

1 **BYLAWS**

2 **Local Lodge _____**

3 [REVISION DATE]

4
5 **FEDERAL DISTRICT LODGE**
6 **NATIONAL FEDERATION OF FEDERAL EMPLOYEES**

7
8 **INTERNATIONAL ASSOCIATION OF MACHINISTS**
9 **AND AEROSPACE WORKERS, AFL-CIO**

10
11 **PREAMBLE**

12
13 In the interests of all those performing useful services to society and to the betterment of
14 the Federal service in general, and for the promotion of the common welfare of our
15 membership, we a union of such employees, adopt these Bylaws.

16
17 **ARTICLE I**
18 **OBJECTS AND METHODS**

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20
21 **1.1** The objects of this Local Lodge shall be to advance the social and economic welfare
22 and education of employees and to:

- 23
24 **a.** Organize employees into units of exclusive recognition;
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26 **b.** Represent the interests of these employees through collective bargaining, legislative
27 action and other appropriate means;
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29 **c.** Improve the working conditions through constructive dealings with appropriate
30 agencies; and,
31
32 **d.** Promote high standards and greater efficiency in the various services of the United
33 States.
34

35 **1.2** The methods for attaining these objectives shall be by petition to Congress, by creating
36 and fostering public sentiment favorable to NFFE FDL's position or proposed reforms,
37 by cooperation, consultation, negotiation, legislation and other means in cooperation
38 with NFFE FDL Headquarters. As a responsible organization of employees it shall take
39 leadership in obtaining, through legislation or other means, the necessary machinery to
40 ensure employees have adequate protection against unfair or discriminatory practices.
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1 **ARTICLE II**

2 **LOCAL ORGANIZATION, OFFICERS, COMMITTEES AND ADMINISTRATION**

3 **2.1** This organization shall be chartered as a Local Lodge of the Federal District Lodge of
4 the National Federation of Federal Employees, International Association of Machinists and
5 Aerospace Workers and shall be governed by the IAM Bylaws, the NFFE FDL Bylaws,
6 these Bylaws, the democratic action of its membership at Local Lodge meetings and by a
7 Local Lodge Executive Board elected in accordance with these Bylaws.

8 **2.2 Officers and Their Duties**

9 **General Requirements** All elected officials (Officers, Delegates, Committee members) of
10 this Local Lodge shall be responsible for the faithful and timely performance of those duties
11 specified in the IAM Constitution, the NFFE FDL Bylaws, the bylaws of the applicable
12 affiliate organizations(s) and these Bylaws.

13 **a. Officers:** The elected officers of this Local Lodge shall be a President; Vice
14 President; Recording Secretary; a Secretary-Treasurer; a Conductor-Sentinel, and a
15 Board of Trustees consisting of three members. They shall be elected in consonance
16 with these Bylaws.

17

18 **b. Terms of Office:** The terms of office shall be 3 years for elected officers of the
19 Local Lodge. Upon separation from office, an officer shall immediately turn over to
20 his/her successor, or other properly designated official, all books, money and other
21 effects of the Local Lodge in his/her possession.

22

23 **c. The President:** The Local Lodge President shall preside at all meetings of the
24 Local Lodge; decide on all questions and disputes not controlled by laws of the IAM or
25 bylaws of the District Lodge; countersign orders and checks properly drawn on or by
26 the Secretary-Treasurer; appoint committees not otherwise provided for; appoint an
27 Educator and Communicator; administer the obligation to new members; enforce the
28 laws of the IAM applicable to Local Lodges and members; and perform other such
29 duties as required by the NFFE FDL Bylaws and the IAM Constitution and, in the
30 case of a tie vote, shall cast the deciding vote.

31

32 **d. Vice President:** The Vice President shall see that all persons entering the Local
33 Lodge room are members; that all property of the Local Lodge has proper care and
34 assist the president in maintaining order; preside at all meetings in the absence of the
35 president; shall, in the absence of the president, be authorized to sign vouchers,
36 checks, and other documents in his/her place subject to approval of the Local Lodge;
37 and in case of death, removal, or resignation of the president, shall become president
38 and serve as such until after the next regular election and installation of the successor
39 in office.

40

41 **e. Recording Secretary:** The Recording Secretary shall conduct correspondence
42 for, and in the name of the Local Lodge; present all communications and bills to the
43 Local Lodge; and deliver such bills to and for the files of the Secretary-Treasurer;

1 draw all orders on the Secretary-Treasurer when passed by the Local Lodge and
2 attest the same by properly signing and attaching the seal of the Local Lodge thereto;
3 prepare and sign all credentials of delegates and alternate delegates to conventions
4 of the District Lodge and Grand Lodge and forward duplicates thereof to the District
5 Lodge and the Grand Lodge Secretary-Treasurer; keep minutes of the Local Lodge
6 meetings; and perform such other duties as are required by these Bylaws.

7
8 **f. Secretary-Treasurer:** The Secretary-Treasurer shall receive and deposit all funds
9 of the Local Lodge in a bank of sound financial standing in the name of the Local
10 Lodge; pay all properly drawn orders by check, which checks shall be countersigned
11 by the president of the Local Lodge, but shall not draw any checks in violation of
12 these Local Lodge Bylaws. The Secretary-Treasurer shall collect all dues, fines,
13 assessments and all monies from any source for the benefit of the Local Lodge; keep
14 a systematic account of all disbursements in such a way as to show the balance of
15 cash on hand at the close of each meeting of the Local Lodge; file all receipted bills;
16 keep a correct account between the lodge and its members, and submit the books to
17 the auditing committee of the Local Lodge semiannually (at the close of June and
18 December).

19
20 **g. Conductor-Sentinel:** The conductor-sentinel shall examine all persons present
21 prior to the opening of all meetings of the Local Lodge for the purpose of ascertaining
22 whether any are in attendance who are not entitled to remain, and shall report to the
23 president all those present who are in arrears for dues. The conductor-sentinel shall
24 answer all alarms at the door, report the same, and admit all who are entitled to
25 admission.

26
27 **h. Communicators:** The Local Lodge president shall appoint a Communicator who,
28 in accordance with the official directives, policies, and programs of the District Lodge
29 and Grand Lodge, will use the latest forms of information technology to communicate
30 with the Local Lodge membership about their work and family lives.

31
32 **i. Educators:** The Local Lodge president shall appoint an Educator to assist in
33 carrying out the official directives, policies, and programs of the District Lodge and
34 Grand Lodge, and any other education and training programs approved by the District
35 Lodge and Grand Lodge and related to educating and training the Local Lodge
36 membership on all issues affecting workers and their families.

