

## BYLAWS OF LOCAL LODGE NO. 16

### INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

#### ARTICLE 1 – NAME AND TIME OF MEETING

##### SECTION A.

This Lodge shall be known as Secure Aviation Transport Local Lodge 16, International Association of Machinists and Aerospace Workers, Richmond, British Columbia.

##### SECTION B.

Hereafter in these bylaws, the word “Constitution” will be understood to mean the Constitution of the International Association of Machinist and Aerospace Workers. The word “Membership” shall be understood to mean the Members present at a regular or special meeting of the Local Lodge.

##### SECTION C.

The regular meeting shall be held on the third Tuesday of each month and shall commence at 15:30, except when the meeting date falls on a General Holiday, in which event, a substitute day of meeting shall be set at the preceding meeting.

A hybrid video conferencing option will be available for monthly Local Lodge meetings where feasible, at the discretion of the Executive Board and in accordance with Article D, Section 4 of the Constitution.

##### SECTION D.

The regular Executive Board meeting shall be held on the third Tuesday of each month preceding the regular Local Lodge meeting.

##### SECTION E.

Special meetings may be called and conducted by the President as set forth in the Constitution.

Ten percent (10%) of the Membership shall constitute a quorum for a special meeting. No less than thirty percent (30%) of the Members petitioning for a Special Meeting must be present before the meeting can be called or order.

The call for special meetings of the Local Lodge shall state the purpose of the meeting. Discussion and actions at such meeting shall be confined to the subject for which the meeting was called.

**Approved: 9-11-24**

**Effective: 9-1-24**

Members shall be notified by bulletin at least forty-eight (48) hours before the special meeting.

#### SECTION G.

Conduct of Meetings: The presiding officer for all meetings of the Local Lodge shall be the President, or in his/her absence the Vice-President, or in the event they are both absent, the next senior officer shall conduct the meeting.

#### SECTION H.

The quorum for the regular meeting and special meetings shall be as specified in the Constitution, Article D, Section 3.

Note: The present regular meeting quorum is fifteen (15) members in good standing.

#### SECTION I.

Visitors shall be allowed to attend regular meetings, provided that they are a Member in good standing with the IAM. Visitors shall have not voting privileges.

#### SECTION J.

A guest speaker or non-member that is invited by the Local Lodge shall be allowed to attend the regular meeting for the time they are speaking, during which time the regular order of business shall be suspended.

### **ARTICLE 2 – OFFICERS AND THEIR DUTIES**

#### SECTION A.

The Officers of this Local Lodge, their selection, duties, qualifications and responsibilities shall be in accordance with the applicable provisions of the IAM Constitution.

#### SECTION B.

The Officers of this Local Lodge shall consist of a President, Vice President, Recording Secretary, Secretary-Treasurer, Conductor/Sentinel, and a Board of Trustees, consisting of three (3) members. One (1) Trustee must be from a line station. If there is no representation from a line station, the President in consultation with the Executive Board shall appoint to fill the vacant position.

The term of office shall commence January 1st following the election and run for a period of three (3) years.

Installation of Local Lodge Officers shall take place at the regular Local Lodge meeting in January following election.

No member shall hold more than one (1) office mentioned in Section B of this Article, except Financial Secretary and Treasurer, which shall be combined into the single office of Secretary-Treasurer or Conductor and Sentinel, which shall be combined into the single office of Conductor-Sentinel.

The line station Trustee shall attend the regular Local Lodge meeting and Executive Board meetings in February, May, August and November.

Any Local Lodge Officers missing three (3) consecutive meetings shall show just cause to the Executive Board or resign their office. The Line Stations shall not be subject to this guideline.

#### SECTION C.

Not later than sixty (60) days prior to the election, the Recording Secretary shall notify all members by regularly used means of notification of the time, date and place of the nomination and election.

#### SECTION D.

Nominations of Local Lodge Officers will be held at the regular meeting in November of the election year. The Recording Secretary shall prepare a suitable ballot and shall have it ready for use on the day of the regular meeting in December following nominations.

Absentee ballots will be allowed for all members qualified upon request in accordance with the IAM Constitution.

Polls for Constitutional Local Lodge Officers shall be kept open from 07:00 am – 21:00 pm on voting day, at the same location as the Regular Meeting.

Polls for General Chairpersons shall be kept open from 07:00 am – 21:00 pm on voting day, at the same location as the Regular Meeting.

Non-constitutional officers may be elected by electronic means as per Article D, Section 4 of the Constitution.

#### SECTION E.

Any vacancy occurring in the office of President shall be filled by the Vice President for the remainder of the term of office.

