regular Member shall be entitled to one vote. Absentee ballots shall be issued, handled, and tabulated in accordance with provisions of the IAM Constitution.

No member whose dues have been withheld by an Agency pursuant to his/her voluntary authorization shall be declared ineligible to vote or be a candidate for office by reason of alleged delay or default in the payment of dues. The votes cast shall be counted, and the results published, separately. The ballots and records pertaining to the election shall be preserved for one year. In the event of unopposed candidates, election may be acclamation rather than by secret ballot, provided that write-in votes are not permitted and all other requirements of this article are met.

### **Delegates and alternates to the biennial Convention of the District Lodge Federation of Federal Employees**

The Local Lodge Membership must decide at a Membership meeting whether the Local Lodge will send delegates to the District Lodge Convention. Local Lodge members must receive fifteen days notice that this referendum will take place. A decision not to send delegates requires a majority vote achieved by a secret ballot of the membership.

5.2 Delegate(s) to the NFFE-FD1-IAMAW, and any other conventions shall be the following elected officers of the Local Lodge: President, Vice President, Secretary-Treasurer, Recording Secretary, Conductor-Sentinel. Nothing stated herein shall prohibit the membership at the election of the membership from electing replacement, additional or joint delegates to a convention.

**5.3 Dates of Nomination, Election, Installation:** Candidates for elective positions shall be nominated at the regular meeting in November, elected at the regular meeting in December, and installed at the regular meeting in January each election year.

A plurality vote is required to elect. The individual with the highest number of votes is elected. A tie will require a runoff.

**5.4** No member shall hold more than one elected Local Lodge office at a time.

**5.5 Election Protest:** Any member who desires to protest the election of Local Lodge Executive Officers or delegates must do so within ten calendar days after the official notice of the election results is posted. The protest must be filed with the Local Lodge Executive Board. The Executive Board shall reply within 15 days of the protest. If not satisfied with the resolution of the protest, it may be appealed to the District Lodge President/Directing Business Representative but not later than 10 calendar days after the Local Lodge Executive Board decision.

**5.6 Vacancy:** In the event an office becomes vacant prior to expiration of a term of office, unless otherwise specified in these Bylaws, the Executive Board will appoint an eligible Member to complete the term of office. Such appointment will be subject to the approval of the Local Lodge membership at the next membership meeting.

**5.7 Exclusions:** No regular member who is a supervisor, management official or confidential employee as defined in 5 U.S.C. 7103 may nominate candidates, hold office or vote in Local Lodge officer elections.

#### **5.8 Officer and Delegate Attendance**

a. In the event any Officer of the Local Lodge absents themselves without excusal from three (3) consecutive regular meetings for which attendance is required, and if there is not controversy as to the refusal to excuse being proper, such Officer shall be deemed to have resigned their office. Should such Officer contend that the refusal to excuse for unauthorized absence is improper; the President of the Local Lodge shall refer charges against the Officer, charging conduct unbecoming an Officer based upon absences with excuse found unacceptable to the Local lodge. The Officers shall be tried in accordance with applicable provisions of the IAM Constitution and these Bylaws.

b. If the Local Lodge declines to approve expenses for Delegates to attend meetings, the Delegate is excused from attendance. Any Delegate who fails, without excusal acceptable to the Local Lodge, to attend two consecutive regular required delegate meetings shall be considered to have resigned his/her Delegate position.



## 5.9 Additional Terms of Office

a. **Executive Board:** Three (3) years.

b. **Appointments:** Determine by the appointing authority in accordance with these bylaws.

5.10 **Constructive Resignation:** Any elected officer or official, appointed officer or official, steward, delegate, or committee member who fails to meet the duties and requirements of his/her position, without excusal acceptable to the Local Lodge, shall be considered to have resigned his/her positions. Example: An officer fails to attend 3 or more Executive Board or general membership meetings, and fails to provide any legitimate excuse to the President. In the event the officer or official disagrees with the Board's finding of constructive resignation, he/she will request that the local issue written charges in accordance with Article VI.