37
38 **j. Trustees:** The board of trustees shall have charge of all property belonging to the
39 Local Lodge; shall see that all of the books are properly kept, and at the time of the
40 semiannual audit shall assist the auditing committee in the examination of all books
41 and accounts and verify the report of the auditing committee by attaching their
42 signatures thereto. Should the work of auditing the books of the Local Lodge be
43 delayed on account of the failure of one or more of the trustees to be in attendance,
44 the auditors shall proceed to carry on the work in the same manner as though all of
45 the trustees were present. The trustees shall be liable to the Grand Lodge for all
46 funds and other property of the Local Lodge under their control.

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k. Auditors: There shall be an auditing committee of 3. They shall be nominated and elected by the Local Lodge, at the same time Local Lodge officer elections are held. Officers of the Local Lodge are not eligible for election as members of the committee. The committee shall semiannually (at the close of June and December), proceed with the work of examining the books and accounts of the Local Lodge for the preceding period. They shall call on the Secretary-Treasurer for the duplicate financial statement. The auditing committee shall render its report on a form furnished for that purpose by the Grand Lodge Secretary-Treasurer, and send a copy to the Grand Lodge. The report of the committee must be countersigned by the trustees of the Local Lodge. Should one or more of the auditors fail to be in attendance, the trustees shall proceed with the work as though all of the committee were present. A Local Lodge may at its discretion employ a certified public accountant to audit or assist the auditing committee in auditing the books. However, no such accountant shall be permitted to develop bookkeeping procedures in the lodge contrary to provisions of these Bylaws or policies established by Grand Lodge for handling this work.

I. Execution and Filing of Financial and Other Reports Required by Civil Law

The President, Recording Secretary and Secretary-Treasurer of each Local Lodge shall execute and cause to be filed all financial and other reports on behalf of the Local Lodge which may be required by applicable civil law to be prepared and signed by Presidents, Secretary-Treasurers of local unions. Such Local Lodge officers shall also make available the information contained in such reports to the membership of their Local Lodge in such form and manner as shall constitute compliance with legal requirements. The Recording Secretary and Secretary-Treasurer shall also maintain records on the matters required to be contained in said reports in such detail and for the periods required by applicable law.

The Local Lodge's financial records shall be kept on a fiscal year basis. The fiscal year shall begin January 1 and end on December 31. Audits will be at the close of June and December.

m. Oath of Office: The following oath of office shall be administered to all Local Lodge officials by a duly authorized installing officer:

"Upon my sacred word of honor, I do solemnly promise that I will uphold the By-Laws of Local Lodge _____, the Federal District Lodge By-Laws of the National Federation of Federal Employees, and the Constitution of the International Association of Machinists and Aerospace Workers and faithfully perform all the duties of the office to which I have been elected, so far as I am able; that I will attend all meetings of this Lodge during my term of office when possible to do so; that I will endeavor to advance the interests of the Association and when my successor is elected and installed, I will turn over to him (or her), all books, papers, funds, or other property of the Lodge that I may have, I further promise that I will never defraud this Lodge out of anything whatever, or allow it to be defrauded, if

1 within my power to prevent it. To all of this I most solemnly pledge my sacred word
2 of honor."
3

4 **2.3 The Executive Board**

5
6 **a.** The Executive Board shall be composed of the elected officers of the Local Lodge as
7 provided for in Section 2, of this article. In the absence of the President, the First Vice
8 shall act as Chair of the Executive Board. One more than one half of the voting
9 members of the Executive Board shall constitute a quorum for the transaction of
10 Executive Board business. The Executive Board shall adopt rules governing its own
11 procedures, except that it shall meet at least monthly at the call of the President and at
12 such times as deemed expedient by a majority of the members thereof. Accurate
13 minutes of each meeting shall be kept and read at the next meeting of the Local Lodge.
14

15 **b.** The Executive Board shall be the governing body of the Local Lodge, with the
16 responsibility to:

- 17
18 **1.** Recommend the policies of the Local Lodge and submit them to the Local Lodge
19 membership for action
20
- 21 **2.** Administer the business of the Local Lodge subject to the approval of the Local
22 Lodge membership;
23
- 24 **3.** Act for the Local Lodge in matters arising between meetings of the Local Lodge;
25
- 26 **4.** Consider matters presented for adjustment;
27
- 28 **5.** Delegate to officers or designees such authority as it may deem appropriate;
29
- 30 **6.** Payment of per capita tax to the District Lodge Headquarters does not require a
31 vote of authorization by either the membership or Executive Board, as it is a
32 trust fund due the District Lodge NFFE-IAM Headquarters and thus not Local
33 Lodge funds.
34

35 **c.** Furthermore, the Executive Board shall ensure that, in consonance with the NFFE
36 FDL Bylaws and the IAM Constitution, required reports to members, District Lodge
37 Headquarters and Government agencies, a system of records is established and
38 maintained to account for membership gains and losses and funds received and
39 expended. The Board shall ensure that all required reports to Government agencies are
40 submitted and shall furnish or otherwise make available to its members the information
41 required to be contained in such reports and shall furnish or otherwise make available
42 to every Member a copy of its Bylaws and Standing Rules. The Board shall be under
43 duty to permit any Member with just cause to examine any books, records and
44 accounts necessary to verify such reports, and Bylaws and Standing Rules.
45

46 **d.** The Executive Board shall ensure that every officer, agent, steward, other

1 representative or employee who is authorized to handle funds or property of the Local
2 Lodge be bonded in conformance with NFFE FDL Bylaws and the IAM Constitution.
3 These officials shall be covered by a blanket bond secured by the Grand Lodge in an
4 amount agreed upon by the Local Lodge and the NFFE Headquarters, but not less than
5 \$10,000.00. The premium on any such bonding amount above \$10,000 shall be paid
6 from the funds of the Local Lodge. Further, that members' rights are preserved in
7 accordance with the NFFE FDL Bylaws and the IAM Constitution.

8 9 **2.4 Committees**

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11 **a.** The President shall appoint a Membership and Credentials Committee; a Grievance
12 Committee; a Negotiations Committee; a Budget Committee; and such other committee
13 as he/she may consider necessary. All committee appointments are subject to
14 ratification by the Local Lodge membership after approval of the Executive Board
15 except as otherwise provided in the IAM Constitution and these Bylaws. A committee
16 cannot be discharged until all debts contracted by them have been paid. The President
17 and Recording Secretary shall be 'ex officio' members of all committees.

