

BYLAWS OF FEDERAL LODGE NO. 2152

FEDERAL DISTRICT 1, NATIONAL FEDERATION OF FEDERAL EMPLOYEES

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

ARTICLE I

NAME AND TIME OF MEETING

Section 1. This Lodge shall be known as Federal Lodge No. 2152, Federal District 1, National Federation of Federal Employees, International Association of Machinists and Aerospace Workers. This Lodge represents all bargaining unit employees of the Bureau of Land Management, Department of Interior, in the State of California.

Section 2. The regular monthly meeting shall be held on the second Tuesday of each month at 11:30 a.m., except when the meeting falls on a generally recognized holiday, in which event a substitute day of meeting shall be set at the preceding meeting. (Because Federal Lodge 2152 represents bargaining unit employees in each Bureau of Land Management office in California, seventeen (17) total, including support teams, monthly meetings will be held via conference call. E-mail will be used as the primary method of contacting the body of the Local Lodge). Notice of meeting changes, agenda changes and rescheduling of a meeting will take place at least forty-eight (48) hours prior to said meeting.

Section 3. Five (5) 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. Five (5) members shall constitute a quorum for a special meeting.
- b. Members shall be notified at least forty-eight (48) hours before the date of the special meeting.

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.

Approved: 3-26-07
Effective: 4-1-07

Section 2. The elected 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. The appointed officers of this Lodge shall consist of a Chief Steward, a Communicator, an Educator and a Webmaster. Their term of office shall be for three (3) years.

Section 3. Nomination and election of officers shall be conducted in accordance with the applicable provisions of the IAM Constitution and these bylaws.

Section 4. Not later than sixty (60) days prior to the deadline set for return of mail ballots for the election, the election committee shall mail election and campaign rules to the last known mailing address of all members in good standing. Nominees for office must be members in good standing and must accept the nomination and pledge to serve if elected in writing. A member may only accept a nomination and run for one office. Absentee ballots shall be handled in accordance with the IAM Constitution. Each candidate for office shall be allowed, upon written request, to inspect once during the thirty days prior to the election ballot return deadline a list of all members. Each candidate for office shall be entitled, upon written request, to appoint one observer who shall be permitted to be present at the counting of the ballots. Ballots cast for candidates not nominated in conformity with the IAM Constitution and these bylaws (write-ins) shall not be tabulated. The Local Lodge may by majority vote decide in advance and give notice that the candidates who receive the highest vote for their respective offices shall be declared elected. In all other cases, a majority of all votes cast shall be required for election. The Recording Secretary of the Local Lodge, or such other officer as may be designated by the Executive Board, shall preserve for one year the ballots and all other records pertaining to the election. The installation of officers shall take place at the 1st meeting of the Local Lodge in January, unless otherwise approved by the I.A.M. The ceremony of installation shall be conducted by an officer or representative of the I.A.M.

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 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 I.A.M. Constitution.

Section 6. When the President is temporarily absent, the Vice President shall fulfill the duties of the President. When the President and Vice President are both temporarily absent, the Recording Secretary shall fulfill the duties of the President.

Section 7. The office of Chief Steward and all other Stewards shall be filled by appointment by the President of the Lodge with the approval of the Executive Board.

Section 8. All Officers, employees or other individuals in the 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.

ARTICLE III

THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the President, Vice President, Recording Secretary, Secretary-Treasurer, three (3) Board of Trustees members and the Conductor/Sentinel. 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 for 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 at least once a month (via e-mail at a minimum) 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.

ARTICLE IV

FEES AND DUES

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

Section 2. **Dues:** As of April 1, 2006, the current dues of Federal Lodge 2152 are \$17.83 per by-weekly pay period. Of this amount 50 cents (.50) is returned to the Local Lodge by NFFE and the remainder is retained by NFFE and the IAMAW.

Dues increase: Whenever the national per capita tax is raised by action of the District Lodge Convention or by action of the Grand Lodge, the Local Lodge dues will automatically be raised by an equal amount. Any other increase in dues of the Local Lodge must be authorized by an amendment to these bylaws by secret ballot vote.

ARTICLE V

FUNDS

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

Section 2. Unless at least seven (7) calendar days notice, by bulletin board and/or office e-mail, has been given the membership, no motion shall be in order to appropriate more than \$300.00 for any purpose, except (1) per capita tax and ordinary bills which are generally in excess of this amount, 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 Local Lodge if made later than two (2) hours after the regular starting hour of the meeting.

Section 3. There may 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 (75%) vote of those present and voting at a special or called meeting for this purpose.

ARTICLE VI

COMMITTEES

Section 1. An Auditing Committee of three (3) members shall be nominated and elected in accordance with the IAM Constitution. The Committee shall function as set forth in the IAM Constitution. This Lodge shall audit the books semi-annually.

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 the Lodge.

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

Section 4. Any Delegate or Representative to be selected by this Lodge shall be elected (or, failing that, appointed by the President) in accordance with the Consitution and bylaws of the Body in which the Delegate or Representative shall represent this Lodge.

Section 5. A Legislative Committee consisting of not more than 3 Union Officers or Stewards may be appointed by the President and shall function in accordance with the IAM Constitution.

Section 6. In the conduct of all elections, the President shall, at least 120 days in advance, appoint an election committee consisting of no less than three tellers (members) to conduct the election in accordance with the IAM Constitution. The tellers shall not be eligible for nomination or election to the elected offices of the Local Lodge.

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.

Section 3. No member of this Lodge shall make any agreement with his/her employer as to working conditions, hours or pay etc., without the consent of the Local Lodge President or the person designated for his/her position in his/her behalf.

Section 4. Members serving on Committees in such service shall submit an itemized statement of the expenses incurred to the Local Lodge before receiving payment.

ARTICLE VIII

AMENDMENTS

Section 1. Any increase in the amount of 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. Proposals 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 meeting, and vote to be taken on the Bylaws Committees 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 IX

RULES OF ORDER

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

ARTICLE X

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 For and in behalf of
International President**