

BYLAWS

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

LOCAL LODGE 99

DEFINITIONS

For the purposes of these Bylaws, the following meanings shall apply whenever they are used, unless the context clearly indicates otherwise.

For the purposes of these Bylaws a Branch/Facility is a separate geographical location for each company in that region.

BYLAW 1 - ORGANIZATIONAL STRUCTURE

- 1.1 Government of the Union shall be conducted by the membership in accordance with International Association of Machinists and Aerospace Workers Constitution and Local Lodge 99 Bylaws.
- 1.2 Management of Local Lodge 99 Business shall be conducted by an Executive Board, whose Officers shall be responsible for operational aspects in accordance with the International Association of Machinists and Aerospace Workers Constitution and Local Lodge 99 Bylaws.
- 1.3 Regular Monthly Membership meetings will be held at predetermined locations on the second Wednesday of the month, between the hours of 12:30 pm, and 6:00 pm. Except for the meetings held in the Wood Buffalo Region, where the hours will be between 6:00 pm and 11:00 pm. The Executive will set locations in January for the entire year. Quorum will be by the Constitution. There will be no Regular Monthly Membership Meeting in July and August as per the International Association of Machinists and Aerospace Workers Constitution.

BYLAW 2 – CHIEF SHOP STEWARDS

- 2.1 The term of office for a Chief Shop Steward shall be four (4) years (2017, 2021, 2025...) and such election shall be conducted by secret ballot.
- 2.2 Stewards shall be elected to represent members and carry out business of the Union at the branch/facility or stand-alone location

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within a branch having six (6) or more members in accordance with International Association of Machinists and Aerospace Workers Constitution and Local Lodge 99 Bylaws.

- 2.3 Stewards meetings should be held at least once a month for each branch/facility. Copies of reports/minutes will be sent to the Recording Secretary of the Local Lodge.
- 2.4 Stewards who relocate to a different Branch/Facility must be reelected as per Bylaw 4 into a steward position by the members at the new Branch/Facility.
- 2.5 Any member who is laid off, terminated, or retires will not maintain their position as a Shop Seward. The vacated position will be filled as per bylaw 4.
- 2.6 Chief Shop Stewards will be elected in accordance with Bylaw 4.
- 2.7 The term of office for a Chief Shop Steward shall be four (4) years (2017, 2021, 2025...,) and such election shall be conducted by secret ballot.
- 2.8 Any member who is laid off, terminated, or retires will not maintain their position as a Chief Shop Steward. The vacated position will be filled as per bylaw 4.
- 2.9 Chief Shop Stewards who relocate to a different Branch/Facility must be reelected as per Bylaw 4 into a Shop steward position by the members at the new Branch/Facility prior to being eligible to run for the position of Chief Shop Steward.
- 2.10 Chief Shop Steward vacancies shall be filled by electing a Steward from the branch/facility affected, for the remaining term of office.
- 2.11 The Chief Shop Stewards from the affected bargaining unit shall have the responsibility to elect their Negotiation Committee. The Negotiating Committee will be elected from Chief Shop Stewards and Executive Board Members from their affected bargaining unit.
- 2.12 The Chief Shop Stewards will meet a minimum of two (2) times per calendar year.
- 2.13 Local Lodge 99 Executive Board members who are not Chief Shop Stewards shall attend the Chief Shop stewards meeting. These Executive Members will have voice and vote at these meetings.

2.14 The nomination process for steward positions starts May 1 and must be completed by July 31 of an election year. The number of steward positions in each Branch/facility or stand-alone location within a branch having 6 or more members will be determined by the President in consultation with the affected members. Nominations are made for each steward position by members in that branch/facility or stand-alone location within a branch having 6 or more members. Where there are more nominees than Steward position available, the membership of the Branch/Facility or stand-alone location within a branch having 6 or more members, will vote by secret ballot to determine the successful candidate(s).