18 **b.** The Committee on Membership and Credentials shall make determinations as to all
19 questions of eligibility. The Committee shall work persistently to obtain new members
20 and to retain old ones. It shall hold meetings to discuss membership activities, shall
21 promote person to person solicitation, shall be alert to invite new employees to join,
22 shall promote the payment of dues in advance, and shall encourage members who are
23 separated to retain their memberships. It shall promote and encourage members to
24 participate in the payroll deduction of dues to help stabilize membership. It should
25 encourage members to participate in the union sponsored insurance programs. It shall
26 plan and conduct membership campaigns, and shall keep the Executive Board and the
27 Local Lodge informed of its plans and progress.

28 **c.** The Grievance Committee shall constitute the legal staff of the Local Lodge, being
29 versed in the appropriate regulations pertaining to personnel policies and the working
30 environment. The Committee shall receive and investigate grievance questions referred
31 to it by Stewards and/or members; advise on procedures and grievance and appeal
32 questions. The Committee shall refer, with recommendations, irresolvable
33 member/steward disputes or complaints to the Executive Board.

34 **d.** It shall be the duty of the Auditing Committee to audit the financial records of the
35 Local Lodge shall be in accordance with applicable provisions of the IAM Constitution.
36 The Auditing Committee's written report shall be submitted at the next regular meeting
37 of the Local Lodge following each audit, and a copy of the report shall be mailed by the
38 Local Lodge to the District Lodge Secretary-Treasurer. The Auditing Committee shall
39 make such other audits as it may deem necessary, or as the Executive Board may
40 authorize or direct. In making an audit, the Auditing Committee shall ascertain and
41 report whether all per capita tax due the District Lodge Headquarters has been remitted
42 to the District Lodge Secretary-Treasurer. The Auditing Committee shall ensure that all
43 officials are properly bonded.

1 e. A Budget Committee composed of the Treasurer and two other members appointed
2 by the President promptly after each annual meeting. It shall be the duty of this
3 Committee to prepare a budget for the fiscal year beginning the first day of January,
4 and to submit it to the Local Lodge at its regular meeting in February, the Budget
5 Committee can from time to time submit supplements to the budget for the current
6 fiscal year.

7 f. The Negotiations Committee shall be composed of at least three members and shall
8 be responsible for all negotiations with the top level of management. The Committee
9 shall prepare a memorandum of record for each action consummated. All actions shall
10 be reported to the Executive Board and the Local Lodge membership, in turn, as soon
11 as possible. The Negotiations Committee shall be the watchdog of the Local Lodge's
12 agreement with management. It shall also be responsible for developing agreement
13 revisions and supplements as necessary.

14 g. The Steward Corps will be composed of the necessary number of stewards to
15 effectively represent employees in the union in consonance with the Labor
16 Management Agreement. Stewards are appointed officials of the Local Lodge and will
17 be established at each management level, such as first level supervisor, Branch,
18 Division, Group, etc., to the extent feasible. Stewards shall be recommended by the
19 Chief Steward according to qualifications and desires of the personnel in the
20 representative unit and appointed by the President, subject to approval of the Executive
21 Board and Local Lodge membership, in turn. The Steward is responsible for
22 representing the personnel of his/her unit to the Local Lodge and to management at
23 his/her level. The Steward is the Local Lodge's representative for his/her unit and shall
24 strive for 100% membership and communicate the Local Lodge's goals,
25 accomplishments, and operation to the members. The Steward shall consult with
26 management officials at his/her level, constructively relating to the position of the
27 majority of the people. The Steward shall objectively and sincerely represent personnel
28 from within his/her designated unit regarding dissatisfactions, adverse actions, etc.

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31 **2.5 Duties of Appointed Officials** Appointed officials are those Local Lodge members
32 who have been appointed to their positions by the Local Lodge President in accordance
33 with the provision of these Bylaws and/or the IAM Constitution. Appointed officials serve
34 at the will and pleasure of the President.

35
36 **ARTICLE III**
37 **MEMBERSHIP AND REVENUES AND DISBURSEMENTS**

38 **3.1** Any person eligible for membership under the District Lodge Bylaws and the Grand
39 Lodge Bylaws is eligible for membership in this Local Lodge. No eligible person shall be
40 denied membership in this Local Lodge because of race, color, sex, creed or national
41 origin. No individual advocating overthrow of the Government of the United States of
42 America shall be eligible for membership or to retain membership in this Local Lodge.

43 a. Each applicant for membership who is a Member of a bargaining unit represented by

1 the Local Lodge shall automatically be accepted into membership upon payment of the
2 applicable dues or submission of a valid signed dues withholding request, unless such
3 applicant has been excluded from membership by a disciplinary action under the
4 Bylaws of their Local Lodge, the District Lodge or a subordinate body of the Federation,
5 or the Grand Lodge, or as provided by applicable laws, regulations and Bylaws of this
6 Local Lodge, the District Lodge, or the Grand Lodge. No Member of this exclusive unit
7 may be denied membership except as provided by 5 U.S.C. 7116(c) (nonpayment of
8 dues) or as provided above.

9 **b.** A Regular Member of this Local Lodge, but not including a supervisor, management
10 official or confidential employee as defined in 5 U.S.C. 7103, shall upon continuing to
11 pay full dues, be eligible for election as an officer or delegate of this Local Lodge and
12 shall be eligible for election as an officer or delegate to District Lodge, State and/or
13 Council Conventions of this Federation.

14 Any Regular Member will be dropped from membership upon failure to pay the
15 appropriate dues and, if applicable, have suspended his/her insurance benefits.

16 A Regular Member may, upon retirement or separation from the service, continue as
17 such as long as he/she pays such dues.

18 **c.** No person may hold office in this Local Lodge who has been convicted of, or who
19 has served any part of a prison term resulting from his conviction of, violating 18 U.S.C.
20 1001 by making a false statement in any report required to be filed pursuant to 5 U.S.C.
21 7120, the "Standards of Conduct for Labor Organizations."

22 **d.** Membership, Application for Membership, Transfer of Membership, Withdrawal
23 Cards, and other membership actions not specifically covered by these Bylaws shall be
24 accomplished in accordance with the provisions of the IAM Constitution.

25 **3.2 Revenues** The revenues of this Local Lodge shall be obtained through donations; fund
26 raising projects; receipts from rentals; investments; sales; duplicating and mailing services
27 and dues of Members:

28 **a.** The dues of the Local Lodge are established in accordance with Article III, Section 3
29 of these Bylaws and Article IV, Section 3b of the District Lodge Bylaws except as
30 provided in (b) below, and may only be increased above the minimum required by the
31 District Lodge Bylaws by the membership of the Local Lodge in accordance with Article
32 VIII, Section 2 and Article XII.

