

BYLAWS OF LOCAL LODGE NO. 1681
INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

INDEX

ARTICLE 1 - Name and Time of Meeting

ARTICLE 2 - Officers and their Duties

ARTICLE 3 - The Executive Board

ARTICLE 4 - Fees and Dues

ARTICLE 5 - Funds and Expenditures

ARTICLE 6 - Committees

ARTICLE 7 - Duties

ARTICLE 8 - Amendments

ARTICLE 9 - Rules of Order

ARTICLE 10 - Electoral Procedure

ARTICLE 11 - Scope

Approved: 2-5-18
Effective: 1-1-18

BYLAWS OF LOCAL LODGE NO. 1681

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

ARTICLE 1 - NAME AND TIME OF MEETING

Section 1. This Lodge shall be known as Northern Crossroads Local Lodge No. 1681, International Association of Machinists and Aerospace Workers, Alberta.

Section 2. The regular meeting shall be held on the first Tuesday of each month at 16:30 hrs. when in Edmonton and 18:00 hrs. when in Calgary, except when the meeting date falls on a generally recognized holiday, in which event a substitute day of meeting shall be set at the preceding meeting. Meetings will alternate as follows YYC January, March, May, July, September and November. Meetings in YEG will be as follows; February, April, June, August, October and December. No notice of motion shall be passed until voted on at both locations.

Section 3. As per the constitution the required number of members shall constitute a quorum for a regular meeting.

Section 4. Special meetings shall be called and conducted by the President as set forth in the IAM Constitution.

(a) Members shall be notified by shop bulletin, or other appropriate method at least seventy-two (72) hours before the meeting date.

Section 5. Guest speaker invited by the lodge after a majority vote shall be allowed to attend the meeting for the time he/she is speaking, during which time the regular order of business shall be suspended.

ARTICLE 2 - 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.

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. The term of office shall commence the January following the election and run for a period of three (3) years. To be eligible for nomination a member shall have attended a minimum of fifty percent (50) of Local Lodge 1681 regular meetings held in the city that the member is employed during the 12-month period ending the date of the close of nominations. Any officer missing three (3) consecutive meetings shall show just cause to the Executive Board or resign.

Section 3. Nomination of officers will be held at the regular meeting in November of election year. The Recording Secretary shall prepare a suitable ballot and shall have same 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.

Section 4. Not later than sixty (60) days prior to the election, the Recording Secretary shall notify all members by the minimum a bulletin posted on the local lodge website of the time, date and place of the election. Procedures for requesting an absentee ballot shall also be communicated via the same bulletin.

Section 5. Any vacancy occurring in the office of the President shall be filled by the Vice President for the unexpired 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 approval of the Executive Board. If more than fifty percent (50%) of the unexpired term remains 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.

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

Section 7. Effective January 1 of each year the following monthly allowances will be paid:

- | | |
|--|---|
| (a) President | \$250.00 per month |
| (b) Vice President | an amount equivalent to his monthly membership dues, plus ten dollars (\$10.00) per meeting that he is called upon to take over as President to be paid at years end. |
| (c) Recording Secretary | \$250.00 per month |
| (d) Secretary-Treasurer | \$250.00 per month |
| (e) Air Canada Chief Shop Stewards | \$250.00 per month |
| (f) Air Canada Assistant Chief Shop Stewards | \$125.00 per month |
| (g) Affiliated Senior Steward | \$250.00 per month |
| (h) Shop Stewards | \$30.00 per month to be paid at year end. |
| (i) All other Constitutional Officers | an amount equivalent to his/her monthly membership dues to be paid at years end. |

(j) No member shall receive two allowances for offices held simultaneously, but receive the greater of the allowance payable. The above allowances shall be contingent upon said member attending at least fifty (50%) percent of the regular meetings in the city which they are employed. Members not meeting this requirement may be paid their allowance on the recommendation of the Executive Board in consultation with the respective Shop Committee.

ARTICLE 3 - THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of all Constitutional officers. The President of the Lodge shall be the Chairman of the Executive Board and the Recording Secretary shall be the Secretary of the Executive Board. All Chief Shop Stewards and Senior Stewards shall sit on the Executive Board with voice. One (1) trustee will be from Edmonton base, one (1) trustee shall be from Calgary base and one (1) shall be from the membership at large.

