

TRANSPORTATION DISTRICT LODGE NO. 140 BYLAWS

ARTICLE I - NAME AND PURPOSE

- 1.01 This Organization shall be known as Transportation District Lodge No.140 Canada of the International Association of Machinists and Aerospace Workers (IAMAW).
- 1.02 Transportation District Lodge No. 140 has as its mission the following principles:
- (a) promotion and advancement of our members' interests in the social, economic and legislative fields and
 - (b) to secure mutual protection, harmonious action and close cooperation for all matters affecting this Transportation District and
 - (c) to improve wages, working conditions and standards for all members represented by this Transportation District and
 - (d) to take the necessary actions on behalf of our members at the municipal, provincial, federal and international levels when significant events affect organized labour.
 - (e) to organize all eligible workers employed within the jurisdiction of District Lodge 140.

ARTICLE II - JURISDICTION

- 2.01 Transportation District Lodge No. 140 Canada shall be composed of all Local Lodges engaged in Air Transport, Railroad, other Transportation related group, repair and/or overhaul, or any other activity deemed to be within the Transportation jurisdiction by the IAMAW Executive Council.
- 2.02 Any matters relating to jurisdiction shall be referred to the IAMAW Executive Council for decision, including any increase or decrease of jurisdiction.

ARTICLE III - AUTHORITY

- 3.01 District Lodge 140 shall have authority over and control of all Local Lodges within its jurisdiction, subject to the approval of Grand Lodge.

Approved: 3-17-10
Effective: 4-1-10

- 3.02 For all matters under District Lodge jurisdiction, the final authority of District 140 shall be the elected Local Lodge delegates from the affiliated locals at Convention.
- 3.03 The Delegates will meet in Convention yearly.
- 3.04 Between Conventions, all matters under District Lodge jurisdiction shall be reviewed by the Executive Board. The Executive Board shall be entrusted with the authority of the Convention Delegates, between Conventions, meeting twice a year, for the period of their elected term. The Executive Board will take decisions and will provide "due diligence" and shall strive for consensus in the conduct of all District Lodge matters.
- 3.05 Routine business and servicing matters will be administered by the President and Directing General Chairperson (PDGC). When there is a major policy change and/or large expenditure required, (over \$5,000 including lease, total time clearance etc.) Executive Board approval will be sought before action is taken.

ARTICLE IV - CONVENTIONS

- 4.01 District Lodge 140 will hold its Conventions annually, at a date and place decided upon by the Delegates. Delegate decisions will normally be made two years prior to allow for administrative details.
- 4.02 Conventions of the District will be held as soon after September as possible.
- 4.03 Local Lodges under the jurisdiction of the District will call for Delegate nominations in February and elections in April.
- 4.04 Elected Local Lodge delegates shall have their credentials submitted to the District ST by the Local Lodge on or before June 15.
- 4.05 The District ST will mail out all Convention materials to the Local Lodge credentialed delegates a minimum of 45 days prior to the start of the Convention.

Representation and vote

- 4.06 Local Lodge representation at District Lodge Conventions shall be based upon the following formula:
- (a) first 500 members - 2 delegates
 - (b) each 500 members or major portion thereafter - 1 delegate

District Lodge delegates must qualify as per the provisions of Article 5.07.

Each elected delegate during normal proceedings will carry one vote.

Provisions should be inserted, where possible and if required, in Local Lodge Bylaws, that when more than one delegate is elected, to allow for proportional representation. Each delegate is elected for a term expiring at the next regular convention.

- 4.07 For numbers of delegate determinations, Local Lodge member counts shall include active, unemployed and retired members as reported to Grand Lodge on the April Grand Lodge report of the convention year.
- 4.08 In the event that a motion for a roll call vote (25%) is carried at convention proceedings, delegate votes shall be based upon one vote for every 100 members or major fraction thereof, as defined in Section 4.07.
- 4.09 The quorum for the transaction of business at a regular or special District Lodge convention shall be the majority of elected delegates, including representation from the majority of the affiliated Local Lodges.
- 4.10 A Bylaw amendment, to be deemed carried, must have a sixty six and two-thirds per cent (66 2/3%) majority vote of the seated convention delegates as determined by any of the following methods - voice vote, show of hands, division of the house or roll call vote.
- 4.11 Any dispensation from these Bylaws, as requested by the District Lodge Executive Board and approved by the IP, shall be presented to the next District Lodge Convention, with the reasons for the request.
- 4.12 No Local Lodge will be entitled to representation at any District 140 Convention unless it is in good standing and free from delinquency of any nature to District 140 and Grand Lodge prior to the convention.

ARTICLE V – DISTRICT LODGE OFFICERS

Designation of Officers

- 5.01 The District Lodge Executive Board shall consist of a President and Directing General Chairperson (PDGC), a Secretary-Treasurer (ST) and nine (9) Board Members.
- 5.02 There shall be three regions (Eastern, Central and Western).

