

BYLAWS OF SAN JACINTO LODGE NO. 2198

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

ARTICLE I

NAME AND MEETINGS

Section 1. This Local Lodge shall be known as San Jacinto Lodge No. 2198, International Association of Machinists and Aerospace Workers, affiliated with the American Federation of Labor and Congress of Industrial Organizations, and the Texas State Council of Machinists.

Section 2. San Jacinto Lodge No. 2198 shall hold one (1) regular meeting each month. The meeting shall be held the first Thursday of each month at 7:00 pm, or upon request of the Executive Board and with the approval of membership, a substitute day or place of meeting shall be set at the preceding meeting. The location shall alternate between the Local Lodge located at 15355 Vantage Parkway West Atrium II, Suite 200, Houston, TX 77032 and The Texas Gulf Coast Area Labor Federation building located at 2506 Sutherland St., Houston, Texas 77023.

Section 3. In the event an Officer is unable to attend a meeting of this Lodge, their office shall be temporarily filled, by appointment of any member, by the presiding Officer.

Section 4. In the absence of the President, the Vice President or the Recording Secretary shall preside in that order, or shall appoint a pro tem.

Section 5. The membership shall conduct its business in a businesslike manner, keeping a record of its proceedings and conducting its affairs according to the principles reflected by the IAM Constitution and these bylaws.

ARTICLE II

PURPOSE AND OBJECT

Section 1. To secure mutual protection, harmonious action, and close cooperation in all matters relating to the industry, working conditions and standards affecting the membership employed by any company represented by this Local Lodge; furthermore, to consider problems of state, national and international significance insofar as they affect organized labor.

Approved: 4-20-23

Effective: 5-1-23

ARTICLE III

SPECIAL MEETINGS

Section 1. Special meetings may be called and conducted as set forth in the IAM Constitution under Article D, Section 4.

Section 2. In emergencies, the Local Lodge President, or in their absence, the Vice President, shall have the authority to call special membership meetings.

Section 3. The executive board shall conduct its business in a businesslike manner, keeping a record of its proceedings and conducting its affairs according to the principles reflected by the IAM Constitution and these bylaws.

ARTICLE IV

FEES AND DUES

Section 1. The initiation and reinstatement fee of this Lodge shall be one hundred dollars (\$100.00), plus an amount equivalent to monthly dues. The reinstatement fee for deposit of a withdrawal card shall be as set forth in the IAM Constitution. Transferees to this Lodge will be accomplished in accordance with the Grand Lodge Constitution.

The monthly dues of this Lodge shall be a uniform rate for each membership classification equal to the Per Capita Tax of the Grand Lodge, District Lodge and other affiliated Per Capita Tax, plus an amount of eight dollars (\$8.00) payable to the Local Lodge for each classification represented and covered by the collective bargaining agreements under the Local Lodge jurisdiction. Notice of dues rate changes will be published in the Local Lodge jurisdiction. Notice of dues rate changes will be published in the Local Lodge Monthly Newsletter for the month of December.

Section 2. Any member failing to pay his assessments or dues for two (2) months shall be dropped from all rights and privileges of membership of this Local Lodge.

Section 3. No loans shall be made to any one of this Local Lodge out of the funds of this Local Lodge.

No gifts or memorials shall be made to anyone of this Local Lodge out of the funds of this Local Lodge that exceed one hundred dollars (\$100.00) in cost.

Section 4. The money of this Local Lodge shall not be spent for any other purpose than current expenses, unless authorized by the Executive Board of the union, subject to the approval of the Local Lodge membership.

Any motion to spend in excess of two hundred fifty dollars (\$250.00) must first be posted as bulletin of intent to spend excess of two hundred fifty dollars (\$250.00). The motion is then voted on at the next regular meeting.

Section 5. The Local Lodge shall establish an emergency fund by contributing one (1) percent of its monthly income.

ARTICLE V

FUNDS

Section 1. The General Funds of this Local Lodge may be disbursed only by an order drawn by the Recording Secretary and countersigned by the President; the check in all cases to be drawn by the Secretary-Treasurer and countersigned by the President.

