

BYLAWS
INTERNATIONAL ASSOCIATION OF MACHINISTS
AND
AEROSPACE WORKERS

AFL-CIO

AURORA LODGE NO. 1202
Aurora, Illinois

ARTICLE I

Section 1. This Lodge shall be known as Lodge No. 1202, International Association of Machinists and Aerospace Workers, AFL-CIO, of Aurora, Illinois, affiliated with District 8, Chicago, Illinois.

Section 2. The regular meeting shall be held at 412 Hanks Avenue, Aurora, Illinois, on the second Thursday of each month at 6:30 p.m., except when the meeting date falls on a generally recognized holiday, in which event a substitute day of meeting may be set at the preceding meeting.

Section 3. Fifteen (15) members shall constitute a quorum in accordance with the IAM Constitution.

Section 4. Special meetings shall be called by the President in accordance with the IAM Constitution.

ARTICLE II

Section 1. The elective Officers of this Lodge shall be the President, Vice--President, Recording Secretary, Secretary-Treasurer, Conductor-Sentinel, Board of three (3) Trustees. Their term of office will be three (3) years.

Section 2. All Officers shall be in their respective stations at the hour appointed for the meeting.

In the event any officer of this Lodge absents himself from two (2) consecutive, regular meetings without being excused therefor, and if there is no controversy as to the refusal to excuse being proper, such officer shall be deemed to have resigned his office. The vacancy shall be filled by appointment by the presiding officer on a pro tem basis for that period reasonably required to bring about the nomination and election of a successor.

Approved: 1-5-09
Effective: 1-1-09

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

The membership shall be notified by mail of such vacancies not less than fifteen (15) days prior to nomination and election by letter or by other dependable regularly used means of communication in accordance with the IAM Constitution.

Section 3. The President shall call the meeting to order at the stated time and in his absence, the Vice President shall act for him; if both are absent, the Recording Secretary shall perform that duty and the Lodge proceed to elect a President pro tem. However, members with less than one (1) year of continuous good standing are not eligible.

Section 4. In order to be eligible for the offices of President, Vice President, Recording Secretary, Secretary-Treasurer, Trustees, Conductor-Sentinel, or Delegate, the nominee must have been a member of this Local Lodge in good standing for one (1) year and attended not less than fifty percent (50%) of the regular Lodge meetings held during the 12-month period immediately preceding the date of nominations. Election of Officers shall be governed by the IAM Constitution.

Section 5. Election of Officers shall be governed by the IAM Constitution. It shall be the duty of the Conductor-Sentinel to verify eligibility of nominees for office from the floor with the Sentinel attendance record and Secretary-Treasurer.

Section 6. Lodge elections will be held in accordance with the IAM Constitution. (See Local Lodge Election Procedure).

Section 7. All vacancies of offices 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. Such temporary appointments shall be for such period as is reasonably required to bring about the election of a successor in accordance with the provisions of these bylaws and the IAM Constitution.

The Office of President, for the purpose of succession, shall be governed by the IAM Constitution.

ARTICLE III

Section 1. The Secretary-Treasurer shall be responsible for all the duties for that position as reflected in the Grand Lodge Constitution and shall be compensated at \$1.00 per full dues paying member (active) but no less than three hundred dollars (\$300.00) or no more than four hundred dollars (\$400.00) per month for faithful performance of those duties.

Section 2. The Secretary-Treasurer shall, if requested, attend regular monthly shop meetings for the purpose of collecting dues on one (1) week's notice. This effective only in those shops who do not have Check-off of dues.

Section 3. The President or Acting President and the Recording Secretary shall receive \$300.00 per quarter.

The Vice President and Trustees shall receive \$125.00 per quarter. Conductor-Sentinel \$100.00 per quarter. The Executive Board shall be allowed the equivalent to a dues stamp for expenses.

All must be present at each meeting, and unless sick or excuse by the membership shall not be paid if not in attendance at regular meetings.

