

LONGHORN LOCAL LODGE 811

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

ARTICLE I

NAME AND TIME OF MEETING

Section 1. This Lodge shall be known as the Longhorn Local Lodge No. 811, International Association of Machinists and Aerospace Workers, in Houston, TX.

Section 2. The regular meeting shall be held on the first Wednesday of each month at a location to be selected by the Local Lodge. The meeting shall begin at 3:30 pm. When a meeting falls on a generally recognized holiday, a substitute day of meeting shall be set at the preceding meeting. Should a meeting date fall on a date of a federal or state election, a substitute date of the meeting shall be set at the preceding meeting. Such change of the meeting will be posted two weeks in advance.

Section 3. The membership of this lodge shall be composed of members whose duties are covered by the jurisdiction of the IAMAW.

Section 4. The Executive Board which consists of all elected officers, shall meet at 10:00 am on the day of the regular Local Lodge meeting, and at any time deemed necessary by the President at the Local Lodge.

Section 5. Special meetings shall be called in accordance with the provisions set forth in the IAM Constitution, and conducted by the President.

Section 6. The minimum requirement of members to constitute a quorum for a regular monthly meeting shall be set forth in the IAM Constitution.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1. The Officers of this Lodge, their selection, duties, qualifications and responsibilities shall be in accordance with applicable provisions of the IAM Constitution. To be eligible to run for Local Lodge or hold Local Lodge office, a member must have attended at least 50% of regular Lodge meetings during the (12) months period ending the date of close of nominations. Members in good standing who are unable to attend meetings due to their normal shift bid hours, must have a letter on file with the Recording Secretary.

ORIGINAL
BYLAWS

Approved: 7-2-19
Effective: 7-1-19

Section 2. The Officers of this Lodge shall consist of a President, Vice President, Recording Secretary, Secretary-Treasurer, Conductor/Sentinel and a Board of Trustees, consisting of three (3) members. Their term of office shall be for three (3) years.

Section 3. With the exception of a newly formed Lodge, the nomination of Officers will be held at the first regular meeting in November. The Recording Secretary shall prepare a suitable ballot by placing the names on the ballot by the order of nomination, and shall have said ballot ready for use at the first meeting in December. Any member nominated for office shall signify his acceptance in writing, no later than the adjournment of the nomination meeting. No member may run for more than one (1) Local Lodge Office, and if said nominee does not signify their acceptance of nomination their name will not appear on the ballot.

Section 4. Not later than (60) days prior to the election, the Recording Secretary shall notify all members by mail at the last known home address, of the time, date and place of the nominations and election.

Section 5.

(a) Any vacancy occurring in the office of the President shall be filled by the Vice President for the unexpired term.

(b) All other vacancies of office between elections covering officers, Executive Board members and Delegates shall be filled by temporary appointment by the President of the Lodge with the Approval of the Executive Board. If the term of office to be filled by appointment of the President and Executive Board is less than half the term no election shall be held.

Section 6. All Officers, employees of other individuals in this Local Lodge who are responsible for, or handle funds of or for the Local Lodge, shall be bonded in accordance with the IAM Constitution and the IAM Policy relating thereof.

Section 7. For their faithful performance of his/her duties of the monthly salaries of the Officers shall be as follows:

President	\$150.00
Vice President	\$100.00
Secretary-Treasurer	\$0.50 per member
Recording Secretary	\$0.25 per member
Trustees	\$ 75.00
Conductor/Sentinel	\$ 75.00
Webmaster	\$ 50.00

Section 8. The President and Grievance Chairman shall be a standing Delegate and/or Representative when the Lodge representing the entire membership is directly involved, with the exception of Grand Lodge conventions or meeting where delegate selection is governed by Bylaws of a District Lodge. In any case, the President may appoint another member in good standing, to act in their place and fulfill the duties of representing this Lodge, without the approval of the membership.

Section 9. If any officer of this lodge is absent from three (3) consecutive meetings without being excused beforehand, such officer shall be deemed to have resigned their office. The vacancy shall be filled in accordance with section 4 (A) and (b) of the Bylaws.

Section 10. Officers, inspectors, tellers or any member required to conduct local lodge business and suffering loss of pay, shall receive the following compensation: Will be paid for time lost from regular hours of work; this does not include day trades, or overtime.

Section 11. Any local lodge officer, lodge committee member, delegate grievance committee member, or shop steward who accepts a supervisory or management position either temporary or permanent, with the right to hire, fire or discipline will resign his/her position the same day he/she accepts the job of supervisor or higher management.

ARTICLE III

THE EXECUTIVE BOARD

Section 1. The Executive Board of this lodge shall consist of the elected officers of this local lodge as defined by Article II Section 2 of these Bylaws. The President of the Local Lodge shall be Chairman of the Executive Board and the Recording Secretary shall be the Secretary of the Executive Board. And in the case of a newly formed Local Lodge the appointed Officers shall be the Executive Board with the President acting as the Chairman of the Executive Board.

Section 2. A majority of the members of the Executive Board shall constitute a quorum for Executive Board meetings.

