

# SIERRA PACIFIC AIR TRANSPORT LODGE 1782

## BYLAWS

### INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

#### ARTICLE I

##### NAME AND JURISDICTION

Section 1. This Local Lodge shall be known as the Sierra Pacific Air Transport Local Lodge 1782, International Association of Machinists and Aerospace Workers.

Section 2. The Lodge and its members shall be governed by these laws and Constitution along with those of the Grand Lodge of the International Association of Machinists and Aerospace Workers.

#### ARTICLE II

##### MEETINGS

Section 1. The regular meeting shall be held on the first (1<sup>st</sup>) Wednesday of each month at 4:00 p.m. and shall conclude no later than 8:00 p.m. Monthly scheduled meetings shall not continue beyond the designated hour of adjournment unless the Lodge has adopted a motion to do so by a majority of the members present and voting. When the meeting date falls on a generally recognized holiday, or the majority of the principal Officers will be away on Union business, a substitute day of meeting shall be set at the preceding meeting.

(a) Members shall be notified by Union Bulletin at least ninety-six (96) hours before the date of the regular meeting.

(b) Quorum requirements shall be as established by the IAM Constitution

Section 2. Special meetings shall be called by the President upon written request of ten (10%) percent of the members. No less than thirty (30%) percent of the members petitioning for a special meeting must be present before the meeting can be called to order. The call for special meetings shall state the purpose of the meeting, and discussion and action at such special meetings shall be confined to the subject for which the meeting was called. Members shall be notified by Union Bulletin or U.S. Mail at least forty-eight (48) hours before the date of the special meeting.

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Section 3. With the approval of the Executive Board, exceptions of up to two (2) hours to the above meeting time shall be allowed to coordinate with the shift starting and stopping times of the majority of the membership.

Section 4. The Executive Board will meet prior to the regularly scheduled meeting.

Section 5. The Officer presiding over the Local Lodge monthly meeting shall report any vacancy and/or new opening, and give a brief description of the position.

### **ARTICLE III**

#### **FEES AND DUES**

Section 1. Qualifications for membership in Local Lodge 1782 shall be as provided in the IAM Constitution.

Section 2. The initiation fee for Local Lodge 1782 shall be \$150.00. The reinstatement fee for an otherwise active member of the Lodge whose membership has lapsed shall be an amount equivalent to three (3) times the monthly dues. The reinstatement fee for a member who has left the bargaining unit and does not possess an IAM Withdrawal Card shall be \$250.00.

(a) The monthly dues of Local Lodge 1782 shall be equal to two (2) times the individual hourly earnings of each member of the Lodge.

(b) The minimum monthly dues of Local Lodge 1782 will be an amount equal to the Grand Lodge per capita, District Lodge per capita, and all other affiliated per capita and associated fees. The Local Lodge per capita shall be 25% of the Grand Lodge per capita.

(c) Any per capita relief requested by the Lodge and granted by the Grand Lodge or District Lodge will be passed on to the affected members.

Section 3. After a member receives a delinquency notice, they are expected to submit a dues tender through the current month to the Secretary-Treasurer of Local Lodge 1782. Failure to do so shall cause the matter to be placed before the Executive Board of the Lodge.

(a) Delinquency in the payment of dues or assessments automatically cancels membership in the Lodge in accordance with the IAM Constitution.

## ARTICLE IV

### ELECTION OF OFFICERS

Section 1. The Officers of this Lodge, their selection, duties, qualifications, and responsibilities shall be in accordance with the applicable provisions of the IAM Constitution.

Section 2. The Officers of this Lodge shall consist of a President, Vice President, Recording Secretary, Secretary-Treasurer, Conductor-Sentinel, and three (3) Trustees, whose term of office shall be three (3) years. The other elected positions shall consist of three (3) Auditors and the Local Lodge Grievance Chairperson at each UAL stations, whose term shall be three (3) years. Nominations for the President, Vice President, Recording Secretary, Secretary-Treasurer, Conductor-Sentinel, three (3) Trustees, three (3) Auditors and the Local Lodge Grievance Chairpersons shall be held at the regular meeting in November of the election year. The election of the Officers, Auditors and the Local Lodge Grievance Chairpersons shall be at the first meeting in December.