Section 2. Unless at least seven (7) calendar days notice, by bulletin or otherwise, has been given to the Executive Board or membership, no motion shall be made in order to appropriate more than two hundred fifty dollars (\$250.00) for any purpose, except (1) per capita tax and ordinary bills which are generally in excess of the amount, and (2) strike assistance to sister IAM Lodges in which case not more than one thousand dollars (\$1,000.00) without seven (7) days notice.

Section 3. Upon the death of a member or retiree, the Local Lodge will distribute a Bible or other available Union made Holy Book to the family of the deceased. Where a Holy Book of the member's faith is not offered from a Union shop, a floral wreath or a memorial contribution will be given. The cost shall not exceed one hundred dollars (\$100.00) and shall be sent by the President of the Local Lodge or their designee. In the case of the death of a member's immediate family member, a card will be given.

Section 4. Retirees that serve as tellers shall be paid one hundred twenty-five dollars (\$125) per election. Full-time employees who serve as tellers will be given eight (8) hours straight time wages for lost or loan time.

ARTICLE VI

COMMITTEES

Section 1. At each point and base served by Local Lodge 2198, Union Representatives, Committeemen, Shop Stewards etc. shall be elected by each group, as required by the respective District Lodge bylaws, and Agreements between the IAM/AW and Properties of members represented by this Lodge. Union Representatives shall be nominated at the regular meeting in November, and shall be elected in December. The rules and regulations governing elections shall be established by the President and Executive Board.

Section 2. The term of a Union Representative, Committeeman and Shop Steward shall be three (3) years of their election; or until their resignation or removal. If a vacancy should occur that is greater than eighteen (18) months notice of a minimum of 30 days should be given of nominations and election to fill the vacancy. If eighteen (18) months or less are remaining on a term the President may appoint someone from that point or base to fill the un-expired term. The President will consult with the other Union Representatives, Committeemen or Shop Steward of the point or base where the vacancy exists before making a decision.

Section 3. Shop Stewards and alternate Shop Stewards shall be elected by each group as required. The duties of the Stewards shall be as defined in the IAM Steward Manual or contract, and they will represent the members in the first step of the grievance procedure in accordance with their respective collective bargaining agreements.

Section 4. AUDIT COMMITTEE: The Audit Committee shall be composed of three (3) members nominated in November of the year that Local Lodge officers are nominated and elected in December of the same year. Each member so elected will serve a term of three (3) years. No Officer of the Local Lodge shall serve on the Audit Committee. The Audit Committee shall operate and conduct the semi-annual audit in accordance with the IAMAW Constitution.

Section 5. FINANCE/BUDGET COMMITTEE: The Finance/Budget Committee shall consist of three Trustees and two members to be appointed in January. It shall be their duty to prepare and present a semi-annual budget at a regular meeting in January and July or as the Lodge may decide, and to generally advise the membership regarding the financial condition and transactions of the Lodge.

Section 6. All Committees not herein provided for shall be appointed by the President, as needed.

Section 7. Effective first election after approval of this bylaw, this lodge shall schedule a steward's training class annually if needed, for all elected stewards or any interested member, from all companies. The location to be decided by the Executive Board.

ARTICLE VII

DUTIES OF OFFICERS

Section 1. The Officers of this Local Lodge shall consist of a President, Vice President, Recording Secretary, Secretary-Treasurer, Conductor-Sentinel and three Trustees, each for a term of three (3) years. These officers shall comprise the Local Lodge Executive Board.

(a) The President with majority approval of the Executive Board is given power to remove from office those members of the various committees that are not functioning and appoint others to take their places in order to keep the Local Lodge working at its best at all times.

(b) For the faithful performance of their duties, the President shall be paid six hundred dollars (\$600.00) per month, and the Recording Secretary six hundred dollars (\$600.00) per month. The Secretary-Treasurer shall be paid one thousand nine hundred seventy-five dollars (\$1,975.00) per month. The Vice President, Conductor-Sentinel, and the Trustees shall be paid an amount equivalent to their monthly dues, paid monthly. The Executive Board members shall be paid up to eight (8) hours of lost time on the day of the regular meeting to prepare for the regular meeting.

Section 2. In the event any Officer or member of the Executive Board of this Lodge absents themselves from two (2) consecutive regular meetings without being excused shall be considered resigned from office. Any vacancy occurring in the office of President for any reason shall be filled for the unexpired term by the Vice President. In the event of any vacancy on the Executive Board in excess of eighteen (18) months prior to a regular election, the President shall issue a call to fill the office vacated. Any office less than eighteen (18) months shall be filled by the presiding Officer on a pro tem basis.

