

## BYLAWS OF VANCOUVER LODGE NO. 692

### INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

#### ARTICLE I

Section 1. This Lodge shall be known as Vancouver Lodge No. 692, International Association of Machinists and Aerospace Workers.

Section 2. Hereafter in these bylaws the word "Constitution" will be understood to mean the Constitution of the IAM.

#### ARTICLE II

Section 1. Meetings: The regular meeting of this Lodge shall be held on the second Thursday of each month, except when the meeting date falls on a generally recognized holiday, in which event a substitute day of meeting may be set at the preceding meeting. The meeting shall be opened at 7:00 p.m. and closed at 9:00 p.m. unless the majority present vote to extend the time. The out of town meeting(s) shall be opened at 6:00 P.M. and closed at 8:00 p.m. unless the majority present vote to extend the time.

Regular monthly membership meetings shall be held in the Lower Mainland for the months of: January, February, March, May, July, August, October, November and December in each year.

#### PREAMBLE:

Local Lodge 692 values the input of the entire membership and wants to encourage their participation in the decisions and the direction of the local. Because the membership is spread throughout the province of British Columbia, every effort must be made to provide those members an avenue to participate.

Therefore:

Three meetings during the year will be held in outlying areas of the Province: the April meeting in Prince George, the June meeting in Kelowna, and the September meeting in the Kootenays.

Section 2. Quorum: Twenty-five (25) members in good standing shall constitute a quorum in accordance with the IAM Constitution.

Approved: 1-27-09

Effective: 2-1-09

Section 3. In the event any officer, Executive Board member or delegate absents himself from three (3) consecutive, regular meetings of this Lodge without being excused therefor, and if there is no controversy as to the refusal to excuse being proper, such officer, Executive Board member or delegate shall be deemed to have resigned his office. The vacancy shall be filled by appointment by the presiding officer on a pro tem basis for that period reasonably required to bring about the nomination and election of a successor.

(a) Should such officer, Executive Board member or delegate contend the refusal to excuse him for such absence is improper, the presiding officer shall prefer charges against him, charging conduct unbecoming an officer on the basis of his absence without excuse found acceptable to the Lodge, and he shall be tried in accordance with applicable provisions of the IAM Constitution.

Section 4. Change in time and place of regular meetings shall be made only under a special Order of Business set at the preceding meeting and by a majority vote of those present. Notice of such special order shall be posted where Lodge #692 agreements are in effect.

Section 5. Special Meetings: Special meetings shall be called by the President of the Lodge in accordance with the IAM Constitution.

### **ARTICLE III**

#### **Initiations**

Section 1. The Initiation Fee of this Lodge shall be equal to three (3) months' dues for all classifications. The Initiation Fee for an Apprentice shall not be less than the minimum monthly dues as established by the IAM Constitution.

Application for membership shall be made immediately upon accepting employment and initiation fees shall be paid in full within thirty (30) calendar days.

Section 2. Reinstatement Fees: The reinstatement fee of this Lodge shall be equal to three (3) months' dues plus all Local and Grand Lodge assessments owing at the time the member was dropped.

Section 3. Dues: Effective January 1, 2009 the monthly dues of this Lodge shall be a minimum rate equal to 2.3 times the individual hourly earnings of each member of the Local Lodge. Any member who receives pay for at least seventy-five (75) hours in a calendar month, regardless of number of days worked, shall be required to pay full dues in accordance with the current wage rate received by the member.

Members who secure employment outside the jurisdiction of Local Lodge 692 who receive pay for at least seventy-five (75) hours in a calendar month, regardless of number of days worked, shall be required to pay a reduced rate of dues in the amount of twenty (\$20.00) dollars per month.

Section 4. Unemployment Stamps: Members who are unemployed for the major portion of any month will, upon application to the Secretary-Treasurer, pay out of work dues in the amount of \$5.00 and receive an unemployment stamp, providing he has complied with the conditions of the IAM Constitution.

