

**BYLAWS OF DISTRICT LODGE 75**

**INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS**

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**ARTICLE I  
NAME AND REPRESENTATION**

Section 1. This Lodge shall be known as District Lodge No. 75, International Association of Machinists and Aerospace Workers and shall have jurisdiction over the geographical area assigned by Grand Lodge.

Section 2. Local Lodges having fifty (50) members or less shall be authorized two (2) delegates; one hundred (100) members or less, three (3) delegates; two hundred and fifty (250) members or less, four (4) delegates; five hundred (500) members or less, five (5) delegates. One (1) additional delegate shall be allowed for each additional one hundred (100) members or majority fraction thereof. Business Representatives and Organizers cannot be elected a delegate from their Lodge.

Section 3. This District Lodge shall be the highest tribunal under the general laws of the Order but subordinate to the Grand Lodge, and shall adopt such rules and regulations as it may deem proper for the government of the trade and local affairs.

**ARTICLE II  
MEETINGS & DELEGATES**

Section 1. The regular meeting of this District Lodge for District Lodge Delegates shall be held on the first Saturday of January, April, June and October of each year. The date of the regular meeting may be changed by two-thirds (2/3) vote of the delegate body in attendance. The District Lodge Executive Board will meet each month on the first Saturday of each month. The date of the District Lodge Executive Board meeting may be changed by two-thirds (2/3) vote of the District Loge Executive Board.

Section 2. Delegates shall be seated at the regular meeting held in January by a majority vote of the Lodge upon complying with the rules of District Lodge No. 75 and presenting credentials, properly signed and sealed. No member of Local Lodges shall be seated as a delegate who is delinquent in any manner to Local, District or Grand Lodge.

Section 3. Members in good standing of any Lodge shall be privileged to visit this District Lodge, but shall have no voice in the proceedings, except by the unanimous consent of all delegates. Upon request of any delegate, this District Lodge shall go into executive session without debate.

Section 4. Retiring delegates shall hold their seats until their successors are duly elected.

Section 5. A quorum shall consist of two (2) Local Lodges within District Lodge 75.

## ARTICLE III

### OFFICERS, EXECUTIVE BOARD & DUTIES

Section 1. The officers of this District Lodge shall consist of a President who shall be the Directing Business Representative and Chairman of the Executive Board, Vice President, Secretary-Treasurer and the Trustees.

Section 2. The duty of the President shall be to:

- (a) Preside at all meetings, preserve order, enforce the laws and countersign all checks drawn on District Lodge funds.
- (b) Decide all questions of order and usage, subject to an appeal to this District Lodge.
- (c) Appoint officers pro tem and all committees not otherwise provided for.
- (d) Be ex officio member of all committees

Section 3. The duty of the Vice President shall be to preside at all meetings in the absence of the President and perform all duties as set forth in Section 2 of this Article.

Section 4. It shall be the duty of the Secretary-Treasurer to:

- (a) Keep a correct record of the proceedings of each meeting of the District Lodge and to furnish each District delegate a copy of same at the following regular District meeting.
- (b) Furnish a correct financial statement to each affiliated Local Lodge and District Lodge delegate at the following regular District meeting.
- (c) Draw all vouchers and checks on the District Lodge funds and pay all bills upon approval of the District Lodge.
- (d) Collect and receive all monies due the District Lodge and keep a correct record of all receipts and disbursements and enter a complete report of the finances of the District Lodge on the minutes of each regular meeting.
- (e) Deposit all funds of the District Lodge in a bank selected and approved by the Lodge.
- (f) Conduct all official correspondence of the District Lodge, and shall read all incoming correspondence at each meeting of the District Lodge.

Section 5. Duties of the Trustees shall be to:

- (a) Take charge of the property belonging to the District.
- (b) See that the books are properly kept.
- (c) Semiannually assist the Auditing Committee in its examination of the books and accounts, attaching their signatures to the report of that committee.

