

**INTERNATIONAL ASSOCIATION OF MACHINISTS &  
AEROSPACE WORKERS  
DISTRICT LODGE 947  
BYLAWS**

**ARTICLE I - NAME AND SCOPE**

Section 1. This lodge shall be known as District Lodge 947 International Association of Machinists and Aerospace Workers (hereinafter referred to as the District) and its jurisdiction shall include all classifications of work in the trades, state, county, city and public agency service employees in all of Southern California and its vicinity except railroad, aeronautical, air transport, waterfront and automotive dealerships.

Section 2. The District Lodge office shall be located at 535 West Willow Long Beach, California 90806.

Section 3. The District shall be a full service district for the purpose of securing mutual protection, harmonious action and close cooperation. The District shall have the authority to form new local lodges and discontinue existing local lodges, with the approval of the international president and in accordance with the IAM Constitution. The District shall direct all organizing within the district.

**ARTICLE II - DELEGATES**

Section 1. The District shall be composed of delegates from affiliated local lodges as follows: Each local lodge shall be entitled to one (1) delegate. Each affiliated local lodge, which has over 500 members, shall be entitled to one (1) additional delegate. Thereafter, shall be entitled to an additional delegate for every additional 500 members.

Section 2. Each local lodge shall be entitled to two (2) alternate delegates.

Section 3. In order to be eligible for election as a delegate a member must have been in continuous good standing in a local lodge affiliated with the District for at least one (1) year immediately prior to nomination. This requirement shall not apply in the case of newly organized local lodges.

Section 4. Each local lodge shall nominate candidates for the position of delegate at their regular meeting in November every three (3) years. The election of said delegates shall occur at the December regular meeting following nominations. Each local lodge shall provide newly elected delegates with written credentials over the seal of the local lodge. Delegates are seated at the January meeting following their election, and absent any protest from their respective local lodge membership with regard to their election.

**Approved: 10-8-19**

**Effective: 10-1-19**

Section 5. Any delegate who misses two (2) consecutive meetings of the District without being excused, and providing there is no controversy over the lack of excusals, shall be deemed to have resigned his/her position.

Section 6. Vacancies in the office of delegate shall be filled by appointment by the local lodge presiding officer from among the two alternates as described in Section 2, and shall be for the balance of the term.

### **ARTICLE III - MEETINGS**

Section 1. The District Lodge shall meet once each month. The meeting will take place on the second Thursday of the month at 6:00 p.m., and in no case later than (5) five minutes past the hour. When such day falls on a legal holiday, the delegate body shall decide upon a substitute date at a previous meeting.

Section 2. A majority of local lodge delegates in good standing shall constitute a quorum for the transaction of business.

Section 3. Special meetings may be called by the president of the District Lodge. All delegates shall be notified of the date, time, place and subject of the special meeting at least forty-eight (48) hours before the meeting commences. Discussion and action shall be limited to those items listed in the notification of such special meeting.

### **ARTICLE IV - OFFICERS**

Section 1. The officers of the District shall consist of a President/Directing Business Representative, Vice President, Secretary-Treasurer, Recording Secretary and a Board of Trustees consisting of three (3) members.

Section 2. To be eligible to serve as an officer of the District, other than President/Directing Business Representative, the candidate shall be a duly elected and seated delegate from an affiliated local lodge.

Section 3. The officers of the District shall be nominated, elected and installed at the regular meeting in January every four (4) years. Said nomination, election and installation shall occur after the seating of the newly elected delegates.

Section 4. In the event the office of President/Directing Business Representative shall become vacant, with less than one (1) year left in the term, the Vice-President will assume the office of President for the balance of the term. The Assistant

Directing Business Representative will assume the office of Directing Business Representative for the balance of the term.

(a) Where a vacancy occurs between elections and the remaining term of office is one (1) year or greater the executive board shall appoint one of the Business Representatives who have the qualifications as set forth in the IAM Constitution and Article X, Section 1 of these bylaws to act as temporary Directing Business Representative. No such appointment shall be made for a period longer than ninety (90) days during which time a special election shall be held in accordance with the provisions of the IAM Constitution and these bylaws and any applicable IAM Circulars.

(b) All other vacancies of office shall be filled by temporary appointment by the President/Directing Business Representative with the approval of the delegate body. 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 5. In the event any officer of this lodge absents themselves from two (2) consecutive regular meetings of this lodge, without being excused therefrom and if there is no controversy as to the refusal to excuse being proper, such Officer shall be deemed to have resigned their office. The vacancy shall be filled in accordance with Section 4 (b) above.