## ARTICLE VI

### DISCIPLINE

#### 6.1 Discipline or removal of a Local Officer

a. A Local Lodge officer may be removed for misconduct in office. Under this section, any conduct detrimental to the best interests of the Local Lodge, Federal District Lodge, or IAM shall be cause for discipline and/or removal and includes but is not limited to:

- (1) Violations of the oath of office, Standards of Conduct for Labor Organizations (5 U.S.C. 7120), or these Bylaws;
- (2) Violations of the Bylaws of the District Lodge Federation of Federal Employees or the Constitution of IAM;
- (3) Advocating, encouraging or attempting to bring about a secession from the Federation of any Local Lodge or of any Member or group of members;
- (4) Willfully, with intent to cause harm, making known the business of any affiliate of the Federation to management officials of any agency or other persons not entitled to such knowledge; and
- (5) Assisting, counseling or aiding any Member or officer to commit any of the offenses set forth herein.

b. Elected officials of this Local Lodge may not be removed from office during their elected term except through the procedures of these Local Lodge Bylaws, the Bylaws of the District Lodge National Federation of Federal

Employees, or the Constitution of the International Association of Machinists and Aerospace Workers. Officers enjoy the normal rights and privileges of membership and are protected in their exercise. The Executive Board may temporarily suspend the accused from performing Local Lodge functions for good cause pending the outcome of the hearing, only where specific instances of financial misconduct are alleged; such suspension to be effective immediately. The accused will be notified in writing immediately after action by the Board.

c. Charges against a Local Lodge officer must be filed in writing with the Local Lodge President and must specify the actions of the accused that allegedly constitute misconduct. The accused Local Lodge officer shall be served with a copy of the charges. If the charges are filed against the Local Lodge President, they must be filed in writing with the Vice President. The Executive Board shall then meet and elect a chair to carry out the following process in place of the Local Lodge President. If approved by the trustee, charges pending against any Local Lodge officer at the time a trusteeship is imposed may be processed in accordance with the provisions of this Article by those members who constituted the Local Lodge Executive Board at the time of the trusteeship.

d. Upon receipt of charges against a Local Lodge officer, the Local Lodge President shall appoint a committee of at least three (3) people to conduct a fair and impartial investigation of the charges. This committee shall report its findings of fact to the Local Lodge President as soon as possible, but in any case within (15) fifteen days. If the committee finds that there is no basis in fact for the charges they may recommend the charges be dismissed; provided, that such dismissal must be ratified by the membership.

## **6.2 Discipline or removal of a member**

a. A Local Lodge member may be removed and/or disciplined for misconduct. Under this section, any conduct detrimental to the best interests of the Local Lodge, Federal District Lodge, or IAM shall be cause for discipline and/or removal and includes but is not limited to those violations listed in Section 6.1a. of this Article (excluding oath of office violations).

b. No member shall be suspended, expelled, or otherwise disciplined except for non payment of dues or by any officer unless such member has been:

- (1) Served with written specific charges;
- (2) Given a reasonable time to prepare his/her defense; and
- (3) Afforded a fair hearing as provided herein.

c. **Charges Against a Member:** Charges against a Member must be referred in writing with the President of the Local Lodge and must specify the acts or statements detrimental to the best interests of the Local Lodge, District Lodge, or Grand Lodge.

- (1) A copy of such charges must be furnished the accused by the accuser, and a written statement that he/she has done so must be made by the accuser on the copy of the charges filed with the President of the Local Lodge.
- (2) The charges shall be handled in accordance with Article L, Code, of the IAM Constitution.

## **ARTICLE VII**

### **BILL OF RIGHTS OF MEMBERS**

7.1 **Equal rights:** Every Regular member of this Local Lodge shall have equal rights and privileges to nominate candidates, to vote in elections or referendums of the Local Lodge, to attend membership meetings and to participate in the deliberations and voting upon the business of such meetings, subject to reasonable rules and regulations in these Bylaws. Provided, that supervisors, management officials and confidential employees as defined in 5 U.S.C. 7103 may not nominate candidates, hold office or vote in Local Lodge officer elections or vote on matters concerning representation in an exclusive bargaining unit.