Section 6. In the event any officer of this District Lodge absents himself from three (3) consecutive, regular meetings without being excused therefor, and if there is no controversy as to the refusal to excuse being proper, such officer shall be deemed to have resigned his office. The vacancy shall be filled by appointment by the presiding officer on a pro tem basis for that period reasonably required to bring about the nomination and election of a successor.

Section 7. Should such officer contend the refusal to excuse him for such absence is improper, the presiding officer shall prefer charges against him, charging conduct unbecoming an officer on the basis of his absence without excuse found acceptable to the Lodge, and he shall be tried in accordance with applicable provisions of the IAM Constitution.

Section 8. The Executive Board of District Lodge No. 75 shall be composed of the District Lodge officers.

Section 9. All executive powers of this District Lodge when not in session shall be vested in the District Lodge Executive Board.

Section 10. The need for office personnel for the District Lodge office will be determined by the Executive Board and these personnel shall be hired and discharged by the Executive Board. Salary and benefits for such personnel will be set by the District Lodge.

(a) Temporary office personnel may be hired by the Directing Business Representative on an interim basis for a period of up to three (3) months at a salary previously agreed to by the District Lodge Executive Board. Continual employment will be approved by the District Lodge.

(b) The Executive Board shall establish work rules for Office Personnel, and the work rules shall be enforced by the full time Business Representatives and Organizers of District Lodge 75.

Section 11. The President and Vice President of this District Lodge shall be a delegate to all conventions except Grand Lodge Conventions but the Executive Board may decide to vote to send delegates in the place of the President and/or Vice President. When only one (1) delegate is authorized, the President will be a delegate.

#### **ARTICLE IV BUSINESS STAFF AND DUTIES**

Section 1. This District Lodge shall have the power to create the positions to be known as Directing Business Representative and Business Representative and cause an election to be held every four (4) years for the said positions.

Section 2. The Directing Business Representative shall also be President of the District Lodge and Chairman of the Executive Board.

Section 3. The Directing Business Representative shall have charge of the District Lodge office. He shall be under the supervision of the Grand Lodge as outlined in the IAM Constitution.

Section 4. The Directing Business Representative shall:

(a) Call special meetings when necessary and see that all delegates are notified.

(b) Supervise and direct all organizing.

(c) Supervise all negotiations and the servicing of the membership of the affiliated Local Lodges.

(d) Have the authority to appoint one of the elected Business Representatives as the Assistant Directing Business Representative. Make work assignments for Business Representatives, Organizers and employees of his office.

(e) Be ex officio member of all committees.

(f) Be authorized to purchase advertising time on local radio or TV stations.

(g) Be authorized to advertise in any manner as conditions warrant and which is in accordance with the IAM Constitution and Policy.

(h) Shall enforce all District Policies and work rules established by the Executive Board, for the Office Employees.

Section 5. The Assistant Directing Business Representative shall assist the Directing Business Representative in the performance of his duties and shall be under the jurisdiction of the Directing Business Representative. The Business Representatives shall assist the Directing Business Representative to perform his duties when called upon and shall be under the jurisdiction of the Directing Business Representative. All Business Representatives shall be under the supervision of the Grand Lodge as outlined in the IAM Constitution.

Section 6. For the faithful performance of their duties, the Directing Business Representative, Assistant Directing Business Representative and Business Representatives shall receive salary and expenses as set forth in these bylaws.

Section 7. A District Lodge Organizer, to assist the Directing Business Representative, may be hired by the District Lodge for a duration determined by the District Lodge, provided that Grand Lodge approves and agrees to make the customary salary contribution. Salary, benefits, and expenses will be the same as those afforded to the Business Representative(s), provided however, that Grand Lodge contribution in support of such salaries shall be in accordance with the IAM Constitution and Policy.

Section 8. The District Lodge shall have the power to add any office or discontinue any office and as many Business Representatives as it sees fit, provided, however, that all delegates shall be served with notice of contemplated change in number of Business Representatives. Any addition to the number of Business Representatives will be approved by the International President.

