

Section 2. The Local Lodge shall maintain affiliations with the Arkansas State Council of Machinists and the Arkansas AFL-CIO.

ARTICLE 3 **OBJECTIVES**

Section 1. The objectives of this Local Lodge shall be to promote the principles of the IAMAW through appropriate activities at Little Rock AFB, Arkansas.

- a. To assist in furthering the appropriate objectives and policies of the IAMAW, and of organizations affiliated with the IAMAW, provided such objectives or policies of affiliates are not inconsistent with the objects or policies of the IAMAW;
- b. To promote an exchange of information on matters of common interest within the rank and file of the Local Lodge;
- c. To provide aid, cooperation and assistance to affiliated local unions and other affiliated bodies in common, as well as individual endeavors;
- d. To propose, support and promote legislation favorable to, and, to oppose legislation detrimental to, the interest of workers and organized labor;
- e. To encourage workers to register and vote, thereby exercising their full rights and responsibilities of citizenship, and, to perform their rightful part in the political life of the local, state and national communities;
- f. To engage in such other activities as are consistent with the objectives and principles set forth in the Constitution of the IAMAW.

ARTICLE 4 **COMPOSITION**

Section 1. The Local Lodge shall be composed exclusively of members of the C130 ATS and C-130J and C-130J MATS whose positions are designated as Collective Bargaining Unit (CBU) represented. All members shall conform to these bylaws as well as the rules and regulations adopted pursuant thereto.

ARTICLE 5 **ANTI-DISCRIMINATION AND HUMAN RELATIONS**

Section 1. Local Lodge 463 opposes any discrimination by any of its officers, representatives or members against any other member in any way because of race, color, sex, religion, or national origin.

Section 2. The Local Lodge Executive Board, using any other applicable legislation to guide and assist is responsible for upholding the principles of the Local Lodge policy concerning anti-discrimination and human relations. In addition, the Executive Board is responsible for furthering the principles inherit in this policy through training and education of officers and members of the Local Lodge.

Section 3. The Local Lodge Executive Board shall maintain permanent records of any activities involving alleged discrimination or human relations issues. Cases concerning alleged discrimination or human relations issues may involve potentially complex, personal issues. Therefore, any information about these cases must be kept strictly confidential.

ARTICLE 6 VOTING

Section 1. Each member shall be entitled to one vote. Voting shall be by voice vote or division of the house (show of hands or standing vote), unless secret ballot is called for by the membership.

ARTICLE 7 MEETINGS

Section 1. Regular meetings of the Local Lodge shall be held on the third Thursday of each month. Official notice of place and time (normally 4:30 p.m.) shall be posted for all members on the bulletin boards located in each C-130 ATS/C-130J MATS building. Local Lodge meetings in July and August may be cancelled with approval of the Local Lodge membership.

Section 2. Special meetings to consider specific matters shall be held when ordered by the membership at a regular meeting of the Local Lodge, or by a vote of the Executive Board. Written notice of the special meeting shall be posted three days in advance of the meeting. The matter, or matters, for consideration at the special meeting shall be stated in the notice, and no other business shall be transacted.

Section 3. A quorum to transact business shall consist of at least five (5) Local Lodge members and the President or Vice President, and either the Secretary-Treasurer or the Recording Secretary.

ARTICLE 8 OFFICERS AND ELECTIONS

Section 1. The following are the elected officers of the Local Lodge: the President, Vice President, Secretary-Treasurer, Recording Secretary, a Conductor/Sentinel, eight Primary Stewards (8) (5-LM/30CAE), five Alternate Stewards (3-LM/2-CAE), three (3) Trustees and three (3) Auditors. All will be elected from the general membership.

Section 2. No person shall be eligible to serve as an officer or member of the Executive Board, or to serve on any committee as a delegate, representative, agent or employee of this Local Lodge, unless that person has been a member of the Local Lodge for one year. The person must be free of any delinquency and must have attended at least 50 percent of the regular Local Lodge meetings during the previous 12 months.