Members applying for unemployment stamps in any month of delinquency must pay for all months so delinquent.

Prior to receiving unemployment stamps, the members must produce proof of unemployment. Unemployment stamps must be applied for in accordance with the provisions of the IAM Constitution.

Members who violate this section or who obtain unemployment stamps by false pretenses or misrepresentation of the facts shall be guilty of misconduct and subject to charges in accordance with the IAM Constitution.

Unemployment stamps shall not be issued to Members who are on vacation or engaged in any business or profession outside of the Trade. Members who have received unemployment stamps shall, immediately upon securing employment, report to the Secretary-Treasurer or a Business Representative.

Section 5. Members off work due to illness shall pay out of work dues in the amount of \$5.00 per month when a doctor's certificate is produced.

Section 6. Members that have a credit on their dues card are to have unemployed dues deducted, whether notified or not, before being lapsed for non-payment of dues.

## **ARTICLE IV**

### **Membership**

Section 1. Membership: Any person may be admitted to membership in Local Lodge 692 of the IAM&AW upon paying the required fee and assuming the obligation of the Association.

Section 2. Any member knowingly proposing for membership or seconding an improper person for membership in this Lodge, shall be fined or expelled at the option of the Lodge after he has been granted a trial in accordance with applicable provisions of the IAM Constitution.

(a) Any member who contributes financially, or assists in any way, any organization which is dual or antagonistic to the Lodge or the IAM, shall be subject to expulsion in accordance with the applicable provisions of the Constitution.

(b) Any applicant for membership in this Lodge who contributes

financially or assists any organization which is dual or antagonistic to this Lodge or the International Association of Machinists and Aerospace Workers shall not be admitted to membership in the Lodge.

(c) Any member who belongs or holds membership in an organization which is dual or antagonistic to the IAM will not be eligible to hold any office or represent members of the IAM in any capacity.

Section 3. Any member who takes part in or encourages violation of the Collective Agreement, Constitution and/or Local Lodge bylaws by illegal acts, shall, on notification, be required to appear before the Executive Board of Lodge 692, IAM at his or her own expense. He or she must, on appearing before the Executive Board, show cause why he or she should not be charged under the applicable sections of the IAM Constitution.

Section 4. Change of Address or Telephone Number: All members must notify District Lodge 250 Secretary-Treasurer or Business Representative of any change in address or telephone number.

Section 5. Upon request each member, on admission to this Lodge, shall be furnished with a copy of the IAM Constitution and these bylaws.

Section 6. Any member or officer who furnishes a complete or partial list of the membership to any person or persons, except to those whose official business requires them to have such a list, without permission of the membership, shall be subject to expulsion or such penalty as the membership may impose.

Section 7. In conformity with the Constitution - Withdrawal Cards: It will be necessary for all such cards deposited to be processed by the membership at a regular meeting.

This means that, in the case where a holder of a withdrawal card deposits same, it will be necessary for all members to fill out an application form and wait for a regular meeting of the Lodge before membership will be granted. This procedure will be followed where a "Closed Shop" agreement is in effect. Where Union Shop Agreements are in effect, the procedure as outlined in the Constitution will be followed.

Members who wish to deposit withdrawal cards to seek employment under the jurisdiction of Lodge #692, will be required to follow the procedure as outlined above for "Closed Shop" agreements.

Honorary Withdrawal Cards will not be issued to members who were employed in a shop when a raid was conducted against this Local Lodge.

Section 8. No member of this Lodge shall make any agreement with an employer inconsistent with a current Collective Agreement, without consent of this Lodge, and will be subject to penalty for violation after proper charges are filed and he is granted a trial in accordance with applicable provisions of the IAM Constitution.

## ARTICLE V

Section 1. Qualifications for Holding Office: All candidates for office must be members of the Lodge in good standing for at least one (1) year and free from delinquency of any nature to the Grand Lodge or any District or Local Lodge of the IAM.

