

Proposed Changes 03/20/2020

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

HERCULES LODGE #463

LITTLE ROCK AFB, ARKANSAS

BYLAWS

PREAMBLE

The establishment of this Local Lodge as a subordinate unit of the International Association of Machinists and Aerospace Workers (IAMAW) is an expression of the desire of the workers in the C130 Aircrew Training System (C130 ATS), the C-130J Maintenance and Aircrew Training System (C-130J MATS), and C-130H Flight Line Operations and Support (C-130H FLOS) at Little Rock AFB. Their purpose is to participate fully in the achievement of the objectives of the parent Union, as it seeks to fulfill the hopes and aspirations of the working people in the aerospace industry.

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We seek the fulfillment of these hopes and aspirations through democratic processes within the framework of our constitutional government, and, to be consistent with our nation's institutions and traditions.

At the collective bargaining table, in the community, in exercising the rights and responsibilities of citizenship, we shall responsibly serve the interests of all the American people. We pledge ourselves to the more effective organization of working men and women; to the securing to them of full recognition and enjoyment of the rights to which they are justly entitled; to the achievement of ever higher standards of living and working conditions; to the attainment of employment security for all the people; to the enjoyment of the leisure which their skills make possible; and to the strengthening and extension of our way of life and the fundamental freedoms which are the basis of our democratic society.

We shall combat resolutely the forces that seek to undermine the democratic institutions of our nation and to enslave the human soul. We shall strive always to win full respect for the dignity of the human individual whom our union serves. With Divine guidance, grateful for the fine traditions of our past, confident of meeting the challenge of the future, we proclaim these bylaws.

ARTICLE 1

NAME AND AFFILIATION

This organization shall be known as the Local Lodge #463, or Hercules Lodge #463 hereinafter referred to as the Local Lodge. It shall at all times maintain affiliation with the IAMAW in accordance with the laws of that organization.

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ARTICLE 2

OBJECTIVES

The objectives of this Local Lodge shall be:

- a. To promote the principles of the IAMAW through appropriate activities at Little Rock AFB, Arkansas;
- b. To assist in furthering the appropriate objectives and policies of the IAMAW, and of organizations affiliated with the IAMAW, provided such objectives or policies of affiliates are not inconsistent with the objects or policies of the IAMAW;
- c. To promote an exchange of information on matters of common interest within the rank and file of the Local Lodge;
- d. To provide aid, cooperation and assistance to affiliated local unions and other affiliated bodies in common, as well as individual endeavors;
- e. To propose, support and promote legislation favorable to, and, to oppose legislation detrimental to, the interest of workers and organized labor;
- f. To encourage workers to register and vote, thereby exercising their full rights and responsibilities of citizenship, and, to perform their rightful part in the political life of the local, state and national communities;
- g. To engage in such other activities as are consistent with the objectives and principles set forth in the Constitution of the IAMAW.

ARTICLE 3

COMPOSITION

The Local Lodge shall be composed exclusively of members of the C130 ATS, C-130 JMATS, and C-130H FLOS whose positions are designated as Collective Bargaining Unit (CBU) represented. All members shall conform to these bylaws as well as the rules and regulations adopted pursuant thereto.

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ARTICLE 4

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ANTI-DISCRIMINATION AND HUMAN RELATIONS

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Section 1. Local Lodge 463 opposes any discrimination **and/or harassment** by any of its officers, representatives or members against any other member in any way because of **age, religion, ethnicity/nationality, disability/medical history, marriage/civil partnership, pregnancy/maternity/paternity, or gender identity/sexual orientation.**

Section 2. The Local Lodge Executive Board (E-Board), using any other applicable legislation to guide and assist is responsible for upholding the principles of the Local Lodge policy concerning anti-discrimination and human relations. In addition, the E-Board is responsible for furthering the principles inherent in this policy through training and education of officers and members of the Local Lodge.

Section 3. The Local Lodge E-Board shall maintain permanent records of any activities involving alleged discrimination or human relations issues. Cases concerning alleged discrimination or human relations issues may involve potentially complex, personal issues. Therefore, any information about these cases must be kept strictly confidential.

ARTICLE 5

VOTING

Each member shall be entitled to one vote. Voting shall be by voice vote or division of the house (show of hands or standing vote), unless secret ballot is called for by the membership.