The President, Secretary-Treasurer and the Recording Secretary shall have their telephone bill, single phone, listed service, allowed each month. Telephone bill for such service must be presented to the Recording Secretary each quarter before bill will be allowed. Only such extra service charges as constitutes official Union business shall be allowed.

Section 4. The Secretary-Treasurer, Recording Secretary, and President shall handle all reports in accordance with the Bylaws and the Trustees shall examine all records in accordance with the IAM Constitution. If records are not maintained these Officers shall be fined their salary for the quarter except the Secretary-Treasurer who shall be fined \$25.00. On second offense those making error shall be removed from office.

Section 5. All Officers, employees or 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 thereto.

Section 6. At the regular meeting in the month of March of each year, the Local Lodge shall elect an auditing committee composed of three members of the Local Lodge in accordance with the IAM Constitution.

Section 7. The Executive Board shall consist of all elected Officers of the Lodge. The majority in attendance shall constitute a quorum.

The Executive Board shall meet one (1) hour prior to each monthly Local Lodge meeting.

The President of this Lodge shall call an Executive Board meeting when an emergency arises.

Section 8. The Auditors of Lodge No. 1202 shall receive the sum of \$50.00 or actual lost time, whichever is greater, when in attendance at the audits.

Section 9. The Delegates and Alternate Delegates to District 8 shall receive a sum of \$30.00 when in attendance at the District 8 meeting.

ARTICLE IV

Section 1. The initiation fee for this Lodge shall be \$50.00 to be paid to the lodge.

Section 2. The reinstatement fee shall be \$50.00 to be paid to the Lodge.

Section 3. The monthly dues of this Lodge shall be 2.6 times the weighted average hourly earnings of members covered by the collective bargaining agreement in each shop or bargaining unit under the Local Lodge jurisdiction in accordance with the IAM Constitution. Note: Now and any future per-capita increases by the International and or the District, will be rolled over onto the calculated dues per the Local Lodge By-Laws.

Section 4. Unemployment stamps will be issued in accordance with the IAM Constitution.

Section 5. Each member when initiated shall be given a copy of the IAM Constitution and the Local Lodge bylaws.

Section 6. In case of death of any member, the lodge will send a Memorial Bible. The Shop Chairman or Shop Secretary are to handle all such cases.

Section 7. Any bill over two hundred and fifty dollars (\$250.00) outside of the regular run of business must be presented at two (2) regular meetings before being allowed.

Section 8. The Lodge shall make no donations for flowers or any other gifts to sick members, but any shop within the Local can make such donations from individual shop funds.

Section 9. During a strike at any of this Lodge's different shops, it shall be the duty of the Vice President to arrange for suitable strike headquarters, and refreshments (coffee, rolls, donuts) for the strikers. This Lodge will not assume any other expenses.

Section 10. Local #1202 will pay actual lost time to any member losing time from his or her existing job while performing authorized Lodge business. Lost time pay for Conventions, Conferences, Seminars, or Training Schools will exclude overtime pay. Existing job mentioned above must be under contract with this Lodge.

Section 11. The following bills of this Lodge shall be paid upon receipt and classified as pre authorized bills:

1. Monthly Grand Lodge Per Capita Tax.
2. Affiliations fees as required by Constitution.
3. Any debts on the monthly Grand Lodge review statement.
4. Payment of required withholding taxes and Lodge liability taxes for federal and state agencies.
5. Utility bills.

Any bills other than those listed above or provided for elsewhere in these Bylaws shall be paid only after review by the Trustees prior to presentation to the membership for approval. All pre authorized bill shall be reviewed by the Trustees monthly at the Executive Board meetings and any bills not in order shall be brought to the members attention by the Trustees.

ARTICLE V

Section 1. The Standing Committees shall be: Education, Legislative and Public Relations, Organization, Entertainment, Union Label, Application, Welfare, Womens, Human Rights, Bylaw Committee and Building Committee.

Section 2. The Education Committee shall consist of a Chairman and five (5) members appointed by the President. Their duties shall be to use all the means at their disposal to further the education of the membership in all matters pertaining to Union affairs.