Section 3. Notice of nomination and election must be given sixty (60) days prior to election. The notice must specify who is entitled to receive an absentee ballot and will include an application for an absentee ballot. Nominations of Officers will be held at the regular meeting in November. The Recording Secretary shall prepare a suitable ballot and shall have same ready for use at the meeting in December. Polls shall be kept open from 7:00 a.m. to 6:00 p.m. on voting day.

Section 4. The Recording Secretary must receive absentee ballot request no later than thirty (30) days before the election. The request must contain the member's full and current address and work location and work department (ie: SFORR). In addition, members residing more than 25 miles from the balloting place shall have their eligibility to vote by absentee ballot determined by the Recording Secretary and Secretary-Treasurer. Members not eligible to receive an absentee ballot will be notified of their ineligibility by the Recording Secretary within ten (10) days of receipt of the request for an absentee ballot. The Recording Secretary shall within five (5) days of the close of nomination, mail the absentee ballot.

Section 5. Any vacancy occurring in the office of the President shall be filled by the Vice President for the remaining term.

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. 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, except if the remaining term is less than 1 year, then no election will be held.

Section 6. Executive Board meetings will be open so that all members desiring to do so may attend and observe and request permission to speak before the Board on any subject under discussion, with a time limit of no more than five (5) minutes at any one time without the consent of 2/3's votes of all Executive Board members present.

Section 7. All Officers, employees or other individuals in Local Lodge 1782 who are responsible for, or manage funds for Local Lodge 1782, shall be bonded in accordance with the IAM Constitution and the IAM Policy relating thereto.

Section 8. The monthly salaries of the Officers shall be as follows: President – \$325 plus CPI rate increase every year; Vice President – \$225 plus CPI rate increase every year; Recording Secretary and Secretary-Treasurer \$425 plus CPI rate increase every year; Trustees (3), Conductor/Sentinel, Communicator and Educator – \$100 plus CPI rate increase every year. No member shall be entitled to more than one (1) salary allowance regardless of how many positions held.

Section 9. The balloting area and at least a 50-foot area surrounding it must be designated a “campaign-free” zone, and booths and/or partitions must be provided to permit members to mark their ballots in privacy.

Section 10. To facilitate the constitutional requirement of mailing absentee ballots within five (5) days of the close of nominations, Local Lodge 1782 provides the following language: Nominations must be made from the floor. Members may nominate themselves. Nominations may not be submitted in writing. Members who are not present may be nominated, but they must have a letter or an acceptance slip on file with the Recording Secretary stating that they will accept the nomination for that particular office by the adjournment of the meeting in which nominations close. To be placed on the ballot all nominees must have a letter of acceptance or an acceptance slip on file with the Recording Secretary by the adjournment of the meeting in which nominations close.

Section 11. The nomination and election of Delegates to either a Grand Lodge Convention or a District Convention will take place in the months specified by the Grand Lodge or the District Lodge. Absentee Balloting will be available to those members who qualify for an absentee ballot.

Section 12. All Local Lodge elections, including but not limited to Officers, elected position, Grievance Committee Persons and Delegates, shall be determined by a plurality of votes cast. A majority vote is not needed and runoff elections shall not be held. If a tie occurs in an election for a position lasting one year or longer, there shall be an immediate recount and if the tie is confirmed shall be the only exception causing a runoff election. Ties for any other reason needing to be broken shall be determined by whichever candidate(s) have the highest Union Seniority. Union Seniority shall be defined by the number of consecutive months currently paying union dues.

Section 13. No member shall be eligible to run for: delegate to any convention of the District or Grand Lodge or run for officer of the Local Lodge who has not been: a member of this lodge for a period of one (1) year or longer, and has attended 50% of the regular monthly meetings in the 12-month period ending the date of the close of nominations. A member shall be considered exempt for the following reasons:

- (1) The member is on a regularly scheduled work shift during the meeting
- (2) The member is on official Company or Union Business
- (3) The member is on military leave
- (4) The member is on verifiable illness or FMLA
- (5) The member is on vacation

It is each member's responsibility to provide the necessary information to the Recording Secretary in writing prior to the Executive Board meeting in order to be excused.

## **ARTICLE V**

### **DUTIES OF OFFICERS**

Section 1. The duties of Local Lodge 1782, its officers and members shall be set forth as in the IAM Constitution. It is a policy of Local Lodge 1782 that members work harmoniously together and not try to gain advantage by discrediting another member. All officers shall be required to pay full dues to the Lodge during their term of office, unless the Officer resigns their position on the Executive Board.

