

**INTERNATIONAL ASSOCIATION OF
MACHINISTS AND AEROSPACE WORKERS
LOCAL LODGE 2902**



**INTERNATIONAL ASSOCIATION OF
MACHINISTS AND AEROSPACE WORKERS
LOCAL LODGE 2902
ASSOCIATION FOR AERONAUTICAL
TRAINING AND BASE SUPPORT SERVICES
PENSACOLA, FLORIDA
BY-LAWS**

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AFTP BY-LAWS RECORD OF CHANGES

DATE OF CHANGE	ARTICLE, SECTION, PARAGRAPH AFFECTED
January 29, 1991	Art. II, Sec. 5a, para's. 2 and 3 Art. IV, Sec. 1 Art. XIII, Sec. 2
September 14, 1991	Art. II, Sec's. 2, 3, and 5 Art. III, Sec's. 1, 2 and 3 Art. III, Sec. 1 Art. V Art. VI, Sec's. 5, 6, 7, 8 and 9 Art. VII, Sec. 1
October 24, 1991	Art. IV, Sec. 2 Art. V, new Sec. 4 Art. VI, Sec. 5c Art. VII, Sec. 1c Art. VIII, Sec. 5 Art's. IX, X, XI, XII, XIII, XIV, XV Art. VII, new Sec's. 2, 3, 4 and 5 Art. XVI, XVII and XVIII
November 2, 1991	Art. II, Sec. 5a, para's. 1 and 3, and Sec. 6 Art. III, Sec. 1 Art. IV, Sec. 1 Art. V, Sec. 1 Art. VI, Sec's. 1a, 3, 4, 7, 9, 10, 11 and 12 Art. VII, Sec's. 1a, 4b and 6 Art. VIII, Sec. 2

	Art. X, Sec. 1 Art. XI, Sec's. 1, 2 and 4 Art. XV Art. XVII, Sec. 3 Art. XVIII
September 25, 1993	Rewrite to conform with IAM Constitution
October 16, 1993	Art.. XII, Sec. 1
March 9, 1994	Correct labeling of Articles and Subparagraphs
October 18, 2024	Art. II, Sect's 2, 3, 5, 6 & 7 Art. III, Sect 1 & 2 Art. IV, Sect 1 Art. VI, Sect's 4, 5, 7, 9, 10 & 11 Art. VII, Sect 4 Art. VIII, Sect's 1, 2, 5, 7, 9, 11, & 13 Art. IX, Sect 3

ASSOCIATION OF FLIGHT TRAINING **PROFESSIONALS CHARTER**

WHEREAS: It is one of the privileges and has become the custom in our country, for citizens who have common interests to protect and rights to preserve, to form themselves into societies and associations for their mutual benefit and benevolent purposes; and

WHEREAS: The Association of Flight Training Professionals has sought proper recognition of their rights and feeling that they as a body form no considerable portion of the citizens of this country, are, therefore, entitled to a full hearing and fair consideration of their just demands; therefore

RESOLVED: That we, The Association of Flight Training Professionals, do form ourselves into an association to be known as the “Association of Flight Training Professionals”, having since affiliated and become known as “The International Association of Machinists and Aerospace Workers Local Lodge 2902” and we invite all persons concerned with the enhancement of flight training to join with us for our mutual benefit and protection.

DECLARATION OF PRINCIPLES

We, The Association for Aeronautical Training and Base Support Services, having previously formed an association for our mutual benefit, and having since affiliated with The International Association of Machinists and Aerospace Workers, pledge to labor unitedly in behalf of the principles set forth herein, to perpetuate our Association on the basis of solidarity and justice, to expound its object, to labor for the general adoption of its principles, to provide for our common goals, to promote the general welfare of our members, to establish and maintain the highest standard of living among the toiling masses, have determined that the following principles shall guide us:

FIRST: The right that belongs to one member belongs to all members alike as long as they remain in good standing with the Association;

SECOND: The right of each member to receive fair and just remuneration for his labor, to be recognized and regarded as a professional, and to gain sufficient leisure for mental cultivation and physical recreation;

THIRD: The right to be treated in a decent and respectable manner by our employers, at the same time conscious of our corresponding duties to our employers and to our trainees;

FOURTH: The right to promote harmonious relations with our employers by exercising diligence and professionalism in the performance of our duties;

FIFTH: The right to regulate our conduct as an Association and as individuals so as to make our occupation an honest and honorable means to earn a decent and respectable livelihood;

SIXTH: The right to perform our work in a professional and disciplined manner, giving the effort our fullest attention and diligence to protect and preserve the quality of instruction;

Based on these Principles, we, determined to do everything in our power individually and collectively as an Association to promote the best interests of our members and our craft, have adopted the following By-Laws to guide us:

BY-LAWS

ARTICLE I

NAME

This Local shall be known as the Association for Aeronautical Training and Base Support Services, International Association of Machinists and Aerospace Workers Local 2902 (LL), located in Northwest Florida.