Section 2. (a) The Executive Board shall consist of the President, Vice President, Recording Secretary, Secretary-Treasurer, Conductor-Sentinel, three (3) Trustees and five (5) members-at-large. All terms of office shall be for three (3) years.

(b) Duties of the Executive Board: The Executive Board shall handle all business between meetings, prepare business in advance for membership meetings, and otherwise deal with all matters concerning the Lodge which may fall within their jurisdiction. Any non-routine action of the Executive Board shall be submitted to the regular meeting for approval and ratification.

Section 3. Duties of the President: The President shall preside at all meetings of the Lodge and otherwise carry out his duties in conformity with the IAM Constitution. He shall be responsible for keeping order at the meetings and to ensure ARTICLE XI (Rules of Order) of the Local Lodge Bylaws are enforced at all times.

Section 4. Duties of the Vice President: The Vice President shall preside at all meetings in the absence of the President, and otherwise assist the President and carry out his duties in conformity with the Constitution of the IAM.

Section 5. Duties of the Recording Secretary: It shall be the duty of the Recording Secretary to give notice, under seal of the Lodge, to the manager, or official holding corresponding office, to any bank or institution in which the funds of the Lodge may be invested, of the name and address of the Lodge Trustees of each year; such notice to be sent at any time within fourteen (14) days of such change. He shall carry out his further duties in conformity with the Constitution of the IAM.

Section 6. Duties of the Secretary-Treasurer: He shall collect all monies from any source for the benefit of the Lodge. It shall be his duty to see that all bills are paid by cheque within ten (10) days of being approved by the Lodge. He shall carry out any further duties in conformity with the Constitution.

Section 7. Duties of the Conductor: The Conductor shall examine all persons present prior to the opening of all meetings of the Local Lodge for the purpose of ascertaining whether any are in attendance who are not entitled to remain. He shall report to the President all members present who are in arrears in dues. The Conductor, jointly

with the Sentinel, shall assume responsibility for keeping account of attendance at membership meetings.

Section 8. Duties of the Sentinel: The Sentinel shall answer all alarms at the door, report same and admit all who are entitled to admission. He shall not however, admit anyone during the ceremony of initiation. The duties of the Sentinel may be combined with those of the Conductor, at the option of the Lodge.

Section 9. Duties of the Trustees: The Trustees shall carry out their duties in conformity with the Constitution of the IAM.

Section 10. Dismissal or Removal of any Elected Officer, Delegate Member or Paid Official: Notice of motion to dismiss any paid official or elected officer must be given at the regular meeting prior to the nomination of a successor, closing his term of office. Elected officers shall be charged with negligence of their duties and tried in accordance with applicable provisions of the IAM Constitution.

Section 11. Recall of Grand Lodge Officers or Delegates: The Lodge, if in good standing, may propose the recall of such officers, as provided in the Constitution of the IAM.

Section 12. Retirement from Office: All officers of the Lodge must, upon retirement, suspension or expulsion from office, turn over to the Lodge, all monies, official documents and records and all property of the Lodge that may be in their possession at said time.

Section 13. Executive Meetings: The officers of the Lodge shall meet prior to the regular meetings of the Lodge and shall pass on all bills presented to the Lodge for payment, and prepare an agenda so that the business of the meetings will be handled with promptness and efficiency.

Section 14. (a) Any member elected as a delegate or assigned to transact any business for the Lodge not covered by time loss shall be paid the current straight time hourly rate received by a Journeyman in accordance with the Western Employers Labour Relations Association Agreement and shall receive, when away from home, a sum equivalent to the amounts specified in Article IX Section 7 of District 250 Bylaws, except at Placid Harbor. Additional expenses will be reimbursed if the Delegate submits an itemized list to support his claim. The Lodge shall pay the cost of the hotel accommodation when a receipt is produced and it is approved by the Executive Board.

(b) When in home station, \$20.00 per day shall be paid provided that meals are not paid for by the Lodge or a person acting on behalf of the Lodge. Additional expenses will be reimbursed if the Delegate submits an itemized list to support his claim.