33
34 Whenever the national per capita tax is raised by action of the District Lodge
35 Convention or by action of the Grand Lodge, the Local Lodge's dues will automatically
36 be raised by an equal amount. Any other increases in dues must be authorized by an
37 amendment to this Constitution in which the vote is by secret ballot.

38
39 **3.3** The Local Lodge shall be composed of the following types of members and members
40 shall pay in advance as specified.

41 **a. Regular Member.** One who pays full membership dues and is entitled to participate

1 actively in all Local Lodge affairs. Dues will be paid in advance which includes the
2 national per capita tax (dues) required by Article IV of the District Lodge Bylaws and the
3 Grand Lodge as a trust fund due the District Lodge Headquarters and Grand Lodge
4 Headquarters for per capita payments.

5 **b. Honorary Member** Any person not eligible for membership may be elected by a
6 Local Lodge to be an Honorary Member; Provided, that the Local Lodge shall pay the
7 appropriate membership fee to the District Lodge Headquarters. Such honorary
8 membership shall carry with it no right to vote or hold office. The Local Lodge shall pay
9 such dues to the District Lodge Headquarters.

10
11 **c. Life Member** Any Regular Member who has continuously paid dues for 50 years or
12 more shall be a life member. A life Member shall be a full Member of the Local Lodge
13 from whom no dues or per capita payment is required from NFFE FDL or IAM. An
14 appropriate card shall be issued to each life Member identifying him/her as such and
15 recognizing his/her long and faithful dedication and support.

16
17 **d. Initiation Fees** Initiation fees are \$10.00 per member and collected automatically
18 from the IAM per capita tax remitted by the FD1.

19
20 **f. Out of Work Stamps** Out of work (unemployment) stamps shall be granted in
21 accordance with the IAM Constitution and issued by the Local Lodge Secretary-
22 Treasurer.

23
24 **g. Reduced Dues** A Local Lodge may reduce dues to employees hired on a temporary
25 or when actually employed basis during those periods when they are not employed to
26 not less than \$1.00 per pay period. Each such period must be at least one month long,
27 and the total period of reduced dues per fiscal year shall not exceed six months.
28 During such periods, the Local Lodge will remit to the National not less than half of such
29 Members dues as a per capita tax, and in no case less than \$0.50 per pay period, and
30 the Member will retain full membership status. IAM requirements will be followed when
31 a member is on temporary or when actually employed basis.

32
33 **3.4 Funds and Accounts** All monies received by this Local Lodge shall be deposited and
34 disbursed only from auditable accounts conforming to the following general types: Regular
35 Checking account (General Funds); Savings account(s), Trust(s); Bonds (secured only),
36 Real Property, Special Accounts (savings, checking, etc.).

37
38 **a. General Fund** (Regular Checking Account) All income received by this Local
39 Lodge from any source shall be receipted by the Secretary-Treasurer and shall
40 be disbursed in the following manner: Unless other arrangements are approved
41 in advance by the membership, initially all monies shall be receipted into the
42 General Fund Account (Regular Checking) within one week of receipt.
43 Subsequent receipt of monies into the General Fund Account, they may be
44 disbursed to other Local Lodge accounts, investments, or used to pay off debts
45 and obligations, provided such disbursement(s) and approval of same is in

1 accordance with the provisions of the IAM Constitution and these Bylaws. The
2 General Fund (Regular Checking) will be maintained for such amount to allow
3 timely payment of regular and recurring bills and obligations and normal
4 operating expenses of the Local Lodge in addition to providing reasonable
5 funding to handle minor unexpected expenses which might occur from time to
6 time.

- 7
- 8 **b. Savings Account(s) Trust Account(s), Bond(s), Real Property,** and other
9 similar investments shall be handled and approved in accordance with the
10 provisions of the IAM Constitution, IAM Financial Reference Manual, and these
11 Bylaws.
- 12
- 13 **c. Special Accounts** shall be opened only after approval of the membership at a
14 regular meeting and subsequent the Trustee's recommendation in accordance
15 with these Bylaws.
- 16
- 17 **d. Petty Cash Account** The Secretary-Treasurer may maintain a petty cash
18 account. No other petty cash accounts are authorized or allowed. The petty cash
19 fund shall be maintained at a level of funds recommended by the Secretary-
20 Treasurer and approved by the membership. The amount in the petty cash fund
21 shall not total more than one hundred dollars(\$100.00). Petty cash expenditures
22 are subject to membership approval and shall be authorized only for such
23 expenses as postage, office supplies, refreshments, cleaning supplies,
24 unexpected minor expenses, etc. All petty cash disbursement(s) shall specify
25 the reason(s). The person spending the funds shall sign the receipts(s). The
26 Secretary-Treasurer shall insure that an accurate, up-to-date and auditable
27 record is maintained of all petty cash expenditures.
- 28
- 29 **e. Investments** The funds and property of this Local Lodge shall be invested only
30 in accordance with the provisions of the IAM Constitution and these Bylaws.
31 Wherever possible, all funds shall be deposited and handled through insured
32 interest bearing accounts.
- 33
- 34 **f. Financial Aid Requests** All organizational appeals for aid will be turned over to
35 the Trustees before being read, and their recommendations(s) presented to the
36 Local Lodge for action. Any request for financial assistance from a member shall
37 be investigated and recommended for approval by a Relief Committee
38 (appointed by the President) before being acted upon by the Local Lodge.
- 39
- 40 **g. Motions to Disburse Funds** Except for the payment of regular bills, no money
41 shall be voted out of Local Lodge accounts later two (2) hours after the opening
42 of the meeting.

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

1 the President.

2
3 **h. Standing Bills** The following regular and recurring expenses are designated as
4 'Standing Bills' effective the date of approval of these Bylaws. As they become
5 due, standing bills will be paid by the Secretary-Treasurer in accordance with the
6 applicable provisions of the IAM Constitution and these Bylaws and without
7 specific prior approval of the membership. However, the bill(s) and check
8 numbers(s) will be included in the regular monthly financial report presented to
9 the membership.

- 10
11 a. Monthly property payment
12 b. Property taxes as they become due
13 c. Utility bills
14 d. Insurance Premiums
15 e. Office Supplies
16 f. Postal Box rental
17 g. Emergency repairs and maintenance to Local Lodge owned buildings,
18 appliances, equipment and property

19
20 **i. Legal Obligations** No action or lack of action by the membership or Officers
21 shall serve to prevent a fair and equitable resolution of a legal debt or obligation
22 incurred by this Local Lodge.