ARTICLE II

MEMBERSHIP

Section 1. This Local shall consist of an unlimited number of members.

Section 2. Any person who desires to become a member of this Association must complete and sign the approved triplicate copy IAM Application form, or the official IAM Electronic Application (if authorized), and submit it to the Local, in accordance with Article I, Section 2 of the IAM Constitution, at the next regularly scheduled meeting. Upon approval of membership by the Local, it shall be filed by the Secretary-Treasurer for future reference.

Section 3. The application must be accompanied by payment of the first month's dues and the initiation fee (as defined in Article IX, Sect's. 2 & 3 of these By-Laws), both of which shall be refunded should the application not be approved.

Section 4. The Local shall not deny membership to any individual on the basis of race, creed, national origin, nor sex, nor shall any organization which so denies membership be affiliated with the Local.

Section 5. Membership in this Local shall be available to persons engaged in Aeronautical Training and Base Support Services, other members affiliated with the IAM

District 75 and attached to this Local for administrative purposes, or any person engaged in a classification of work as defined in the IAM Constitution.

- a. A member in good standing shall have no outstanding dues, fines, or penalties, and is vested with voting rights.
- b. A member who meets all criteria for Unemployment Stamp in accordance with Article G of the IAM Constitution and any applicable Official Circular (currently Off. Circ. No. 889) may be placed in an “Unemployment Stamp” status upon majority approval of Local membership in attendance at the regular monthly membership meeting in which the affected member is identified during the “report of sick and disabled members”. Local membership may also authorize the Local to pay the minimum costs of Unemployment Stamps on behalf of the affected member(s) for a period not to exceed two (2) calendar years in order to maintain the rights, privileges, and benefits of a member in good standing.
- c. A member may request to discontinue his membership, while continuing his employment, by filling out the lower portion of his application form, signing their name to it, and submitting it to the Secretary-Treasurer for approval by the Local. Reapplication for membership shall be subject to the reinstatement fee and approval by the Local.

Section 6. Retiring Cards

- a. Any member who has discontinued working at the profession shall forfeit his dues card, and, providing his dues and all other indebtedness are paid up to date, be granted withdrawal and disenfranchisement from all benefits of Association membership. A retiring member may seek a retirement card in accordance with Article H, Section 1 of the IAM Constitution.
- b. A retired member resuming work under the Local jurisdiction shall be restored to regular membership status by paying the current month’s dues plus the reinstatement fee. The reinstatement fee shall be waived upon presentation of the retired member’s retirement card.

Section 7. Duties of Members

- a. The first duty of each member is to be true and loyal to his Local.

- b. Every member must conform to and abide by the duties and conduct as defined in Articles K & L of the IAM Constitution, and any other terms, as agreed on by the Local and defined within these By-Laws.
- c. A “Member in good standing” shall be any member whose dues are paid up to date as certified by the Secretary-Treasurer.
- d. Every member shall assist in the government of this Local by attending, to the greatest extent possible, all regular called meetings of the membership.

ARTICLE III

OFFICERS, COMMITTEES, AND OTHER POSITIONS

Section 1. Officers

- a. The officers of the Local shall consist of one President, one Vice President, one Recording Secretary, one Secretary-Treasurer, one Conductor/Sentinel, and three (3) Trustees.
- b. These officers shall comprise the Executive Board of the Local. Each member shall serve a term of three (3) years.
- c. Other elected Local Personnel shall consist of at least one (1) and up to three (3) Auditors and three (3) Trustees in accordance with Article C of the IAM Constitution. Officers are not eligible for selection as Auditors. They may, however, hold other positions, such as a Steward, a Business Representative, a committee membership, and/or such other elective or appointed positions as the Local and the IAM may deem appropriate.

Section 2. Committees

- a. Auditors. There shall be an Auditing Committee of three (3) members, elected by the Local, at the same time, in the same manner and for the same term as the Local Officers.
- b. Negotiations. Each contract shall have a Negotiating Committee of no less than one (1), but no more than five (5) members, unless approved by the Executive Board, and elected by those members of the Local who are governed by the CBA which is to be negotiated. Chief Stewards who are

governed by the CBA being negotiated shall be members of the Negotiating Committee, unless those members of the Local governed by the CBA to be negotiated, present and voting, nominate, accept and elect alternative members to represent them on their negotiating committee. Each member shall serve a term of three (3) years. Each contract/site governed by the CBA to be negotiated shall be represented on this Committee. The Chairperson of this Committee shall be the member receiving the most votes.