(a) Should such officer contend the refusal to excuse them for such absence is improper, the presiding officer shall prefer charges against him, charging conduct unbecoming an officer on the basis of their absence without excuse found acceptable to the lodge. Said officer shall be tried in accordance with applicable provisions of the IAM Constitution.

## **ARTICLE V – PRESIDENT/DIRECTING BUSINESS REPRESENTATIVE DUTIES**

Section 1. It shall be the duty of the President/Directing Business Representative to preside at all meetings of the District and to decide all questions and disputes that may arise where no provision exists in the bylaws to cover same; to counter-sign all checks and vouchers properly drawn by the Secretary-Treasurer; and to enforce the bylaws of the District and the IAM Constitution. The President/Directing Business Representative shall appoint such committees as are provided for in these bylaws, or are authorized by the action of the District. On a roll call or secret ballot vote, the President/Directing Business Representative may cast a deciding vote.

(a) The President/Directing Business Representative shall appoint all Business Representatives and Organizers at least one (1) of whom must be appointed from the private sector and one (1) from the public sector. He/she shall exercise general supervision and control of all Business Representatives and Organizers. He/she

shall hold meetings of the staff to discuss and formulate plans for organizing and other activities for the welfare of the District. He/she shall establish and be the General Manager of the District Office and be responsible for a businesslike and efficient system of office procedures. He/she shall attend all meetings of the District Lodge and the Executive Board. He/she shall contact all Local Lodges in their regular meetings, as often as possible, and report on the progress and plans of the District. He/she shall render a monthly summary of the activities of the staff to the District Lodge. He/she shall have the authority to designate one of the Business Representatives as the Assistant Directing Business Representative. He/she shall have the authority, with the approval of the Delegate Body, to employ Organizers and to designate one of the Organizers as the District Organizing leader.

(b) He/she shall have the authority to discharge members of the staff or to reduce the size of the staff if at any time he/she seems it advisable in the best interest of the membership.

#### VICE PRESIDENT

Section 2. It shall be the duty of the Vice President to assist the President at all times and in the absence of the President, to perform the duties of the President.

For the performance of these duties, the Vice President shall receive an expense allowance of \$50.00 per month for each regular scheduled monthly delegate body meeting attended.

#### SECRETARY-TREASURER

Section 3. It shall be the duty of the Secretary-Treasurer to receive all monies due this District; transact all business with the banks designated by the District; keep a correct account of the receipts and disbursements from each account and submit a report at each regular meeting of the financial status of the District. At the close of each six (6) months the Secretary-Treasurer shall present the books for audit by the committee elected for that purpose and shall forward to the Grand Lodge a complete report as required on the forms furnished for that purpose. The Secretary-Treasurer shall cause to be filed monthly reports for each affiliated Local Lodge to the Grand Lodge. Said reports to be accompanied by the proper amounts of per capita tax as required by the IAM Constitution.

(a) The Secretary-Treasurer shall process receipts in behalf of members for insurance benefit programs of the Local and District Lodge; facilitate the proper distribution of amounts to insurance carriers; and reimbursement to the Lodge for processing expenses and any other services required.

(b) For the performance of these duties the Secretary-Treasurer shall receive an expense allowance of \$50.00 per month for each regular scheduled monthly delegate body meeting attended.

## RECORDING SECRETARY

Section 4. It shall be the duty of the Recording Secretary to keep a correct record of the proceedings of all meetings of the District Lodge, draw all orders passed by the District and attest same by signature, and seal if required, present all communications pertaining to District affairs or of general interest conduct all correspondence as instructed by the District, present each affiliated Local Lodge a copy of the proceedings at the following regular or special meeting of the District Lodge.

(a) For the performance of these duties the Recording Secretary shall receive an expense allowance of \$50.00 per month for each regular scheduled monthly delegate body meeting attended.

## TRUSTEES

Section 5. The Board of Trustees shall have charge of all property belonging to the District Lodge; shall see that all of the books are properly kept and at the expiration of each six (6) months the Trustees shall assist the Auditing Committee in the examination of all books and accounts and verify the report of the Auditing Committee by attaching their signatures thereto.

(a) Should the work of auditing the books of the District be delayed on account of the failure of one (1) or more of the Trustees to be in attendance, the auditors shall proceed to carry on the work in the same manner as though all of the Trustees were present.