Section 3. If any officer, member of the Executive Board, committee member, delegate, representative, agent or employee of this Local Lodge ceases to be a member in good standing, then the office they hold shall become vacant. In the event of a vacancy in any elected office, the President may make a temporary appointment until a special election is held. Nominations will be taken for the vacant office at the next Local Lodge meeting following notification of the vacancy. After nominations, the special election to fill the vacant office will then be held at the next scheduled Local Lodge meeting.

Section 4. The term of office for elected officers shall be three years. Each officer shall remain in office until a successor has been elected and installed.

Section 5. The election shall be held at the Local Lodge meeting in December. Nominations for these elected offices will be taken during the November Local Lodge meeting. The election shall not be postponed except by order of the IAMAW, or, by a duly constituted public authority. A postponed election shall be held at the first succeeding regular Local Lodge meeting, with official and timely notice being given to the membership. This notice may come from the Local Lodge, the IAMAW, or from the public authority that ordered the postponement.

Section 6. Installation of officers shall be held at the regularly scheduled January Local Lodge meeting. If an officer-elect is unavoidably absent, then they shall be installed at the earliest possible meeting following the election, or, they may be given the promise of obligation at a meeting of the Executive Board.

Section 7. The election for uncontested offices may be by acclamation. A voice vote, a show of hands vote, or a standing vote shall suffice for the election of uncontested offices unless a secret ballot vote is demanded by the membership. A simple majority is required to elect. In cases where no candidate for a particular office receives a majority on the first vote, the two candidates for that office receiving the greatest number of votes shall remain, and a second vote shall be taken.

Section 8. Before assuming elected office, each officer-elect shall repeat aloud the following promise of obligation:

“I, (give name) do hereby promise to faithfully perform all the duties of the office to which I have been elected to the best of my ability, and, to uphold the constitution of this Lodge. I further promise to deliver all property in my possession belonging to this Local Lodge to my successor.”

Section 9. The Stewards for each company shall elect a Chief Steward for each among themselves for the purpose of representing each company in presenting grievances to the Grievance Committee and Company.

ARTICLE 9 DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Local Lodge and Executive Board. The President and Executive Board shall decide all questions of dispute not controlled by laws and rules of the IAMAW. The President shall countersign all orders, checks and vouchers properly drawn upon or by the Secretary-Treasurer. The President shall appoint committees not otherwise provided for, appoint an educator as well as a communicator, and administer the promise of obligation to all new members. The President shall enforce the laws and rules of the IAMAW applicable to the Local Lodge and its members, and shall be an ex-officio member of all committees. The President shall perform other such duties as may be required by the Constitution, and in the case of a tie vote, cast the deciding vote. The President may appoint as many Sergeants-at-arms as necessary to assist in maintaining good order and conduct during meetings of the Local Lodge.

Section 2. In the absence of the President, the Vice President shall preside at all meetings of the Local Lodge and Executive Board. In the absence of the President, the Vice President shall countersign all orders, checks and vouchers properly drawn upon or by the Secretary-Treasurer, subject to approval by the Local Lodge. In addition, the Vice President shall assist the President in conducting and maintaining good order at all Local Lodge meetings. The Vice President shall verify that everyone who enters the Local Lodge meetings is a member or an invited guest, and, verify that all property of the Local Lodge is properly cared for. In case of the President's death, removal from office, or resignation from office, the Vice President shall become President and serve out the balance of the remaining term in office.