Election for Shop Stewards shall be held in their affected Branch/or stand-alone location within a branch/facility having 6 or more members, every four (4) years (2017, 2021, 2025, etc.). Those elections are to be held between August 01 and September 30 of an election year.

BYLAW 3 - EXECUTIVE BOARD

3.1 The Executive Committee hereafter referred to as the Executive shall be composed of eight (8) Officers, namely: President; Vice President; Secretary-Treasurer; Recording Secretary; Conductor/ Sentinel and three (3) Trustees. All eight (8) executive members will have voice and vote at Executive Meetings. Non-voting members will be the Communicator and Educator who are appointed.

3.2 The term of office for the Executive Board shall be three (3) years and elections shall be conducted by secret ballot. The election of the President, Trustees, and Conductor/Sentinel will be offset from the election of the Vice President, Secretary-Treasurer and Recording Secretary by one year. President 3 Trustees and Conductor/Sentinel elections shall be held 2017, 2020, 2023 etc. Vice President, Secretary-Treasurer and Recording Secretary elections shall be held 2018, 2021, 2024, etc.

3.3 Interim vacancies on the Executive shall be filled by appointment from other executive board members and/or eligible Chief Stewards by the remaining Executive Board members if there is less than fifty percent (50%) of the term remaining. If there is more than fifty percent (50%) of the term remaining, nominations will be held at the next regular membership meeting. Once nominations are complete an absentee ballot will be mailed to the complete membership at their last known address. The election will take place by absentee ballot only. The

absentee ballots will be counted at the first Regular Monthly Membership meeting held after forty five (45) calendar days have elapsed from the date of nominations. In order to be considered in the count the absentee ballots will need to be received in the Union office by the end of business the day before the count.

3.4 The Executive shall be responsible for daily operation and management of the Union's affairs, under the direction of the membership.

3.5 At all Executive meetings a quorum shall consist of 50% or more of the executive.

3.6 The Executive Board shall have the responsibility to dispense Local Lodge funds for properly sanctioned requests. Such requests will be brought forward at the regular monthly executive meeting. The approved requests will not exceed \$500.00 each without approval of the membership.

Any monetary motions to be brought forward at a regular monthly membership meeting that is for over \$500.00 will be submitted to the President, in writing, at least two (2) weeks before the next scheduled membership meeting.

3.7 In order to revoke any action taken by the Executive a majority vote of the membership attending a meeting at which such matter is brought forth shall be necessary.

3.8 Between regular monthly membership meetings it shall be the duty of the Executive to deliberate upon all matters and transact any business referred to it by the Local Lodge and consider all 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.

3.9 All executive members shall endeavor to attend all Executive and Membership meetings.

BYLAW 4 - ELECTION OF STEWARDS AND CHIEF SHOP STEWARDS

4.1 Every branch/facility or stand-alone location within a branch having 6 or more members, shall have at least one Chief Shop Steward, plus one additional Chief Shop Steward for each 100 members.

4.2 Chief Shop Stewards shall be elected by the membership of each branch/facility or stand-alone location within a branch having 6 or more members, from the elected Stewards.

4.3 When only one Steward is elected in a branch/facility or stand-alone location within a branch/facility or stand-alone location having 6 or more members, that person shall automatically fill the position of Chief Shop Steward.

4.4 The nomination process for steward positions starts May 1 and must be completed by July 31 of an election year. The number of steward positions in each Branch/facility or stand-alone location within a branch having 6 or more members will be determined by the President in consultation with the affected members. Nominations are made for each steward position by members in that branch/facility or stand-alone location within a branch having 6 or more members. Where there are more nominees than Steward positions available, the membership of the Branch/facility or stand-alone location within a branch having 6 or more members, will vote by secret ballot to determine the successful candidate(s).

Election for Shop Stewards shall be held in their affected Branch/or stand-alone location within a branch/facility having 6 or more members, every three (3) years (2017, 2020, 2023, etc.). Those elections are to be held between August 01 and September 30 of an election year.