(b) The Trustees shall be liable to the Grand Lodge for all funds and other property of the District under their control. The Trustees shall not permit the funds, property or assets of the District to be loaned or appropriated for any other than the legitimate purposes of the IAM.

(c) For the performance of their duties the Trustees shall receive an expense allowance in the amount of \$20.00 per month for each regular scheduled monthly delegate body meeting attended.

Section 6. Any Officer of this District entitled to an expense allowance as described above, must put in for such expense within fifteen (15) days of the close of the monthly District meeting. Failure of any Officer to do so will result in that Officer waiving their expense allowance for that month.

## **ARTICLE VI - EXECUTIVE BOARD**

Section 1. The Executive Board of the District Lodge shall consist of the President/Directing Business Representative, Vice President, Secretary-Treasurer, Recording Secretary and Board of Trustees.

Section 2. The executive power of the District between sessions of the District Lodge shall be vested in the Executive Board. In an emergency, or whenever a situation arises that requires prompt action, the Executive Board shall have full authority to act in the name of the District Lodge.

Section 3. Regular monthly Executive Board meetings shall be held on the second Thursday of each month at 5:00 p.m. and in no case later than (5) five minutes past the hour. A majority of Executive Board members present shall constitute a quorum.

Section 4. Special Executive Board meetings shall be held on call by the President/Directing Business Representative with at least forty-eight (48) hours notice to all members of the Executive Board. Minutes of these meetings shall be kept in the same manner as regular meetings by the Recording Secretary.

## **ARTICLE VII - BONDING**

Section 1. All Officers, employees or other individuals in this District who are responsible for, or handle funds of, or for, the District shall be bonded in accordance with the IAM Constitution and the IAM policy relating thereto.

## **ARTICLE VIII - COMMITTEES**

Section 1. The District shall solicit, at the January 2003 meeting and every four (4) years thereafter appointments to the following Standing Committees:

- (a) Organizing - This Committee will be Chaired by the President/Directing Business Representative. In the absence of the President/Directing Business Representative, the District Organizing Leader shall be the Chair.
- (b) Legislative
- (c) Budget and Finance
- (d) Women's
- (e) Human Rights
- (f) MNPL Fundraising
- (g) Education
- (h) Communications
- (i) Retirees/Senior Workers

Section 2. The President/Directing Business Representative shall solicit appointments to all above committees, except Retirees/Senior Workers, with the approval of the Delegate body.

Section 3. Additional Committees may be appointed at the discretion of the Delegate body.

Section 4. The Organizing Committee shall endeavor to bring the benefits of union membership to the unorganized within the jurisdictional boundaries of the District Lodge.

Section 5. The Legislative Committee shall keep informed on legislation affecting the interests of the trade union movement and shall submit reports and recommendations to the District Lodge.

Section 6. The District Lodge shall elect at the January meeting each year an Auditing Committee, composed of three (3) Delegates, no more than one (1) Delegate from a Local Lodge. Officers of the District Lodge are not eligible to be elected as members of this Committee.

(a) The Auditing Committee shall, immediately after the close of each period, proceed with the work of examining the books and accounts of the District Lodge for the proceeding six month period. The report of the Committee must be countersigned by the Trustees. Should one or more of the Auditing Committee fail to be in attendance, the Trustees shall proceed with the work as though all of the Committee were present. The Auditing Committee shall render its report on the form provided by the Grand Lodge. The Auditing Committee shall receive an expense allowance of \$20.00 each for every audit they attend.

#### BYLAW COMMITTEE

Section 7. The District Lodge shall at the January 2003 meeting and every four (4) years thereafter elect a Bylaw Committee composed of five (5) Delegates with no more than one (1) Delegate from a Local Lodge.

The Bylaw committee shall upon submission of proposed amendments meet to review the proposals and make appropriate recommendations.

The Bylaw Committee shall receive an expense allowance of \$20.00 each for each review they attend.

## **ARTICLE IX - REVENUE AND FINANCE**

Section 1. The revenue of the District Lodge shall be derived from the dues, initiations and reinstatements paid by the membership of each affiliated Local Lodge. The minimum dues to be paid to the District shall be no less than thirty-eight dollars (\$38.00) per month per member/agency fee payer. Thereafter the minimum dues shall be adjusted yearly in accord with any Grand Lodge per capita increases.

Section 2. The dues of all affiliated Local Lodges shall be established by the Local Lodges and will be adjusted annually in conformance with the IAM Constitution.