7.2 The rates of dues and initiation fees payable by members shall not be increased, except by majority vote by secret ballot after reasonable notice of the intention to vote upon such question has been given to the membership in accordance with these Bylaws; or as otherwise provided in these Bylaws, the Bylaws of the District Lodge, or the Constitution of the Grand Lodge.

7.3 No limits shall be placed upon the right of any Regular Member to institute an action in any court, or in a proceedings before an administrative agency except as provided in these Bylaws, or the right of any members of this Local Lodge to appear as a witness in any judicial, administrative, or legislative proceeding, or to petition any legislature or to communicate with any legislator; provided, that any such Member may be required to exhaust reasonable hearing procedures set forth in these Bylaws before instituting legal or administrative proceedings against the Local Lodge or any officer thereof.

7.4 Neither this Local Lodge nor any officer, steward, or other representative or any employee thereof shall suspend, expel, or otherwise discipline any of its members for exercising any right to which he/she is entitled under the provisions of the pertinent Civil Service Reform Act of 1978, Labor Management Relations, or the Federal Standards of Conduct for Labor Organizations. No person shall use, conspire to use, or threaten to use force or violence to restrain, coerce, or intimidate, or attempt to restrain, coerce, or intimidate any Member of this Local Lodge for the purpose of interfering with or preventing the exercise of any right to which he/she is entitled under 5 U.S.C. and implementing regulations.

7.5 This Local Lodge shall not directly or indirectly make any loan to any officer or employee.

7.6 Every Regular member shall have the right to meet and assemble freely with other members and to express any views, arguments, or opinions and to express at meetings of the Local Lodge his/her views upon candidates in a Local Lodge election or upon any business properly before the meeting, subject to established and reasonable rules pertaining to the conduct of meetings; provided, that nothing herein shall be construed to impair the right of the Local Lodge to adopt and enforce reasonable rules as to the responsibility of every member toward the Local Lodge as an institution and to his/her refraining from conduct that would interfere with its performance of its legal or contractual obligations.

7.7 The Local Lodge shall furnish a copy of each agreement to any unit employee who requests such copy and whose rights are directly affected by such agreement. The Local Lodge shall maintain copies of any such agreement, more of which shall be available to inspection by any member or by any employee whose rights are affected by such agreement.

## **ARTICLE VIII**

### **TRUSTEESHIP**

8.1 The Grand Lodge International President has the authority to impose a suspension or trusteeship of a Local Lodge as per Article VI of the IAM Constitution.

## **ARTICLE IX**

### **LOCAL RULES**

9.1 **General** – Each member of this Local Lodge shall abide by the IAM Constitution, the NFFE FDL Bylaws and these Bylaws.

9.2 **Union Help/Goods** – All members shall employ and encourage others to employ, union help whenever possible. All members shall advocate the purchase of union made goods whenever possible.

9.3 **Smoking** – Smoking is not allowed in the meeting room during general membership meetings.

9.4 **Membership Lists** – Membership lists, addresses, phone numbers and other information personal to members shall be treated as confidential and safeguarded in such a manner as to protect the privacy of the member. Release of information personal to members shall only be accomplished in accordance with the following criteria:

- a. **Within IAM AND NFFE FDL** – Release of and access to information shall be made on a strict “need to know” basis and only to officers and other members who must have access to the information in order to carry out official IAM or NFFE FDL business.
- b. **Outside the IAM and NFFE FDL** – Release of personal membership information outside the IAM or NFFE FDL is forbidden unless such release is required by law or a lawfully executed court order from a court having proper jurisdiction.

## **ARTICLE X**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall govern in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order this organization may adopt.

## **ARTICLE XI**

### **AMENDMENTS**

Any amendments to these Bylaws must be handled in accordance with the following procedure:

- 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 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 recommendation(s).
- d. Each proposal must be considered and voted upon separately. A majority affirmative voted by those present and voting is needed for adoption.
- e. Triplicate copies of approved proposals, together with the master copy of these Bylaws shall be and designation of an effective date.