Branches'/or stand-alone locations within a branch having 6 or more members, will have elections for the position of Chief Shop Stewards, only after Steward Elections have been completed.

Election for the position of Chief Shop Steward(s) are restricted to elected Stewards in the Branch/or stand-alone location within a branch having 6 or more members, who are willing to stand for election as a Chief Shop Steward. Where there are more stewards willing to let their name stand than Chief Shop Steward positions available, the membership of the Branch/or stand-alone location within a branch having 6 or more members will vote by secret ballot to determine the successful candidate(s).

4.5 In the event a steward resigns, and a vacancy is created during normal term of office, a special election will be held in the area affected. This will fulfill the remaining term of office.

- 4.6 Should a vacancy occur for a Chief Shop Steward, a new Chief Shop Steward will be elected as per 4.4.
- 4.7 In the event the duly elected Chief Shop Steward is unable to attend a Chief Shop Stewards meeting the Branch/facility or stand-alone location within a branch having 6 or more members, shall have the option of sending an alternate Steward to the meeting. The alternate shall have voice and vote at the meeting which he/she attends.

BYLAW 5 - ELECTION OF EXECUTIVE OFFICERS

- 5.1 Nomination for Executive positions will be held at the September regular monthly membership meeting of election years. Once nominations are complete an absentee ballot will be mailed to the complete membership at their last known address. Nominees must be members in good standing for at least one (1) year prior to nomination as per International Association of Machinists and Aerospace Workers Local Lodge 99 Bylaws and International Association of Machinists and Aerospace Workers Constitution. The election of the President, Trustees, and Conductor/Sentinel will be offset from the election of the Vice President, Secretary-Treasurer and Recording Secretary by one year.
- 5.2 The method of election for Executive positions shall be by absentee ballot only. The absentee ballots will be counted at the November Regular Monthly Membership meeting. In order to be considered in the count the absentee ballots will need to be received in the Union office by the end of business the day before the count.
- 5.3 In case of a tie vote for any position, a run off ballot will be taken to break the tie and decide the successful candidate.

BYLAW 6 - EXECUTIVE OFFICER DUTIES

- 6.1 The President's duties are:
- To ensure the International Association of Machinists and Aerospace Workers Constitution and Local Lodge 99 Bylaws are followed.
 - .- Preside over monthly Executive Board meetings, as well as the regular monthly membership meeting.
 - Signing authority.

- Perform any other duties as per the International Association of Machinists and Aerospace Workers Constitution
- Bylaw Committee
- Organizing Committee

6.2 The Vice President's duties are:

- Assist with Steward training and membership education.
Signing Authority.
- Coordinate Union activities.
- Maintain contact with Local Stewards and report findings to the Executive Board.
- Maintain/update Steward's lists and election nomination forms.
- Perform any other duties as per the International Association of Machinists and Aerospace Workers Constitution.

The Vice President shall act on behalf of the President in the latter's absence, and shall assume the office of President in case of vacancy or resignation for the remaining term.

6.3 The Secretary-Treasurer's duties are:

- Sign negotiable instruments on behalf of the International Association of Machinists and Aerospace Workers along with the President or in his/her absence the Vice President.
- Pay bills and deposit income.
- Maintain financial journal and records.
- Prepare financial reports.
- Submit financial records to Audit Committee as per the International Association of Machinists and Aerospace Workers Constitution.
- Maintain a financial policy.

- Prepare annual budget
- Work with Recording Secretary to maintain dues payment books.
- Perform any other duties as per the International Association of Machinists and Aerospace Workers Constitution.

6.4 The Recording Secretary's duties are:

- Maintain membership records and cards.
- Ensure dues payment books are kept up to date.
- Work with Communicator on maintaining all newsletter publications.
- Maintain meeting and business records.
- Perform any other duties as per the International Association of Machinists and Aerospace Workers Constitution.