- c. Grievance. The Vice President, as Chair, the Chief Steward of the affected contract, and the Stewards of the affected contract, as applicable, shall comprise the Grievance Committee. The Negotiations Committee Chairperson shall serve as Chair in the absence of the Vice President.
- d. Ad Hoc. The President shall appoint members to Ad Hoc Committees, where such committees are appointed by the Executive Board and/or recommended by majority vote of the Local. The appointing letter shall specify the Chairperson, the members, the task(s) of the committee, and when the committee is to be terminated.

Section 3. Other Elected Positions

- a. Stewards – Each contract/site shall elect a Chief Steward, to serve for a term of three (3) years. Each Chief Steward shall, if deemed necessary and approved by the Executive Board of the Local, designate one (1) Steward per shift to assist him in the performance of steward duties. Election of Chief Stewards is held by each contract by use of special elections IAW Article V, Section 1.
- b. District No. 75 Delegates – The president, and the Chief Stewards (or their designee), from each represented contract shall be the delegates to District 75. The District 75 By-Laws shall dictate the maximum number of delegates allowed.
- c. District No. 75 Directing and Business Representatives – Nominations will be accepted and their election will be held in accordance with the District 75 By-Laws.
- d. Convention Delegates – The President may be a delegate to any convention the Local elects to send a representative to. The Local may select, by majority vote and on an occurring basis, such additional delegates as it deems appropriate. Delegates to International Conventions shall be elected in accordance with the IAM Constitution.

Section 4. The election of Officers, Committee Members, and other Elected Positions shall be by greatest number of votes received, and unless otherwise specified, shall serve a term of three (3) years.

Section 5. Newly elected Officers, Committee Members and other Elected Positions, shall be installed at the next regularly scheduled membership meeting and in accordance with Article B, Section 5, of the IAM Constitution.

ARTICLE IV

NOMINATIONS

Section 1. Nomination of vacated elective Officers, Committee Members and other Elected Positions as per Article III, shall be made at the regularly scheduled meeting of the membership in November annually. Advance notice of upcoming nominations shall be given at each site so members in good standing entitled to participate therein may do so.

- a. The President shall, immediately after the nominations are closed, appoint the following election officials:
 - (1) An Election Judge (non-candidate for office), and
 - (2) Four (4) voting Tellers (non-candidates for office)
- b. A time of five (5) minutes per candidate will be allowed, following the close of nominations, for membership statements in support of nominees.
- c. Each candidate may provide the Local with a statement, not to exceed one-half (1/2) typewritten page, to be included in an election newsletter to be published and mailed to each member qualified to vote or may elect to have the statement posted on the Local website/social media page no later than two (2) weeks prior to the election of officers. This newsletter will include the full slate of nominees in a sample ballot form, the Election Judge appointing letter, the time and place the election will be held, the procedures governing the conduct of the election, and any candidates' statements.

Section 2. Any member shall be eligible to hold office in the Local who is in good standing, and a member of the Local for at least one (1) year at the time of nomination. The nominee must be free from delinquency of any nature to a Local, District or

International, and has attended 50% of the Local regular meetings held during the previous 12 month period ending the date of the close of nominations.

ARTICLE V

ELECTIONS

Section 1. The general election of vacated elective Officers, Committee Memberships and other Elected Positions, as per Article III, will be held annually in December during the regularly scheduled meeting of the membership of the Local. Special Elections, when called for, shall be held at the next regularly scheduled meeting of the membership, but no sooner than twenty-five (25) calendar days from the nomination of candidates.

Section 2. The place of voting shall be as determined by the Executive Board at the time of nominations.

Section 3. Candidates may appoint one representative to monitor the election, but they shall not interfere with the election process.

Section 4. Any Local member, active/retired in good standing, effective the date of balloting, is eligible to vote in the election.

Section 5. A member, who, for good and sufficient reason, will be unable to vote in person, may be eligible to vote by absentee ballot. Absentee ballots shall be issued and voted in accordance with the provisions as set forth in Article 2, Section 3 of the IAM Constitution. The Recording Secretary shall provide the Election Judge the mailing list of absentee ballots prior to the time of balloting. The Election Judge shall have final authority concerning the acceptance of an absentee ballot.

Section 6. The Election Judge shall declare the voting open at the specified time. The balloting procedure shall be as follows:

- a. No less than two (2) designated voting tellers shall be present, and after confirming the voters eligibility, will obtain the voter's signature on the register and provide the voter with his ballot.
- b. Each voter shall be afforded an area of sufficient privacy to mark his ballot in secrecy.