Section 2. The approval of a strike, method of declaring a strike and the settlement of a strike shall be in accordance with applicable provisions of the IAM Constitution.

Section 3. No members of Local Lodge 1782 shall make any agreement with his/her employer as to working conditions, hours, or pay without the consent of the Lodge.

Section 4. Members serving on Committees and losing time in such service shall submit an itemized statement of the expenses incurred to the Local Lodge before receiving payment. It is a policy of the Local Lodge that such reimbursement shall be in an amount equal to the actual lost wages.

#### Duties of the President:

It is the President's responsibility as the chief executive officer to give leadership in the activities of the lodge. The way to accomplish this is to regard all the officers as a leadership team and see that regular meetings of the officers are held so that the problems and programs of the lodge are thoroughly discussed.

- (a) Chairs Lodge meetings.
- (b) Signs vouchers and checks.
- (c) Appoints committees not otherwise provided for.
- (d) Administers the obligation to new members.
- (e) Enforces the Bylaws and Constitution of the IAMAW and Lodge 1782.

Duties of the Vice President:

The Vice President is expected to assist the President and to be an active member of the officer group.

- (a) Chairs meetings when the President is absent.
- (b) Helps keep order at the meetings.
- (c) Assumes the duties of the President in his/her absence, as prescribed in the Constitution.

Duties of the Recording Secretary:

The Recording Secretary receives and conducts official correspondence in an orderly fashion.

- (a) Keeps the minutes from each meeting.
- (b) Presents communications and bills at the meeting.
- (c) Prepares and signs vouchers.
- (d) Prepares and signs all credentials.
- (e) Keeps the seal of the Local.

Duties of the Secretary-Treasurer:

The position of Financial Secretary and Treasurer are combined into one position.

- (a) Collects dues and other income.
- (b) Keeps an account of all receipts and disbursements.
- (c) Keeps records of dues payments by each member.
- (d) Sends per capita tax payments.

Duties of the Conductor-Sentinel:

Checks to make sure that the people at the meetings are entitled to attend. Escorts visitors and new candidates in and out of lodge meetings. Guards the door of the lodge before and during meeting and admitting those entitled to attend.

Duties of the Trustees:

In charge of all property belonging to the Lodge. Assisting the Auditing Committee in audits and reports.

Duties of the Auditors:

The Auditing Committee will consist of three (3) people elected by the members of the Lodge.

Section 5. All Officers of this Lodge, at the expiration of their term of office, or in case of removal, or resignation, shall turn over to their successors in office all books, papers, vouchers, funds or other property belonging to the Lodge within three (3) days.

**ARTICLE VI**

**THE EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of all Local Lodge 1782 Officers. The President of the Lodge shall be Chairman of the Executive Board and the Recording Secretary shall be the Secretary of the Executive Board.

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

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

Section 4. The Executive Board shall meet at least once a month 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.

Section 5. 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 6. During the term of office, no Local Lodge Officer shall accept the position of temporary or upgrade supervisor. If they accept this position they will vacate their Local Lodge office position.

## ARTICLE VII

### FUNDS

Section 1. The funds and property of this Local Lodge shall remain with the Lodge for its legitimate purposes as long as this Lodge is chartered by the International Association of Machinists and Aerospace Workers. If, for any reason(s), the charter is withdrawn, all funds and property shall be turned over to the Grand Lodge. This section shall not be altered or amended.

Section 2. The General Funds of Local Lodge 1782 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 3. No motion shall be in order to appropriate more than \$500 for any purpose without member approval, except (1) per capita tax and ordinary bills which are generally in excess of this amount and (2) strike assistance to sister IAM lodges.

(a) No motion to appropriate lodge funds shall be in order in any meeting of Local Lodge 1782 if made later than two (2) hours after the start of the regular meeting,

Section 4. When an amount over the necessary working capital of this Lodge is accumulated, it shall be the duty of the Lodge to transfer or invest such amount in accordance with the IAMAW Constitution.

Section 5. The Local Lodge will initiate and maintain a Retirement Club for its retired members and will provide adequate funds for its affairs. A Board of Directors will be set up to run the Club and prepare a yearly budget to be submitted to the members of the Local Lodge for approval.

Section 6. The Secretary-Treasurer shall maintain all Lodge funds in insured financial institutions, or in investments and securities as allowed by the IAM Constitution.