Section 3. The Local Lodges shall cause all dues, fees and assessments to be paid to the District Lodge which shall pay per capita tax to the Grand Lodge and the Local Lodge and to such other bodies as the District Lodge may direct.

Section 4. Each affiliated Local Lodge shall receive from the District Lodge the amount as provided in these bylaws Section 4(a) per member per month. These funds may be used by the Local Lodge in any manner that the Local Lodge selects except that such use shall not be in conflict with the bylaws, policies and rules and regulations of the Local Lodge or the District Lodge or the IAM Constitution.

(a)	Local 201	\$2.76
	Local 311	\$3.95
	Local 389	\$3.63
	Local 1186	\$3.58
	Local 1930	\$1.50
	Local 1957	\$1.00

Section 5. Local Lodges under the jurisdiction of District 947 indebted to the District shall reimburse the District within (15) fifteen days after debt occurred. Failure to reimburse the District within the (15<sup>th</sup>) fifteenth day as outlined above, the current month allotment shall be withheld until the debt is paid in full.

## **ARTICLE X - PRESIDENT/DIRECTING BUSINESS REPRESENTATIVE ELECTION**

Section 1. A President/Directing Business Representative (P/DBR) shall administer the business affairs of this District Lodge. Candidates for the office of P/DBR must be members of the IAM in continuous good standing for at least five (5) years prior to nomination. The nominee must be a member who has proven himself/herself to be an efficient organizer and experienced administrator and leader and must be a member in continuous good standing for at least three (3) years preceding nomination in a Local Lodge affiliated with District Lodge 947. Candidates must be free of any delinquency of



any nature to a Local Lodge, District Lodge or the Grand Lodge. Candidates must meet the requirements and qualification of working at the trade.

Section 2. Each affiliated Local Lodge, in the month of October every four (4) years, is entitled to nominate one (1) candidate for the position of P/DBR. If more than one member is nominated, an election will be held at the Local Lodge November regular meeting to determine the nominee of the Local Lodge. The candidate receiving the highest number of votes shall be the nominee of the Local Lodge. Said nominations, with the seal of the Local Lodge affixed, must be in the office of the District Lodge not later than the first Thursday of December, together with the card number and address of the nominee.

Section 3. In the month of November every four (4) years the District Lodge shall elect two (2) Judges from the District Lodge Delegates whose duty it will be to check qualifications of nominees for President/Directing Business Representative.

Section 4. At their regular December meeting every four (4) years, the Delegates to the District Lodge shall elect, from the candidates nominated by at least one affiliated Local Lodge, the P/DBR. The candidate receiving the highest number of votes, and having met the criteria as described above, shall be declared elected. Each District Lodge Delegate shall be entitled to vote for the candidate of their choice.

Section 5. In the event there is only one candidate running for the office of P/DBR, then the District Lodge Secretary-Treasurer shall cast a ballot electing the candidate having no opposition.

Section 6. The Assistant DBR shall fill any vacancy occurring in the office of DBR. The Vice President shall fill any vacancy occurring in the office of President.

Section 7. Election of the President/Directing Business Representative is to be by secret ballot vote unless there is no contest, in which case, the District Lodge Secretary-Treasurer shall cast a ballot electing the candidate having no opposition.

Section 8. All costs for President/Directing Business Representative elections shall be borne by District Lodge 947.

## **ARTICLE XI- BUSINESS REPRESENTATIVES**

Section 1. This District shall have the power to create the position to be known as Business Representative.

Section 2. In order to be eligible for appointment to the position of Business Representative, they must be members of the IAM in continuous good standing for at

least two (2) years prior to appointment and must be free from any delinquency of any nature to a Local Lodge, the District Lodge or the Grand Lodge of the IAM. Candidates shall also be a member, in continuous good standing for at least one (1) year immediately preceding appointment, in a Local Lodge affiliated with this District. Candidates must be working at the trade at the time of their appointment and for one (1) year immediately preceding their appointment.

Section 3. Business Representatives shall have voice but no vote in the meetings of the District Lodge.

Section 4. The duties of a Business Representative shall be to investigate all grievances that may arise and endeavor to adjust same to the best advantage of the organization and the members involved. In the handling of grievances or negotiations involving wages, hours and working conditions, when the membership so desires, Business Representatives must be accompanied by a duly authorized committee representing the members in the plant or shop involved. The Business Representatives shall counsel and confer with the District Lodge as occasion may require and shall use their best efforts to organize all workers in the District's jurisdiction who are eligible to join the IAM. They shall at all times perform to the best of their ability the duties assigned to them by the District Lodge or the President/Directing Business Representative.

