

BYLAWS OF LOCAL LODGE NO. 2413

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

ARTICLE I - NAME AND TIME OF MEETING

Section 1. This Lodge shall be known as Mississauga Lodge No. 2413, International Association of Machinists and Aerospace Workers, Toronto, Ontario.

(a) Regular meetings shall be held on the first Tuesday of each month, and shall commence at 4:00 p.m., 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.

(b) Quorum membership meetings of this lodge shall be governed as per the IAM Constitution.

(c) Visitors shall be allowed to attend the Regular Meeting, provided that they are a member in good standing with the IAM. Visitors shall have no voting privileges.

(d) A guest speaker or non-member that is invited by the Lodge shall be allowed to attend the Regular Meeting for the time that they are speaking, during which time the regular Order of Business shall be suspended.

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

Section 2. Special meetings shall be called and conducted by the President as set forth in the IAM Constitution.

(a) Ten per cent of the membership shall constitute a quorum for a special meeting. No less than thirty percent (30%) of the members petitioning for a Special Meeting must be present before the meeting can be called to order.

(b) Members shall be notified by Shop Bulletin, Government mail, or other appropriate method, at least seven (7) days before the special meeting is to be held.

Section 3. Conduct of Meetings: The presiding officer shall be the President, or in his absence the Vice President, or in the event they are both absent, the next senior officer shall conduct the meeting.

Section 4. The call for special or called meetings of the Local Lodge shall state the purpose of the meeting. Discussion and actions at such meetings shall be confined to the subject for which the meeting is called.

Approved: 4-20-18

Effective: 4-1-18

ARTICLE II – OBJECT AND MISSION

Section 1. The object shall be to promote the interests and support of its members by enforcing contractual obligations as written and to continually strive for improved wages, hours and working conditions, etc.

Section 2. The duties of this Local Lodge, its officers and members shall be as set forth in the IAM Constitution.

Section 3. It is a 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, Business Representative or General Chairperson in carrying out the laws of the Association.

Section 4. No member of this Lodge shall make any agreement with his employer as to working conditions, hours or pay without the consent of the Lodge.

ARTICLE III - 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 term of office for all officers shall be three (3) years.

Section 3. Nominations of officers will be held at the regular meeting in November every third year. The Recording Secretary shall prepare a suitable ballot and shall have same ready for use at the regular meeting in December following nominations. Polls for Executive Officers, General Chairman, Business Representatives and other extraordinary elections shall be kept open from 7:00 am to 21:00 pm on voting day, at a location convenient to the Toronto International Airport, to allow all members of the Lodge an equal opportunity to cast their ballot.

Section 4. Not later than sixty (60) days prior to the elections, the Recording Secretary shall notify all members by regularly used means of notification, of the time, place and date of the election.

Section 5. No member shall be nominated for any office/position if not present at time of nomination, unless he has signified in writing his willingness to accept the office/position, if nominated.

Section 6. A member of the Local Lodge, who holds a supervisory position with the company, or temporary supervisory position, shall not be eligible for any Executive or Committee office within the Local Lodge.

Section 7. No member shall hold more than one (1) office mentioned in Section 1 of this Article, except Financial Secretary and Treasurer which shall be combined into the single office of Secretary-Treasurer or Conductor and Sentinel, which shall be combined into the single office of Conductor-Sentinel.

Section 8. No member shall be eligible for nominations for Executive Office unless they are an active IAM Representative or have held an elected or appointed position with a Canadian IAM Local, District or Grand Lodge and in addition has attended at least 50% of the regular meetings in the 12 month period ending the date of close of nominations and be a member in good standing for 2 consecutive years. Proof of attendance shall consist of signing a register by each member attending regular Local Lodge meetings, which register shall be in the custody of the Sentinel. No excuse for non-attendance shall be accepted unless on legitimate Union business, approved by the Local Lodge, or illness, or regularly scheduled shift, of which satisfactory proof must be furnished to the effect that the member was incapacitated on the day of the meeting, or meetings, to which it pertains, and subject to the approval of the Local Lodge for its acceptance.

Section 9. Installation of Officers shall take place at the regular Local Lodge meeting in January following election.