Section 3. In order for a member to be eligible to hold any office of this Local Lodge, they must have been working at the trade for a period of one (1) year at the time of their nomination and must be free from delinquency of any nature to the Local, District or Grand Lodge. They must have attended at least 50% of the lodge meetings held during the 12 months period ending the date of close of nominations; a sign-in roster shall be maintained.

(a) No member will be a candidate for more than one (1) elective office on the Executive Board.

(b) In order for a member to be excused from a regular monthly meeting, the Recording Secretary must have received written notice prior to or up to seven (7) days after the regular meeting date.

Section 4. The Officers of this Lodge, duties, qualifications, and responsibilities shall be in accordance with the applicable provisions of the IAM Constitution.

Section 5. It shall also be the duty of the Secretary-Treasurer to submit to the Executive Board a financial report semi-annually and will be further governed by all laws pertaining to their office as outlined in the IAM Constitution.

Section 6. The Secretary-Treasurer shall receive all Local Lodge funds and deposit it in a bank of sound financial standing. The Secretary-Treasurer shall keep a systematic account of receipts and disbursements showing the balance of cash on hand at the close of each Local Lodge meeting. They shall pay all vouchers properly drawn on the Local Lodge funds by check. All checks are to be countersigned by the President of the Local Lodge or Vice President in their absence.

Section 7. The Conductor-Sentinel shall answer all alarms at the door, report same to the President and shall admit all who are entitled to admission. They shall examine all persons prior to the opening of the meetings to ascertain if all present are qualified to remain, they shall report to the President all members who are in arrears for dues.

Section 8. The Board of Trustees shall have charge of all property of the Local Lodge; see that the books are properly kept, and shall assist the Auditors in auditing the books semi-annually.

Section 9. The Local Lodge Executive Board will make every effort to communicate via face-to-face, U.S. Mail, and/or email with newly assigned members of Local Lodge 2198, within ninety (90) days of Lodge assignment.

ARTICLE VIII

NOMINATION AND ELECTION OF OFFICERS

Section 1. Nomination of officers shall be held at the regular meeting in November of each election year, and the election of officers shall be held at the regular meeting in December of each election year. In order to provide for better participation, there will be two (2) polling locations. One to be held at 15355 Vantage Parkway West Atrium II, Suite 200, Houston, TX 77032 and one to be held within 15 miles of Houston Hobby Airport. South Houston location to be selected by the executive board. Tabulation of the election will be conducted in one location designated by the Executive Board.

Installation of officers shall be held at the regular meeting in January following each election year.

Section 2. No member shall be placed in nomination for any office or delegateship without their consent.

Section 3. The candidate receiving the highest number of votes for respective office shall be declared elected. In case of a tie, there will be a run-off election. A fifteen (15) day notice of such run-off election shall be given to each member qualified to vote as required by the IAM Constitution. Subject to the fifteen (15) day notice, such run-off election will be held either at a subsequent regular meeting or a special meeting. In the event there is only one nominee for any of the respective offices, that nominee will automatically be declared elected.

Section 4. The Election Tellers and Tabulating Committee shall be appointed by the President of the Local Lodge. Nomination and election of officers shall be as set forth in the IAM Constitution.

ARTICLE IX

DUTIES OF MEMBERS

Section 1. The duties of this Local Lodge, its Officers, and members as set forth in the IAM Constitution.

Section 2. Any member desiring to change their dues book classification must appear before an Investigating Committee and all applications for change must be approved by the Shop Steward.

Section 3. It is the duty of every member to notify the Secretary-Treasurer or Recording Secretary of any change of address so that the Lodge may keep the mailing list up-to-date.

Section 4. All visiting members shall be admitted by the Conductor-Sentinel after due examination and shall be presented to the President, who shall refer them to special seats in the Lodge hall.

Section 5. It is the duty of every member to notify the Secretary-Treasurer or Recording Secretary of any change to status to management or acting management within seventy-two (72) hours.

Section 6. Upon notification the member will vacate the following Union Duties: Shop Steward, Committee Person and Officers.