Section 3. The Legislative and Public Relations Committee shall consist of three (3) members appointed by the Local Lodge President who shall obtain copies of all laws (National, State and Local) beneficial or detrimental to Labor, and shall make a report on same. They shall study all pending legislation and local activities and report same to the Lodges.

Section 4. The Organization Committee shall consist of five members who shall assist the local or Grand Lodge Representative in organizing shops under jurisdiction of the Lodge.

Section 5. The Entertainment Committee shall consist of Vice-President Chairman and four (4) appointed members who shall, from time to time, promote social affairs for the entertainment of the membership.

Section 6. The Union Label Committee shall consist of three appointed members who shall report on all Union Labels, and shall use their best endeavor to encourage the purchase of merchandise using the same, and to furnish the information as to where merchandise can be purchased.

Section 7. The Application Committee shall consist of three appointed members who shall investigate all applications and report on same.

Section 8. The Vice President and two (2) members appointed by the President, annually shall constitute a Welfare Committee to visit sick and disabled members and give a report at each meeting.

Section 9. The Building Committee will consist of four (4) members and a chairman appointed by the President each year. Their duties will be to look into the purchase of property and/or building for the use of this Lodge. After having done this the Committee will be responsible for the case and upkeep of this property and building.

Section 10. The Shop Committee shall be the Strike Committee when their shop engages in a strike situation. The Strike Committee's duties shall be delegated and regulated by the Shop Chairman, who shall be supervised and instructed by the Business Representative. The Strike Committee is to see that a proper number of pickets are at each station around the Plant at all times, and if shop members do not voluntarily sign up for picket duty, the Strike Committee shall assign them to a picket duty, where needed by personal contact or by calling their home and assigning them a specific time to stand picket duty.

Section 11. The Woman's Committee shall consist of three (3) appointed members and will work with other committees to seek resolutions to issues facing women and working families.

ARTICLE VI

Section 1. General Policy: It is a policy of Lodge No. 1202 to give aid and encouragement to the effective administration of Collective Bargaining Agreements in shops within its jurisdiction. In accordance with this policy, certain expenditures are necessary by this Lodge.

The following procedures are established to make the policy effective and to prevent any unnecessary abuse of such policy.

Section 2. The members of each shop shall elect a shop committee each year to take up grievances and see that agreement is lived up to and when necessary report violations of the agreement to the Lodge for disposition. The members of each shop shall

set a definite month of the year for this election. Such election shall conform to Local Bylaws.

Section 3. The Shop Committee shall assist the Secretary-Treasurer with respect to members out of service or delinquencies in dues, etc.

Section 4. The Shop Chairman and Secretary in each shop shall receive the amount equivalent to a dues stamp each month for expenses. They must be present at two (2) meetings per quarter.

Section 5. All shops having a second shift will have a duly elected committee person to attend the monthly Local Lodge meeting and to receive two and one-half (2 1/2) hours of pay for attending this meetings. Full attendance of meeting is required in order to receive compensation.

All Shops having duly elected Delegates to District 8 that are working on the second shift will receive two and one half (2 1/2) hours pay for attending these meetings. Full attendance at meeting is required in order to receive compensation.

Section 6. Delegates to conventions, Leadership Schools and conferences, will be elected from the floor of the Lodge at the meeting that correspondence is read. It is up to the members if they desire anyone to attend. Members to be eligible to go to conventions, leadership schools, and conferences must have attended at least 50% of the regular meetings held during the 12 month period ending the date of the close of nominations.

The President of Local Lodge No. 1202 shall be a delegate to all conventions and conferences during his term of office, when duties will permit and approved by the Local. Exception to this section will be for the selection of delegate to the Grand Lodge Convention, which will be in accordance with the IAM Constitution.

All Delegates to conventions and conferences must submit expense statement on forms furnished by the Lodge. The Lodge shall pay expenses for first-class single room accommodations, round trip transportation (Government allowable per mile should delegate utilize his personal vehicle), plus Government allowable per diem and actual lost wages, excluding overtime.