All other vacancies of office between elections covering Local Lodge Officers, Executive Board members and Delegates, where the remaining term exceeds one (1) year, shall be filled by temporary appointment by the President of the Lodge with the approval of the Executive Board. Such temporary appointments shall be for such period as is reasonable required to bring about the election of a successor in accordance with the provisions of these bylaws and the IAM Constitution. Where the remaining term is less than one (1) year, the temporary appointment shall be for the duration of term.

#### SECTION F.

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

#### SECTION G.

Delegates to all conventions, conferences, councils, and federations, except as provided for elsewhere in these Bylaws, will be elected. All elections will be in accordance with the Constitution, District Bylaws and these Bylaws.

#### SECTION H.

In order for any member to be eligible for nomination to a Local Lodge office or committee, shop steward, delegate, or any Local Lodge sponsored convention, conference or seminar, the member must be in good standing for a period of one (1) year and have attended at least fifty percent (50%) of the regular Local Lodge monthly meetings in the preceding twelve (12) months of their nomination.

#### SECTION I.

A member may be excused from attendance to the Local Lodge monthly meeting due to work schedule, employer out of town assignment, sick leave, bereavement leave, compassionate leave, union business, or scheduled vacation. In these cases the member will be considered as having been in attendance. Evidence in support of any excused attendance must be provided to the Recording Secretary prior to or at the time of nomination.

### **ARTICLE 3 – THE EXECUTIVE BOARD**

#### SECTION A.

The Executive Board shall consist of all Local Lodge Officers. The President of the Lodge shall be the Chair of the Executive Board and the Recording Secretary shall be the Secretary of the Executive Board.

## SECTION B.

The President shall appoint an Educator and a Communicator, who shall serve on the Executive Board as non-voting members. The term of office for the Educator and Communicator shall correspond to the term of elected Local Lodge Officers.

## SECTION C.

A majority of the members shall constitute a quorum for Executive Board meetings.

## SECTION D.

The Executive Board shall conduct its business in a methodical and businesslike way, keeping a record of its proceedings and otherwise conducting its affairs according to the principles reflected by the IAM Constitution and these bylaws.

## SECTION E.

The Executive Board shall meet immediately prior to each regular meeting every month to consider any business brought before them. The Chair and the Secretary of the Executive Board may call a special meeting by notifying all members of the Board.

## SECTION F.

It shall be the duty of the Executive Board to deliberate upon all matters referred to them and, as soon as possible thereafter, report its recommendations to the Lodge.

Between regular Lodge meetings, it shall be the duty of the Executive Board to deliberate upon all matters and transact any business referred to it by this Lodge and consider all other matters coming to its' attention for the good and welfare of this Lodge, and as soon as possible thereafter, to report to the Lodge its' recommendation or decision.

# **ARTICLE 4 – FEES AND DUES**

## SECTION A.

Qualifications for membership in this Lodge shall be as provided in the IAM Constitution.

## SECTION B.

Initiation fees shall be the equivalent of two (2) full months' dues.

## SECTION C.

Effective April 1, 2012, the dues will be equal to the minimum monthly dues as established yearly, effective January 1<sup>st</sup> by District Lodge 140, plus .5% (1/2 of one percent) of gross monthly earnings for all members earning \$15.00 per hour or greater or a .25% (1/4 of one percent) of gross monthly earnings for all members earning less than \$15.00 per hour.

## **ARTICLE 5 – FUNDS AND EXPENSES**

### SECTION A.

The General Funds of this Local Lodge may be disbursed only by an order drawn by the Recording Secretary and countersigned by the President; the cheque in all cases to be drawn by the Secretary-Treasurer and countersigned by the President. In the absence or incapacity of the President, the Vice-President shall countersign the orders and cheques.

### SECTION B.

All assignments requiring remuneration for Lost Time, Time Clearance and Expenses must have the prior approval of the Local Lodge Executive Board. No Executive Board member shall be permitted to approve their own Lost Time, Time Clearance or Expenses.

Where it is deemed unavoidable, the President (or in his absence the Vice-President) may recommend Lost Time, Time Clearance or Expenses between meetings for members to carry out essential Local Lodge business. Any expenditure incurred by recommendation of the President, shall be reported to the Local Lodge at the following regular meeting for approval.

### SECTION C.

No proposed expenditure shall be approved by the Local Lodge unless same has been considered by the Executive Board.

### SECTION D - Payment of Bills

The Executive Board may disburse up to one thousand (\$1,000.00) dollars, when in its' opinion, it is necessary to do so. Any expenditure so incurred must be submitted to the Local Lodge at the next regular meeting.