- 5.03 There shall be two affiliated groups. Members employed by an airline will be considered Air Transport. Any other group in Transportation shall be known as Service.
- 5.04 Each region shall have three Board Members. One (1) member from Air Transport, one (1) member from Service and one (1) member at large. Each region shall hold a “regional caucus” during the Convention, attempting to reach consensus on their Board members. Failing consensus, the delegates to the Convention will cast the deciding ballot.
- 5.05 The Vice-President will be designated from the elected Board Members, by the Executive Board. There will be one (1) Vice-President.
- 5.06 Three (3) Trustees will be designated from the elected Board Members, by the Executive Board. There will be one (1) Trustee from each Region.

Qualifications for Office

- 5.07 Any member in continuous good standing within an affiliated Local Lodge under the District Lodge shall be entitled to run for District office, excepting those Offices having regional and representational restrictions.

The Candidates must:

- (a) be members who are and have been in continuous good standing for at least two (2) years prior to the date of the close of District Lodge nominations. They shall also be free from delinquencies of any nature to a Local Lodge, District Lodge, or Grand Lodge.
- (b) have attended 50% of the regular quorum Local Lodge meetings that their shifts or assignments would allow during the 12 months prior to the close of District Lodge nominations.
- (c) any member wishing to be a candidate for any position must submit his/her letter of acceptance that if nominated he/she would accept the nomination and forward it to the Secretary-Treasurer of District Lodge 140 at least thirty (30) days prior to the opening of the convention. Along with this letter of acceptance, the member must submit the necessary proof that he/she meets all the requirements for the position. This proof shall be a certified letter from his or her Local Lodge Recording Secretary, stating that the nominee meets the eligibility requirements of this Article.

Nominations and Elections

- 5.08 The terms of office shall be four (4) years commencing on January 1 following the election.
- 5.09 The PDGC and ST shall be nominated and elected by the Delegates to the annual convention. Board Members shall be selected within their Region, by consensus. When consensus cannot be reached the issue shall be decided by a secret ballot vote of the entire delegate body.
- 5.10 (a) Eligible nominees for PDGC and ST shall be announced by the ST. Delegates to Convention shall vote upon the nominees by secret ballot. The ballot will be plain paper, with the delegate writing the name of his or her nominee on the inside of the ballot, folding the ballot and writing their prorated number of Local Lodge votes on the top fold of the ballot in accordance with the Roll Call vote formula for the District (one vote per 100 members or major portion thereof).
- Example A - Local Lodge One has 200 members and sends two Delegates – Delegate “A” from LL One marks 1 (vote) on the top fold of the ballot Delegate “B” from LL One marks (1) vote on the top fold of the ballot.
- Example B - Local Lodge One has 500 members and sends two Delegates – Delegate “A” from LL One marks 3 (votes) on the top fold of the ballot Delegate “B” from LL One marks 2 (votes) on the top fold of the ballot.
- Example C - Local Lodge One has 500 members and send only one Delegate. Delegate “A” from LL One marks 5 (votes) on the top fold of the ballot.
- (b) The PDGC shall appoint tellers from the Convention who shall collect and count the ballots. In the event of more than one nominee, the candidate with the least number of votes will be dropped from subsequent balloting. In multiple balloting, the candidate who receives more than fifty percent plus one vote (50% + 1) of the assembled delegate vote shall be declared elected.
- 5.11 The PDGC and the ST will reside and work at one of the regional offices under District Lodge jurisdiction.

- 5.12 Vacancies for unexpired terms for the District Lodge Executive Board not covered elsewhere in these Bylaws will be filled by appointment by the Executive Board until the next Convention.
- 5.13 The General Chairpersons will select one of the Regional Assistant Directing General Chairpersons to serve as Directing General Chairperson during the incapacity of the PDGC or until an election can be held.
- 5.14 The PDGC, and the ST, once elected, may not hold any other Local Lodge office nor sit on any Local Lodge committee, save that of delegate to other than District Lodge Convention (i.e. Grand Lodge delegate).
- 5.15 The GC's once elected, may not hold any Local Lodge office nor sit on any Local Lodge committee, save that of delegate to Conventions, Conferences, etc. (i.e. Delegate to D.L., G.L., Transportation Conference, etc.).