23
24 **h. Reimbursements for Travel and Authorized Expenses** Upon approval of the
25 membership at a regular meeting, a member while on authorized business for
26 this Local Lodge will be allowed the following expenses:

27
28 **a. Basis for Reimbursement** It is the policy of this Local Lodge to
29 reimburse those necessary and required expenses incurred by a member
30 in performance of official Local Lodge duties when such expenses are not
31 reimbursed from any other source. (e.g. Employer, District Lodge, Grand
32 Lodge, affiliation organization) If such reimbursement is made from more
33 than one source, it shall be the duty and responsibility of the member to
34 return any duplication or overage to the Local Lodge.

35
36 **b. Advances** Travel fund advances (including per diem) may be made upon
37 approval of the membership. Under no circumstances shall any travel
38 advance exceed the estimated total expense of the trip.

39
40 **c. William W. Winpisinger Education and Technology Center** Since
41 meals and other necessities are provided to attendees free of charge,
42 upon approval of the membership at a regular Local Lodge meeting,
43 members will be allowed per diem for the day they leave home and the
44 day they return home. No per diem may be paid for days spent at the
45 Winpisinger Center, except an incidental expense allowance not to
46 exceed twenty dollars (\$20.00) per day.

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- d. **Short Duration Travel** Upon approval of the membership at a regular Local Lodge meeting, expenses are allowed when travel in performance of authorized Local Lodge business is necessary but overnight accommodations are not required. Signed vouchers and receipts are required prior payments.

- e. **Extended Travel** When overnight travel is necessary, the Local Lodge will provide expenses if approved in advance by the membership. Advanced approval travel expenses include: necessary and reasonable motel/hotel accommodations and taxi fare(s); required tuition/registration fees necessary for the performance of the responsibilities assigned by the Local Lodge; wages for actual lost time at the member's current hourly rate based upon an eight (8) hour workday and forty (40) hour workweek; per diem as listed by the Government Accounting Office Domestic Per Diem rates or the State Department's Foreign Travel Per Diem rates. Receipt(s), proof of attendance, and member submitted signed voucher(s) shall be submitted to the Secretary-Treasurer prior to receiving reimbursements.

**ARTICLE IV
MEETINGS**

- 4.1 **Regular Member Meeting:** The Regular meeting of the Local Lodge shall be held on the 2nd Tuesday of each month, unless otherwise ordered by the Local Lodge or the Executive Board.

- 4.2 **Annual Meeting:** The Regular Member meeting in January shall be known as the annual meeting and shall be for the purpose of installing officers, receiving reports of officers and committees, and for other business that may arise.

- 4.3 **Special meetings** may be called by the President or by action of the Executive Board and shall be called upon the written request of ten (10) members of the Local Lodge. The purpose of the meeting shall be stated in the call and the discussion and action at such a special meeting shall be confined to the subject for which the meeting was called. No less than 30% of the members petitioning for a special called meeting must be present before the meeting can be called to order.

- 4.4 **Quorum:**
The quorum number of Regular Members of the Local Lodge for a Regular Membership Meeting shall be the minimum required as per the IMAW Constitution.
One more than half of the Executive Board Members shall constitute a quorum for an Executive Board Meeting.

1 **4.5 Summary Minutes** Summary minutes shall be recorded by the Local Lodge Recording
2 Secretary of each official Local Lodge membership or Executive Board meeting. Minutes of
3 the most recent membership meeting and Executive Board meeting shall be read at each
4 official Local Lodge meeting. Approval of Local Lodge membership meeting minutes is
5 required. All approved expenditures will be reflected in minutes.

6 **4.6 Executive Board Meeting:** The Local Lodge Executive Board will meet on the 2nd
7 Tuesday of each month or at the call of the President or a majority of its members.

8 **4.7 Emergency Executive Board Meetings:** Emergency Executive Board meetings shall
9 be called by the presiding officer in accordance with the provisions of the IAM Constitution,
10 the Bylaws of NFFE FDL and these Bylaws. Where possible all members of the Executive
11 Board shall be notified of the date, time, place, and subject matter to be considered. Only
12 those action items identified in the meeting call and which cannot be held over for
13 consideration at the regular Lodge meeting shall be acted upon by the Executive Board.

14

ARTICLE V

15

ELECTION OF OFFICERS AND DELEGATES

16 **5.1 Election and Term of Office** All officers of this Local Lodge shall be elected in
17 accordance with these Bylaws, 5 U.S.C. and Department of Labor regulations. The election
18 shall be by secret ballot once every 3 years.

19 **a.** This Local Lodge shall comply with all reasonable requests of any candidate for
20 office to distribute by mail or otherwise, at the candidate's expense, campaign literature
21 in aid of such person's candidacy to all members in good standing.

22 **b.** This Local Lodge shall refrain from discrimination in favor of or against any candidate
23 with respect to the lists of members or distribution of campaign literature. Distribution at
24 the request of any bona fide candidate shall be made with equal treatment as to the
25 expense of such distribution.

26 **c.** Adequate safeguards to ensure a fair election shall be provided, including the right of
27 any candidate to have an observer at the counting of the ballots.

28 **d. Nomination Notice** Reasonable opportunity shall be given for the nomination of
29 candidates including timely notice to all members sufficiently in advance of the offices to
30 be filled as well as the time, place and method for submitting nominations. Notice of
31 nomination may be given by mail to the last known address of all members eligible to
32 vote within a reasonable time prior to the date for making nomination or through timely
33 and prominent notice in the Local Lodge 's newsletter or both.

34 **Qualifications:** Every Regular Member in good standing shall be eligible to be a
35 candidate and to hold office and/or be an elected delegate shall have the right to vote
36 for or otherwise support the candidate or candidates of his/her choice, without being
37 subject to penalty, discipline, or improper interference or reprisal of any kind by the
38 Local Lodge or any Member thereof. All candidates who may handle or disburse Local
39 Lodge funds or property by virtue of the office for which they are applying, must be
40 eligible to be bonded in the amount specified by these Bylaws and the IAM Constitution

1 and policies.

2 **e. Election Notice** Not less than thirty days prior to the election, notice thereof shall be
3 mailed to each Member at his/her last known home address. Each Regular Member
4 shall be entitled to one vote. Voting may be accomplished at the election meeting.
5 Absentee ballots shall be issued, handled, and tabulated in accordance with provisions
6 of the IAM Constitution.

7 No Member whose dues have been withheld by an Agency pursuant to his/her
8 voluntary authorization shall be declared ineligible to vote or be a candidate for office by
9 reason of alleged delay or default in the payment of dues. The votes cast shall be
10 counted, and the results published, separately. The ballots and records pertaining to
11 the election shall be preserved for one year. In the event of unopposed candidates,
12 election may be by acclamation rather than by secret ballot, provided that write-in votes
13 are not permitted and all other requirements of this article are met.