- c. Having completed marking his ballot, each voter shall immediately proceed to the location of the locked ballot box, and, in the presence of no less than two (2) other designated voting tellers, place his marked ballot in the locked ballot box.
- d. During the election, the Election Judge shall, in the presence of no less than two (2) designated voting tellers, confirm each absentee voter's eligibility, sign on the register for the voter, and place the absentee ballot in the locked ballot box.

Section 7. At the close of the regularly scheduled meeting, the Election Judge shall declare the voting closed, and will open the ballot box, count the number of ballots, and confirm the total with signatures on the register.

Section 8. The tallying of the voting results shall be done in an area remote from the meeting and private. In the presence of the Election Judge, the votes for each candidate will be counted by one designated voting teller, then recounted by a second designated voting teller. The results will be verified by the Election Judge, then passed to the Chair for announcement at the meeting and publishing in full view of the Local members assembled.

Section 9. In the event of a ballot marking discrepancy, the Election Judge and the Voting Tellers will determine the validity of the ballot. The Election Judge shall make the final and binding determination.

Section 10. The Election Judge shall, upon verifying the vote results, reseal all election records in the locked ballot box, and retain them for a period of one (1) year.

Section 11. Where discrepancies exist between this Article and the IAM Constitution, the President shall interpret and enforce the IAM Constitution.

ARTICLE VI

DUTIES OF OFFICERS, COMMITTEES AND OTHER POSITIONS

Section 1. Executive Board of the Local

- a. The Executive Board is the governing body of the Local and shall attend to all matters of business to be brought before the Local. It shall make recommendations to the Local membership for approval/disapproval. The Recording Secretary shall keep a record of its proceedings and report those proceedings at the next meeting of the Local. It has the right to authorize the President to call a special meeting of the Local, and to act when duly authorized by these By-Laws.
- b. The Executive Board shall review all actions of the standing and ad hoc committees. Any member of this Board shall be authorized to augment a standing or ad hoc committee, or serve as a substitute for an unavailable committee member if requested by the Committee Chairperson, unless the By-Laws, The District 75 By-Laws, or the IAM Constitution forbids such service.
- c. The Executive Board shall meet when the business of the Local requires attention, but definitely immediately prior to each regular meeting of the Local. Any member in good standing may attend meetings of the Executive Board but may address issues under discussion only upon invitation by the Chair. The Board may invite anyone to serve as consultants or advisers when the nature of the Board's business so requires.

Section 2. President

- a. The President is the Chairman of the Executive Board. He/She shall preside at all meetings of the Local and conduct them according to the Rules of Order for Locals from the IAM Constitution. He/She shall enforce due observance of the By-Laws and the laws of the IAM applicable to the Local and its members, and decide all questions or disputes not controlled by the laws of the IAM. He/She shall sign all official documents that may be passed by the Association and no others. He/She shall countersign orders and checks properly drawn (see Section 4d of this Article) on or by the Secretary Treasurer. He/She shall appoint committees not otherwise provided for. He/She shall administer the obligation to new members. He/She shall perform all customary duties pertaining to the office of President or as may be required by the IAM Constitution and shall cast the deciding vote in the event of a tie.
- b. He/She shall be an ex-officio member of all committees, and may, by virtue of his/her office, be a delegate and represent the Local in all

conventions, councils and labor bodies with which this Local may be affiliated, excepting an International Convention.

Section 3. Vice President

- a. The Vice President shall assist the President in the performance of his/her duties, and act as President in his/her absence.
- b. He/She shall also perform such other duties as may be specified in these By-Laws and in Article C, Section 2 of the IAM Constitution.

Section 4. Recording Secretary

- a. The Recording Secretary shall keep a correct record (minutes) of all the proceedings of the Local meetings and of the Executive Board of the Local and shall arrange for a member to be the Recording Secretary at all proceedings from which he/she may be absent.
- b. He/She shall see that the President, Vice President, Recording Secretary and one other elective officer are authorized to receive Local mail and have a key to the Post Office box at the Post Office; he/she shall read and preserve all documents and incoming correspondence, routing copies thereof; and prepare and route all outgoing correspondence, preserving a copy thereof.
- c. He/She shall present all communications and bills received at the next regular meeting of the Local; shall deliver such bills to and for the Secretary Treasurer for filing; and shall, upon approval of the Local, draw all orders on the Secretary Treasurer and attest the same by properly signing and attaching the seal of the Local thereto.
- d. He/She shall record all members' fines in the minutes and report them to the Secretary Treasurer.
- e. He/She shall assist the Chief Stewards in maintaining Local /IAM Bulleting Boards at their respective Sites.
- f. He/She shall prepare and sign all credentials of delegates and alternate delegates. For conventions of the International, he shall forward duplicate credentials thereof to the General Secretary Treasurer.
- g. He/She shall maintain an adequate store of office supplies for the Local.
- h. He/She shall serve as historian and maintain a separate chronological record of significant events.
- i. He/She shall perform such other duties as the IAM constitution may require.