Leadership Schools - a flat rate of \$10.00 for each traveling day, plus transportation and actual lost wages, excluding overtime. Any extraordinary expenses incurred shall be paid upon presentation of an itemized statement and approval of the membership.

Section 7. In case of difficulty arising between employees and their employer, the Committee shall call a meeting of all members in said shop and act in accordance with instructions received at said meeting.

Section 8. Meetings of Shop Committeemen: Monthly meetings of shop committees are recommended to each shop. Where there are night shift operations involved, Committeemen from such night shift shall be paid lost time, including overtime. All lost time bills shall be countersigned by two persons, including the Local Lodge President and the Shop Chairman, in evidence of actual attendance and time spent at such meetings.

Section 9. Meetings of Shop Committees should be held in rent free halls when available. However, when not available, through the efforts of Lodge 1202 Executive Board and Shop Chairman, the Local Lodge will pay hall rent for not more than two meetings a year for each shop.

Section 10. Meetings of the general membership shall be held if recommended by Business Representative and Shop Chairman. This Lodge shall pay hall rent for such meetings.

Section 11. In the event any shop grievance is proposed for arbitration, it must be presented to the Local Lodge Executive Board first by the Shop Chairman and/or Committeeperson before approval by Local Lodge. Approval by the Local Lodge requires a 3/4 majority vote of all those present.

The member who's Grievance is being proposed for arbitration is recommended to be present to answer any questions by the membership.

ARTICLE VII

AGREEMENTS

Section 1. A Standard grievance report shall be adopted, providing copies in each written step... for the company, the Shop Chairman, and the Business Representative. The Shop Chairman shall notify the Business Representative and send a copy in immediately when the committee has determined the grievance is to process in the next step involving the Business Representative.

Section 2. All agreements shall be in the name of Local No. 1202 International Association of Machinists and Aerospace Workers, and shall be signed by an authorized Business Representative of the Local and/or Grand Lodge and the majority of the Shop Committee.

Section 3. All amendments to the agreement, letters of understanding, etc., shall be signed by an authorized Business Representative of the Local and/or Grand Lodge and the majority of the Shop Committee and shall be effective for only the term of the effective agreement, and the subject matter contained therein must be renewed or be incorporated into the next succeeding agreement.

ARTICLE VIII

LOCAL EDUCATION PROGRAM

Section 1. Local No. 1202 shall offer a program in parliamentary procedure and leadership training. This program will use material from the Education Department of the Grand Lodge and will be open to all IAM members in Local No. 1202.

Section 2. A general Shop Committee and Steward Training School shall be offered. This school will instruct members in all duties and responsibilities of Shop Committeeperson and Stewards, and will be open to all Local IAM members.

ARTICLE IX

STEWARDS - COMMITTEEMEN

Section 1. To be eligible for nomination and election to the position of Department Steward, the member shall have worked under the agreement for one (1) year, participated in the Stewards-Committeemen Training Program, or be a steward seeking reelection. If there is no one eligible under these conditions, the Shop Chairman may select a Department Steward whom he considers qualified otherwise. Any member seeking election who has not participated in the Stewards-Committeemen Training Program shall attend the next available training session or shall forfeit his office. In the case of newly organized shops, these qualifications do not apply.

Section 2. To be eligible for nomination and election to the position of General Committeeperson, he or she shall be a committeeman seeking reelection, or a former member of the General Committee, or a Department Steward who has served a period of one (1) year. In shops where the stewards system is not used, candidates for committeeman shall participate in the Stewards-Committeemen Training Program. Any member seeking election who has not participated in the Stewards-Committeemen Training Program shall attend the next available training session or shall forfeit his office.

Section 3. The Shop Chairman must be selected from the Shop Committee or General Committee. In order to qualify for this position, at least two (2) years of service is required as a member of either committee.

Section 4. All Stewards and Committeemen shall participate in the Stewards-Committeemen Training Program.

Section 5. The term of General Committeeman shall be two (2) years, with one half of the nearest number thereto, being elected each year for a two (2) year term, thereby retaining some who participated in previous negotiations.