Section 15. 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 16. Any member entering the Lodge room while under the influence of liquor, or using indecent or profane language, or who persistently disturbs the meetings and refuses to obey the presiding officer, shall be immediately ejected from the Lodge room, and shall be liable to reprimand or fine after he has been granted a trial in accordance with applicable provisions of the IAM Constitution.

Section 17. The President, Vice President, and Recording Secretary shall receive a car allowance in the amount of \$100.00 in each month.

Section 18. The President shall appoint a member as an Educator (with the approval of the Executive Board) who will look after and promote education throughout the Local Lodge membership.

Section 19. The President shall appoint a member as a Communicator (with the approval of the Executive Board) who will communicate through all forms of media the events of the Union and Society.

## **ARTICLE VI**

### **Committees**

Section 1. Eligibility: To be eligible for election or appointment as a delegate member of any committee, a member must have been in good standing for at least one (1) year prior to nomination.

Section 2. The Audit Committee shall consist of three (3) members, each of whose term shall be three (3) years. One (1) Auditor shall be elected in March of each year. Officers of the Lodge are not eligible to election as members of the Committee. The Committee shall audit the books semi-annually.

Section 3. Bylaws Committee: A Committee of five (5) members shall be appointed by the President each year. They shall prepare a bulletin not later than January 15, to be posted where 692 agreements are in effect, advising that suggested amendments and/or additions to the Bylaws will be received up to January 31 for consideration. Copies of proposed amendments shall be provided at the March regular membership meeting.

At the regular meeting in the month of February, all proposed amendments or additions will be presented to the membership. At the March meeting, the proposed amendments or additions will again be read as proposed. Immediately following this reading, the Bylaws Committee shall submit their recommendations as provided in

Article XII, Section 2 of these bylaws. Thereafter, at the March meeting, a vote is to be taken on the Bylaws Committee's recommendations, after reasonable advance notice to the members of the time, date and place of the second reading and voting.

Section 4. Legislative Committee: A committee shall be elected and called the Legislative Committee in accordance with the IAM Constitution.

Section 5. Committee Procedure: Upon appointment or election of a committee, unless otherwise provided, the first named member shall act as convenor. His duty will be to arrange a suitable time and place for the first meeting of the committee. At this meeting, the convenor shall call the meeting to order, outline the business of the committee and call for the nomination of a Chairman. When the Chairman is elected, he shall immediately call for the nomination of a Secretary, whose duty shall be to keep all minutes of meetings held by the committee. These shall be submitted to the Lodge for approval. The Secretary shall also keep a record of all bills, accounts and expenditures of the committee, which shall be submitted to the auditors of the Lodge for audit. No committee appointed by the Lodge shall be discharged until a final report of all business done by the committee has been presented to the Lodge and all bills and accounts and expenditures of the committee have been audited by the auditors of this Lodge. Final report to be made within thirty (30) days of the completion of business.

Section 6. Disbandment of Committees: When a committee appointed for a special purpose has fulfilled its function to the satisfaction of the Lodge membership, the term of office of the committee members shall be deemed expired and the committee forthwith disbanded.

## **ARTICLE VII**

### **Elections**

Section 1. (a) Date of Nominations: Nominations with proper designation of the office for President, Vice President, Recording Secretary, Secretary-Treasurer, Conductor-Sentinel, Trustees, and Five (5) Executive Board Members-at-large will be held at the regular meeting in November of each election year.

(b) All other nominations such as Delegates, Committee Members, etc. will be held at the regular meeting in October.

(c) Any member seeking office as an officer, Delegate or Committee Member must state at the nomination meeting whether they will decline or accept the nomination and the office if elected. Members unable to attend the meeting when nominations take place shall file at that meeting, or have previously filed with the Recording Secretary, consent in writing, with proper designation of the office, to accept the nomination and the office if elected.

(d) All costs of being nominated, elected and of fulfilling the responsibilities, including time and date requirements, of an office that a member is elected to serve shall be the responsibility of the member unless otherwise provided for by these bylaws and the IAM Constitution.