- j. He/She shall, at the expiration of his/her term of office, turn over everything belonging to the Local to the new Recording Secretary.

Section 5. Secretary Treasurer

- a. The Secretary Treasurer shall collect all dues, fines, assessments, and all monies from any source for the benefit of the Local.
- b. He/She shall keep a systematic account of all receipts and disbursements in such a way as to show the balance of cash on hand at the close of each meeting of the Local, and shall maintain a file of bills received, and bills paid.
- c. He/She shall maintain a verified copy of the monthly membership report, ensure the proper per capita tax has been consistent with the report and includes a correct statement of the number of members on the books of the Local.
- d. He/She shall submit the books to the Auditing Committee of the Local at the end of June and December, and when directed by the Executive Board of the Local, for auditing.
- e. He/She shall submit reports in accordance with Article C, Sections 4, 5, 6 and 7 of the IAM Constitution and Article VII of the District 75 By-Laws.
- f. He/She shall perform such other duties as the IAM Constitution may require.
- g. He/She shall see that the signatures of the President, Vice President and Secretary Treasurer are on file in all banks where the Local may have money on deposit.
- h. He/She shall pay all properly drawn (see Section 4d of this Article) orders by check, which checks shall be signed by him/her and countersigned by the President. In the absence of the President, the Vice President shall countersign all checks on properly drawn orders in accordance with Article VI, Section 3.a. of these By-Laws. He/She shall not draw any check without a properly drawn order.
- i. He/She shall, at the expiration of his/her term of office, turn over everything belonging to the Local to the new Secretary Treasurer.
- j. He/She shall present a financial report to the membership at the regular monthly meeting of the Local which shall specify the balances of all Local accounts.

Section 6. Conductor/Sentinel

The Conductor/Sentinel shall answer all alarms at the door and report the same. He shall admit all who are entitled to admission. The Conductor/Sentinel shall examine all persons present prior to the opening of all meetings of the Local to ascertain whether any are in attendance who are not entitled to remain. He/She shall report to the President all those present who are in arrears for dues.

Section 7. Communicator

The Communicator, in accordance with official directives, policies and programs of the International, shall ensure that the latest forms of information technology are used to communicate with Local members about their work and family lives. He/She shall also issue calls for all regular meetings, and special meetings when directed.

Section 8. Educator

The Educator shall assist the President in carrying out the official directives, policies, and programs of the International, and any other education and training programs approved by the International and relating to educating and training the Local membership on all issues affecting workers and their families.

Section 9. Trustees

- a. The Chairperson of this Board shall be the member receiving the most votes.
- b. The Board of Trustees shall be governed in their actions by Article C, Section 13 of the IAM Constitution.
- c. A Trustee shall have the authority to call a special meeting, if it is necessary to protect the property of the Local.
- d. Trustees shall have charge of and be responsible for maintaining an inventory of all Local property and are responsible to the International for all property under their control.
- e. Trustees are also responsible for ensuring that financial records and books are properly kept, to include reviewing all vouchers and expenditures to ensure proper approval, union purpose and accuracy.
- f. Trustees shall assist the Auditing committee in reviewing the Local records and verify the Committees report by signing it.

Section 10. Auditing Committee

The Auditing Committee shall, immediately after the close of June and December, proceed with the work of examining the books and accounts of the Local for the preceding six month period. The Committee shall be guided in its actions and render its report in accordance with Article C, Section 12 of the IAM Constitution.

- a. The Committee shall check the per capita tax records against the receipt records and individual membership or agency records.
- b. The Committee shall Check bank statements, bank deposits and canceled checks for accuracy.
- c. The Committee shall check bills against the checks drawn for accuracy.
- d. The Committee shall check Local Minutes to verify that expenditures were properly authorized by the membership.
- e. The Committee shall report its findings to the Local membership at the next regular scheduled meeting. They may read the report in full or may read a summary of receipts, expenses, assets and liabilities, depending on the wishes of the membership.
- f. The Committee shall report to the International on the proper form.