Section 3. The Secretary-Treasurer shall perform the duties outlined in Article C, Section 4 of the IAMAW Constitution. These duties include but are not limited to receiving, depositing and disbursing all funds of the Local Lodge upon proper authorization. The Secretary-Treasurer shall maintain adequate financial records showing the standing of all affiliated organizations, as well as the source and disposition of all funds within their care. The Secretary-Treasurer shall be responsible for all Local Lodge funds, and maintain the Local Lodge financial records in a manner consistent with the applicable requirements of the Code of Ethical Practices as approved by the Executive Council of the IAMAW. The Secretary-Treasurer shall submit to the Local Lodge a monthly financial statement of all funds within their care, showing the status of all accounts in such detail as the Executive Board may require. The Secretary-Treasurer shall submit their financial records for an annual audit, as well as whenever the Executive Board shall request to view such financial records. (In addition, the

Secretary-Treasurer shall maintain the ledger using V-Lodge web based program, which is supplied and approved by GL.)

Section 4. The Recording Secretary shall perform the duties as outlined in Article C, Section 3 of the IAMAW Constitution. The Recording Secretary shall be the custodian of the records of the Local Lodge. In addition, he shall maintain a correct and accurate written record of all Executive Board and Local Lodge meetings.

Section 5. The Trustees shall perform the duties outlined in Article C, Section 9 of the IAMAW Constitution. They shall be the custodians of the physical properties of the Local Lodge, and shall prepare and maintain an inventory of all such properties showing the date of purchase, complete cost and estimated current value. In conjunction with the Auditors, and at the close of June and December each year, the Trustees shall examine all financial records of the Secretary-Treasurer and report to the Local Lodge the status of these financial records.

Section 6. The Auditors shall perform the duties outlined in Article C, Section 8 of the IAMAW Constitution. They are responsible to verify that the financial obligations of the Local Lodge are accurately maintained. In conjunction with the Trustees, and at the close of June and December each year, the Auditors shall examine all Local Lodge financial records of the Secretary-Treasurer and make a report of their findings available to the members of the Local Lodge.

Section 7. The Conductor-Sentinel shall perform the duties as outlined in Article C, Section 9 of the IAMAW Constitution by assuring that all people present prior to the opening of all meetings of the L.L. are entitled to remain. The Conductor-Sentinel shall answer all alarms at the door, report the same and admit all who are entitled to admission.

Section 8. The L.L. President shall appoint a Communicator (Article C, Section 10 IAMAW Constitution) who, in accordance with the official directives, policies, and programs of the G.L., will use the latest forms of information technology to communicate with the L.L. membership about their work and family lives.

Section 9. The L.L. President shall appoint an Educator (Article C, Section 11 IAMAW Constitution) to assist in carrying out the official directives, policies, and programs of the G.L., and any other education and training programs approved by the G.L. and related to educating and training the L.L. membership on all issues and their families.

ARTICLE 10 EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of the President, Vice President, Secretary-Treasurer, Recording Secretary and Trustees.

Section 2. The Executive Board shall be the governing body of the Local Lodge between meetings. It is authorized and empowered to take such action and render such decisions as may be necessary to carry out fully the decisions and instructions of the Local Lodge, and, as may be necessary and appropriate to safeguard and promote the best interest of the Local Lodge. The Executive Board shall be empowered to authorize payment of recurring expenses for the normal operation of the Local Lodge.

Section 3. The Executive Board shall meet regularly (at least once each month) at such time and place as it may determine. It shall also be on call to meet if the President determines a special meeting is necessary.

Section 4. A quorum for transaction of business by the Executive Board shall consist of the President or Vice President, and a majority of the members specified in Section 1 above.

ARTICLE 11 AFFILIATIONS/CONVENTIONS

Section 1. The Local Lodge shall be affiliated with the Arkansas State Council of Machinists, the Arkansas State AFL-CIO and the Central Arkansas Labor Council. The Local Lodge shall pay all fees required to maintain such affiliations.

Section 2. Selection of delegates.