Section 10. All Officers, employees or other individuals in this 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.

Section 11. At the discretion of the Executive Board upon retirement from the office of Secretary-Treasurer, the retiring officer may be retained for a maximum of one (1) month at his current allowance, for the purpose of initiating his successor in the duties of the office.

Section 12. The Executive Board shall meet prior to all regular meetings and shall commence at 1:00 p.m., and deal with correspondence, and create the necessary recommendations, act on all matters between regular meetings, and in case of emergencies. They shall call special meetings if required, and report all actions recommended to the Delegate Body at the next meeting.

Section 13. Any officer of this Local Lodge absenting himself from two (2) consecutive meetings, and who does not present valid reasons, should resign. Should he fail to resign, he will then be charged with negligence of his duties and tried in accordance with the IAM Constitution.

ARTICLE IV - REVENUE

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

Section 2. (a) The initiation fee for this Lodge shall be the equivalent of two (2) full months' dues.

(b) The reinstatement fee shall be the equivalent of two (2) months dues.

(c) Effective January 1, 2012 the monthly dues of this Lodge shall be as follows:

1. \$53 per month for members whose bargaining unit weighted average is less than \$15/hr.
2. \$57 per month for members whose bargaining unit weighted average is greater than \$15/hr. and less than \$25/hr.
3. \$61 per month for members whose bargaining unit weighted average is greater than \$25/hr. and less than \$30/hr.
4. \$65 per month for members whose bargaining unit weighted average is greater than \$30/hr.
5. Retirees and unemployed members wishing to maintain their active membership shall pay a monthly sum equal to the required amount of Grand Lodge, District Lodge and applicable Affiliation Fees as set forth in the IAM Constitution.
6. Bargaining unit weighted average calculations will be based on the average hourly earnings of bargaining unit members as of August 31st of each year and shall include license premiums and lead hand premiums.
7. Any increase to the Grand Lodge and/or District Lodge per capita including affiliation fees shall be automatically adjusted January 1st of each calendar year.

Section 3. (a) Effective January 1, 2005, the Local Lodge will pay the Unemployment Dues of those members who qualify under Official Grand Lodge Circular 826

(b) Retirement Card Fee – The Lodge will pay for the Retirement Card of any retiring member that is eligible as per the Constitution.

ARTICLE V - FUNDS, EXPENSES AND ALLOWANCES

Section 1. The general funds of this Lodge can 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 orders and cheques.

Section 2. Where it is deemed unavoidable, the President (or in his absence the Vice President) may recommend lost time and necessary expenses between meetings for members carrying out essential Local Lodge business.

Section 3. Any expenditure incurred by recommendations of the senior Executive Officer under the authority of Section 2 of this article, shall be reported to the Local Lodge at the following regular meeting for approval.

Section 4. No proposed expenditure shall be approved by the Local Lodge unless same has been considered by the Executive Board. The Executive Board may disburse up to two thousand (\$2,000.00) when, in its opinion, is necessary to do so. Any expenditure so incurred must be submitted to the Lodge for approval at the next regular meeting.

Section 5. A maximum of four (4) hours lost time per meeting shall be allowed to one (1) Chief Steward or Shop Steward from each bargaining unit, who work shifts, for attendance at a regular Local Lodge meeting.

Section 6. Between Lodge membership meetings, strike assistance to sister IAM Lodges will not exceed one hundred dollars (\$100.00) without membership approval.

Section 7. The monthly allowance for Lodge Officers shall be as follows:

- (a) President \$200.00
- (b) Vice President \$50.00
- (c) Recording Secretary \$150.00.
- (d) Secretary-Treasurer an amount equivalent to fifty cents (50¢) per dues paying member as of the preceding month or \$450.00, whichever is greater.

Section 8. In the event of the death of a member, his/her spouse, son, daughter, mother or father, a memorial tribute not to exceed \$150 in value shall be sent.

Section 9. All affiliations will be as per the IAM Constitution.

Section 10. Traveling time and out-of-town expenses in some cases require special handling, therefore when traveling distances which necessitate special consideration to curtail Union lost time charges and out-of-town expenses, the Executive and/or membership will consider each of the out-of-town expenditures when such cases occur.