Section 2. Date of Elections: Election of group (a) shall be held at the regular meeting in December. Election of group (b) shall be held at the regular meeting in December.

Section 3. NOTICE OF ELECTION AND BALLOTS: After the nomination for annual elections have been closed, the Recording Secretary shall, as soon thereafter as possible, and not less than twenty-five (25) days prior to elections, have printed a white paper ballot containing the names, alphabetically arranged under and the proper designation of the office nominated for, of all candidates so placed in nominations. He shall also have printed a sufficient number of sample ballots of some other color than white, which shall be posted by the Shop Stewards in shops where agreements are in effect. A ballot box sealed by the head teller will be provided to receive absentee ballots, and will be turned over to the tellers on the day of the election. Absentee ballots shall be returned to the Recording Secretary by official government mail only. Absentee ballots may be returned to the local lodge office and no where else, by a recognized courier service, only in the event of a disruption in the official government mail service.

Section 4. Tellers: At the regular meeting in November, the President shall appoint three (3) Tellers, who are not candidates or officers, to have full charge of all ballots, and ballot boxes during the hours of election until voting and ballot tabulation is completed. If assistance is deemed necessary, assistant tellers may be appointed by the President. The President shall issue them final instructions with regard to duties and other details. The tellers shall be paid the current straight time hourly rate received by a Journeyman in accordance with the Western Employers Labour Relations Association Agreement.

Section 5. Voter's List: The Secretary-Treasurer shall prepare a voters' list from the last Grand Lodge Report. A line to be drawn through member's name when he is issued with a ballot.

Section 6. Balloting: Voting shall take place in the Lodge meeting hall. Polls shall be open from 10:00 A.M. until the regular general meeting start time on the day of the election. Members voting shall submit their dues cards to the tellers for inspection and when found in good standing, they shall be entitled to a ballot. Upon issuance of a ballot, the tellers shall stamp the dues card "Voted" and the date. Members shall mark their ballots in secret and then deposit same in a locked ballot box. Should a member spoil a ballot, he may return it to the teller who will destroy it in his presence and give him another ballot. Provisions to be made to give out of town members election privileges according to the IAM Constitution.

Section 7. Details of Ballot Tabulation: At the regular general meeting start time, the President shall declare the polling place closed. The tellers shall proceed to count and tabulate the ballots and all votes cast. They shall render their report to the Lodge, in duplicate, on Official Tally Sheets prepared by the Recording Secretary, setting forth in detail the number of ballots used, destroyed, the total number cast, and a correct record of the number of votes cast for each candidate. A copy of the Official Tally Sheet and the sheet on which the ballots and votes were tabulated shall be placed in the boxes and locked. The boxes shall be turned over to the Recording Secretary when ballot tabulation is completed. He shall file same for a period of one (1) year and then destroy them.

Section 8. Contesting of Election: Any candidate desiring to contest the election must file a written notice with the Recording Secretary. After results of the election have been officially announced, the Lodge, at its next regular meeting, shall elect a committee of five (5) to investigate same and submit a report in writing at the same meeting, if possible.

Section 9. Electioneering: Electioneering within the building which houses the polling places shall be prohibited. Any member so doing shall be charged and fined.

Section 10. Election Results: Candidates who receive the highest vote for their respective offices shall be declared elected. The results of all elections shall be mailed to all shops under agreement within 72 hours of said election.

Section 11. Election Called for General Membership: In the event of extraordinary circumstances arising, a meeting of the general membership shall, if approved by majority vote of the membership present, have power to call an election at such time and place as the membership or a committee thereof may designate.

Section 12. All vacancies of offices between annual 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.

Section 13. Installation: Installation of officers shall be conducted at the earliest possible moment after elections have been held, except where otherwise taken care of in the bylaws.