Any expenditure in excess of \$1000, must be posted for a period of 21 days prior to the monthly meeting so that the membership are aware and have an opportunity to vote on the proposed amount at that meeting.

All current monthly bills shall be paid and submitted to the Local Lodge for action at the regular meeting.

## SECTION E - Expenses

A member who is authorized to perform Local Lodge duties or a delegate who attends a Convention, Conference or Training, etc. shall be reimbursed for lost time only at his/her regular rate of pay for necessary absence from work and receive a daily allowance as follows:

- (i) All per diems both in and out of town and transportation costs shall be reimbursed as set forth under Article XVI of District Lodge 140 bylaws.
- (ii) Any member using their own vehicle for Local Lodge business, shall with prior approval of the Executive Board be reimbursed for each kilometer, plus the cost of parking. Mileage compensation shall be as prescribed by the District Lodge 140 Bylaws.

Any member receiving an expense advance must reconcile their expense claim within thirty (30) days of the completion of the assignment, to remain a member in good standing.

## SECTION F.

All affiliations shall be as per the Constitution.

## SECTION G.

There may be an Emergency Fund established in accordance with the Constitution. No money shall be voted out of this Emergency Fund except by a three-fourths vote of those present and voting at a special or called meeting for this purpose.

# **ARTICLE 6 – COMMITTEES**

## **ELECTED COMMITTEES OF THE LODGE**

### SECTION A – AUDIT COMMITTEE

There shall be an Auditing Committee of three (3). They shall be nominated and elected by the Local Lodge, at the same time and in the same manner as Local Lodge Officer Elections are held and for the same term. They shall carry out their duties in accordance with the Constitution.

This Local Lodge shall audit the books semi-annually, at the close of June and December.

## SECTION B – FINANCE COMMITTEE

The Finance Committee shall consist of the three (3) Trustees and the Secretary-Treasurer. It shall be their duty to scrutinize all bills presented to the Executive Board and the membership for approval, to prepare and present a budget at the regular meeting in January each year, and to generally advise the membership regarding the financial condition and transactions of the Local Lodge.

## SECTION C – BYLAWS COMMITTEE

The Bylaws Committee shall consist of three (3) members. They shall be nominated and elected by the Local Lodge in January and the term of office shall correspond to the term of elected Local Lodge Officers.

## **BARGAINING UNIT COMMITTEES**

### SECTION D – CHIEF SHOP STEWARDS & SHOP COMMITTEE REPRESENTATIVE

The Chief Shop Steward of each Bargaining Unit is responsible for the administration and enforcement of the respective collective bargaining agreement, including the direction of all relevant committees. They shall chair all meetings of the Shop Steward Committee and assist with the education, direction, communication and discipline of Shop Stewards.

Chief Shop Stewards or their designates, may be required to attend Executive Board Meetings, as non-voting members. Each Chief Shop Steward shall submit a written report to the Executive Board and regular meeting on their monthly activities.

It is the duty of all Chief Shop Stewards to attend all regular and special Local Lodge meetings, except where sickness (personal or family), Union affairs or unforeseen circumstances prevent their attendance.

A Chief Shop Steward and/or Shop Committee Representative, as applicable for each Bargaining Unit of the Lodge, shall be nominated and elected by the respective bargaining unit for three (3) year term, at the same time and under the same procedures as the election of Local Lodge Officers.

### SECTION E – NEGOTIATING COMMITTEES

- i) Each Negotiating Committee member shall be nominated and elected from and by the members employed in each Bargaining Unit for a period equal to the term of the collective agreement.
- ii) Negotiating Committees shall be under the jurisdiction of the District Lodge 140 Bylaws and the direction of the General Chairperson assigned.
- iii) The size and composition of the committee shall be as defined within the respective collective agreement.



- iv) Negotiation Committees shall be elected a minimum of six (6) months prior to the expiration of the collective agreement, in order to facilitate training.

## **SECTION F – SENIOR STEWARDS & SHOP STEWARDS**

Senior Stewards and Shop Stewards shall process grievances in accordance with the collective agreement and shall report to the their respective Chief Shop Steward or Shop Committee Representative.

They shall attend all Local Lodge meetings and meetings called by the Chief Shop Steward, whenever possible.