BYLAW 7 - UNION ADMINISTRATION

7.1 The salary for the Directing Business Representative's Bob MacKinnon will be:

- \$140,253.10 per annum as of May 01, 2016
- \$138,459.88 per annum as of May 01, 2017
- \$139,356.13 per annum as of May 01, 2018

Further increases will be as per the Finning Collective Agreement. Benefits for Bob MacKinnon shall be the same as the Finning Employees Collective Agreement on the same premium share basis. This clause is exclusively for Bob MacKinnon, any other person to hold this position in the future shall be paid as per District 14 Bylaws.

7.2 The difference in salary between Bob MacKinnon and what is in District 14 Bylaws will be paid by Local Lodge 99.

7.3 As required the Local Lodge shall elect one Business Representative. The successful candidates name shall be submitted to District 14 as per Article VII Section 3 subsection B (ii) of the district 14 bylaws.

- 7.4 At the regular monthly meeting in February of the year in which the Business Representative term expires, the Local Lodge Recording Secretary shall prepare and present to the meeting, a list of the members who are eligible to be nominated and/or vote in the Business Representative election.
- 7.5 At the regular monthly meeting in March of the year in which the Business Representative term expires, the Local Lodge will accept nominations from qualified members for the position of Business Representative.
- 7.6 In order to qualify for nomination and/or voting for the position of Business Representative the following qualifications must be met.
1. Have been a member in continuous good standing for not less than two (2) years.
 2. Have been a Chief Shop Steward for at least twelve (12) months and/or have been and executive committee member for at least twelve (12) months.
 3. Or be the incumbent Business Representative.
- 7.7 Election of the Business Representative shall be done at the Chief Shop Stewards in April of the year in which the Business Representative term expires. Only those in attendance at the meeting will be allowed to vote.
- 7.8 If during the term of the dedicated Business Representative a vacancy occurs, it shall be filled by the remaining Business Representative who has primary responsibility for Local 99. In the event that there is no third Business Representative with primary responsibility for Local 99 within District 14 a special election will be held.

BYLAW 8 - BARGAINING UNIT STRUCTURE

- 8.1 Each bargaining unit, as described in the unit certificate issued by the Labour Board, may operate as an individual entity while being a part of the International Association of Machinists and Aerospace Workers Local Lodge 99.
- 8.2 Election of Stewards and Chief Steward(s) to represent members of a bargaining unit shall be the exclusive right of affected members.
- 8.3 Issues and concerns arising from an individual bargaining unit shall be the responsibility of the elected Stewards of that unit.

BYLAW 9 - NEGOTIATING COMMITTEE

- 9.1 The Negotiating Committee shall be elected from the Chief Shop Stewards and Executive Board members of the affected bargaining unit. Only those in attendance at the meeting where the election takes place will be allowed to vote. The Committees shall not exceed 4 in number, except that an alternate also be elected. A secret ballot vote will be held to elect the members of the committee plus the alternate. In the case of any tied votes a run-off election will be held.
- 9.2 It shall be the duty of each Negotiating Committee to negotiate Collective Agreements, which serve the specific interests of the affected bargaining unit and the International Association of Machinists and Aerospace Workers Local Lodge 99.
- 9.3 When a negotiated settlement offer is presented to the affected membership for ratification, it shall include a statement from the Committee outlining their opinion with respect to the International Association of Machinists and Aerospace Workers Local Lodge 99's bargaining position. It shall explain alternatives available in the collective bargaining process.
- 9.4 Any memorandum of agreement entered into by the Committee with an Employer will be subject to ratification by the membership of the affected bargaining unit before the same is binding on the members.
- 9.5 A majority vote of affected members attending meetings called for the purpose of considering a negotiated settlement, shall be final and binding upon the International Association of Machinists and Aerospace Workers Local lodge 99 and its affected members.
- 9.6 After a 2/3 majority strike vote of the affected bargaining unit is held, the Negotiating Committee shall have the right to call a strike after notifying Chief Shop Stewards and the affected membership

BYLAW 10 – COMMITTEES

- 10.1 The following Standing Committees when needed shall be elected from the Chief Shop Stewards at the spring Chief Shop Stewards meeting following the Chief Shop Steward elections.