Section 11. Negotiations Committee

- a. The Negotiation Committee for the affected contract shall assist the designated IAM Representative in the formulation of the Local's Collective Bargaining Position and shall, with the designated IAM Representative, comprise the Negotiating Team in all negotiations with the Contractor/Company.
- b. The Negotiation Committee for the affected contract shall assist the designated IAM Representative in presenting the negotiated Collective Bargaining Agreement (CBA) to its governed members of the Local for ratification in accordance with Article XI of the By-Laws.
- c. The Negotiation Committee for the affected contract shall respond to the President and the Executive Board of the Local on all matters that affect the CBA.
- d. The Negotiation Committee for the affected contract shall interpret the CBA for the Grievance Committee when requested.
- e. The Negotiation Committee for the affected contract shall seek legal assistance from the IAM in all matters pertaining to the Collective Bargaining effort.

- f. The Negotiations Committee Chairperson for the affected contract shall, in concurrence with the advice and consent of the Executive Board, maintain direct contact with affiliated organizations, contract representatives, and government agencies, eg. DOL, NLRB, etc.

Section 12. Grievance Committee

- a. The Grievance Committee for the affected contract, and/or its individual members, shall assist any represented employee in the preparation of an employee grievance as specified in the existing CBA.
- b. The Grievance Committee for the affected contract shall review any employee grievance within that contract, and shall recommend a position concerning the forwarding of the grievance to the Executive Board for further processing as specified in the existing CBA, before the Local may vote on it.

Section 13. Ad Hoc Committee

- a. An Ad Hoc Committee shall address and complete only the task(s) specified in the appointing letter. The Ad Hoc Committee shall submit a written report to the Executive Board with its findings and recommendations.
- b. An Ad Hoc Committee shall be considered terminated upon completion of the appointed task(s).

Section 14. Stewards

- a. The Chief Steward shall be guided in the performance of his duties as specified by these By-Laws and in the existing CBA affecting his site. He/She shall assist the Secretary Treasurer in such matters as collecting dues; and the Recording Secretary in the sharing and passing of information, correspondence, and other communications between the Local and its members at his/her site.
- b. The Chief Steward may select one to three assistant stewards, based on needs and the size of his/her site, to assist the Chief Steward as necessary, unless otherwise determined by the Contract CBA.

Section 15. Delegates

- a. Delegates to District 75 shall faithfully represent the Local to the District, and faithfully represent the District to the Local. The President or the

senior Delegate attending a District meeting shall submit a report of that meeting at the next regular scheduled meeting of the Local.

- b. Delegates to the International and other Conventions shall faithfully represent the Local to the Convention. The President or the senior Delegate attending an International or other Convention shall submit a report of that meeting at the next regular scheduled meeting of the Local.

ARTICLE VII

MAINTENANCE OF ORDER

Section 1. Any member who makes use of profane or indecent language, who refuses to obey a call to order, who makes disrespectful expressions towards members or officers, or who in any way causes undue disturbance to the orderly conduct of a meeting, shall be asked to leave by the Chair or the Sentinel. If the member does not obey a request to leave, he may be removed and shall be subject to fine or expulsion in accordance with the IAM Constitution.

Section 2. Any member who misrepresents any discussion of the Local, who causes disturbance or angry feeling among the members, or who reveals the business of the Local to any person, other than a member of the IAM, shall upon sufficient evidence, be subject to fine, suspension, or expulsion in accordance with the IAM Constitution.

Section 3. Any member committing an offense that will discredit the Local or the IAM, who endeavors to create dissention amongst the membership, or who works against the interest of harmony of the Local and the IAM, shall upon sufficient evidence be subject to fine, or expulsion in accordance with the IAM Constitution.

Section 4. Any officer, committee (as a whole or individually), or any member holding a position of responsibility, who fails to properly attend to his (its) assigned designated duties, shall, upon sufficient evidence, be subject to fine in accordance with the IAM Constitution, and/or removal from the position.

Section 5. A member serving as an officer, committee member, or in an elected position, nor a committee as a whole, shall not be discharged until all debts and contracts entered into by the same have been checked, validated, approved by the Local and paid in

full when appropriate; and each member has been reimbursed for approved lost time from work.

ARTICLE VIII

DISBURSEMENTS

Section 1. No money shall be paid out except in accordance with Article VI, Section 4d of these By-Laws, or as may be defined elsewhere within these By-Laws.

Section 2. For all properly drawn orders/bills to be paid by the Local, checks shall be drawn by the Secretary Treasurer and be signed by him/her and countersigned by the President, or, in the absence of the President, be countersigned by the Vice President.

Section 3. All Local disbursements shall be limited to those specified in the IAM Constitution, to those relating directly to the operation of this Local, and to those relating directly to representing covered employees.

Section 4. The Local may approve other disbursements only through special assessments recommended by the Executive Board to the membership for approval.