ARTICLE 6

MEETINGS

Section 1. Regular meetings of the Local Lodge shall normally be held on the third Thursday of each month. Official notice of place and time (normally 4:30 p.m.) shall be posted for all members on the bulletin boards located in each C-130 ATS/C-130J MATS/C-130H FLOS building and the Local Lodge website. Local Lodge meetings in July and August may be cancelled with approval of the Local Lodge membership. The Christmas Party may serve as the December meeting.

Section 2. Special meetings to consider specific matters shall be held when ordered by the membership at a regular meeting of the Local Lodge, or by a vote of the E-Board. Written notice of the special meeting shall be posted three days in advance of the meeting. The matter, or matters, for consideration at the special meeting shall be stated in the notice, and no other business shall be transacted.

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Section 3. A quorum to transact business shall consist of at least five (5) Local Lodge members and the President or Vice President, and either the Secretary-Treasurer or the Recording Secretary.

ARTICLE 7

OFFICERS AND ELECTIONS

Section 1. The following are the elected officers of the Local Lodge: the President, Vice President, Secretary-Treasurer, Recording Secretary, Conductor/Sentinel, and a board of Trustees consisting of three (3) members. Other elected representatives consist of Primary Stewards, Alternate Stewards, and three (3) Auditors. The number of Primary and Alternate Stewards required will be determined by the CBA. All will be elected from the general membership except for Stewards, who are only elected from eligible members within each respective company. Normal notification of nominations and elections shall be posted not less than sixty (60) days prior to the election.

Section 2. No person shall be eligible to serve as an officer or member of the E-Board, or to serve on any committee as a delegate, representative, agent or employee of this Local Lodge, unless that person has been a member of the Local Lodge for one year. The person must be free of any delinquency, paying full dues (does not exclude Part-Time employees), and must have attended at least 50 percent of the regular scheduled Local Lodge meetings during the previous 12 months. Members, who are confined because of verified illness, on vacation, on official IAM business approved by the Local Lodge, District Lodge, or Grand Lodge, working for an employer on regular or travel assignment, or on reserved military leave at the time when the Local Lodge meeting is held, shall be excused from Local Lodge meetings.

Section 3. If any officer, member of the E-Board, committee member, delegate, representative, agent or employee of this Local Lodge ceases to be a member in good standing, then the office they hold shall become vacant. In the event of a vacancy in any elected office, the President may make a temporary appointment until a special election is held. Nominations will be taken for the vacant office at the next Local Lodge meeting following notification of the vacancy. After nominations, the special election to fill the vacant office will then be held at the next scheduled Local Lodge meeting.

Section 4. The term of office for elected officers shall be three years. Each officer shall remain in office until a successor has been elected and installed.

Section 5. Nominations for elected offices will be taken during the November Local Lodge meeting. The election shall be held at a called Election in December. The election shall not be postponed except by order of the IAMAW, or, by a duly constituted public authority. A postponed election shall be held at the first succeeding regular Local Lodge meeting, with official and timely notice being given to the membership. This

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notice may come from the Local Lodge, the IAMAW, or from the public authority that ordered the postponement.

Section 6. The election for uncontested offices may be by acclamation. A voice vote, a show of hands vote, or a standing vote shall suffice for the election of uncontested offices unless a secret ballot vote is demanded by the membership. A simple majority is required to elect. In cases where no candidate for a particular office receives a majority on the first vote, the two candidates for that office receiving the greatest number of votes shall remain, and a second vote shall be taken.

Section 7. Installation of officers shall be held at the regularly scheduled January Local Lodge meeting. If an officer-elect is unavoidably absent, then they shall be installed at the earliest possible meeting following the election, or, they may be given the promise of obligation at a meeting of the E-Board.

Section 8. Before assuming elected office, each officer-elect shall repeat aloud the following promise of obligation:

“I, (state your name) do hereby promise to faithfully perform all the duties of the office to which I have been elected to the best of my ability, and, to uphold the constitution of this Lodge. I further promise to deliver all property in my possession belonging to this Local Lodge to my successor.”