14

15 **5.2** Delegate(s) to the biennial Convention of the District Lodge Federation of Federal
16 Employees shall be the following elected officers of the Local Lodge: President, Vice
17 President, Secretary-Treasurer, Recording-Secretary, Conductor-Sentinel. They shall
18 serve in the order as written above. Nothing stated herein shall prohibit the membership at
19 the election of the membership from electing replacement, additional or joint delegates to
20 the Convention.

21

22 The Local Lodge President will appoint a member of the local to coordinate the election of
23 delegates to the Grand Lodge Convention. The nomination of delegates will take place in
24 the month of March of each Convention year. The election of delegates will take place in
25 the month of April. Members must receive written notice of the election of delegates at
26 least fifteen days in advance of the election of delegates.

27 A plurality is required to elect. Members in good standing of another NFFE Local Lodge
28 who will attend the District Lodge Convention as a delegate of his/her Local Lodge shall be
29 eligible to be a candidate for delegate of this Local Lodge.

30 **5.3 Dates of Nomination, Election, Installation:** Candidates for elective positions shall
31 be nominated at the regular meeting in November, elected at the regular meeting in
32 December, and installed at the regular meeting in January each election year.

33 A plurality vote is required to elect. The individual with the highest number of votes is
34 elected. A tie will require a runoff.

35 **5.5** No Member shall hold more than one elected Local Lodge office at a time. An elected
36 Delegate may hold an elected Local Lodge officer position.

37 **5.6 Election Protest** Any Member who desires to protest the election of Local Lodge
38 Executive Officers or delegates must do so within ten calendar days after the official notice
39 of the election results is posted. The protest must be filed with the Local Lodge Executive
40 Board. The Executive Board shall reply within 15 calendar days of the protest. If not

1 satisfied with the resolution of the protest, it may be appealed to the District Lodge
2 President / Directing Business Representative but not later than 10 calendar days after the
3 Local Lodge Executive Board decision.

4 **5.7 Vacancy** In the event an office becomes vacant prior to expiration of a term of office,
5 unless otherwise specified in these Bylaws, the Executive Board will appoint an eligible
6 Member to complete the term of office. Such appointment will be subject to the approval of
7 the Local Lodge membership at the next membership meeting.

8 **5.8 Exclusions** No Regular Member who is a supervisor, management official or
9 confidential employee as defined in 5 U.S.C. 7103 may nominate candidates, hold office or
10 vote in Local Lodge officer elections.

11 **5.9 Officer and Delegate Attendance**

12

13 a. In the event any Officer of the Local Lodge absents themselves without excusal
14 from three (3) consecutive regular meetings for which attendance is required, and if
15 there is not controversy as to the refusal to excuse being proper, such Officer shall
16 be deemed to have resigned their office. Should such Officer contend that the
17 refusal to excuse for unauthorized absence is improper, the President of the Local
18 Lodge shall refer charges against the Officer, charging conduct unbecoming an
19 Officer based upon absences with excuse found unacceptable to the Local Lodge.
20 The Officers shall be tried in accordance with applicable provisions of the IAM
21 Constitution and these Bylaws.

22

23 b. If the Local Lodge declines to approve expenses for Delegates to attend meetings,
24 delegate is excused from attendance. Any Delegate who fails, without excusal
25 acceptable to the Local Lodge, to attend two consecutive regular required delegate
26 meetings shall be considered to have resigned their Delegate position.

27

28 **5.10 Additional Terms of Office**

29

30 a. **Delegates:** Three (3) years, unless term conflicts with Bylaws of the other
31 organization.

32

33 b. **Auditing Committee:** Three auditors. One term of office shall be for one (1)
34 year. One term of office shall be for two (2) years. One term of office shall be
35 for three (3) years. Each time an Auditor's position becomes vacant, the
36 successor elected to fill that position shall serve for the period created by the
37 vacancy. The effective dates shall be the next general nomination and
38 election meetings as per these Bylaws.

39

40 c. **Executive Board:** Three (3) years.

41

42 d. **Appointments:** Determined by the appointing authority in accordance with
43 these Bylaws.

44

1 **5.11 Constructive Resignation** Any elected officer or official, appointed officer or official,
2 steward, delegate, or committee member who fails to meet the duties and
3 requirements of their position, without excusal acceptable to the Local Lodge and if
4 there is not controversy as to the actions or lack thereof, shall be considered to have
5 resigned their position.

6
7
8 **ARTICLE VI**
9 **DISCIPLINE**
10

11 **6.1 Discipline or removal of a Local officer**

12 **a.** A Local Lodge officer may be removed for misconduct in office. Under this section,
13 any conduct detrimental to the best interests of the Local Lodge, Federal District Lodge,
14 or IAM shall be cause for discipline and/or removal and includes but is not limited to:

15 **(1)** Violations of the oath of office, Standards of Conduct for Labor Organizations (5
16 U.S.C. 7120), or these Bylaws;

17 **(2)** Violations of the Bylaws of the District Lodge Federation of Federal Employees
18 or the Constitution of IAM;

19 **(3)** Advocating, encouraging or attempting to bring about a secession from the
20 Federation of any Local Lodge or of any Member or group of members;

21 **(4)** Working in the interest of, or becoming a Member of the Communist Party or any
22 other organization which advocates overthrow of the democratic form of
23 government under which our members live. Penalty for conviction under this
24 subparagraph shall be expulsion;

25 **(5)** Willfully, with intent to cause harm, making known the business of any affiliate of
26 the Federation to management officials of any agency or other persons not entitled
27 to such knowledge; and,

28 **(6)** Assisting, counseling or aiding any Member or officer to commit any of the
29 offenses set forth herein.

30 **b.** Elected officials of this Local Lodge may not be removed from office during their
31 elected term except through the procedures of these Local Lodge Bylaws, the Bylaws
32 of the District Lodge National Federation of Federal Employees, or the Constitution of
33 the International Association of Machinists and Aerospace Workers. Officers enjoy the
34 normal rights and privileges of membership and are protected in their exercise. The
35 Executive Board may temporarily suspend the accused from performing Local Lodge
36 functions for good cause pending the outcome of the hearing, only where specific
37 instances of financial misconduct are alleged; such suspension to be effective
38 immediately. The accused will be notified in writing immediately after action by the
39 Board.