**APPENDIX A**  
**STANDING RULES**

**ARTICLE I**

**ORDER OF BUSINESS**

The order of business shall be as follows, unless suspended by a majority vote of the members present:

- 1. Calling the meeting to order.
- 2. Pledge to the Flag.
- 3. Roll call of officers.
- 4. Examination and introduction of visiting members.
- 5. New applications for membership.
- 6. Report of membership committee. Voting on applications for membership.
- 7. Initiations.
- 8. Reading and approval of minutes of previous Local Lodge meeting.
- 9. Reading of minutes of Executive Board meeting(s).
- 10. Installation of Officers, when appropriate.
- 11. Reports of financial secretary and treasurer, or secretary-treasurer, including receipts and disbursements since the close of the last meeting.
- 12. Reports of officers, delegates, and committees.
- 13. Communications and bills.
- 14. Anything for the good of IAM Grand Lodge, the NFFE District Lodge, or the Local Lodge and discussions of subjects of interest or economic nature.
- 15. Unfinished business.
- 16. New business. Election of Officers.
- 17. Special Reports and announcements.
- 18. Adjournment.

**ARTICLE II**  
**RULES OF ORDER**

1. On motion, the regular order of business may be suspended by a two-thirds vote of the meeting at any time to dispose of anything urgent.
2. All motions (if requested by the chair) or resignations must be submitted in writing.
3. Any conversation, by whispering or otherwise, which is calculated to disturb a member while speaking or hinder the transaction of business, shall be deemed a violation of order.
4. Sectarian discussion shall not be permitted in the meeting under any circumstances.

**Motion**

5. A motion to be entertained by the presiding officer must be seconded, and the mover as well as the seconder must rise and be recognized by the chair.
6. Any member having made a motion can withdraw it by consent of his/her second; but a motion once debated cannot be withdrawn except by a majority vote.
7. A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.

**Debate**

8. A motion shall not be subject to debate until it has been stated by the chair.
9. When a member wishes to speak he/she shall rise and respectfully address the chair and, if recognized by the chair, he/she shall be entitled to proceed.
10. If 2 or more members rise to speak at the same time, the chair shall decide who is entitled to the floor.

11. Each member when speaking shall confine himself/herself to the question under debate, and avoid all personal, indecorous or sarcastic language.

12. No member shall interrupt another while speaking except to a point of order, and he/she shall definitely state the point and the chair shall decide the same without debate.

13. If a member, while speaking, be called to order, he/she shall take his/her seat until the point of order is decided, when, if declared in order, he/she may proceed.

14. If any member shall feel personally aggrieved by a decision of the chair, he/she may appeal to the body from the decision.

15. When an appeal is made from the decision of the chair, the vice president shall then act as chairperson; said appeal shall then be stated by the chairperson to the meeting in these words:

“Shall the decision of the chair be sustained as the decision of this Lodge?” The member then will have the right to state the grounds of appeal, and the chair will give reasons for his/her decision; thereupon the members will proceed to vote on the appeal without further debate, and it shall require a majority to sustain an appeal.

16. No member shall speak more than once on the same subject until all the members desiring the floor shall have spoken, no more than twice without unanimous consent, no more than 5 minutes at any one time without consent of a two-thirds vote of all members present.

17. The presiding officer shall not speak on any subject unless he/she retires from the chair, except on points of order, and in case of a tie he/she shall have the deciding vote. Should the presiding officer retire from the chair to speak on any subject before the lodge, he/she shall not return to the chair until that subject matter is properly disposed of.

### **Privilege Questions**

18. When a question is before the meeting, no motion shall be in order except:



- (1) To adjourn
- (2) To lay on the table
- (3) For the previous question
- (4) To postpone to a given time
- (5) To refer or commit
- (6) To amend

And these motions shall have precedence in the order herein arranged. The first 3 of these motions are not debatable.

19. If a question has been amended, the question on the amendment has been amended, the question on the amendment has been offered, the question shall then be put as follows:

- (1) Amendment to the amendment.
- (2) Amendment.
- (3) Original proposition.