Section 9. Should the Directing Business Representative be unable to perform his duties due to physical disability, the Assistant Directing Business Representative will become the Acting Directing Business Representative and shall perform the duties of the Directing Business Representative until he is able to return to his normal duties or a vacancy is declared by District Lodge #75 in accordance with Article V, Section 14.

## **ARTICLE V QUALIFICATIONS AND ELECTIONS**

Section 1. After the Credentials Examining Committee has reported and all delegates are seated at the first meeting in January, the District Lodge shall proceed to elect officers for the ensuing term of four (4) years.

Section 2. Candidates for officers must be a District delegate.

Section 3. The qualifications for candidates for positions of Directing Business Representative and Business Representatives of District Lodge No. 75, IAM, shall be members in good standing for two (2) years prior to his/her nomination, and free from all delinquency of any nature. Said candidates shall be working at the trade and have worked at same at least one (1) year preceding his/her nomination. Said candidates must have attended fifty percent (50%) of their Local Lodge regular meetings held during the 12-month period ending the date of the close of nominations. Candidates shall be excused due to official union business.

Section 4. Each affiliated Local Lodge may nominate one (1) candidate for Directing Business Representative and one (1) candidate for each position of Business Representative. Such nominations will be at the regular meeting of the Local Lodge in the month of September each four (4) years. If more than one (1) candidate for each vacancy is nominated, a vote will be taken by secret ballot at the regular meeting in October to determine which candidate(s) receives the nomination. The qualified candidate or candidates who receive the highest number of votes for the vacancies shall be declared to be the nominee or nominees.

Section 5. All such nominations must be forwarded to the Secretary-Treasurer of the District Lodge within seventy-two (72) hours after the close of the first meeting in the month nominated and must state the position for which nominated and must state the full name, address and card number of the nominee and must state the nominee will accept the position if elected.

Section 6. Immediately following the expiration time for receiving nominations, the Secretary-Treasurer of the District Lodge shall cause to be prepared a ballot containing the names of all candidates, and shall furnish to each affiliated Local Lodge a sufficient number of ballots for its membership prior to the third Tuesday of November.

Section 7. All ballots for Directing Business Representative and Business Representatives must be voted in the Lodge room on the second Wednesday in the month of December except that members qualifying under the IAM Constitution may be permitted to vote by mail. All members who qualify and who wish to vote by mail must request a ballot from the Recording Secretary of his/her Local Lodge and must vote same and return to the Recording Secretary who will turn such ballots over to the Local Lodge tellers, who will include such ballots in the tally at the closing of the polls in the month election is held.

Section 8. Each Local Lodge shall conduct the balloting for Directing Business Representative and Business Representatives in accordance with the applicable provisions of the IAM Constitution. The Recording Secretary of each affiliated Local Lodge shall forward to the District Lodge Secretary-Treasurer by registered mail or hand carry and receive a receipt for all ballots and one (1) copy of the tally sheet used in connection with the election of Directing Business Representative and Business Representatives and within seventy-two (72) hours after the close of the polls in the month of election.

Section 9. All such ballots and tally sheets shall be examined by the District Lodge Secretary-Treasurer, and three (3) tellers from different Local Lodges, duly appointed by the President. The qualified candidate or candidates who receive the highest number of votes shall be declared elected.

Section 10. The District delegates shall elect a Vice President at the first regular meeting in January. The delegate receiving the plurality of the votes cast shall be declared elected, and he (or she) shall be installed at this same meeting. He shall hold office for four (4) years.

Section 11. The District Delegates shall elect three (3) Trustees at the first regular meeting in January. The Trustees will be installed at the same meeting and serve for four (4) years.

Section 12. The District delegates shall elect a Secretary-Treasurer at the first regular meeting in January. The delegate receiving the plurality of the votes cast shall be declared elected and installed at this same meeting. He (or she) shall serve for four (4) years.

Section 13. In case of a vacancy in the position of Business Representative, the District Lodge shall have the power to fill the vacancy until an election is held. The District Lodge shall meet immediately upon notification of said vacancy and set dates for nomination and election. Should there be less than 12 months unexpired time remaining in the vacancy, no election will be held.