Section 7. Local Lodge 1782 shall contribute to the IAM MNPL Education Fund annually an amount not less than the minimum of the recommended amount as set by the MNPL National Planning Committee, provided the expenditure is affordable. Local Lodge 1782 shall contribute to the IAM Scholarship Program annually an amount not less than \$0.50 per member provided the expenditure is affordable. In both cases, this determination shall be made by the Executive Board.

Section 8. Local Lodge 1782 shall insure that Shop Stewards receive training in their duties and in how to be an effective Shop Steward. Training will take place each year when all Shop Stewards are elected. The Local Lodge will reimburse any lost time for such training. The Local Lodge will rent any space required for such training and will provide a meal to Shop Stewards when training classes are more than 6 hours.

Section 9. A Trustee needs to sign the expense report, to authorize payment of the bills submitted on the expense reports.

Section 10. Any property purchased by Local 1782 may not leave the building without being signed out to an individual by a Trustee. This includes, but not limited to Laptops, cell phones, software, printers and keys. Any such property must be returned to the Local Lodge in proper working order within three (3) days when requested by a Trustee. If any item falls into disrepair for any reason, a Trustee must be notified immediately.

Section 11. The Local Lodge will pay for the Retirement Card fee of local members.

Section 12. Members elected as delegates to any Convention, authorized Conference, or IAM sponsored school other than Placid Harbor by this Local Lodge shall be allowed the cost of air transportation or other authorized method, and a subsistence allowance equal to the established IRS per diem guidelines, plus any loss of wages incurred during the course of attending said activities. In addition, members shall be allowed the actual expenses incurred for their lodging. Members must submit an itemized account of their expenditures to the Local Lodge Secretary-Treasurer within thirty (30) days upon return. Itemized accounting shall include a receipted statement of lodging, transportation and other expenses incurred. No regular day off shall be considered a loss of time for which the member is entitled to any reimbursement for loss of wages.

Section 13. Any person attending any Conference or Convention as an invited guest of the Local Lodge shall be responsible for any and all expenses incurred, unless otherwise previously authorized by the Local Lodge.

Section 14. The Local Lodge will provide refreshments at the monthly scheduled meeting. The cost may be up to \$500.00 per regular meeting.

Section 15. In the event of the death of an active member of the Local Lodge, the Local Lodge will spend up to \$100.00 to donate flowers for the funeral. The Local Lodge may make a donation to the family in lieu of flowers. Any gift or donation, or combination thereof, may not exceed \$100.00

## ARTICLE VIII

### COMMITTEES

Section 1. An Auditing Committee of three (3) shall be nominated in November and elected in December of election years, by the Local Lodge, all of whom may serve three (3) years and function as set forth in the IAM Constitution. Local Lodge 1782 shall audit the books semi-annually, at the close of June and December. Any vacancies on the Auditing Committee shall be filled by appointment by the President for the remainder of the elected term.

Section 2. The Finance Committee shall consist of three (3) Trustees. It shall be their duty to examine all bills before their presentation to the membership for approval; to prepare and present a budget at a regular meeting in December, or January, and to advise the membership regarding the financial condition and transactions of Local Lodge 1782.

Section 3. The President of Local Lodge 1782 shall appoint a Relief Committee, of which the President shall be Chairman. The Relief Committee shall receive all moneys drawn for relief benefits and cause same to be paid to the person or persons for whom drawn within forty-eight (48) hours after receipt of same.

Section 4. (a) There will be a Grievance Committee consisting of committee persons that are elected from the following locations: San Francisco, Oakland, San Jose, Sacramento and Reno. In the event of a vacancy of any committee person or the members fail to elect a Grievance Committee person, the President of the lodge, after consultation with the respective District Assistant General Chair, shall appoint the committee. If the remainder of the term is greater than six (6) months, an election shall be held to fill the vacancy. They shall report anything of importance under their jurisdiction at the next regular meeting. Nominations for committee person for the above locations will be conducted in November and elections held in December. The committee person will hold office for a period of three (3) years. There shall also be an Assistant Committee for United Airlines SFO, which will be appointed by the District 141 Assistant General Chairman.

(b) For the faithful performance of their duties, the Grievance Committee members shall be paid a monthly salary as follows: Committee Persons representing workgroups of 350 members or more shall receive \$250. Assistant Committee Person for SFO shall receive \$200. Any Committee Person representing less than 350 members shall receive \$100.

Section 5. The Bylaws Committee consisting of at least five (5) members appointed by the President and will serve for a term of three (3) years.