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

Section 3. 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 4. The Executive Board shall meet prior to each Lodge meeting to review all business coming up and submit recommendations on all major matters. A special meeting of the Executive Board may be called by the Chairman or by four (4) Executive Board Members upon written request to the Chairman.

Section 5. Between 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 recommendations.

ARTICLE 4 - FEES AND DUES

Section 1. The initiation fee for this Lodge shall be equal to two (2) times month's dues in line with the applicant's classification in relationship to the classification dues structure hereinafter provided.

Section 2. The reinstatement fee shall be the same as the initiation fee.

Section 3. Dues – Effective January 2009 the monthly dues of this lodge shall be a rate equal to 2.25 times the hourly earnings of each lodge member covered by the

collective bargaining agreement under the local lodge jurisdiction in accordance with the IAM Constitution. And, any increase in the per capita tax to Grand Lodge or District 140, any increase in affiliation fees and/or any other assessment instituted by Grand Lodge action, shall cause the monthly dues to be increased by an amount equal to such tax, fees or assessment.

ARTICLE 5 - FUNDS AND EXPENDITURES

Section 1. The General Funds of this 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 order and cheques.

Section 2. This Local Lodge shall affiliate as specified in the IAM Constitution

Section 3. Unless at least seven (7) calendar days' notice (by bulletin board or otherwise) has been given the membership, no motion shall be in order to appropriate more than one thousand (\$1000) dollars for any purpose, except for per capita tax and ordinary bills which are generally in excess of this amount, and for strike assistance to sister IAM&AW Lodges in which case not more than two hundred fifty (\$250) dollars may be voted without the seven (7) days' notice.

(a) No motion to appropriate Lodge funds shall be in order in any meeting of this Lodge if made later than two (2) hours and thirty (30) minutes after the regular starting hour of the meeting.

(b) Local Lodge Officers, known as the Executive Board, shall be empowered to disburse a total of \$1000 per month without first obtaining approval of a regular meeting. The President shall be empowered to disburse up to \$250 for local and out-of-town public relations meetings. Prior approval of the Executive Board is required and an expense claim must be submitted with receipts and reasons.

(c) Monetary appeals and gifts shall be subject to policy set by the Executive Board.

(d) There shall be a monthly accumulated limit of \$1,500.00 placed on all charitable, political or member sponsored causes, outside of the IAMAW sponsored causes. No sum in excess of \$1,000.00 is to be donated to any one (1) organization annually. Any remaining balance shall not be carried forward month to month. All requests for donations will be vetted and subject to approval by the Executive Board.

Section 4. When on Lodge business, a member shall receive a daily expense allowance as per District Lodge 140 bylaws:

(a) Any officer or member appointed or elected on a delegation, training session, convention or conference to transact any business for this Lodge away from the greater Calgary or Edmonton area and must use his personal vehicle shall be reimbursed for the price of fuel plus \$60 (sixty) dollars for use of personal transport or fuel and price of rental vehicle.

Section 5. (a) Any officer or member appointed or elected on a delegation to transact any business for this Lodge shall be paid the current rate of pay for all regular time lost from work and shall be allowed expenses as per Article 5, Section 4.

(b) Any officer or member appointed or elected on a delegation to transact any business for this Lodge while on a regular rest day, shall at his request, be allowed expenses and be compensated as follows:

- (1) Negotiations and conciliation up to a strike/lockout situation at which time compensation shall cease: Full normal day's pay. It will be up to the member to arrange with the Company for alternate rest days.
- (2) Business with the Company as a delegate or member of an approved committee as listed:
 - (i) Arbitration Hearings
 - (ii) Pension Committee
 - (iii) Scheduling Committee
 - (iv) Safety Committee
 - (v) Employee Assistance Program
 - (vi) Shop Committee

For actual hours spent at such approved meetings lost time to a maximum of eight hours per day at their current rate of pay.

- (3) Business approved by the Lodge Executive Board in advance but not specifically outlined in Article 5, Section 5 item (2).

(c) On completion of business an expense account must be submitted by each delegate. Any unspent money is to be refunded to the Secretary-Treasurer. All expense accounts and reports shall be submitted for necessary action within thirty (30) days.

Section 6. (a) Any member retiring with fifteen (15) years of service with the IAM&AW will receive an I.A.M. watch.