- a. Delegates to these meetings or conventions of these affiliations shall be volunteers recommended by the Ex Board and approved by the membership. Necessary fees (transportation, hotel, and per diem) will be approved by the membership.
- b. Delegates to the IAMAW National Convention shall be volunteers recommended by the Ex Board and approved by the membership. Necessary fees (transportation, hotel, and per diem) will be approved by the membership.
- c. Delegates to the Arkansas Labor/Management Conference shall be volunteers recommended by the Ex Board and approved by the membership. Necessary fees (transportation, hotel, and per diem) will be approved by the membership.

Section 3. With the approval of the membership and IAMAW, the Local Lodge may provide a donation (purchase item) not to exceed \$150 for the District W2's Semi-annual conventions and Arkansas Labor/Management Conference raffles.

ARTICLE 12 PER CAPITA TAXES AND FEES

Section 1. The Local Lodge shall pay a monthly per capita tax to the IMAAW for all of its dues paying members. Per capita taxes shall also be paid to assure the affiliations as listed in Article X, Section 1.

ARTICLE 13 FINANCIAL PRACTICES AND AUDITS

Section 1. All funds of this Local Lodge shall be placed on deposit in a national bank, or other federally insured financial institution as designated by the Executive Board. Funds shall be paid out only by a check bearing the signatures of the Secretary-Treasurer and the President. Checks payable to the Secretary-Treasurer shall be administered through the District Lodge. A voucher showing the particular purpose of the expenditure and the source of the authority for making such expenditure will properly support the expenditure. All invoices, receipts and other supporting documents shall be attached to the voucher. The voucher shall be signed by the Secretary-Treasurer and countersigned by the President.

Section 2. A fidelity bond shall cover all officers and agents of the Local Lodge with financial responsibility. The amount of the bond is to be determined by the Executive Board, or, as required by the Secretary-Treasurer of the IMAAW. Should the amount of this bond exceed the amount of bond regularly furnished without cost by the IMAAW, the Local Lodge shall pay the additional cost of such bond.

Section 3. Local Lodge monthly membership dues shall be assessed at the rate of two times a member's hourly wage. Any other salary benefits will not be included in the calculation of membership dues.

Section 4. Appropriations of Lodge funds, except per capita tax, affiliation fees and regular monthly bills, shall not be made unless approved by the membership.

Section 5. The Lodge checking account will not exceed \$15,000.00 (except in negotiating year). All monies in excess after bills are paid will be transferred into a savings fund at the same bank as the checking account.

Section 6. A maximum of \$75.00 shall be authorized to provide flowers/get well baskets and cards for the member or immediate family members (see L.L. Union contract for description immediate family) hospitalized or funeral sprays or donations to a charitable organization in the event of death of a member or family member. The cost of delivery shall not be included as part of the \$75.00.

Section 7. The monthly expense allowance of the following Lodge members shall be set as follows:

(a)	President	\$@\$.25 per member
(b)	Vice President	\$Amount equal to member's dues
(c)	Recording Secretary	\$@\$.25 per member
(d)	Secretary-Treasurer	\$1.00 per full dues paying member
(e)	Chief Steward	\$Amount equal to member's dues
(f)	The Communicator	\$Amount equal to member's dues
(g)	Educator	\$Amount equal to member's dues

Section 8. IMAAW Locals that are on strike and whose strike has been sanctioned by the IMAAW and the Lodge has received a request for support will be given a donation approved by the Executive Board and the membership not to exceed \$1.00 per Lodge 463 membership.

Section 9. The Lodge shall host a Christmas Party for the membership and guests. The funding is subject to approval of the IMAAW.

ARTICLE 14 SCHOOL/TRAINING SELECTION

Section 1. The Winpisinger Center teaches what it is to be a trade unionist. By studying labor history and the role unions play in our society, students learn that unions are more than service organizations. We are part of a larger movement toward economic and social justice with dignity on the job. In addition, the Winpisinger Center is a place where our members learn how to be good leaders. Whether it's a member, shop steward, local or district officer, or grand lodge representative, everyone who attends this facility goes home better prepared and more motivated to do a good job for our members.