40

1 **c.** Charges against a Local Lodge officer must be filed in writing with the Local Lodge
2 President and must specify the actions of the accused that allegedly constitute
3 misconduct. The accused Local Lodge officer shall be served with a copy of the
4 charges. If the charges are filed against the Local Lodge President, they must be filed
5 in writing with each Member of the Local Lodge Executive Board. The Executive Board
6 shall then meet and elect a chair to carry out the following process in place of the Local
7 Lodge President. If approved by the trustee, charges pending against any Local Lodge
8 officer at the time a trusteeship is imposed may be processed in accordance with the
9 provisions of this Article by those members who constituted the Local Lodge Executive
10 Board at the time of the trusteeship.

11
12 **d.** Upon receipt of charges against a Local Lodge officer, the Local Lodge President
13 shall appoint a committee of at least three (3) people to conduct a fair and impartial
14 investigation of the charges. This committee shall report its findings of fact to the Local
15 Lodge President as soon as possible, but in any case within (15) fifteen days. If the
16 Local Lodge President finds that there is no basis in fact for the charges, he/she may
17 dismiss the charges; Provided, that such dismissal may be appealed by the charging
18 party to the District Lodge President / Directing Business Representative.

19
20 **e.** If the Local Lodge President finds a basis in fact or has a question concerning the
21 facts, he/she shall issue notice of hearing with such hearing to be conducted by the
22 Local Lodge Executive Board. A hearing under this section must be preceded by a
23 written notice to the charged party, sent via certified mail to his/her last know home
24 address at least (15) fifteen days prior to the hearing date. The notice shall state at a
25 minimum the date, time and place of the hearing and the specific violations of which the
26 accused has been charged. The Local Lodge Executive Board will serve as the hearing
27 board and will keep a summary record of the proceeding. In cases where members of
28 the Executive Board have brought the charges, the Local Lodge shall elect a committee
29 of three Local Lodge members to serve as the hearing board in accordance with this
30 Article.

31
32 **f.** The charged and charging parties shall be allowed full participation in the hearing.
33 The accused will have the right to be represented by a representative of his/her
34 choosing, except that a Manager or supervisor in any activity where the Local Lodge
35 holds exclusive recognition or a representative of a rival labor organization may not be
36 selected, nor present in any capacity at the hearing. Further, an officer or
37 representative of a competitive labor organization may not be present during a
38 proceeding.

39
40 **g.** The Executive Board shall have full authority to make findings of guilt and to
41 administer discipline; such actions to be accomplished in a democratic fashion based
42 on the facts set forth during the hearing. Any penalties administered under this section
43 will be fairly and equally applied. The charged party may not participate in the actions of
44 the Executive Board in deciding guilt or administering discipline. The Executive Board
45 may temporarily suspend the accused from performing Local Lodge functions for good
46 cause pending the outcome of the hearing, only where financial misconduct is alleged.

1
2 **h.** The actions of the Local Lodge Executive Board may be appealed by either the
3 charged or charging party in writing to the District Lodge President within 30 days of the
4 date of notification of the Board's decision. The District Lodge President may upon full
5 consideration of the record affirm, modify, or revoke the action of the Local Lodge
6 Executive Board only when the decision was arbitrary, capricious, illegal or not
7 supported by the facts. The Local Lodge shall forward the complete record of the case
8 to the District Lodge President upon notification of any appeal under this section. A
9 decision of the District Lodge President may be appealed in writing to the International
10 President of the IAM Grand Lodge within 30 days of receipt of such decision.

11
12 **6.2 Discipline or Removal of a Member**

13 **a.** A Local Lodge Member may be removed and/or disciplined for misconduct. Under
14 this section, any conduct detrimental to the best interests of the Local Lodge, Federal
15 District Lodge, or IAM shall be cause for discipline and/or removal and includes but is
16 not limited to those violations listed in Section 1.a. of this Article (excluding oath of office
17 violations).

18
19 **b.** No Member shall be suspended, expelled, or otherwise disciplined except for
20 nonpayment of dues or by any officer unless such Member has been:

21 (1) Served with written specific charges;

22 (2) Given a reasonable time to prepare his/her defense; and

23 (3) Afforded a fair hearing as provided herein.

24 **c. Charges Against a Member:** Charges against a Member must be referred in writing
25 with the President of the Local Lodge and must specify the acts or statements
26 detrimental to the best interests of the Local Lodge, District Lodge, or Grand Lodge.

27 (1) A copy of such charges must be furnished the accused by the accuser, and a
28 written statement that he/she has done so must be made by the accuser on the
29 copy of the charges filed with the President of the Local Lodge.

30 (2) The charges must be brought to the attention of the Executive Board of the Local
31 Lodge by the President and that Board shall set a date for the hearing and shall
32 hear such charges after the accused has been given (15) fifteen days' notice of the
33 date set for the hearing. Both the accuser and the accused may appear in person
34 and each may produce witnesses. The accused may be represented by a person of
35 his/her own choosing, except that managers and supervisors of any Federal activity
36 where this Local Lodge holds exclusive recognition may not serve as
37 representatives. Further, officers or representatives of competitive labor
38 organizations may not be present during the proceeding. If without good cause the
39 accuser and witnesses against fail to appear on the date set for the hearing, the
40 charges against the accused shall be dismissed. Charges may be sustained, in
41 whole or in part, by vote of a quorum of the Executive Board.

42 (3) The accused may be reprimanded, suspended from membership for a specific

1 time, or expelled. Either the charged or charging party has the right to appeal from
2 the Local Lodge 's action to the District Lodge President within 30 days of the date
3 of notification. If the action is appealed, it may not be enforced pending the District
4 Lodge President's decision.

5 **d.** A decision of the District Lodge President under Section 2.c (3) of this Article may
6 be appealed in writing to the International President of the Grand Lodge.

7
8
9 **ARTICLE VII**
10 **RECALL**

11 **7.1** Any officer, delegate, or other elected representative this Local Lodge may be recalled
12 prior to expiration of his/her term of office.

13 **7.2** A recall action will be effected upon petition of one third of the members in the Local
14 Lodge. Such petition will be served upon the President of the Local Lodge and accused
15 elected officer; Provided, that in the event of the recall of the Local Lodge President, the
16 petition will be served on the first Vice President and the Recording Secretary. The Local
17 Lodge Secretary-Treasurer will verify that the petition is signed by not less than one third of
18 the Local Lodge membership.

19 **7.3** Upon verification of the recall petition by the Recording Secretary, the Executive Board
20 of this Local Lodge, acting in a regular or special meeting, shall establish arrangements
21 and procedures to conduct a recall election. The accused may observe the proceedings if
22 he/she desires and so requests in writing. As a minimum, those procedures shall include:

23 **a.** A special written notice of the recall election mailed to the last known address of
24 each Member at least fifteen (15) days in advance of the election, specifying the time,
25 date and place of the election and the officer/office subject to the recall action;

26 **b.** A reasonable opportunity for each Member in good standing to vote a secret ballot;
27 and

28 **c.** A clearly marked ballot which sets forth the choices inherent in the election, for or
29 against removal of the officer.