Section 14. Seniority shall be deemed to consist of continuous total length of service with the District as a Directing Business Representative, Assistant Directing Business Representative, Business Representative or an Organizer.

Should it become necessary to reduce the number of Business Representatives or Organizer, the following procedure will apply.

1. The Organizers will be furloughed first.
2. Directing Business Representative and all Business Representatives will be furloughed in accordance with their seniority with the District.
3. In the event the Directing Business Representative and/or two (2) or more Business Representatives have the same seniority, the Representative receiving the least amount of votes in the last general election will be furloughed first.



4. In case of Directing Business Representative vacancy, the most senior Business Representative may fill the unexpired term. If the most senior Business Representative declines the Directing Business Representative position the position will be offered to the other Business Representatives in accordance with seniority. In the event no Business Representative accepts the position the most senior shall be appointed the Directing Business Representative position for the remainder of the unexpired term.

## **ARTICLE VI CHARGES**

Section 1. This District Lodge shall take no action on complaints of any individual member of the Association, unless said complaint bears the endorsement and seal of the Lodge of which he is a member, unless it comes through the Directing Business Representative.

Section 2. Any Local or member having any grievance must present same in writing to the Directing Business Representative or Business Representatives and must bear the endorsement and seal of the Local Lodge.

## **ARTICLE VII REVENUE**

Effective 1 January 2012 and thereafter, the revenue of this District Lodge shall be derived from a per capita tax equal to 46% of the Grand Lodge per capita tax minus \$6.00 in accordance with the IAM Constitution, plus \$1.00 and rounded to the nearest nickel in all classifications in each local, payable monthly, said per capita tax to be levied on each regular dues/fees stamp issued, and shall be in the District Lodge office with the District report by the 15<sup>th</sup> of the following month.

## **ARTICLE VIII COMMITTEES**

Section 1. At the regular meeting in January, the President shall appoint a Credentials Examining Committee to serve for one (1) year whose duties shall be to examine credentials of all elected delegates and report their findings to the District.

Section 2. At the regular meeting of this District Lodge in January after an election year, the President shall appoint an Auditing Committee of three (3) to serve for three (3) years whose duties shall be to meet in January and July of each year, examine all books and accounts of this District Lodge with the Trustees, and report their findings at the next regular meeting.

Section 3. The Bylaws Committee shall:

(a) Be composed of three members elected from within the delegate body in January to serve for three (3) years. No more than one (1) member shall be elected from a respective Local Lodge.

(b) Meet at least annually in July to review existing bylaws and to recommend amendments and modifications to these bylaws.

(c) Meet at the discretion of the President and/or delegates to study any proposed changes to these bylaws.

Section 4. Amendments, cancellations and additions to the District Lodge bylaws can be submitted to the Bylaws Committee at any time by not less than five (5) District Lodge delegates at a regular meeting of the District Lodge.

Section 5. After receiving recommendation of the Bylaws Committee, the President will call a special meeting of the District Lodge delegates, after a regular meeting for the purpose of amending the bylaws, and such amendments, if passed by majority vote of the delegates in attendance, will then be submitted to the International President for approval.

Section 6. To better expedite the business of this Lodge, the following committees may be appointed by the President, or may be elected at the discretion of the President.

1. Education Committee
2. Organizing Committee
3. Publicity Committee
4. Legislative and Lobbying Committee
5. MNPL Committee
6. Community Services Committee
7. Human Rights Committee
8. Women's Committee
9. Other Committees as required

## **ARTICLE IX WAGES AND EXPENSES**

Section 1. (a) Effective on January 1, 2012, the Directing Business Representative shall be paid a monthly salary that is 10% above the grand Lodge minimum monthly salary for Business Representatives plus \$600.00 and shall not exceed the maximum monthly salary cap set for Business Representatives by the Grand Lodge. The Salary will be paid on a semimonthly basis.

(b) Effective January 1, 2013, the Directing Business Representative shall be paid a monthly salary that is 20% above the grand Lodge minimum monthly salary for Business Representatives plus \$600.00 and shall not exceed the maximum monthly salary cap set for Business Representatives by the Grand Lodge. This salary will be paid on a semimonthly basis.