Section 5. The Recording Secretary and Secretary Treasurer shall be authorized a disbursement not to exceed two-hundred dollars (\$200.00) per quarter for approved office supplies necessary to maintain proper administrative operation of the Local. Any order submitted for reimbursement for office supplies shall be accompanied by original receipts detailing items approved for purchase and indicating a zero balance due.

Section 6. The Executive Board or the President may, in an emergency, authorize disbursements, in accordance with Section 3 of this Article.

Section 7. Compensation for time lost from regular employment shall not exceed eight (8) hours per day, or forty (40) hours per week, at the members regular hourly rate of pay, inclusive of any supplemental rates of pay the member would have received had they worked, provided such loss is necessary to fulfill the designated duties of the member. Delegates, when attending conventions elected to, and Negotiation Committee members, when participating in scheduled negotiations with the employer, shall be compensated for lost time in accordance with this Section. All other considerations for lost time compensation shall be subject to approval by the Local.

Section 8. Round trip transportation to the city of the meeting, shall be either by airline ticket for transportation (arranged for by the Recording Secretary), or by the current mileage rate and vehicle allocation as established by District 75 for private automobile use. No more than four (4) members shall travel in one automobile.

Section 9. A member tending to approved Local business and required to be more than two-hundred (200) miles from his place of employment, and away overnight, shall receive the current per diem rate as established by District 75 per day for meals and other expenses, plus the actual cost of lodging accommodations not to exceed the single occupancy room rate per day where lodged (arranged for by the Recording Secretary). The per diem shall not be paid when attending IAM sponsored functions at Placid Harbor, or attending school where tuition is paid, except that per diem may be paid for the day of travel to/from Placid Harbor per GL-1 Policy letter dated November 15, 2005.

Section 10. Claims for reimbursement of bonafide unforeseeable expenses shall be accompanied by receipts and will be consistent with reasonable economy and acceptable business practices. Reimbursement of such claims shall be subject to the approval of the Local.

Section 11. Wages

- a. For the faithful performance of his/her duties, the President shall receive the equivalent of their monthly dues plus \$.35 per full dues paying member per month for his or her monthly salary.
- b. For the faithful performance of his/her duties, the Vice-President shall receive the equivalent of their monthly dues plus .35 per full dues paying member per month for his/her monthly salary.
- c. For the faithful performance of his/her duties, the Recording Secretary shall receive the equivalent of their monthly dues plus \$.75 per full dues paying member per month for his/her monthly salary.
- d. For the faithful performance of his/her duties, the Secretary Treasurer shall receive the equivalent of their monthly dues plus \$1.75 per full dues paying member per month for his/her monthly salary.
- e. For the faithful performance of his/her duties, the Communicator shall receive the equivalent of their monthly dues plus \$.35 per full dues paying member per month for his/her salary.
- f. For the faithful performance of his/her duties, each Chief Steward shall receive wages equivalent to 1 month dues plus \$.10 per full dues paying

member per month for his/her attendance at all called Executive Board meetings, unless on an excused absence.

- g. Wages are calculated monthly based upon membership counts reflected on the latest, posted International Reports, and paid quarterly.
- h. Auditing Committee – For the faithful performance of his/her duties, each member of the Auditing Committee present and participating in the regular scheduled Semi-annual Audit, normally conducted on the day of a regular scheduled meeting, shall receive an Auditing payment of \$75.00. If the Semi-annual Audit must be scheduled on a day/date in which members of the committee would sustain lost wages from regular scheduled work, then reimbursement for lost wages shall be paid in lieu of the Auditing payment.
- i. Elections/Special Elections - For the faithful performance of their duties, the Election Judge and Voting Tellers shall receive an Election payment of \$125.00. If an Election/+Special Election must be scheduled on a day/date in which the Election Judge and/or Voting Tellers would sustain lost wages from regular scheduled work, then reimbursement for lost wages shall be paid in lieu of the Election payment.

Section 12. No monetary matters shall be transacted at a special meeting unless called for that purpose.

Section 13. The Local will pay the cost of unemployment stamps of those members who are sick or disabled in accordance with the IAM Constitution, applicable Official Circulars and Article II, Sect. 5.b of these By-Laws.

ARTICLE IX

INCOME

Section 1. The regular income of this Local shall be derived from initiation fees, dues, fines, assessments, interest on money in banks and miscellaneous income.

Section 2. The initiation fee shall be the equivalent of the regular monthly dues at the time of application. The Financial Secretary Treasurer shall enter all payments of

initiation fees in a daily receipt book, showing the date on which the fee is received and the number of the receipt that is given to the applicant for membership.

Section 3. The regular monthly dues to be paid by members who are considered to be "Full-time" employees by their employer shall be equal to two times the base hourly rate earned by each employee. For members who are considered to be "Part-time On-call" employees by their employer, the regular monthly dues to be paid shall be equal to one time the base hourly rate earned by each employee. Dues may be adjusted in accordance with Article I, Section 8 of the IAM Constitution.