Section 3. The Executive Board shall conduct its business in a businesslike manner, keeping a record of its proceedings and conducting its affairs according to the principles reflected by the IAM Constitution and these bylaws.

Section 4. The Executive Board shall meet as defined in Article 1 Section 4 of these Bylaws to consider any business brought before them. The Chairman and the Secretary of the Executive Board may call a special meeting by notifying all members of the Board. 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.

Section 5. During the regular monthly Executive Board meeting, the board shall set an agenda for the next month's lodge meeting. The agenda shall consist of any or all of the following: nominations, elections and call for delegates, guest speakers, and any known topic that need to be addressed by the Local Lodge.

Section 6. Any lodge member in good standing who wishes to address the Executive Board on a matter of business pertaining to this Local Lodge, and or its membership may do so by written requests submitted no less than seven (7) days prior to the date of the meeting. This request must include the name, address, phone number, and a short description of the topic, and must be signed. Upon approval of the Lodge President, the member will be allowed reasonable amount of time to present the issue to the board.

ARTICLE IV

FEES AND DUES

Section 1. Qualifications for membership in this Local Lodge shall be as provided in the IAM Constitution.

Section 2.

(a) The Initiation Fee for this Local Lode shall be seven (7) times the hourly rate of the applicant's classification at the time of initiation.

(b) The reinstatement fee of this lodge shall be ten (10) times the hourly rate of the member's classification at the time of reinstatement.

(c) Special provisions for dues currency shall be made for the newly formed Lodge. Those members who are not current in their dues payment will be given 60 days grace period to become current with respect to their dues, to become a member in good standing. After the 60 day period those members who are not current shall pay the full Initiation Fee and the full Reinstatement Fee. Any member who becomes delinquent with respect to dues payment shall be subject to Article IV Section 2 subparagraphs (A) and (B) in these Bylaws and shall also be subject to discipline under the IAM Constitution.

(d) The monthly dues of Local Lodge 811 will be an amount equal to the Grand Lodge per capita tax, District Lodge 141 per capita tax and all other affiliated per capita tax and associated fees. The Local Lodge per capita shall be an amount equivalent to 25% of the Grand Lodge per capita tax.

ARTICLE V

FUNDS

Section 1. The General funds of this Local Lodge may be disbursed only by an order drawn by the Recording Secretary and countersigned by the President; the check in all cases to be drawn by the Secretary-Treasurer and countersigned by the President.

Section 2. The funds of this Lodge shall be deposited in a bank, insured by the Federal Government, in the name of this Lodge as a General Fund, unless hereinafter provided for. All checks must be and shall be countersigned by the President and Secretary-Treasurer of this Lodge. The General Fund after it has reached the sum of \$7,500.00 will be maintained at that amount, no further expenditures except those that are deemed absolutely necessary by the Executive Board of our Lodge shall be made until the level is regained.

Section 3. Under no circumstances shall any loans be made from any account created by the Local Lodge.

Section 4. There shall be an Emergency Fund established in accordance with the IAM 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. The name of this account shall be IAM Local Lodge 811 Emergency Fund.

(a) All withdrawals from this account must first be approved by the membership at a special meeting call for that purpose, and must be countersigned by the President and the Secretary-Treasurer.

(b) The Funds of the Emergency Fund shall be used only after the provisions of the IAM Constitution have been complied with.

(c) It is the intention of this Lodge that the monies deposited in the Emergency Fund account of Local Lodge 811 shall only be used in the event of a true emergency. The definition of an emergency shall be to maintain and pay for the regular and necessary monthly operating expenses of this Lodge and only when the general checking account may be insufficient to cover such expenses.

Section 5. Any motion to vote a sum greater than five hundred dollars (\$500.00) for any purpose, except to pay regular lodge bills, shall be placed on the agenda and acted upon at the next regular lodge meeting.

Section 6. The Executive Board of this lodge shall, no later than the regularly scheduled meeting in December; determine the budget of this lodge for the following year. The Executive Board shall place on the monthly agenda, no later than the January monthly meeting, the reading of and the voting of the new lodge budget.

ARTICLE VI

COMMITTEES AND DELEGATES STANDING COMMITTEES

Section 1. An Audit Committee of three (3) shall be nominated and elected by the Local Lodge all of whom will serve three (3) years and shall function as set forth in the IAM Constitution.

Section 2. There shall be an election of a grievance committee for each contract covered by this Local Lodge. Nominations shall be held in November and elections in December. The terms of office shall be for three (3) years. The grievance committee shall consist of (1) one Local Lodge Grievance Chairman, (1) one Local Lodge Grievance Committee/Secretary, (1) One Grievance Committee member for Ramp Service Agent, (1) One Grievance Committee member for stores. Any vacancy occurring between elections shall be filled by appointment of the President of the Lodge and approval of the Executive Board and they shall complete the unexpired term.

Section 3. The committees set forth herein shall be appointed by the President of the Lodge at the first regular meeting in January of each year.

1. Bylaws
2. Employee Assistance
3. Women's
4. Safety and Health
5. Legislative
6. Organizing
7. Human Rights
8. Community Services

Section 4.