Section 2. Selection of personnel will begin with volunteers submitting a request to the Recording Secretary for the school/training and dates. The application will be presented to the Executive Board for recommendation. The board recommendation will be presented to the membership for approval. First consideration and selection will favor all elected and appointed officer positions and all others on a space available first come first served basis. Classes at Winpisinger are limited to 2 members per class per year. Additional space may be requested from local lodges within the IMAAW District W2 who are not sending members for training and if funds available. Newly elected leadership who have not been to IMAAW Leadership 1 must attend within their first year in office.

ARTICLE 15 COMMITTEES

Section 1. The five standing committees of Membership, Scholarship, Bylaws, Wellness, and Entertainment, all require a minimum of two (2) members each. The President, subject to the advice and consent of the Executive Board, shall appoint chairpersons of standing committees and shall be an Ex-Facto member of all committees.

Section 2. The members of the standing committees shall serve at the pleasure of the President.

Section 3. The Local Lodge may establish Special Committees as needed. The President shall appoint chairpersons of Special Committees unless otherwise directed by the Local Lodge.

Section 4. All Committees shall report their activities regularly to the Local Lodge. Any current Committee or committee members that are not functioning shall be dismissed and replaced as required.

Section 5. In the event that a member dies, or someone from their immediate family dies (spouse, child, parents, in-laws, or siblings of the spouse), the Wellness Committee shall send to the member in behalf of the Local Lodge a card of condolence or flowers. If a member or someone from their immediate family is hospitalized, a get-well card, flowers, or a basket with candy/fruit shall be sent. The amount expended for any and all of these items shall not exceed \$35 per member.

ARTICLE 16 LEGISLATIVE AND POLITICAL ACTION

Section 1. The legislative activities of the Local Lodge shall be under the direction of the Executive Board. These activities shall conform to the policies adopted by the Local Lodge and the decisions of the Executive Board on local matters, to the policies of the District Lodge on Arkansas State matters, and to the policies of the IAMAW on national matters.

ARTICLE 17 NOTARY PUBLIC

Section 1. The Local Lodge will provide a Notary Public at no charge to members. All fees to provide the Notary Public shall be paid by the Local Lodge, subject to approval by the IAMAW.

ARTICLE 18 PARLIAMENTARY AUTHORITY AND AMENDMENTS

Section 1. The procedures to be followed by the Local Lodge with respect to Boycotts, Unfair Lists, Strikes, Collective Bargaining and Publications issued or endorsed by the Local Lodge shall be in accordance with the IAMAW.

Section 2. In case there is a conflict between the IAMAW Constitution or the Rules of the IAMAW and the provisions of these bylaws or actions of this Local Lodge, the Constitution or Rules of the IAMAW shall prevail. Furthermore, once made aware of such a conflict, appropriate steps shall be taken by the Executive Board to change the Bylaws, rules or actions of this Local Lodge in order to bring them into conformity with the Constitution and Rules of the IAMAW.

Section 3. The Rules of Order as printed in the IMAW Constitution shall govern the Local Lodge.

Section 4. These bylaws may be amended at any regular meeting of the Local Lodge by approval of two thirds of the membership present at the meeting. Proposed amendments or changes shall be submitted in writing to the Recording Secretary prior to the regular meeting. All proposed amendments shall be read in full during said meeting, and copies shall then be posted on the bulletin boards in all C-130 ATS buildings and on the Lodge web site prior to final consideration. After reading and posting, voting on proposed amendments or changes will take place at the next regularly scheduled Local Lodge meeting. Approved amendments to these bylaws become effective only after approval by the International President of the Grand Lodge.

Section 5. Any proposed changes to these bylaws are required to be posted on bulletin boards in all the C-130 ATS/C-130J MATS buildings at least 30 days in advance of voting, unless the 30 day period is waived by the Local Lodge membership to facilitate earlier voting.

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