20. When a question is postponed indefinitely, it shall not come up again except by a two-thirds vote.

21. A motion to adjourn shall always be in order except:

- (1) When a member has the floor.
- (2) When members are voting.

22. Before putting a question to vote the presiding officer shall ask: "Are you ready for the question?" Then it shall be open for debate. If no member rises to speak, the presiding officer shall then put the question in this form: "All in favor of this motion say 'aye'," and after the affirmative vote is expressed: "Those of the contrary opinion say 'no'." After the vote is taken he/she shall announce the result in this manner: "It seems to be carried (or lost); it is carried (or lost), and so ordered."

23. Before the presiding officer declares the vote on a question, any member may ask for a division of the house. Then the chair is duty bound to comply with the request, a standing vote shall then be taken, and the secretary shall count the same.

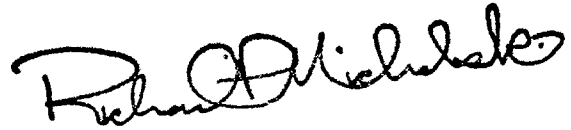
24. When a question has been decided, it can be reconsidered by a majority vote of those present.

25. A motion to reconsider must be made by a member and seconded by another member, both of whom must have previously voted with the majority,

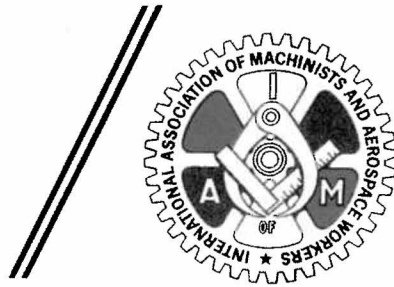
26. A member being ordered to take his/her seat 3 times by the chair, without heeding, shall be debarred from participating in any further business at the session.

27. All questions, unless otherwise proved, shall be decided in accordance with Robert's Rules of Order.

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

A handwritten signature in black ink, appearing to read "Richard A. Nicholas". The signature is written in a cursive style with a large, prominent initial "R".

**International  
Association of  
Machinists and  
Aerospace Workers**



9000 Machinists Place  
Upper Marlboro, Maryland 20772-2687

Area Code 301  
967-4500



OFFICE OF THE GENERAL VICE PRESIDENT

**INSTRUCTIONS FROM THE INTERNATIONAL PRESIDENT**

**KEEP ATTACHED TO THE MASTER COPY OF THE BYLAWS**

All proposed amendments to these bylaws must be approved by the International President prior to adoption. The International President has issued specific instructions which should be followed carefully in submitting proposed bylaws amendments. These include the following:

1. Submit a letter over the seal and signature of the Recording Secretary stating the proposed amendments to these bylaws have been properly enacted by the Lodge in accordance with the amendment procedures.
2. Enclose two (2) copies of the proposals enacted by the Lodge. Send one (1) copy of the proposed amendments to your District Lodge. Include only the changes or redrafts of those articles and sections which the Lodge desires to amend. Do not submit complete redrafts of the bylaws with the amendments incorporated into those redrafts.
3. Return the master copy of the bylaws which bears the headquarters' stamp of approval and the signature of an authorized officer of Grand Lodge with the letter and proposals -- the same copy which was furnished the Lodge by this office (no photostats or facsimiles).

Do not make any notations or other defacements on this master copy; all changes must be made at this office.

4. All requests for approval of changes in the salaries of Business Representatives and General Chairmen, whether under proposed bylaws amendments or under existing bylaws provisions, must be accompanied by a list of the representatives affected, their current monthly salaries, proposed monthly salaries and the effective dates thereof. All requests for approval of changes in salaries which also involve changes in Grand Lodge Contributions must be received at this office prior to the end of the month in which such increases are to be made effective.

Your full cooperation in following the above instructions will enable us to provide a more efficient service in the handling of bylaws at this office.

**IMPORTANT** - These instructions should be attached to Lodge bylaws.

  
Richard P. Michalski  
GENERAL VICE PRESIDENT