Section 6. Department Stewards shall be elected for a one (1) year term.

Section 7. All Shop Chairmen in Local No. 1202 shall work on the day shift in order to assure the membership the best service.

ARTICLE X

Section 1. Any increase in the amount of initiation and reinstatement fees, and Local Lodge dues must be handled on the basis of the procedures specified in the IAM Constitution.

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

(a) All proposals must be in writing, signed by not less than five (5) members, 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) Reasonable advance notice must be given to the membership of the time, date and place of the second reading, and vote to be taken on the Bylaws Committee's recommendations.

(d) Each proposal must be considered and voted upon separately. A majority affirmative vote by those 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.

All previous rules in conflict with these bylaws are herewith declared null and void.

All questions, unless otherwise provided for, shall be decided in accordance with Robert's Rules of Order.

Nothing in these bylaws shall be construed or applied in a manner that will conflict with the provisions of the IAM Constitution. All matters arising and not specifically covered by these bylaws shall be governed by the IAM Constitution.

ORDER OF BUSINESS

1. Pledge to Flag.
2. Roll call of officers and noting of absenteeism.
3. New applications.
4. Report of committees on applications and acting on same.
5. Initiations.
6. Reading of minutes and acting on same.
7. Installation of officers.
8. Examination and introduction of visiting members.
9. Reports of F.S. and Treasurer, or S.T., including receipts and disbursements since the close of last meeting.
10. Communications, bills, etc.
11. Reports of committees.
12. Anything for the good of the IAM and discussion of subjects of an economic nature.
13. Unfinished business.
14. New business. Election of officers.
15. Report of sick and disabled members and of relief committees.
16. Reports of members out of work and positions vacant.
17. Adjournment.

RULES OF ORDER

The following rules are used by the International Association of Machinists and are based on Robert's Rules of Order.

Rule 1. On motion, the regular Order of Business may be suspended by a two-thirds vote of the meeting at any time to dispose of anything urgent.

Rule 2. All motions (if requested by the Chair) or resignations must be submitted in writing.

Rule 3. Any conversation by whispering, or otherwise, which is calculated to disturb a member while speaking or hinder the transaction of business, shall be deemed a violation of order.

Rule 4. Sectarian discussion shall not be permitted in the meeting under any circumstances.

MOTION

Rule 5. A motion to be entertained by the presiding officer must be seconded, and the mover as well as the seconder must rise and be recognized by the Chair.

Rule 6. Any member having made a motion can withdraw it by consent of his second; but a motion once debated cannot be withdrawn except by a majority vote.

Rule 7. A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.

DEBATE

Rule 8. A motion shall not be subject to debate until it has been stated by the Chair.

Rule 9. When a member wishes to speak he shall rise and respectfully address the Chair and if recognized by the Chair, he shall be entitled to proceed.

Rule 10. If two or more members rise to speak at the same time, the Chair shall decide which is entitled to the floor.

Rule 11. Each member while speaking shall confine himself to the question under debate, and avoid all personal, indecorous or sarcastic language.

Rule 12. No member shall interrupt another while speaking except to a point of order, and he shall definitely state the point, and the Chair shall decide the same without debate.

Rule 13. If any members shall feel personally aggrieved by a decision of the Chair, he may appeal to the body from the decision.

Rule 14. If a member, while speaking, be called to order, he shall take his seat until the point of order is decided, then, if decided in order, he may proceed.

Rule 15. When an appeal is made from the decision of the Chair, the Vice President shall then act as Chairman; said appeal shall then be stated by the Chairman to the meeting in these words: "Shall the decision of the Chair be sustained as the decision of this Lodge?" The member then will have the right to state the grounds of appeal and the Chair will give reasons for his decision; thereupon, the members shall proceed to vote upon the appeal without further debate and it shall require a majority vote to sustain an appeal.

Rule 16. No member shall speak more than once on the same subject until all the members desiring the floor shall have spoken, nor more than twice without unanimous consent, nor more than five (5) minutes at any one time without consent of a two-thirds (2/3) vote of all members present.