Section 9. The Steward for each company receiving the most votes during normal elections retains first right of refusal for the position of Chief Steward. The Chief Steward serves as the head of the Grievance Committee and lead representative for his/her respective company.

ARTICLE 8

DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Local Lodge and E-Board. The President and E-Board shall decide all questions of dispute not controlled by laws and rules of the IAMAW. The President shall countersign all orders, checks and vouchers properly drawn upon or by the Secretary-Treasurer. The President shall appoint committees not otherwise provided for, appoint an educator as well as a communicator, and administer the promise of obligation to all new members. The President shall enforce the laws and rules of the IAMAW applicable to the Local Lodge and its members, and shall be an ex-officio member of all committees. The President shall perform other such duties as may be required by the Constitution, and in the case of a tie vote, cast the deciding vote. The President may appoint as many Sergeants-at-arms as necessary to assist in maintaining good order and conduct during meetings of the Local Lodge.

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Section 2. In the absence of the President, the Vice President shall preside at all meetings of the Local Lodge and E-Board. In the absence of the President, the Vice President shall countersign all orders, checks and vouchers properly drawn upon or by the Secretary-Treasurer, subject to approval by the Local Lodge. In addition, the Vice President shall assist the President in conducting and maintaining good order at all Local Lodge meetings. The Vice President shall verify that everyone who enters the Local Lodge meetings is a member or an invited guest, and, verify that all property of the Local Lodge is properly cared for. In case of the President's death, removal from office, or resignation from office, the Vice President shall become President and serve out the balance of the remaining term in office.

Section 3. The Secretary-Treasurer shall perform the duties as outlined in Article C, Section 4 of the IMAW Constitution. These duties include but are not limited to receiving, depositing and disbursing all funds of the Local Lodge upon proper authorization. The Secretary-Treasurer shall be responsible for all Local Lodge funds, and maintain the Local Lodge financial records in a manner consistent with the applicable requirements of the Code of Ethical Practices as approved by the Executive Council of the IMAW. The Secretary-Treasurer shall submit to the Local Lodge a monthly financial statement of all funds within their care, showing the status of all accounts in such detail as the E-Board may require. The Secretary-Treasurer shall submit their financial records for a semi-annual audit, as well as whenever the E-Board shall request to view such financial records. The Secretary-Treasurer shall maintain the Local Lodge financial ledger using the V-Lodge Financial Officer web-based program.

Section 4. The Recording Secretary shall perform the duties as outlined in Article C, Section 3 of the IMAW Constitution. The Recording Secretary shall be the custodian of the records of the Local Lodge. In addition, he/she shall maintain a correct and accurate written record of all E-Board and Local Lodge meetings, recommendations, votes, and elections. The Recording Secretary will be responsible for collecting all Local Lodge mail and dispersing/distributing to the appropriate parties. The Recording Secretary will be responsible for ensuring all meeting notifications and election notices on Local Lodge bulletin boards and web site are posted.

Section 5. The Trustees shall perform the duties as outlined in Article C, Section 8 of the IMAW Constitution. They shall be the custodians of the physical properties of the Local Lodge, and shall prepare and maintain an inventory of all such properties showing the date of purchase, complete cost and estimated current value. In conjunction with the Auditors, and at the close of June and December each year, the Trustees shall examine all financial records of the Secretary-Treasurer and report to the Local Lodge the status of these financial records.

Section 6. The Auditors shall perform the duties as outlined in Article C, Section 7 of the IMAW Constitution. They are responsible to verify that the financial obligations of the Local Lodge are accurately maintained. In conjunction with the Trustees, and at the close of June and December each year, the Auditors shall examine all Local Lodge

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financial records of the Secretary-Treasurer and make a report of their findings available to the members of the Local Lodge.

Section 7. The Conductor-Sentinel shall perform the duties as outlined in Article C, Section 9 of the IAMAW Constitution by assuring that all people present prior to the opening of all meetings of the Local Lodge are entitled to remain. The Conductor-Sentinel shall answer all alarms at the door, report the same and admit all who are entitled to admission.

Section 8. The Local Lodge President shall appoint a Communicator as outlined in Article C, Section 10 of the IAMAW Constitution. The Communicator, in accordance with the official directives, policies, and programs of the Grand Lodge, will use the latest forms of information technology and social media to communicate with the Local Lodge membership about their work and family lives. The Communicator will serve as Web Master for the Local Lodge website.

