

BYLAWS FOR FEDERAL LOCAL LODGE NO. 1998

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

FEDERAL DISTRICT 1 NATIONAL FEDERATION OF FEDERAL EMPLOYEES

ARTICLE I

NAME AND TIME OF MEETING

Section 1. This Lodge shall be known as Federal District 1, National Federation of Federal Employees, Federal Local Lodge No. 1998, International Association of Machinists and Aerospace Workers, Washington, D.C. This Lodge represents the bargaining unit employees of Passport Services, a division of the Department of State's Bureau of Consular Affairs.

Section 2. The regular monthly meeting will take place on the first Thursday of the month at noon, except when the meeting falls on a generally recognized holiday, in which event a substitute day for the meeting shall be set at the preceding meeting. (Because our Local Lodge is spread out over the entire country at the various Passport Agencies and Centers, each office is encouraged to hold their own monthly meeting when it is best appropriate. The use of e-mail will be used as the primary method of communication when contacting the body of the Local Lodge). Notice of meeting changes; agenda changes and re-scheduling of a meeting will take place at least 48 hours prior to said meeting.

Section 3. Seven (7) members shall constitute a quorum for a regular meeting.

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

- a. Seven (7) members shall constitute a quorum for a special meeting.
- b. Members shall be notified via posting on the Union Bulletin Board, and/or office e-mail at least forty-eight (48) hours before the date and time 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 and the NFFE bylaws.

Approved: 4-11-05
Effective: 4-1-05

Section 2. The nationwide 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 nationwide appointed officers of this Lodge shall consist of a Chief Steward, a Communicator, an Educator, an Editor, and a Webmaster. Each particular location (such as a Passport Agency, Center, or other distinct subdivision of Passport Services such as the Information and Management Liaison office) shall have a Senior Steward and other Steward(s).

Section 3. Nomination of nationwide officers will be held at the first regular meeting in November. The Recording Secretary shall prepare a suitable ballot and shall have same ready for use at the first meeting in December.

Section 4. Not later than sixty (60) days prior to the election, the Recording Secretary shall notify all members by mail, at the last known address, of the time, date and place of the nomination and election. The notice will contain complete information as to who is eligible to vote by absentee ballot and will contain a request for an absentee ballot.

Section 5. Senior Stewards shall be elected from and by members in each designated office in which they work. If the members fail to elect a Senior Steward, the President shall appoint the Senior Steward with the approval of the Executive Board.

Section 6. The Vice President shall fill any vacancy occurring in the office of the 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 IAM Constitution. 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 shall be filled by appointment by the President of the Lodge with the approval of the Executive Board. The office(s) of Steward for each location shall be filled by appointment by the Senior Steward of that location with the approval of the Executive Board. The Steward(s) may be elected from and by members of his/her particular location.

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, Secretary-Treasurer, Recording Secretary, the 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 and expenditures 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:

- a. As of December 2, 2004, the current dues for this Local Lodge are \$15.96 per bi-weekly pay period, of which \$1.62 is forwarded by NFFE to the Local Lodge and the remainder is retained by NFFE and the IAMAW.
- b. 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's dues will automatically be raised by an equal amount. Any other increases in dues must be authorized by an amendment to this Constitution in which the vote is by secret ballot.

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 will be drawn by the Secretary-Treasurer and countersigned by the President. If both the President and Secretary-Treasurer are not assigned to same office an individual e-mail acknowledgement will be acceptable by either party prior to disbursement of any checks, in lieu of the counter signature on the check.

Section 2. Unless at least seven (7) calendar days notice, on the Union Bulletin Board, and/or office e-mail, has been given to the membership, no motion shall be in order to appropriate more than \$500.00 for any purpose, except (1) per capita tax and ordinary bills which are generally in excess of this amount, and (2) strike assistance to sister IAM Lodges in which case not more than \$100.00 may be voted on 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.

Section 4. The Secretary-Treasurer may maintain a petty cash account of \$200.00 annually. Petty cash expenditures are authorized only for such expenses as postage, office supplies, storage devices for Union records, cleaning supplies, unexpected minor expenses, etc. The Secretary-Treasurer shall insure that an accurate, up-to-date and auditable record is maintained of all petty cash expenditures. Expenses above and beyond that amount must be authorized in accordance with other applicable procedures in the bylaws and the IAMAW Constitution.

ARTICLE VI

COMMITTEES

Section 1. An Auditing Committee of three (3) members shall be 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 the 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/she will be chairman. The Relief Committee shall receive all monies drawn for relief benefits and cause the same to be paid to the person or persons for whom drawn within forty-eight (48) hours after receipt of same.

Section 4. An Office Committee consisting of three (3) members shall be elected from and by the members employed in each respective office. If the members fail to elect an Office Committee, the President shall appoint the Committee. This Committee shall act as an Organizing Committee, determining the status of new employees, servicing their application, etc. They shall also report anything of importance under their jurisdiction at the next regular meeting.

Section 5. Any Delegate or Representative to be selected by this Lodge shall be elected (or, failing that, will be appointed by the President with the approval of the Executive Board) in accordance with the Constitution and bylaws of the Body in which the Delegate or Representative shall represent this Lodge.

Section 6. A Legislative Committee consisting of three (3) Union Officers will be appointed by the President and shall function in accordance with the IAM Constitution.

ARTICLE VII

DUTIES

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

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 of 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. Bylaws proposals must be read as proposed at two (2) consecutive meetings. Immediately following the second reading, the Bylaws Committee shall submit their recommendation. (In lieu of review at a monthly meeting the Local President may elect to post the proposals initially to all members via e-mail. Members would then have ten (10) calendar days to respond to the Bylaws Committee Chairman about the proposed Bylaws changes. Any required revisions or concerns would then be brought to the Bylaws Committee for review. If revisions were necessary, they would be incorporated into the Bylaws proposal and reintroduced. They would then be open for revision or concerns for another ten (10) calendar days. If no revisions were made they would then be e-mailed to members again, twenty (20) calendar days after the final proposal.)
- c. A twenty (20) calendar day 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 Committee's recommendations. (If the Lodge President invokes the e-mail method, a thirty (30) calendar day notice must be given to the membership of the date of the 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. (If the Lodge President invokes the e-mail method, a majority affirmative vote by the entire membership is needed within a forty-eight (48) hour period (two regular work days) for adoption.
- e. Triplicate copies of approved proposals, together with the mast copy of the Bylaws shall be referred to the International President for approval and designation of an effective date.

ARTICLE IX

RULES OF ORDER

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

ARTICLE X

DISCLAIMER

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**