(c) Effective on January 1, 2014, the Directing Business Representative shall be paid a monthly salary that is 35% above the Grand Lodge minimum monthly salary for Business Representatives plus \$600.00 and shall not exceed the maximum monthly salary cap set for Business Representatives by the Grand Lodge. This salary will be paid on a semimonthly basis.

Section 2. (a) Effective on January 1, 2012, all Business Representative shall be paid a monthly salary that is 10% above the Grand Lodge minimum monthly salary for Business Representatives plus \$300.00 and shall not exceed the maximum monthly salary cap set for Business Representatives by the Grand Lodge. This salary will be paid on a semimonthly basis. When the Directing Business Representatives appoints a Business Representative as the Assistant Directing Business Representative, that Representative shall receive a salary of \$130.00 per month over their existing salary. All salaries will be paid on a semimonthly basis.

(b) Effective on January 1, 2013, all Business Representative shall be paid a monthly salary that is 20% above the Grand Lodge minimum monthly salary for Business Representatives plus \$300.00 and shall not exceed the maximum monthly salary cap set for Business Representatives by the Grand Lodge. This salary will be paid on a semimonthly basis. When the Directing Business Representatives appoints a Business Representative as the Assistant Directing Business Representative, that Representative shall receive a salary of \$130.00 per month over their existing salary. All salaries will be paid on a semimonthly basis.

(c) Effective on January 1, 2014, all Business Representative shall be paid a monthly salary that is 30% above the Grand Lodge minimum monthly salary for Business Representatives plus \$300.00 and shall not exceed the maximum monthly salary cap set for Business Representatives by the Grand Lodge. This salary will be paid on a semimonthly basis. When the Directing Business Representatives appoints a Business

Representative as the Assistant Directing Business Representative, that Representative shall receive a salary of \$130.00 per month over their existing salary. All salaries will be paid on a semimonthly basis.

Section 3. When the Directing Business Representative, Assisting Directing Business Representative, Business Representatives, Organizer, delegates or members are required to be away from their home station attending to union business, they shall receive round trip transportation to the city of the meeting, at the lowest reasonable cost or mileage at the current government rate approved under travel regulations if private automobile is used.

Section 4. Delegates or Officers required to use their automobile for official District business to Enterprise shall be paid mileage at the current government rate per mile to cover automobile expenses, unless they are covered under another section. Delegates' expenses to regular meetings shall be computed from Local Lodges. Authorized mileage paid for delegates attending union business will be divided equally among the delegates attending the union business. Formula used for determining the number of cars is as follows:

1 - 4 delegates - (1 car)  
5 - 8 delegates - (2 cars)  
9 - 12 delegates - (3 cars)  
etc.

(a) Officers of District 75 required to attend Executive Board meetings, Special Meetings, and recognized Delegates of District 75 required to attend any committee meeting on a schedule different from other Delegates within the same Local Lodge, shall be excluded from Section 4 above, and be paid mileage at the current government rate per mile from his or her home for the use of their automobile.

Section 5. Directing Business Representative, Assistant Directing Business Representative, Business Representative, Organizer and Delegates shall receive per diem in accordance with current I.R.S. regulations, plus actual cost of hotel/motel accommodations, not to exceed single occupancy room rate per day, when leaving their home station to attend union business.

Section 6. While working from their home station, the Directing Business Representative, Assistant Directing Business Representative, Business Representatives and Organizer shall be paid automobile mileage at the current government rate to cover automobile expense.

Section 7. Delegates elected by the District Lodge to attend union functions outside the geographical jurisdiction shall be paid in accordance with Article IX, Sections 3 and 5. Where tuition is paid, no per diem shall be received while attending school.

Section 8. Delegates shall receive lost time for union business when authorized by the delegate body. Reimbursement shall be in the amount of actual wages lost to a maximum of his regular work shift per day and forty (40) hours per week.

Section 9. The Secretary-Treasurer shall receive \$350.00 per month, plus lost time and mileage in accordance with Article IX, Sections 3, 5 and 8.