Section 6. Stewards shall be elected from and by members at each location in which they work. They will be elected for a term of one (1) year in the month of December. The election will be held on or before the 15<sup>th</sup> of the month. If the members fail to elect a sufficient number of Stewards on any one shift (as determined by the Committee Person) the Committee person shall have the ability to appoint Stewards on that shift for the remainder of the Stewards term of office. A shift is determined as Day/Mid/Swing/Nights.

(a) During the term of office, no Local Lodge Shop Steward shall accept the position of temporary or upgrade supervisor. If they accept this position they will vacate their Shop Steward position immediately and be ineligible to hold a Shop Steward position for a period of 12 months following their return to the basic classification.

Section 7. (a) A Community Service Committee and Human Rights Committee will be established and the President will appoint the members for a period of three (3) years.

(b) The Community Service Committee shall prepare and maintain the Local Lodge's Strike Manual.

Section 8. Any Delegate or Representative to be selected by this Lodge shall be elected (or, failing that, appointed by the President) in accordance with the Constitution and bylaws of the Body in which the Delegate or Representative shall represent Local Lodge 1782.

Section 9. A Legislative/Machinists Non Partisan Political League Committee of three (3) members shall be appointed by the President and shall function in accordance with the IAM Constitution. This shall be a Standing Committee.

Section 10. A standing Women's Committee of at least three (3) members shall be appointed by the President. Terms shall run concurrently with the Local Lodge President.

Section 11. The President shall appoint a Social Committee to consist of the President and a minimum of four (4) other members. This Committee shall be obligated to arrange and supervise all entertainment, dances, picnics, and food for the Local Lodge meetings. They shall select a Chairperson and Secretary and render a detailed report to the lodge of all affairs handled by them.

Section 12. Education Committee

(a) The Local Lodge President with the approval of the Executive Board shall appoint an Educator to assist in carrying out the official directives, policies and programs of the Grand Lodge, and related to educating and training the Local Lodge membership on all issues affecting workers and their families. The Educator is a non-voting member of the Executive Board. The Educators term shall run concurrent with the President's term or until such time as the President appoints a replacement.

(b) There shall be an Education Committee. This Committee's Chairperson will be the Educator. There will be four (4) members of this Committee in addition to the Educator appointed by the President with the approval of the Executive Board. The additional four members of this Committee will come from the following Departments: One (1) member from Reservations; One (1) member from Customer Service; One (1) member from a line station; and One (1) member from any Department in Local Lodge 1782 covered by the Public Contact Agreement not mentioned above.

(c) This Committee shall make recommendations to the Executive Board and membership concerning Educational Programs. This Committee shall be responsible for the training of Shop Stewards and the membership at large.

Section 13. Communications Committee:

(a) The Local Lodge President with the approval of the Executive Board shall appoint a Communicator who in accordance with the official directives, policies and programs of the Grand Lodge, will use the latest forms of information technology to communicate with the Local Lodge membership. The Communicator shall be a non-voting member of the Executive Board. The Communicator's term shall run concurrent with the President's term or until such time as the President appoints a replacement.

(b) There shall be a Communications Committee: The Chairman of the Communications Committee will be the Communicator. The purpose of this Committee is to create and coordinate all publications, newsletters, web site and audio/visual productions for Local Lodge 1782. The goal of this Committee is to efficiently develop and communicate Trade Union issues to the membership and the community.

(c) This Committee shall assist other committees in developing methods of effective communication with the membership and the community.

Section 14. A Safety Committee will be established and the President will appoint the members. The duties of the committee shall include, but not limited to: 1) Make sure a Safety Committee exists in all work locations; 2) Conducts safety briefing and education for Local members.

Section 15. The Organizing Committee shall be a Standing Committee of at least five (5) members appointed by the President. Terms shall run concurrently with the Local Lodge President.

Section 16. A Teller Committee shall be established and members shall be appointed by the President. There shall be a minimum of six (6) members with a recommendation of at least twelve (12) members, considering shift and RDO patterns. Terms shall run concurrently with the Local Lodge President.

**ARTICLE IX**  
**AMENDMENTS**

Section 1. Any increase in the amount of the initiation and reinstatement fees, Emergency Funds, and Local Lodge dues must be handled on the basis of 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 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.

**ARTICLE X**  
**RULES OF ORDER**

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

## **ARTICLE XI**

Section 1. 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.

### **Approved by**

Robert Martinez, Jr.  
INTERNATIONAL PRESIDENT