Section 11. (a) Emergency Fund: The Lodge shall maintain an Emergency Fund by depositing fifty cents (\$.50) per member each month into a separate account. This account shall be funded from the General Account if under the cap of Seventy-Five Thousand dollars (\$75,000). Money can be voted out of this fund only in the manner set forth in the IAM Constitution.

(b) Investment Fund: The Lodge shall maintain an Investment Fund by depositing fifty cents (\$.50) per member each month into a separate account. This account shall be funded from the General Account if under the cap of Three Hundred Thousand Dollars (\$300,000).

Section 12. (a) A member who is authorized to perform Lodge duties or a delegate who attends a Convention or Conference, etc. shall be reimbursed for lost time at his regular rate of pay for necessary absence from work and receive a daily expense allowance as follows:

1. In Lodge 2413 union office for necessary committee work, shall receive a meal allowance not to exceed \$20.00 per day.
2. Within the jurisdiction of the Toronto and District Labour Council and the Brampton District Labour Council \$20.00 per day:
3. Elsewhere, when overnight lodging is required, a per diem allowance of \$60.00 plus the cost of a single motel or hotel accommodation upon presentation of receipts.
4. When members or delegates on Union business who live and work beyond the jurisdiction of the Toronto and District Labour Council and the Brampton District Lodge Council require overnight lodging, a per diem allowance of \$60.00 plus the cost of a single Motel or Hotel accommodation will be paid upon presentation of receipts.
5. Outside Canada - \$75.00 U.S. Funds
6. Laundry - First two (2) days not claimable – Thereafter: reasonable charges supported by receipts claimable for the duration of the period away.

(b) In addition, the member or delegate shall receive a travel allowance for air or rail fare by the most expeditious means, or when it is necessary to travel by car on Lodge business, the allowance shall be fifty cents (\$.50) per kilometer.

Section 13. Tellers will be reimbursed for lost time, or if not working on that day will be reimbursed up to \$50.00 per day for itemized out of pocket expenses.

Section 14. (a) When finances permit the Local Lodge shall employ at least one of its senior signing officers (President or Secretary-Treasurer) to act as full-time office staff. Such officer shall be assigned to the position with Executive Board and membership approval for the balance of his/her elected term. The full-time lodge officer(s) shall receive wages that are the same as their normal wages, had they stayed employed with their employer, and shall suffer no loss of seniority nor benefits outlined in the Collective Agreement under which they are normally employed. A review of their salary shall be conducted annually and incorporated into the annual budget of the Lodge.

(b) Such Officer(s) shall carry out their duties in accordance with the Constitution. They shall also assist with the following Lodge activities whenever possible: Local Lodge Group Insurance Policy Administration, Organizing, Newsletter and Website development, Bargaining Unit Meetings, Training, General Administration, Elections, Office Supplies/Inventory, Retiree functions, Secretarial and Janitorial work, etc.

ARTICLE VI – LOCAL LODGE COMMITTEES

Section 1. An Auditing Committee consisting of three (3) members shall be elected at the last meeting in March of each year and shall serve for a term of one (1) year and function as set forth in the IAM Constitution. This Lodge shall audit the books each six (6) months.

Section 2. The Finance Committee shall consist of the three (3) Trustees and 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 a regular meeting in January, and to generally advise the membership regarding the financial condition and transactions of the Lodge.

Section 3. The President of this Lodge shall appoint a Welfare Committee of two (2) members of which he shall be Chairman. The Welfare 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. The President of this Lodge shall appoint an Organizing Committee of at least two (2) members of which he shall be Chairman. This Committee shall liaise with the Shop Committee(s) to ensure that membership applications are properly administered.

Section 5. A Legislative and Education Committee consisting of three (3) members shall be elected by the membership and function in accordance with the IAM Constitution.

Section 6. The Entertainment Committee, composed of three (3) members shall be elected by the membership and function in accordance with the IAM Constitution.

Section 7. An Airport Authorities Committee consisting of two (2) members shall handle all Airport Authority related matters and report any such information at the monthly meetings.