Audit Committee

Bylaw Committee

Education Committee Political Action Committee

Organizing Committee

Terms of office for all committees will be three (3) years.
Terms will be in the following years 2015, 2018, 2021, etc...

In the event of a vacancy or a resignation, committee vacancies will be filled by appointment for the remainder of the term by the President of the Local Lodge.

The President or Vice President will sit on the Bylaw and Organizing Committees.

- 10.2 It is the duty of the elected Steward to initiate proceedings for the settlement of grievances and complaints. The branch Chief Shop Steward has a responsibility to ensure that all grievances are given due consideration.
- 10.3 The establishment of a Grievance Committee at a branch is optional. It shall be comprised of one or more elected Stewards at a location and will include the Chief Shop Steward.
- 10.4 A record of grievances shall be kept as reference and copies of grievances in process must be forwarded to the International Association of Machinists and Aerospace Workers Local Lodge 99 office.
- 10.5 If a satisfactory solution to a grievance cannot be reached at the appropriate level, the branch Chief Shop Steward shall provide the Business Representative with details in order to pursue the matter to successive levels.
- 10.6 Any grievance not settled by the appropriate Step of the grievance procedure will be referred to the Executive for review, consideration and approval prior to arbitration.
- 10.7 The Audit Committee function shall be as set forth in the International Association of Machinists and Aerospace Workers Constitution. Vacancies will be filled in the same manner as vacant Executive positions.

BYLAW 11 - UNION OFFICER TRAINING

- 11.1 An ongoing program shall be maintained for the development, training and education of Union Stewards. The main objective will be to instruct the Stewards in their duties and services required by the members. It will coincide with materials prepared for the Steward manual.
- 11.2 Courses, seminars or conventions sponsored by an educational institute may be attended by International Association of Machinists and Aerospace Workers Local Lodge 99 Officers and members. The subject of a course, seminar or convention must be relevant to an Officer's responsibilities. A policy covering cost control and frequency of attendance shall be decided by the Executive.
- 11.3 Courses, Seminars or conventions sponsored by any Labour Organization that we are affiliated with may be attended by International Association of Machinists and Aerospace Workers Local Lodge 99 Officers and members. The number of Officers attending any such courses, seminar or conventions shall depend on the nature of the course, the number of available positions, and how this will most benefit the Union. These decisions shall be made by the Executive.

BYLAW 12 - DUES & INITIATION FEES AND FINANCIAL POLICY

- 12.1 The current amount of Local Lodge dues is two and a quarter (2 ¼) hour's regular pay per month per member.
- 12.2 Membership dues and fees will be remitted to the International Association of Machinists and Aerospace Workers Local Lodge 99 via payroll deduction, which is a condition, prescribed on the Membership Application form to be completed at the time of hire.
- 12.3 The dues are payable immediately upon employment and monthly thereafter.
- 12.4 The President, Vice President and Secretary-Treasurer shall have the signing authority for all cheques drawn on the accounts of the International Association of Machinists and Aerospace Workers Local Lodge 99.