Rule 17. The presiding Officer shall not participate in debate on any subject under discussion unless he temporarily vacates the chair. He shall rule on all points of

order, subject to appeal, and in case of a show of hands being called and the vote being equally divided, he shall have the deciding vote. (This does not apply to any election of officers or in any case where the vote is by ballot).

PRIVILEGE QUESTIONS

Rule 18. When a question is before the meeting no motion shall be in order except:

- (1.) To adjourn
- (2.) To lay on the table
- (3.) For the previous question
- (4.) To postpone to a given time
- (5.) To refer or commit
- (6.) To amend and these motions shall have precedence in the order

herein arranged. The first three (3) of these motions are not debatable.

Rule 19. If a question has been amended, the question on the amendment shall be put first; if more than one amendment has been offered, the question shall then be put as follows:

- (1.) Amendment to the amendment
- (2.) Amendment
- (3.) Original proposition

Rule 20. When a question is postponed indefinitely, it shall not come up again except by two-thirds (2/3) vote.

Rule 21. A motion to adjourn shall always be in order except:

- (1.) When a member has the floor
- (2.) When members are voting

Rule 22. Before putting a question to vote, the presiding Officer shall ask: "Are you ready for the question?" Then it shall be open for debate. If no member rises to speak, the presiding Officer shall then put the question in this form: "All in favor of this motion say 'aye';" and after the affirmative vote is expressed, those of the contrary opinion say 'no'." After the vote is taken, he shall announce the result in this manner: "It seems to be carried (or lost) and so ordered."

Rule 23. Before the presiding Officer declares the vote on a question, any member may ask for a division of the house. Then the Chair is duty bound to comply with the request, and a standing vote shall then be taken and the Secretary shall count same.

Rule 24. When a question has been decided, it can be reconsidered only by a two-thirds vote of those present.

Rule 25. A motion to reconsider must be made and seconded by two (2) members who voted with the majority.

Rule 26. A member being ordered to take his seat three (3) times by the Chair without heeding shall be debarred from participation in any further business at that session.

APPROVED

These Bylaws are approved, effective July 16, 1959, with the understanding that the Financial Officers of the Lodge are bonded in accordance with the Constitution of the IAM.

PROCEDURE

Following are RULES for Nominating and Elections of Officers of Lodge No. 1202 and Delegates to District 8.

NOMINATION PROCEDURE

1. Nominations will be held at the first meeting in the month of November.
2. Any excuse for a Nominee not being present at the nominations must be given in writing and can be accepted by the membership.
3. Nominees must decline his or her nomination that night, or be on the ballot.
4. The Recording Secretary shall keep a duplicate record of all nominees and make arrangements for the printing of the ballots.
5. The nominations and the elections shall be in accordance with the IAM Constitution and the Local Bylaws.
6. Nominees' names shall be posted on all the Local's shop bulletin boards and U. S. mail at least seven (7) days prior to the election.

ELECTION PROCEDURES

1. The election shall be held at a place selected by the Executive Board of Lodge No. 1202. This meeting place must be approved by the International President prior to the election.
2. The day shall be the first Lodge meeting in the month of December.
3. Ballots shall be presented with the names of the candidates running for each of the offices, or the delegates, and the number of people to be elected will be on each ballot.
4. Polling booths shall be set up for the election.

5. There shall be a maximum of two (2) clerks, three (3) tellers and the Executive Board present during an election. The purpose of the Executive Board being there is to run the Local Lodge meeting.
6. There shall be a maximum of two (2) clerks and three (3) tellers whose duty it shall be to count the ballots and announce the winning candidates.
7. Absentee ballots and announce the winning candidates.
8. All ballots shall be numbered just prior to the member casting his or her vote.
9. Where a group is involved specifying a certain amount of candidates to be elected, the specified number with the highest amount of votes shall be those elected.
10. All incumbents shall have an asterisk (*) before his or her name on the ballot.

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