- i) Senior Stewards shall be appointed at the discretion of and by the Chief Shop Steward, following the election of Shop Stewards every three (3) years, in consultation with the elected Shop Stewards.
- ii) Each Bargaining Unit and/or work location shall be adequately represented by one (1) or more Shop Stewards, who shall be nominated and elected by the respective bargaining unit for a three (3) year term, commencing on June 1<sup>st</sup>, following the election of Officers.
  - a. The Chief Shop Steward(s) shall be responsible for conducting the nomination and election of Shop Stewards for their respective Bargaining Unit(s) along with the assistance of the Local Lodge Recording Secretary.
  - b. Nominations shall be held during the first full week in May and elections shall be held within two (2) weeks, following the close of nominations.
  - c. The affected membership at each bargaining unit is eligible to vote and must vote in person, at the date, time and location, designated by the Local Lodge.
  - d. In the event there are insufficient Shop Stewards elected, the President in consultation with the respective Chief Shop Steward shall appoint Shop Stewards to ensure adequate representation is maintained throughout the term.
  - e. Shop Stewards shall process grievances in accordance with the collective agreement and shall report to the their respective Chief Shop Steward or designate.
  - f. Shop Stewards shall attend all Local Lodge meetings and meetings called by the Chief Shop Steward, whenever possible.

## **APPOINTED COMMITTEES**

### **SECTION G.**

The President of this Local Lodge shall appoint a Relief Committee of three (3) members, of which he/she shall be the Chair. The Relief Committee shall receive all monies drawn for relief benefits and cause same to be paid to the person or persons for whom drawn with forty-eight hours after receipt of same.

## SECTION H.

The President of this Lodge shall appoint an Organizing Committee of at least three (3) members, of which he/she shall be the Chair. The Organizing Committee shall be available for organizing drives and shall work under the direction of District Lodge 140, the Canadian Vice President and/or the Grand Lodge Organizing Department.

## SECTION I.

A Welcoming Committee shall consist of representatives from each bargaining unit and these representatives shall be elected from within their bargaining unit or appointed as necessary. Each bargaining unit shall elect enough representatives to ensure continuity of welcoming sessions.

The Executive Board members shall join each welcoming session. The Welcoming Committee will be responsible for the orientation of all new hires with respect to union affairs.

## SECTION J.

The President shall in consultation with the Executive Board appoint committees not otherwise provided for elsewhere in these bylaws.

# **ARTICLE 7 - DUTIES**

## SECTION A.

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

## SECTION B.

The approval of a strike, method of declaring a strike, and the settlement of a strike shall be in accordance with the applicable provisions of the IAM Constitution.

## SECTION C.

No member of this Lodge shall make any agreement with the employer inconsistent with a collective agreement as to working conditions, hours or pay, without the consent of District Lodge 140.

## SECTION D.

No Executive Board member can accept a management position temporary or permanent, with any employer without first resigning from the Executive Board of the Local Lodge.

## SECTION E.

Any member accepting a management position temporary or permanent shall not be eligible to hold office or be a Shop Steward, for a period of three (3) years following the end of the assignment.

## **ARTICLE 8 - AMENDMENTS**

### SECTION A.

Any increase in the amount of initiation and reinstatement fees, Emergency Funds, and Local Lodge dues must be handled on the basis of the procedures specified in the IAM Constitution.

### SECTION B.

Any other amendments to these bylaws must be handled on the basis of the following procedures:

- i) All proposals must be in writing, dated and signed by not less than five (5) members, and referred to a Bylaws Committee appointed by the President.
- ii) Must be read as proposed at two (2) consecutive regular meetings. Immediately following the second reading, the Bylaws Committee shall submit their recommendations.
- iii) Reasonable advance notice must be given to the membership of the time, date and place of the second reading, and a vote will be taken on the Bylaws Committee's recommendations at the regular meeting.
- iv) Each proposal must be considered and voted on separately. A majority affirmative vote by those present and voting is needed for adoption.
- v) A copy of these Local Lodge Bylaws will be made available to each member of the Local Lodge upon request.
- vi) Triplicate copies of approved proposals, together with the master copy of bylaws shall be referred to the International President for approval and designation of an effective date.

## **ARTICLE 9 – RULES OF ORDER**

### SECTION A.

Rules of order shall be as outlined in the IAM Constitution and the most recent publication of Robert's Rules of Order.

## **ARTICLE 10 – ELECTIONS**

### **SECTION A.**

All elections will be conducted by the IAM Constitution and Official Circulars.

## **ARTICLE 11 – SCOPE**

### **SECTION A.**

Nothing in these bylaws shall be construed or applied in a matter that will conflict with the provisions of the IAM Constitution or District Lodge 140 bylaws. The IAM Constitution shall govern all matters arising and not specifically covered by these bylaws.

**Approved by**

Brian Bryant  
INTERNATIONAL PRESIDENT