(b) In the case of the death of a member (or immediate family member at the discretion of the Executive Board), flowers (or suitable gift) and a card shall be given

to the member's family. If the family of the deceased member wishes, a one hundred dollar (\$100.00) donation to a charitable organization of their choice shall be made in place of flowers.

(c) When a member (or immediate family member at the discretion of the Executive Board) is hospitalized for one hundred (\$100.00) per admitting period.

ARTICLE 6 - COMMITTEES

Section 1. An Auditing Committee of three (3) members shall be elected at the same time Local Lodge Officers elections are held and for the same term.

Section 2. The Finance Committee shall consist of three (3) Trustees and the Secretary-Treasurer. It shall be their duty to scrutinize all bills before their presentation to the Executive Board and the membership for approval, to prepare and present a budget at the regular meeting in March and April, and to generally advise the membership regarding the financial condition and transactions of the Lodge.

Section 3. A Relief Committee shall be appointed by the President in consultation with the Executive Board.

Section 4. (a) Shop Committees shall be organized as such. Air Canada Calgary – One (1) Chief Shop Steward, One (1) Assistant Chief Shop Steward. Air Canada Edmonton – One (1) Chief Shop Steward, One (1) Assistant Chief Shop Steward. Swissport Edmonton – One (1) Senior Steward.

(b) Nominations and elections of Shop Committees shall occur in conjunction with the election of Lodge Officers in accordance with Article 2, Sections 3 and 4. Members will serve a three (3) year term commencing January 1, of the following year. When elected the Recording Secretary shall notify the appropriate company officers.

(c) If the membership fails to elect a Chief Shop Steward or affiliated Senior Steward, the President will appoint a Chief Shop Steward or affiliated Senior Steward in consultation with the Executive Board.

(d) Should the position of any Shop Committee member become vacant the President will appoint or hold an election in consultation with the Executive Board.

(e) The duties of Shop Committee shall be to discuss with Company representatives, in their respective locations, shift schedules, grievances, promotions, violations of the Agreement, or any other matter pertinent to members covered by the Agreement. A permanent record of these discussion shall be kept and be reported at each

regular lodge meeting. Policy matters affecting the Lodge shall be referred to the Executive Board for lodge action.

(f) In order to hold office as Chief Shop Steward or Senior Steward, nominees must have acted in the capacity as Shop Steward or Senior Steward, nominees must have acted in the capacity as Shop Steward with Local Lodge 1681 for a minimum of one (1) year prior to nomination and comply with Article 6, Section 6.

(g) The Chief Shop Steward and affiliated Senior Stewards shall attend all Executive Board meetings with voice.

(h) The Chief Shop Steward and affiliated Senior Steward shall keep all Shop Stewards informed of Shop Committee decisions.

Section 5. (a) Each Shop Committee will determine the number of Shop Stewards required in consultation with the Executive Board. Care will be taken to ensure that all departments are adequately represented by one (1) or more Steward(s).

(b) Nominations and elections of Shop Stewards occur in conjunction with the election of Lodge Officers in accordance with Article 2, Section 3. Members will serve a three (3) year term commencing January 1, of the following year.

(c) Shop Stewards must attend all Lodge meetings and meetings called by the Shop Committee, whenever possible.

(d) Shop Stewards will always act as an organizer and endeavor to enroll employees in the union.

(e) In the event of the incapacity of a Shop Committee member, the Shop Committee may designate Shop Steward as a replacement, as required. The person appointed will assume all the authority of the Committee Member affected during this period.

Section 6. Any delegates or representatives to be selected by this Lodge shall be elected or appointed by the President in accordance with the constitution and bylaws of the Body in which the delegate or representative shall represent this Lodge, providing they have been a member in good standing of this Local Lodge for the past twelve (12) months, and have attended fifty percent (50%) of the Local Lodge 1681 regular monthly meetings they are eligible to attend, in the city which they are employed, held in the past twelve (12) months.

(a) Any members, who at the time of the regular meeting, is on Union Business, on vacation, engaged in his/her regular work location or sick shall for the purpose of this section be considered to have been in attendance at that regular monthly

meeting provided that they show cause for their absence in writing, to the Lodge, prior to the next General meeting of the Lodge.

(b) When required, the Recording Secretary shall make a written request for a leave of absence in order that the delegate(s) may attend a convention or seminar.