30 **7.4** Upon completion of the voting, an impartial committee of election tellers shall certify the
31 results. A recall action may not be taken against any officer more than once each term in
32 office.

33 **7.5** Any office vacated under this section shall be filled under the terms of the Bylaws.

34
35 **ARTICLE VIII**
36 **BILL OF RIGHTS OF MEMBERS**

37 **8.1 Equal rights** Every Regular Member of this Local Lodge shall have equal rights and
38 privileges to nominate candidates, to vote in elections or referendums of the Local Lodge,
39 to attend membership meetings and to participate in the deliberations and voting upon the

1 business of such meetings, subject to reasonable rules and regulations in these Bylaws.
2 Provided, That supervisors, management officials and confidential employees as defined in
3 5 U.S.C. 7103 may not nominate candidates, hold office or vote in Local Lodge officer
4 elections or vote on matters concerning representation in an exclusive bargaining unit.

5 **8.2** The rates of dues and initiation fees payable by members shall not be increased,
6 except by majority vote by secret ballot after reasonable notice of the intention to vote upon
7 such question has been given to the membership in accordance with these Bylaws; or as
8 otherwise provided in these Bylaws, the Bylaws of the District Lodge, or the Constitution of
9 the Grand Lodge.

10 **8.3** No limits shall be placed upon the right of any Regular Member to institute an action in
11 any court, or in a proceeding before an administrative agency except as provided in these
12 Bylaws, or the right of any members of this Local Lodge to appear as a witness in any
13 judicial, administrative, or legislative proceeding, or to petition any legislature or to
14 communicate with any legislator; Provided, that any such Member may be required to
15 exhaust reasonable hearing procedures set forth in these Bylaws before instituting legal or
16 administrative proceedings against the Local Lodge or any officer thereof.

17 **8.4** Neither this Local Lodge nor any officer, steward, or other representative or any
18 employee thereof shall suspend, expel, or otherwise discipline any of its members for
19 exercising any right to which he/she is entitled under the provisions of the pertinent Civil
20 Service Reform Act of 1978, Labor Management Relations, or the Federal Standards of
21 Conduct for Labor Organizations. No person shall use, conspire to use, or threaten to use
22 force or violence to restrain, coerce, or intimidate, or attempt to restrain, coerce, or
23 intimidate any Member of this Local Lodge for the purpose of interfering with or preventing
24 the exercise of any right to which he/she is entitled under 5 U.S.C. and implementing
25 regulations.

26 **8.5** This Local Lodge shall not directly or indirectly make any loan to any officer or
27 employee.

28 **8.6** Every Regular shall have the right to meet and assemble freely with other members
29 and to express any views, arguments, or opinions and to express at meetings of the Local
30 Lodge his/her views upon candidates in a Local Lodge election or upon any business
31 properly before the meeting, subject to established and reasonable rules pertaining to the
32 conduct of meetings; Provided, that nothing herein shall be construed to impair the right of
33 the Local Lodge to adopt and enforce reasonable rules as to the responsibility of every
34 Member toward the Local Lodge as an institution and to his/her refraining from conduct that
35 would interfere with its performance of its legal or contractual obligations.

36 **8.7** The Local Lodge shall furnish a copy of each agreement to any unit employee who
37 requests such copy and whose rights are directly affected by such agreement. The Local
38 Lodge shall maintain copies of any such agreement, more of which shall be available for
39 inspection by any Member or by any employee whose rights are affected by such
40 agreement.

1

TRUSTEESHIP

2

3 The Grand Lodge International President has the authority to impose a suspension or
4 trusteeship of a Local Lodge as per Article VI of the IAM Constitution.

5

6

ARTICLE X

7

LOCAL RULES

8 **10.1 General** – Each member of this Local Lodge shall abide by the IAM Constitution, the
9 NFFE FDL Bylaws and these Bylaws.

10 **10.2 Union Help/Goods** – All members shall employ and encourage others to employ,
11 union help whenever possible. All members shall advocate the purchase of union made
12 goods whenever possible.

13 **10.3 Smoking** -Smoking is not allowed in the meeting room during general membership
14 meetings.

15 **10.4 Membership Lists** – Membership lists, addresses, phone numbers and other
16 information personal to members shall be treated as confidential and safeguarded in such
17 a manner as to protect the privacy of the member. Release of information personal to
18 members shall only be accomplished in accordance with the following criteria:

19 **a. Within IAM and NFFE FDL** - Release of and access to information shall be
20 made on a strict “need to know” basis and only to officers and other
21 members who must have access to the information in order to carry out
22 official IAM or NFFE FDL business.

23 **b. Outside the IAM and NFFE FDL** – Release of personal membership
24 information outside the IAM or NFFE FDL is forbidden unless such
25 release is required by law or a lawfully executed court order from a court
26 having proper jurisdiction.

27

28

29

ARTICLE XI PARLIAMENTARY AUTHORITY

30 The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall
31 govern in all cases to which they are applicable and in which they are not inconsistent with
32 these Bylaws and any special rules of order this organization may adopt.

33

ARTICLE XII

34

AMENDMENTS

35 Any amendments to these Bylaws must be handled in accordance with the following
36 procedure:

- 1 a. All proposals must be in writing, signed by not less than five (5) members and
2 referred to a Bylaws Committee appointed by the President.
- 3 b. Must be read at two (2) consecutive meetings. Immediately following the second
4 reading, the Bylaws Committee shall submit their recommendations.
- 5 c. Reasonable advance notice must be given to the membership of the time, date, and
6 place of the second reading and vote to be taken on the Bylaws committee's
7 recommendation(s).
- 8 d. Each proposal must be considered and voted upon separately. A majority affirmative
9 voted by those present and voting is needed for adoption.
- 10 e. Triplicate copies of approved proposals, together with the master copy of these
11 Bylaws shall be sent to the NFFE FDL President for referral to the IAM International
12 President for approval and designation of an effective date.

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BYLAWS

LOCAL LODGE _____

FEDERAL DISTRICT LODGE

NATIONAL FEDERATION OF FEDERAL EMPLOYEES

APPROVED

GRAND LODGE

**INTERNATIONAL ASSOCIATION OF MACHINISTS
AND AEROSPACE WORKERS
AFL-CIO / CLC**

INTERNATIONAL PRESIDENT

EFFECTIVE DATE