Section 7. When an officer, delegate or member is conducting business for the lodge away from the base station, overnight expenses shall be paid as follows:

1. Hotel accommodations (single occupancy) to include the room rate and an applicable taxes only. No amenities such as phone, room service or any other charges to the room shall be made.

2. It shall be the responsibility of any member traveling on lodge business to maintain their expenses at the lowest possible amount.

3. Any member elected or appointed and authorized by this lodge to conduct union business, attend any convention, negotiating committee, council meetings, conferences shall be allowed per diem amount not to exceed the amounts allowed by the IRS guidelines, plus hotel room and necessary travel expenses approved by the executive board prior to and from attendance at such meetings. Under no circumstances will any hours be paid for day trade hours or overtime hours lost.

4. Under all circumstances, it is the members' responsibility to save and turn in all receipts. If receipts are not turned in, no reimbursement shall be given and the member will responsible for all costs incurred.

ARTICLE X

DELEGATES

Section 1. The election of Delegates to all conventions shall be by secret ballot, and the candidates receiving the most votes shall be declared elected. Delegates, Winpisinger Center attendees, and Representatives must be in good standing and must have attended at least 50% of the previous twelve (12) months regular meetings held prior to the nomination. All Delegates and Representatives shall submit a written or verbal report of such conventions, together with a voucher for the cost of rooms, lost time, incidentals, registration fees, and transportation, including airfare not exceeding five hundred dollars (\$500.00) round trip as long as the Local Lodge maintains a balance over five hundred thousand dollars (\$500,000.00) and not to include rental cars.

(a) In order for members to be excused from the regular meeting the Recording Secretary must have received written notification up to seven (7) days after the regular meeting date.

(b) Alternated delegates to any convention, conference, or school shall be determined by succession of votes received by each remaining candidate.

Section 2. Properly elected and credentialed Delegates, Winpisinger Center attendees or Representatives will draw in advance a per diem allowance according to the IRS Standard Allowance, based on location, for each day out of domicile while attending union conventions, conferences, meetings, etc. Full Per Diem for Winpisinger Center to be paid for travel dates only. All delegates of Local Lodge 2198 attending the Winpisinger Center shall receive twenty dollars (\$20.00) per day, while away for incidentals. Per Diem shall be reimbursed to the Local Lodge by the elected member in case of absence from their function.

In all other cases when not required to leave domicile, such Delegates or Representatives shall submit expense account only for the amount of actual expenses incurred.

(a) A delegate failing to answer role call at such conventions or on consigned committees will not be paid designated expenses for that day unless excused.

Section 3. The Local Lodge will subsidize transportation to such Conventions when passes can not be obtained, at the lowest cost possible with the advance notice received. Each case to be reviewed by the Executive Board.

ARTICLE XI

STRIKES

Section 1. No strike shall be called unless provisions of the IAM Constitution have been complied with.

Section 2. Provisions of the IAM Constitution shall be complied with in declaring of a strike.

ARTICLE XII

MISCELLANEOUS

Section 1. Any increase in the amount of initiation and reinstatement fees, Emergency Funds, and Local Lodge dues must be handled on the basis of the procedures specified in the IAM Constitution.

Section 2. Any other amendments to these bylaws must be handled on the basis of the following procedures:

(a) All proposals must be in writing, signed by not less than five (5) members, and referred to a Bylaws Committee appointed by the President.

(b) Must be read as proposed at two (2) consecutive meetings. Immediately following the second reading, the Bylaws Committee shall submit their recommendations.

(c) Proposals may be submitted starting January 1 to April 1 of the calendar year.

(d) 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.

(e) Each proposal must be considered and voted upon separately. A majority affirmative vote by those present and voting is needed for adoption.

(f) One copy 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.

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.

Section 4. 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 5. The Chief Shop Steward or designee of their choice one (1) from each outstation who is able to attend the Local Lodge regular monthly meeting shall be reimbursed for one (1) night lodging, one (1) day of lost time and one (1) day per diem.

Section 6. Any member of the Local Lodge properly directed by the President to perform services for the Lodge shall receive wages for the actual time lost from regular scheduled working hours, excluding overtime, as approved by the membership.

Section 7. An amount not to exceed seven hundred fifty dollars (\$750.00) shall be sent on food, plates, cups, and beverages at every local lodge meeting.

Approved by

Robert Martinez, Jr.
INTERNATIONAL PRESIDENT