Section 8. There shall be a Retiree's Committee consisting of three (3) members. They will meet quarterly at appointed times throughout the year. They will mutually appoint one of the members as chairperson who will direct the meetings and to be responsible to deliver a monthly report at each Local Lodge meeting.

Section 9. The President of this Lodge shall appoint a Bylaw Committee consisting of three (3) members. This committee shall meet periodically to review all properly submitted proposed amendments to the Local or District Lodge By-laws and the IAM Constitution. This Committee shall present to the Executive Board and Membership all properly submitted proposals and shall recommend either concurrence or non-concurrence to each individual submission.

Section 10. Any delegate or representatives 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 this Lodge.

Section 11. No member shall be eligible for an elected Local Lodge Committee, Delegates to Conventions, Conferences, who has not attended at least 50% of the regular meetings in the twelve (12) month period ending the date of close of nominations; or for Standing Committees, who have not attended three (3) meetings in the twelve (12) month period ending the date of close of nominations. Proof of attendance shall consist of signing a register by each member attending regular Local Lodge meetings, which register shall be in the custody of the Sentinel. No excuse of non-attendance shall be accepted unless on legitimate Union business, approved by the Local Lodge, or illness, or regularly scheduled shift, of which satisfactory proof must be furnished to the effect that the member was incapacitated on the day of the meeting, or meetings, to which it pertains, and subject to the approval of the Local Lodge for its acceptance.

ARTICLE VII – CONVENTION, CONFERENCES, ETC.

Section 1. The Local Lodge shall be represented at Conventions, Conferences, etc., by elected delegates, and should an Officer or Officers be elected, the senior officer shall act a Chairman of the delegation.

Section 2. All delegates attending all Conventions shall support all resolutions and amendments that are put forward by the Local Lodge, and where possible, speak in support of them on the Convention floor.

Section 3. All Seminars, Conventions, Conferences, and Educational Courses shall be subject to an Executive Board recommendation in respect of expense allowances.

ARTICLE VIII – BARGAINING UNIT COMMITTEES

Section 1. (a) A Shop Committee shall be elected from and by the members employed in each respective shop for a period of two (2) years. The number of members on the Shop Committee shall be determined by the Collective Agreements. If the members fail to elect a Shop Committee, the President shall appoint the Committee. All Shop Committee Members must be active Shop Stewards.

(b) The Shop Committee shall be responsible for the application and administration of the Collective Agreement. This Committee shall assist the Organizing Committee, determining the status of new employees, servicing their applications, etc. They shall also report anything of importance under their jurisdiction at the next regular meeting. The shop Committee Chairman/Chief Steward shall be part of the Negotiating Committee.

Section 2. A Health and Safety Committee shall be elected from and by the members employed in each respective shop for a period of two (2) years. The number of members on the Health and Safety Committee shall be determined by the Collective Agreements. If the members fail to elect a Health and Safety Committee, the President shall appoint the Committee. They shall also report anything of importance under their jurisdiction at the next regular meeting.

Section 3. A Negotiating Committee shall be elected from and by the members employed in each respective shop for a period equal to the term of the Collective Agreement. They shall be responsible for the interpretation of the Collective Agreement. There shall be no alteration to an existing Collective Agreement, without the prior approval of the members affected thereby. The number of members on the Negotiating committee shall be determined by the Collective Agreements or failing that, by recommendation of the Executive Board. If the members fail to elect a Negotiating Committee, the President shall appoint the Committee. Whenever possible, proportional representation shall be used in determining committee representation.

Section 4. No member shall be eligible for nominations for Shop Committee, Safety Committee or Negotiating Committee who has not attended at least 50% of the regular meetings in the twelve (12) month period ending the date of close of nominations. Proof of attendance shall consist of signing a register by each member attending Regular Local Lodge meetings, which register shall be in the custody of the Sentinel. No excuse for non-attendance shall be accepted unless on legitimate Union business, approved by the

Local Lodge, or illness, or regularly scheduled shift, of which satisfactory proof must be furnished to the effect that the member was incapacitated on the day of the meeting, or meetings, to which it pertains, and subject to the approval of the Local Lodge for its acceptance.

Section 5. A member of the Local Lodge, who holds a supervisory position with the company, or temporary supervisory position, shall not be eligible for any Executive or Committee office within the Local lodge.