Section 9. The Local Lodge President shall appoint an Educator as outlined in Article C, Section 11 of the IAMAW Constitution. The Educator will assist in carrying out the official directives, policies, and programs of the Grand Lodge, and any other education and training programs approved by the Grand Lodge and related to educating and training the Local Lodge membership on all issues and their families.

ARTICLE 9

EXECUTIVE BOARD

Section 1. The E-Board shall be composed of the President, Vice President, Secretary-Treasurer, Recording Secretary, Chief Stewards, and Trustees.

Section 2. The E-Board shall be the governing body of the Local Lodge between meetings. It is authorized and empowered to take such action and render such decisions as may be necessary to carry out fully the decisions and instructions of the Local Lodge, and, as may be necessary and appropriate to safeguard and promote the best interest of the Local Lodge. The E-Board shall be empowered to authorize payment of recurring expenses for the normal operation of the Local Lodge.

Section 3. The E-Board shall meet regularly (at least once each month) at such time and place as it may determine. It shall also be on call to meet if the President determines a special meeting is necessary.

Section 4. A quorum for transaction of business by the E-Board shall consist of the President or Vice President, and a majority of the members specified in Section 1 above.

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ARTICLE 10

AFFILIATIONS/CONVENTIONS

Section 1. The Local Lodge shall be affiliated with the Arkansas State Council of Machinists, the Arkansas State AFL-CIO, and the Central Arkansas Labor Council. The Local Lodge shall pay all fees required to maintain such affiliations.

Section 2. Selection of delegates.

- a. Delegates to these meetings or conventions of these affiliations shall be volunteers recommended by the E-Board and approved by the membership. Necessary fees (transportation, hotel, and per diem) will be approved by the membership.
- b. Delegates to the IAMAW National Convention shall be volunteers recommended by the E-Board and approved by the membership. Necessary fees (transportation, hotel, and per diem) will be approved by the membership.
- c. Delegates to the Arkansas Labor/Management Conference shall be volunteers recommended by the E-Board and approved by the membership. Necessary fees (transportation, hotel, and per diem) will be approved by the membership.

Section 3. With the approval of the membership and IAMAW, the Local Lodge may provide a donation (purchase item) not to exceed \$150 for the District W2's Semi-annual conventions and Arkansas Labor/Management Conference raffles.

ARTICLE 11

PER CAPITA TAXES AND FEES

Section 1. The Local Lodge shall pay a monthly per capita tax to the IAMAW for all of its dues paying members. Per capita taxes shall also be paid to assure the affiliations as listed in Article 10, Section 1. The membership shall be notified whenever per capita taxes are changed/amended.

ARTICLE 12

FINANCIAL PRACTICES AND AUDITS

Section 1. All funds of this Local Lodge shall be placed on deposit in a national bank, or other federally insured financial institution as designated by the E-Board.

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Section 2. Funds shall be paid out only by a check bearing two (2) signatures of the primary lodge officers, i.e., President, Secretary-Treasurer, Vice President, or Recording Secretary. Checks payable to the Secretary-Treasurer shall require two (2) signatures other than the Secretary-Treasurer.

Section 3. A voucher showing the particular purpose of the expenditure and the source of the authority for making such expenditure will properly support each expenditure. All invoices, receipts and other supporting documents shall be attached to the voucher. The voucher shall be signed by the Secretary-Treasurer and countersigned by the President.

Section 4. A fidelity bond shall cover all officers and agents of the Local Lodge with financial responsibility. The amount of the bond is to be determined by the E-Board, or, as required by the Secretary-Treasurer of the IAMAW. Should the amount of this bond exceed the amount of bond regularly furnished without cost by the IAMAW, the Local Lodge shall pay the additional cost of such bond.

Section 5. Local Lodge monthly membership dues shall be assessed at the rate of two times a member's hourly wage for full-time employees, and one times a member's hourly wage for part-time employees. Any other salary benefits or additives for insurance will not be included in the calculation of membership dues.

Section 6. Appropriations of Lodge funds, except per capita tax, affiliation fees and regular monthly bills, shall not be made unless approved by the membership.