Section 10. Vacations for full-time Officers, all Business Representatives and Organizers of the District shall be governed by the same vacation schedule below. They shall use credited service with the company they were employed by for vacation accrual purposes. Vacations shall be taken during the term elected. In the event a full-time Officer, Business Representative or Organizer is unable to schedule and take earned vacation within the year, the unused balance up to one (1) week may be rolled over to the next calendar year. All rollover hours must be utilized prior to current year accruals. Vacation accrual shall be reported in each audit report to the delegates.

VACATION LEAVE ACCRUAL RATES	WEEKS ACCRUED
Less than 8 years seniority	2 weeks
8 years but less than 12 year's seniority	3 weeks
12 years but less than 17 year's seniority	4 weeks
17 years but less than 22 year's seniority	5 weeks
22 or more year's seniority	6 weeks

a. In the event a full-time Officer, Business Representative, or Organizer is eligible for six (6) weeks vacation under the above schedule, they will have the option to have one (1) week of their vacation computed into their basic yearly salary and five (5) weeks will be vacation time to be taken in accordance with the above criteria.

Section 11. Sick leave for all Business Representatives, full time officers and organizers shall be ten (10) days per year to be paid in case of sickness.

Section 12. Holidays shall be the same for full-time Officers, all Business Representatives and Organizers as follows: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve.

Section 13. All Business Representatives, Organizers and full-time Officers shall be covered by a Health and Accident Insurance Plan equivalent to the IAM Plan. They may be covered under another plan available to them (i.e. spouse's employer) and will be reimbursed for incurred premiums. Any expenses for optional insurance benefits will be the responsibility of the individual requesting such coverage. Dental Plan to be equivalent to the IAM Plan. Retirement Plan to be furnished under the IAM Pension Plan and the contributions shall be as provided for in Local Lodge 2003 Production and Maintenance

Contract computed on a forty (40) hour per week basis, provided all Business Representatives or Organizer work two (2) days a week. Paid vacation and holidays will be considered as time worked.

Section 14. The District shall bear the expenses of Automobile Liability Insurance as required by Grand Lodge for full-time Officers, all Business Representatives and Organizers.

## **ARTICLE X AFFILIATIONS AND PUBLIC RELATIONS**

Section 1. The District Lodge will affiliate with:

- (a) Alabama State Labor Council, AFL-CIO
- (b) Alabama State Council of Machinists
- (c) Florida State Labor Council, AFL-CIO
- (d) Florida State Council of Machinists
- (e) Mississippi State Labor Council, AFL-CIO
- (f) Mississippi State Council of Machinists
- (g) Wiregrass Labor Council
- (h) Northwest Florida Central Labor Council, AFL-CIO
- (i) Shoals Area Labor Council, AFL-CIO
- (j) North Alabama Central Labor Council, AFL-CIO
- (k) Any other council whereby the interest of our members may be protected

Section 2. The District shall donate one-half of the amount recommended by the MNPL National Planning Committee each year to the MNPL Education Fund. The District shall send the District's half of the full recommended amount by the MNPL National Planning Committee each year to the MNPL Education Fund. The donation shall be paid by March 1<sup>st</sup> of each year. Each Local Lodge should send the Local's half of the full recommended amount each year to the MNPL Education Fund no later than March 1<sup>st</sup> of each year. The number of members paid on will be the total dues paying members reported by the affiliated Local Lodges as of January of each year.

Section 3. The District may publish or use electronic distribution of a newspaper called, District Lodge 75 News to keep its members informed and to help advance labor in this area.

**ARTICLE XI  
RESTRICTIONS**

Section 1. All questions on parliamentary procedure, unless otherwise provided, shall be decided in accordance with Robert's Rules of Order.

Section 2. 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 XII  
BONDING**

Section 1. All Officers, employees or other individuals in this District Lodge who are responsible for, or handle funds of or for the Local Lodge, shall be bonded in accordance with the IAM Constitution and the IAM Policy relating thereto.

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