Section 4. Dues may be paid by check-off by submitting the approved check-off form to the employer with a copy to the Financial Secretary Treasurer. Check-off forms submitted by the 15th of the month will be in effect the following month and pay the dues for the month thereafter.

Section 5. Dues if not checked-off, shall be paid on or before the first day of each month. A member failing to pay dues on or before the first day of each month shall be subject to fines in accordance with the IAM Constitution. Delinquency beyond thirty (30) days may result in the Local seeking termination of the represented employee.

Section 6. Fines and assessments shall be in accordance with the IAM Constitution and the Local By-Laws. They must be paid before monthly dues can be considered paid in full.

Section 7. Any former or delinquent member seeking reinstatement in the Local, shall pay the back dues, fines and a reinstatement fee of no less than the equivalent of the regular monthly dues at the time of such reinstatement request. Such reinstatement fee shall be as the Local may direct by a majority of those present.

ARTICLE X

CODE

Improper conduct of a Local member shall be determined and pursued in accordance with Article L of the IAM Constitution.

ARTICLE XI

AGREEMENTS

Section 1. The IAM&AW is the recognized bargaining agent for the Local.

Section 2. No proposed collective bargaining agreement (CBA) shall be ratified until the affected bargaining unit employees have been given the opportunity to review and discuss the said CBA at a special meeting called pursuant to the applicable provisions of these By-Laws. A special meeting seeking ratification shall be called for as soon as possible after the day the IAM&AW Representative signed off on the proposed CBA.

Section 3. Ratification of the proposed agreement as signed-off must be approved by secret ballot. The balloting will be held in accordance with Article V of these By-Laws.

Section 4. A proposed agreement shall be considered accepted upon the favorable vote of fifty percent plus one (50% + 1) of the members present and in good standing. In accordance with the IAM Bulletin 813, IAM policy further provides that thirty (30) percent of the eligible bargaining unit must participate in the strike vote. In the event that a strike vote fails to carry by the required two-thirds (2/3) majority vote, the collective bargaining agreement at issue will be accepted. This is because without the necessary membership support for a strike our negotiators have no strength from which to insist on our bargaining demands.

ARTICLE XII

AFFILIATION

This Local, except when required by the IAM, shall not ally itself with any political or religious body.

ARTICLE XIII

JURISDICTION AND AUTONOMY

Section 1. The jurisdiction of the Local extends over all members engaged in Aeronautical Training and Base Support Services.

Section 2. This Local shall be dissolved only in accordance with the IAM Constitution.

Section 3. The autonomy of this Local shall be held inviolate. This Local, at all times, reserves the right to make laws and rules to govern its own members in accordance with the IAM Constitution.

Section 4. All monies and property of any kind or nature belonging to this Local shall be held in accordance with the IAM Constitution.

ARTICLE XIV

MEETINGS

Section 1. The regular meetings of this Local shall be held at 9:00 a.m., on the first Saturday of each month, at the Hilton Garden Inn, 1144 Airport Blvd, Pensacola, Florida. A schedule of the regular meetings for the calendar year shall remain posted on the Local bulletin board at each Site. Changes to the meeting time and place shall be approved by the Executive Board or the President of the Local, and shall be communicated at least one (1) week prior to the changed meeting's date.

Section 2. A quorum for a membership meeting shall consist of at least five (5) members of the local membership on file. A quorum for an Executive Board or Committee meeting shall be a majority.

Section 3. Special Meetings

- a. Special meetings may be called by the President, in accordance with the IAM Constitution.
- b. No business other than that specified in the "call" shall be transacted at a special meeting.

Section 4. All meetings shall be conducted in accordance with the IAM Constitution.

ARTICLE XV

AMENDMENTS

Section 1. These By-Laws can be amended only in accordance with the IAM Constitution.

Section 2. All amendments to the By-Laws must be incorporated in final complete written form in the minutes of the meeting to which said amendments were “read and adopted” or “read and modified”.

Section 3. Each page of the By-Laws must be dated by month and year, and numbered by page. When an amendment is adopted, the amended page will be retired to an historical By-Laws file with reference to the minutes of the meeting in which they were amended, attached.

ARTICLE XVI

RULES OF ORDER

Rules of Order shall be in accordance with the IAM Constitution.

ARTICLE XVII

BONDS AND ASSURITIES

Those Local officers, appointees and agents who are required by federal law, or the IAM Constitution, to be bonded, shall be bonded in accordance with the IAM Constitution. Such fees will be paid by the Local.

Approved for and in behalf of International President