Section 7. A Legislative Committee, consisting of three (3) members, shall be appointed by the President and shall function in accordance with the IAM Constitution.

Section 8. Educator - The Educator shall be an appointed position by the President of the Local Lodge, with the approval of the Executive Board. The Educator shall attend executive meetings at the request of the Executive Board. He shall have a voice in the discussion of all business, but shall not have a vote.

Section 9. Safety Committee members shall be appointed by the President in consultation with the Executive Board. The Safety Committee shall elect a Chairman as per the Canada Labour Code.

Section 10. A Social Committee consisting of three (3) members (with power to select additional members when required), shall be appointed by the Executive Board if required. The Committee shall arrange and convene all approved social functions, including service pin and retirement programs, with the authority to select a subcommittee in a centre where the Local Lodge has members but because of the distance and cost involved cannot attend a function at the line station.

Section 11. Negotiations Committees:

- (a) Representatives to a Negotiating Committee will be elected upon notice from District Lodge 140 or not less than eight (8) months in advance of the expiry date of the relative Collective Bargaining Agreement, whichever occurs first. Members of each bargaining unit shall nominate and elect their own representative(s), each of whom shall be a member of that bargaining unit.
- (b) Representation on the Negotiations Committee from this Local shall be as provided in the District 140 Bylaws.
- (c) A member elected to the position of Negotiations Representative shall serve a term covering one (1) complete round of Negotiations.

- (d) In the event that more than one (1) member is required for negotiations, it shall be the policy of the Lodge to have proportional representation by Branch, where practical.
- (e) In the event a negotiations representative cannot fulfill their term, the President will appoint an interim negotiations representative until such time as an election can be held.
- (f) The duties of the Negotiating Committee Representative shall be:
 - (1) He shall attend meetings at each of the Line Stations at a time predetermined to be most suitable to the Negotiations Committee.
 - (2) He shall attend Pre-Negotiations and report all points from Pre-Negotiations to the Lodge after the exchange of the Agenda with the Company.
 - (3) The Negotiating Committee Representative shall attend Negotiations and report all progress to Lodge Headquarters and the Line Stations at a time and in a manner agreed to by the District Lodge 140 Negotiation Committee.

Section 12. A Women's Committee consisting of three (3) members will be established to promote more active involvement by women in the union and to make recommendations on appropriate educational programs and on how to deal with women's issues through political action, etc.

Section 13. Communicator - The Communicator shall be an appointed position by the President of the Local Lodge, with the approval of the Executive Board. The communicator shall attend Executive Board Meetings at the request of the Executive Board. He shall have a voice in discussion of all business, but shall not have a vote.

Section 14. A Human Rights Committee consisting of two (2) members, one member from each station. To be appointed by the President in consultation with the Executive Board.

ARTICLE 7 - DUTIES

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

Section 2. 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 3. It is the 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 the Shop Committee, Officers and other representatives in carrying out the laws of this Association.

Section 4. No member of this Lodge shall make any agreement with the employer inconsistent with a current collective agreement as to working conditions, hours, or pay, without the consent of the Lodge, and could be subject to penalty for violation.

ARTICLE 8 - AMENDMENTS

Section 1. 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.

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) Twenty-five (25) calendar days notice must be given 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) A copy of these Local Lodge bylaws will be posted on the local lodge website and/or given a hardcopy upon written request.

(f) 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 1. Rules of Order shall be as outlined in the IAM Constitution and the most recent publication of Roberts Rules of Order.

ARTICLE 10 - ELECTORAL PROCEDURE

Section 1. All elections will be conducted by the IAM Constitution and Official Circular No. 809.

ARTICLE 11 - SCOPE

It shall be the duty of all Shop Stewards to inform all members that copies of the IAM Constitution, Local Lodge bylaws and current collective agreements shall be available at Local Lodge 1681 monthly meetings.

Section 1. Nothing in these bylaws shall be construed or applied in a manner that will conflict with the provisions of the IAM Constitution or District Lodge 140 bylaws. All matters arising and not specifically covered by these bylaws shall be governed by the IAM Constitution.

Section 2. Whenever the male gender is used in these bylaws, it shall be interpreted to include the female gender wherever applicable.

**Approved on behalf of the
International President**



Rickey Wallace
RESIDENT GENERAL VICE PRESIDENT