## **ARTICLE VIII**

### **Miscellaneous Financial**

Section 1. Executive Board: The Executive Board shall be empowered to spend a sum of \$50.00 when, in their opinion, this is necessary but they must submit this expenditure to the subsequent meeting of the Lodge for approval.

No sum in excess of \$10.00 is to be donated to any organization with which this Lodge is not affiliated. All political donations exceeding \$100.00 shall be channeled through the Canadian Machinist Political League to the appropriate federal or provincial central agency.

There shall be an annual accumulated limit of \$10,000.00 placed on political donations.

There shall be an annual accumulated limit of \$2,500.00 on all other donations, excluding approved strike donations to sister Locals of the IAM&AW.

The above mentioned accumulations shall only carry forward up to five years.

Any donation, grant or expenditure in excess of \$50.00 must first be submitted to the Executive Board for a recommendation to the regular general meeting for approval, excluding approved strike donations to sister Locals of the IAM&AW from this provision.

Executive Board members shall receive in town per diem for attendance at Executive Board meetings.

Section 2. Strike Fund: A Strike Fund shall be set up and all monies collected for strike purposes shall be paid into this fund, together with such other monies as the Lodge may from time to time vote for this fund.

Money for the Strike Fund shall be deposited in a separate account and converted, as funds are available, into Government Guaranteed Bonds, or other Grand Lodge approved investments.

The Strike Fund shall be maintained at a level of four hundred thousand (\$400,000.00) dollars. This amount is to be used for the benefit of members of Lodge #692 who are involved in a strike. Funds accruing above this limit may be transferred to Lodge #692 Reserve Fund.

No money shall be withdrawn from the Strike Fund unless approved by the Executive Board and a three-fourths (3/4) majority of the members present at a called meeting.

A record of the receipts and disbursements of the Strike Fund shall be kept in the books of the Secretary-Treasurer.

Section 3. Financial Statements and Reports Open to Members: All financial statements and reports shall be open to the examination of any member in good standing during office hours. However, such statements, reports, etc. shall not be sent to any

member other than members of the Executive Board. These statements will accompany the monthly notice of meeting.

Section 4. Signing of Cheques: The signing officers will be the President, Vice President and Secretary-Treasurer.

Section 5. The Secretary-Treasurer is authorized to purchase a floral offering or a fruit basket as the case may be for each deceased or ill member which has been reported to him, the cost of which shall not exceed fifty (\$50.00) dollars.

## **ARTICLE IX**

### **Charges Against Members**

Charges against members shall be laid and procedures followed in respect to said charges in conformity with the provisions of the IAM Constitution.

## **ARTICLE X**

### **Transfers**

Any member in good standing may transfer from a Local Lodge to any other Local Lodge. Procedure and regulations governing such transfer shall be in conformity with the Constitution of the IAM.

## **ARTICLE XI**

### **Rules of Order**

Section 1. Robert's Rules of Order: For the purpose of general reference, maintenance of harmony and to facilitate the regular Order of Business, a copy of Robert's Rules of Order shall be on the Chairman's rostrum at all meetings and shall be observed.

Section 2. Correspondence: All correspondence shall be accompanied by a recommendation from the Executive Board to the Lodge.

Section 3. No member shall be admitted to, or leave the Lodge room while any member has the floor, or until he has obtained the consent of the President or acting President.

Section 4. No member shall speak more than once on the same subject until all members desiring the floor shall have spoken, nor more than twice without unanimous consent, nor more than five (5) minutes without consent of a two-thirds (2/3) vote of all members present.

## **ARTICLE XII**

### **Amendments**

**Section 1.** These bylaws have been approved by the Grand Lodge, International Association of Machinists and Aerospace Workers and are effective from the date approved by the International President.

**Section 2.** 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) At the regular meeting in the month of February, all proposed amendments or additions will be presented to the membership in accordance with Article VI, Section 3 of these bylaws. At the March meeting, the proposed amendments or additions will again be read as proposed. Immediately following this 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. A copy of the proposed bylaw amendments to be sent to the General Vice President's office in Ottawa.

**Section 3.** 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**