- 12.5 All cheques issued on behalf of the International Association of Machinists and Aerospace Workers Local Lodge 99 must be signed by any two of the Officers listed in 12.4, one of which shall be the Secretary-Treasurer.
- 12.6 A member who is authorized to perform Union duties or a delegate who attends a Convention or Conference shall be reimbursed for lost time, and reasonable out of pocket expenses for meals and accommodation. The normal allowance for meals is currently set at twenty (20) dollars for breakfast, twenty (20) dollars for lunch, and thirty (30) dollars for dinner. Where a delegate attends a convention or conference he/she shall receive a \$100.00 per diem in the host country funds. Any justifiable amount exceeding these amounts shall be considered for payment when accompanied by original receipts and an explanation. Any meal expense submitted for reimbursement that contains more than a fifteen percent (15%) tip will have the tip amount adjusted to a maximum of fifteen (15%) of the meal and beverage total.
- 12.7 Members shall be entitled to an expense allowance as follows:
- For members traveling to the William W. Winpisinger Education and Technology Center.
 - \$50.00 (U.S. Dollars) per Diem per day for travel days to and from the William W. Winpisinger Education and Technology Center.
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 - \$20.00 (U.S. Dollars) incidental allowance per day for full days spent at the William W. Winpisinger Education and Technology Center.
 - Other reasonable out of pocket expenses for travel to and from the William W. Winpisinger Education and Technology Center, will be considered for payment when accompanied by original receipts and an explanation.
 - Members incurring reasonable out of pocket expenses while conducting authorized local business, or acting on behalf of the Local shall be reimbursed up to two hundred (\$200.00) when accompanied by original receipts and an explanation.

- 12.8 A travel allowance of \$0.50 per kilometer shall be paid to any member required to use their own vehicle for International Association of Machinists and Aerospace Workers Local Lodge 99 business. Air, rail, or bus fares will be paid should these methods of travel be used, depending upon the distance and time involved and the availability of public transportation. An attempt to use most economical mode of transportation will be made. The International Association of Machinists and Aerospace Workers Local Lodge 99 will carry WCB coverage for all International Association of Machinists and Aerospace Workers Local Lodge 99 members required to do International Association of Machinists and Aerospace Workers Local lodge 99 work for the International Association of Machinists and Aerospace Workers Local lodge 99.
- 12.9 A reinstatement fee shall be levied against any former member of Local 99 returning to bargaining unit status from a management or salary position. The amount of the reinstatement fee shall be equal to one (1) month of current dues times (X) the number of months away from the bargaining unit to a maximum of \$2,500.
- 12.10 As per Article G, Section 2, of the International Association of Machinists and Aerospace Workers Constitution, any member eligible for an unemployment stamp shall have the two (2) dollars per month paid by the Local Lodge when members are off work due to sickness, disability or WCB. Members that are unemployed are responsible for their own unemployment stamp (\$2.00 per month).
- 12.11 Where a member in good standing provides an organizing contact, which results in a certification and a first collective agreement, the International Association of Machinists and Aerospace Workers Local Lodge 99 shall pay this member \$20.00 per new member. This payment will be based on the number of new members that vote at the time of certification.
- 12.12 In the event of a sanctioned strike action, affected members must perform a minimum of 15 hours per week of duties as assigned by the strike committee, in order to receive strike benefits.
- 12.13 Notwithstanding bylaw 12.14 members whose normal place of residence is more than 100 km round trip from an active picket line, shall be called upon by the strike committee, and/or their strike captain to carry out strike related duties from their place of residence. Failure to complete assigned duties will result in the termination of strike benefits.

- 12.14 In the event of a sanctioned Strike, the International Association of Machinists and Aerospace Workers Local Lodge 99 emergency fund will be used to fund the ongoing operation of the International Association of Machinists and Aerospace Workers Local Lodge 99.
- 12.15 When a member of Local Lodge 99 submits a claim for lost time to perform Union related duties, the member shall complete an Employer or Union provided timecard, and forward the timecard to the Secretary-Treasurer of the Local Lodge 99. The timecard will provide details as to the reason for the lost time, the total number of hours per day, as well as the date for which the claim is being submitted.
- 12.16 The President, Vice President, Secretary-Treasurer, and Educator will be entitled to claim fifty dollars (\$50.00) per month to offset the cost of a cell phone used for Union business. Original receipts showing an active account, and containing the individuals name for the time period being expensed, will be provided to support the claim. Members other than those listed above may be entitled to the above monthly amount based on Executive Board approval.
- 12.17 IAMAW Local Lodge 99 Stewards, Chief Stewards and Local Lodge Officers shall receive a \$250.00 Per Diem when performing union duties that are not on a regular scheduled shift. In order to qualify, a day's work or travel must be completed.
- Members that are asked to perform approved union business on their regular scheduled day off shall be entitled to the above Per Diem, upon approval from Local Lodge 99 Executive or Business Representative's.