ARTICLE IX – BARGAINING UNIT MEETINGS

Section 1. Bargaining unit meetings shall be held at least twice per year or whenever the Executive Board deems necessary. It is the responsibility of the Shop Chairperson to select a suitable date and time for such meetings.

Section 2. The Business Representative, General Chairperson, or Local Lodge President shall preside over such meetings and the Shop Chairperson shall assist in chairing the meetings and the recording of the meeting minutes. The minutes shall be signed by the presiding Officer and Shop Chairperson and forwarded to the Local Lodge Recording Secretary.

Section 3. Recommendations stemming from these meetings shall be sent to the Local Lodge Recording Secretary for presentation to the Executive Board and Membership at the next Regular Lodge Meeting.

ARTICLE X – STEWARD BODY

Section 1. (a) The Shop Chairpersons/Chief Stewards shall perform the duties as outlined in the Collective Agreements.

(b) They shall furnish each Shop Steward with his badge of office, and shall instruct him in his duties.

(c) Upon resignation of any Shop Steward, the Shop Chairperson/Chief Steward shall obtain from him all stationery, records, badges, and any other property belonging to the Local Lodge.

Section 2. (a) Election of a Shop Steward shall be held upon receipt of the written request of fifty per cent (50%) of the members of the represented areas, or on the resignation of the incumbent Shop Steward. Election of a Shop Steward shall be subject to the approval of the Local lodge in the recommendation of the Executive Board.

(b) The Shop Chairperson/Chief Steward shall be responsible for conducting the election or making a temporary appointment of a Shop Steward in each

section under his jurisdiction. No Shop Steward shall be approved by the Local Lodge until he has been elected or acclaimed by the members of his section.

Section 3. It is the duty of all Shop Chairpersons/Chief Stewards to attend all regular and special Local Lodge meetings, except where sickness (personal or family) or Union affairs or unforeseen circumstances prevent their attendance.

Section 4. The Local Lodge shall endeavor to hold an annual meeting of the Chief Stewards to ideally be held in the month of August at the offices of the Local.

ARTICLE XI - GRIEVANCES

Section 1. This is subject to individual groups, Collective Agreements and/or IAM Constitution. No grievance shall proceed to arbitration without a review and recommendation by the Executive Board.

ARTICLE XII – SPECIAL APPOINTMENTS

Section 1. It is recognized that from time to time, the best interests of the membership may require that the President make temporary appointments to fill vacancies on the Executive Board, Committees, Standing or otherwise, delegations, etc. Where an elective office is involved, then an election shall be held to fill such vacancy as soon as possible.

Section 2. Wherever possible, these appointments shall be made from among the members of the Executive Board.

Section 3. All such temporary appointments shall be reported to the Local Lodge for approval thereof at the next regular meeting.

ARTICLE XIII – BUSINESS REPRESENTATIVE

Section 1. Qualification – No member will be eligible for nomination as Business representative unless he has attended at least 50% of the regular meetings of the Lodge held during the twelve (12) month period ending the date of close of nominations and have a minimum of two (2) years continuous good standing membership in the Lodge. Meetings held while member is on shift work that prevents his attendance or when he is absent due to confirmed illness, or on an assignment by the Lodge shall not count in computing the necessary attendance.

ARTICLE XIV - 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) 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'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) 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 XV – RULES OF ORDER

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

ARTICLE XVI – ORDER OF BUSINESS

1. Roll call of officers and noting of absenteeism.
2. New applications.
3. Report of committees on applications and acting on same.
4. Initiations.
 5. Reading of minutes and acting on same.
6. Installation of officers.
7. Examination and introduction of visiting members.
8. Reports of S.T., including receipts and disbursements since the close of last meeting.
9. Communications, bills, etc.
10. Reports of committees.
11. Anything for the good of the IAM and discussion of subjects of an economic nature.
12. Unfinished business.
13. New business. Election of officers.
14. Report of sick and disabled members and of relief committees.
15. Reports of members out of work and positions vacant.
16. Adjournment.

ARTICLE XVII

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 on behalf of the
International President**



Rickey Wallace
RESIDENT GENERAL VICE PRESIDENT