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Section 7. A maximum of **\$125** (excluding delivery cost) shall be authorized to provide flowers/get well baskets and cards for the member or immediate family members (see CBA for description of immediate family) hospitalized or funeral sprays or donations to a charitable organization in the event of death of a member or family member.

Section 8. The monthly expense allowance of the following Lodge members shall be set as follows:

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|------------------------|------------------------------------|
| a. President | \$=1.5 times member's dues |
| b. Vice President | \$=1.0 times member's dues |
| c. Recording Secretary | \$= 3.0 times member's dues |
| d. Secretary-Treasurer | \$= 3.5 times member's dues |
| e. Chief Steward | \$=1.0 times member's dues |
| f. Communicator | \$= 2.0 times member's dues |

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Section 9. Officers and Stewards who receive quarterly payments must attend at least one (1) meeting during the quarter to receive payment. Meetings can be an E-Board or a regular monthly business meeting. Excused absences as outlined in Article 7, Section 2 will apply.

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Section 10. If any member holds more than one (1) paid position in the Local Lodge (i.e. President and Chief Steward), they are to be paid at the higher rate per Article 12, Section 8. They will not receive payment for both.

Section 11. A Robert V. Jurasek/Bobby G. Jones \$1,500 Scholarship has been established. A formal application package and an independent selection committee shall be established to select the recipient.

Section 12. Retiring members who have been a member of this Local Lodge for a minimum of 5 years will be presented a "Retirement Gift" not to exceed \$100.00.

Section 13. IAMAW Locals that are on strike and whose strike has been sanctioned by the IAMAW and the Lodge has received a request for support will be given a donation approved by the E-Board and the membership not to exceed \$1.00 per Lodge 463 membership.

Section 14. The Local Lodge shall host a Christmas Party for the membership and [their](#) guests. The funding is subject to approval of the membership, Southern Territories GBP, and Grand Lodge ST.

Section 15. Travel Per-Diem reimbursements will be as follows subject to approval of the membership:

- a. Per Diem will be paid at the Internal Revenue Service standard government daily rate based on the zone where the member spends the night.
- b. Per Diem will be paid for overnight stays only for members representing the Local Lodge.
- c. Per Diem will be paid for travel days to and from the Winpisinger Center only.
- d. Per Diem will not be paid for events at the Winpisinger Center.
- e. Per Diem will be paid at a partial rate when breakfast, lunch, or dinner is being furnished.

Section 16. Mileage reimbursements will be as follows subject to approval of the membership:

- a. Mileage will be paid for when representing the Local Lodge.
- b. Mileage will be paid based on the Internal Revenue Service Standard Business Mileage Rate.

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- c. Mileage will only be paid up to the cost of lowest economy airfare rate if there is an option to fly.

Section 17. Airfare and baggage reimbursements shall be as follows subject to approval of the membership:

- a. Airfare will be reimbursed for the lowest economy rate. Upgrade cost will be the responsibility of the individual traveler.
- b. Baggage allowance reimbursement shall be for one (1) bag only. Additional baggage and overweight baggage claims will not be reimbursed.
- c. Postage claims will be reimbursed for items that are too heavy to carry in luggage (e.g. training materials from the Winpisinger Center, materials from conferences).

Section 18. Monthly membership meeting expenditures.

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- a. A maximum of ~~\$150~~100 shall be authorized for room rental.

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- b. A maximum of ~~\$200~~150 shall be authorized for food and refreshments.

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- c. A maximum of ~~\$350~~250 shall be authorized if room rental and food refreshments are combined into one invoice.

- d. A maximum of \$50 (+ fees) gift card shall be authorized for door prize held for meeting attendees.

Section 19. Refreshments for quarterly meeting between Stewards and company management will not exceed \$75 (for Union members only).

Section 20. Donations for the following programs shall be given a donation approved by the E-Board and the membership not to exceed \$1 per Lodge 463 membership.

- a. The Machinists Non-Partisan Political League (MNPL).
- b. IAM Disaster Relief Fund.
- c. IAM National Scholarship Fund.

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Section 21. The replacement of office supplies not to exceed ~~\$100~~ per month (excluding tax or delivery charges) purchased by the E-Board shall be authorized.