BYLAW 13 - UNION RECORDS

- 13.1 International Association of Machinists and Aerospace Workers Local Lodge 99 financial records to be kept for a minimum of seven (7) years.
- 13.2 International Association of Machinists and Aerospace Workers Grievance records to be kept for a minimum of seven (7) years.
- 13.3 International Association of Machinists and Aerospace Workers minutes are to be kept indefinitely.

BYLAW 14 – BYLAW AMENDING PROCEDURE

- 14.1 The membership is empowered to establish or amend Bylaws for the effective government and efficient operation of the International Association of Machinists and Aerospace Workers Local Lodge 99. Proposed amendments may be brought forth by the Executive Board, the bylaw committee or members of the International Association of Machinists and Aerospace Workers Local Lodge 99, and the following amending procedure shall be followed.
- 14.2 Proposals from the membership to amend the International Association of Machinists and Aerospace Workers Local Lodge 99 bylaws must be in writing and signed by at least five (5) members in good standing, and submitted to the chair of the bylaw committee for review. If properly signed these submissions will be considered by the bylaw committee and a recommendation of concurrence or non-concurrence will be forwarded to the Executive Board for their consideration. Any proposed amendments of a financial nature will be referred by the chair of the bylaw committee to the Secretary-Treasurer thirty (30) days prior to the bylaw committee making their recommendation to the Executive Board. The Secretary-Treasurer will provide the chair of the bylaw committee with a cost estimate of any such proposed amendments.
- Proposed amendments made by Executive Board members or the bylaw committee will require the Executive Board to provide their recommendation of concurrence or non-concurrence before being brought forward for a membership vote.
- 14.3 Proposed amendments for Bylaw changes must be read as recommended by the Executive Board at two (2) consecutive regular monthly membership meetings. Immediately following the second reading, the Executive Board shall offer their recommendation of concurrence or non-concurrence and voting will take place.
- 14.4 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 Executive Board recommendations.
- 14.5 Each proposal must be considered and voted upon separately. A major affirmative vote by those present and voting is needed for adoption.

BYLAW 15 – DISTRICT DELEGATES

- 15.1 During December of an election year, the Local Lodge shall elect their delegates for a four (4) year term, and notify the Secretary-Treasurer of the District Lodge who the delegates are prior to the first of January. As per Article IV Section 3 of District Lodge 14 bylaws, not less than two (2) of the delegates from the Local Lodge shall be Local Lodge Executive Board officers. These two delegate positions will be determined by the Executive Board prior to the election of the remaining delegate positions. The Local Lodge shall provide its delegates and alternates with credentials over the Local Lodge seal, on a form to be supplied by the District Lodge.
- 15.2 In order to stand for the position of district delegate a member must have been a member of the International Association of Machinists and Aerospace Workers, in continuous good standing for at least two (2) years, and a Chief Shop Steward of the Local Lodge from which he/she is elected for at least one year immediately prior to his/her election as a delegate. Should the member lose his/her position of Chief Shop Steward of the Local Lodge from which he/she is elected, he/she will immediately cease to be a district delegate.
- 15.3 Delegates shall be responsible for reporting the proceedings of the District Lodge meeting to the regular membership meetings of the Local Lodge.
- 15.4 Where the Local Lodge is unable to elect delegates who can attend every meeting of the District Lodge, the Local Lodge may elect not more than four (4) alternate delegates. These delegates shall be registered with the Secretary-Treasurer of the District Lodge. It shall be the duty of the regular delegate to notify an alternate delegate if the regular delegate is unable to attend a District Lodge meeting. In the event of vacancy or resignation, delegate and/or alternate delegate positions will be filled by appointment for the remainder of the term by the President of the Local Lodge.

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

Ricky Wallace