Section 5. Business Representatives shall hold no other office in the gift of the District Lodge or any Local Lodge except they may serve as delegates to any affiliated body and conventions.

## **ARTICLE XII - SALARIES, VACATION AND SICK LEAVE**

Section 1. The salary of the President/Directing Business Representative shall be \$500.00 more per month than that of the highest paid Business Representative on staff. All newly hired Business Representatives and Organizers shall receive the minimum salary allowed under the IAM Constitution. Additionally whenever an Organizer is promoted to a Business Representative, he/she shall receive an increase in salary every six months equal to one-eighth of the difference between the minimum and maximum salaries. Whenever a Business Representative agrees to take the position of Organizer, he/she shall receive the maximum of the new position. The maximum salary shall be reached after completing four years of service. Any Business Representative designated by the President/Directing Business Representative as the Assistant Directing Business Representative shall receive an additional \$200.00 more per month while serving in this capacity. Any Organizer designated by the President/Directing Business Representative as the Lead Organizer shall receive an additional \$100.00 more per month while serving in this capacity.

Section 2. Each January 1, the above salaries shall be increased by a percentage equal to the percentage increase in the weighted average hourly earnings on a union-wide basis.

Section 3. All full-time representatives/organizers not to include any employees of the District Lodge working under other union's contracts, shall, after one (1) year's service, be granted two (2) weeks vacation with pay. Representatives/Organizers with three (3) years or more of service shall receive three (3) weeks vacation with pay. Those Representatives/Organizers with ten (10) years or more of service shall receive four (4) weeks vacation with pay. Representatives/Organizers with more than Twenty (20) years or more of service shall receive five (5) weeks of vacation.

Section 4. Vacations shall be taken at the time of the representative's choosing within the calendar year January 1 through December 31 as approved by the President/Directing Business Representative. Any representative who uses their vacation allotment prior to reaching their anniversary date, in any particular year, and who terminates or retires, will have the pro-rated balance deducted and paid back to the District from their last paycheck. Likewise, any representative who retires or terminates after having reached their anniversary date, will have all earned, pro-rated and unused vacation paid to them in their last paycheck. If a representative has not received permission from the President/Directing Business Representative to carry over vacation into the next calendar year, the President/Directing Business Representative will schedule their vacation for them prior to the end of any particular year.

Section 5. In case of illness all full-time employees as specified in Section 3 above, shall be allowed sick leave without loss of pay. Paid sick leave not to exceed fifteen (15) days per year. There will be an accumulation of sick leave not to exceed thirty (3) days. Business Agents that are out due to illness for more than three (3) days shall be required to present a note from their immediate doctor in order to receive full compensation.

Section 6. Salaries of the office personnel shall be negotiated by the President/Directing Business Representative with a representative of the union of said employees choice with the approval of the District Delegate Body.

### **ARTICLE XIII- AMENDMENTS**

Section 1. Proposed amendments to these Bylaws may be submitted by any affiliated Local Lodge in the month of March each year. They will be referred to a Bylaws Committee elected by the Delegate Body. Copies of proposed amendments shall be forwarded to each Local Lodge and District Delegate.

Section 2. In the month of April each year, the first reading shall be held with no debate or action taken. Following the first reading, the Bylaws Committee shall make their recommendations on all proposed amendments to the Delegate body.

Section 3. In the month of May, each year the second reading shall be held then the Delegate body shall vote on all proposed amendments.

Section 4. All approved amendments shall be sent to the International President for approval and designation of an effective date.

Section 5. The District Recording Secretary shall supply each Local Lodge a copy of all approved amendments.

#### **ARTICLE XIV - ORDER OF BUSINESS**

1. Pledge to the Flag.
2. Roll call of officers.
3. Presentation of credentials and initiation.
4. Roll call of delegates.
5. Reading of minutes and action on same.
6. Communications, bills, etc.
7. Report of Committees.
8. Reports of Business Representatives.
9. Unfinished Business.
10. New Business. Election of Officers.
11. Report of Secretary-Treasurer.
12. Adjournment.

## **ARTICLE XV - MISCELLANEOUS**

Section 1. Good standing members of any affiliated Local Lodge may attend District meetings, without voice, unless permission has been denied by a majority vote of the Delegates.

Section 2. 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**

A handwritten signature in black ink, appearing to read "Brian Bryant", with a long horizontal flourish extending to the right.

Brian Bryant  
RESIDENT GENERAL VICE PRESIDENT