(a) To be eligible to run for or be elected as a delegate to any convention, conference, seminar or school, or any grievance committee position, a member must have attended at least 50% of regular Lodge meetings held during the twelve (12) month period ending the date of close of nominations.

(b) All delegates to a District Lodge convention shall be nominated and elected with the respected District Lodge Bylaws.

(c) All delegates to the Grand Lodge Convention shall be nominated and elected in accordance with Article II Section 3 of the IAM Constitution.

(d) All other delegates representing this Lodge shall be nominated by membership, and shall be elected by plurality vote of the membership in attendance at either a regular or special meeting, except where herein provided for.

(e) Alternated delegates to any convention, conference, or school shall be determined by succession of votes received by each remaining candidate.

(f) Each delegate to conference, convention or school upon their return shall submit a report with a minimum of 250 words or more to the membership at the next monthly lodge meeting. Also it will be their duty to share this information with the membership in the form of written report, to be given to the Executive Board. Failure to do so will disqualify said member from attending any convention, conference, or school for a period one (1) year.

(g) Members who hold the position of a Shop Steward must fulfill the requirement of attending two (2) monthly lodge business meetings in a calendar year (Jan – Dec). Failure to meet these requirements will result in the Shop Steward member being removed from the Shop Steward position.

(h) Each delegate representing the lodge that attends courses at the William Winpisinger Education and Technology Center will implement techniques of the material that they learned the following year January to December before being able to return to complete the next level of courses at the WWW Center.

(i) In order for members to be excused from the regular business meeting, the Recording Secretary must have written notification before the start of the business meeting. Once the meeting has been called to order and starts, no excuses will be accepted.

Section 5.

(a) The agenda for the Lodge meeting in November each year shall include the number of members that the lodge has recommended to attend training at the IAM Education Center at Placid Harbor during the following year.

(b) The Lodge may provide for four (4) members to attend each of the following Leadership I, Leadership II, and Advanced Leadership and Train the Trainer.

Section 6. The Lodge may provide for other members to attend the IAM Education Center based on budget and availability as determined by the Executive Board.

Section 7. The Community Service Committee will be allocated a sum of \$1,000 a year to be used to purchase flowers in the event of the death of a Local 811 member in good standing or immediate family member not to exceed \$100 per member.

Section 8. Delegate two \$1,000 scholarships to the Human Rights Committee and two \$1,000 Scholarships to the Women's Committee for the Local 811 members and their dependents.

ARTICLE VII

DUTIES

Section 1. The duties of this Local Lodge, its officers and members shall be as set forth in the IAM Constitution.

Section 2. It is a policy of this Lodge that members work harmoniously together and not try to gain advantage by discrediting another member. It is a member's duty to assist members in carrying out the bylaws of this Lodge.

Section 3. No member of the Lodge shall make any agreement with his employer as to working conditions, hours, or pay, without consent of this Lodge.

Section 4. When an officer, Delegate, or Member is conducting business for the Lodge away from the base station, overnight expenses shall be paid as follows:

1. Hotel accommodations (single occupancy) to include the room rate and an applicable taxes only. No amenities such as phone, room service or any other charges to the room shall be made.
2. It shall be the responsibility of any member traveling on Lodge business to maintain their expenses at the lowest possible amount.
3. Any member elected or appointed and authorized by this lodge to conduct union business, attend any convention, negotiating committee, Council meetings, conferences shall be allowed Per Diem amount not to exceed the amounts allowed by the IRS guidelines, plus hotel room and necessary travel expenses approved by the executive board prior to departure, plus any loss of wages incurred during travel to and from attendance at such meetings. Under no circumstances will any hours be paid for day trade hours or overtime hours lost.
4. Under all circumstances, it is the members' responsibility to save and turn in all receipts. If receipts are not turned in no reimbursement shall be given and the member will be responsible for all costs incurred.

Section 5. It shall be the policy of this lodge that no officer or members endorse or promote the sale of goods or services to members of this Lodge directly or in directly.

ARTICLE VIII

AMENDMENTS

Section 1 Any increase in the amount of local lodge dues, must be handled on the basis of procedures and specified in the IAM constitution.

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

(a) During the month of March inclusive of each year, proposals will be accepted in writing signed by not less than five (5) members in good standing, and referred to a Bylaws Committee appointed by the President.

(b) Must be read as proposed at two (2) consecutive meetings. Immediately following the second reading, the Bylaws Committee shall submit their recommendations.

(c) A vote will then be taken on the recommendation of the Bylaws Committee.

(d) Each proposal must be considered and voted upon separately. A majority vote by those members in good standing present and voting is needed for adoption.

(e) 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.

(f) The President with majority consent of the Executive Board in order to comply with Grand Lodge Circulars or to enhance the interests of the Organization may introduce an amendment at any time.

(g) An amount not to exceed \$400.00 shall be spent on food, plates, cups, and beverages at every Local Lodge meeting.

ARTICLE IX

RULES OF ORDER

Section 1. Rules of Order shall be as set forth in the IAM Constitution.

**Approved on behalf of the
International President**

A handwritten signature in black ink, appearing to read "Brian Bryant", with a long horizontal flourish extending to the right.

Brian Bryant
RESIDENT GENERAL VICE PRESIDENT