Section 22. All lost wages shall be reimbursed for missed work due to Local Lodge members' absence for Lodge business. Funding is subject to approval of the membership.

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ARTICLE 13

SCHOOL/TRAINING SELECTION

Section 1. The Winpisinger Center teaches what it is to be a trade unionist. By studying labor history and the role unions play in our society, students learn that unions are more than service organizations. We are part of a larger movement toward economic and social justice with dignity on the job. In addition, the Winpisinger Center is a place where our members learn how to be good leaders. Whether it's a member, shop steward, local or district officer, or Grand Lodge representative, everyone who attends this facility goes home better prepared and more motivated to do a good job for our members.

Section 2. Selection of personnel will begin with volunteers submitting a request to the Recording Secretary for the school/training and dates. The application will be presented to the E-Board for recommendation. The E-Board recommendation will be presented to the membership for approval. First consideration and selection will favor all elected and appointed officer positions and all others on a space available first come first served basis. Classes at the Winpisinger Center are limited to two (2) members per class per year. Additional space may be requested from local lodges within the IAMAW District W2 who are not sending members for training and if funds are available. Newly elected leadership who has not been to IAMAW Leadership 1 must attend within their first year in office.

ARTICLE 14

COMMITTEES

Section 1. The five standing committees (Membership, Scholarship, Bylaws, Good of the Order, and Entertainment) all require a minimum of two (2) members each. The President, subject to the advice and consent of the E-Board, shall appoint chairpersons of standing committees and shall be an Ex-Facto member of all committees.

Section 2. The members of the standing committees shall serve with the concurrence of the President.

Section 3. The Local Lodge may establish Special Committees as needed. The President shall appoint chairpersons of Special Committees unless otherwise directed by the Local Lodge.

Section 4. All Committees shall report their activities regularly to the Local Lodge. Any current Committee or committee members that are not functioning shall be dismissed and replaced as required.

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Section 5. A negotiations committee is comprised of no more than one elected member from each group of like sections. Upon the completion of the negotiations with the company, the negotiation team will present the proposed CBA to the membership. The membership then has up to three working days before a ratification vote must be taken. After ratification, the committee may be called on to handle any questions/concerns/changes that may arise during the term of the contract.

ARTICLE 15

LEGISLATIVE AND POLITICAL ACTION

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Section 1. The legislative activities of the Local Lodge shall be under the direction of the E-Board. These activities shall conform to the policies adopted by the Local Lodge and the decisions of the E-Board on local matters, to the policies of the District Lodge on Arkansas State matters, and to the policies of the IAMAW on national matters.

ARTICLE 16

NOTARY PUBLIC

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Section 1. The Local Lodge will provide a Notary Public at no charge to members. All fees to provide the Notary Public shall be paid by the Local Lodge.

ARTICLE 17

PARLIAMENTARY AUTHORITY AND AMENDMENTS

Section 1. The procedures to be followed by the Local Lodge with respect to Boycotts, Unfair Lists, Strikes, Collective Bargaining and Publications issued or endorsed by the Local Lodge shall be in accordance with the IAMAW.

Section 2. In case there is a conflict between the IAMAW Constitution or the Rules of the IAMAW and the provisions of these bylaws or actions of this Local Lodge, the Constitution or Rules of the IAMAW shall prevail. Furthermore, once made aware of such a conflict, appropriate steps shall be taken by the E-Board to change the Bylaws, rules or actions of this Local Lodge in order to bring them into conformity with the Constitution and Rules of the IAMAW.

Section 3. The Rules of Order as printed in the IAMAW Constitution shall govern the Local Lodge.

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Section 4. These bylaws may be amended at any regular meeting of the Local Lodge by approval of two thirds of the membership present at the meeting. Proposed amendments or changes shall be submitted in writing to the Recording Secretary prior to the regular meeting. All proposed amendments shall be read in full during said meeting, and copies shall then be posted on the Local Lodge web site prior to final consideration at least 30 days in advance of voting, unless the 30 day period is waived by the Local Lodge membership to facilitate earlier voting. After reading and posting, voting on proposed amendments or changes will take place at the next regularly scheduled Local Lodge meeting. Approved amendments to these bylaws become effective only after approval by the International President of the Grand Lodge.

Approved on behalf of the
International President