ARTICLE VI – DUTIES OF OFFICERS

- 6.01 The President - Directing General Chairperson (PDGC) shall be the Presiding Officer at Executive Board meetings and at Conventions. In the case of a tie vote at these proceedings, the PDGC will cast the deciding vote. The PDGC shall preserve order and rule on disputed points of order. The PDGC will countersign all vouchers and cheques properly drawn by the Secretary-Treasurer (ST). The PDGC will be responsible for the efficient administration of the District, including the direction of Regional Assistant Directing General Chairpersons (RADGC), General Chairpersons (GCs) and clerical staff.
- 6.02 The Vice-President (VP) shall serve as the President of the District in the incapacity of the PDGC and the duties shall include full financial and administrative authorities. The VP will serve as Chair of the Credentials Committee at the annual or special conventions and as host to all visiting dignitaries.
- 6.03 An additional Board member, residing in the same Region as the Secretary-Treasurer, may be assigned authority to countersign cheques that have been approved by the PDGC.
- 6.04 The Secretary-Treasurer (ST) shall keep a correct record of all minutes and books of account of the District Lodge. The ST will present and pay all bills properly drawn for approval, carry out the fiduciary and Constitutional duties in a timely fashion and write letters for the District over its seal when authorized to do so. The ST will submit a copy of the semi-annual audit to the Lodges under District jurisdiction and monthly financial statements to the

Executive Board. The ST will tender all financial records for Audit semi-annually. Audits will take place as soon as possible after June and December.

- 6.05 The Trustees will function as per IAMAW Constitutional requirements. The Trustees will be responsible for the timely performance of the District Lodge Audit, and the care and custody and annual inventory of all District Lodge property.
- 6.06 Between District Lodge Conventions, it shall be the duty of the District Executive Board to act on all matters and emergencies in accordance with the IAM Constitution. All members of the Executive Board shall have equal voting power and voice in all discussions.
- 6.07 The District Executive Board will meet twice a year at one of the regional offices or at the convention site, dates to be determined by the PDGC.
- 6.08 All Board action will be conducted with at least a majority of District Lodge Board members, representing fifty per cent plus one (50% + 1) of the membership under the jurisdiction of the District, which shall constitute a quorum for the transaction of business before the Board.
- 6.09 The Executive Board shall retain the authority to both increase and decrease staffing, from servicing and clerical in accordance with District Lodge policy. This authority shall be prompted by membership increases or decreases. Any reductions and recalls in clerical personnel must be guided by their collective agreement. Any reductions and recalls for General Chairpersons will be in order of service within and for the IAM; any reductions must be guided by regional and language considerations, in addition to fair employment practices.
- 6.10 The District Lodge Executive Board shall decide the assigned location of the General Chairperson(s). For all elections, the assigned location must be designated on the notice of nomination. In the event that the assigned location of the General Chairperson is changed after they assume office, the District Lodge shall pay for moving expenses to their new location. These expenses will include family move, office, automobile and household furnishings.
- 6.11 Where and when possible, urgent Executive Board matters may be decided upon by using alternative methods to avoid costly meetings. Alternatives include:

- a) Conference calls
- b) e-mail
- c) faxed balloting circulars

The PDGC should employ these methods when suitable and ensure its fairness.

6.12 Board members shall serve on committees as designated by the PDGC, including credentials and hospitality, and shall be governed by Section 13.04.

ARTICLE VII – GOVERNMENT OF DISTRICT LODGE

Bylaws

7.01 An affiliated Local Lodge may propose Bylaw amendments or resolutions to the District convention in the following manner:

- (a) Notice of motion to propose changes to District Bylaws or offer resolutions must be read out for Local Lodge member information at a Local Lodge regular meeting.
- (b) The Notice of motion, in writing, must be posted on Union bulletin boards or other accepted means to the LL membership at least seven days prior to second reading and vote at the LL regular meeting.
- (c) If approved, the Bylaw or resolution shall be forwarded to the District ST over the LL seal by the LL RS not later than July 15 of the convention year.
- (d) The District ST will provide copies of all properly initiated Bylaw changes and resolutions to the LL RS and District Executive Board members as soon after August 15 as practicable, but not less than thirty (30) days prior to convention.

Regional Administration and offices

7.02 There shall be three regions under the Administration of the District - Eastern, Central and Western.

7.03 The Eastern Region shall encompass Quebec, the Atlantic Provinces and Newfoundland and Labrador.

7.04 The Central Region shall encompass the Province of Ontario.

7.05 The Western Region shall encompass the Provinces of British Columbia,

Alberta, Saskatchewan, Manitoba, all of the Northwest Territories and the Yukon.

7.06 The Offices for the regions shall be:

- (a) Eastern – Montreal
- (b) Central – Toronto
- (c) Western – Vancouver

The Eastern Regional Office must have a bilingual requirement for clerical staff and the Eastern Regional Office will service the bilingual requirements of District 140. Centralized Accounting System will be established in the Eastern Regional Office.

7.07 Each Region shall have General Chairpersons and clerical staff as required based on dues paying members.

7.08 For administrative purposes, each Region except where the PDGC and ST reside shall have a Regional Assistant Directing General Chairperson (RADGC) appointed by the PDGC from amongst the elected General Chairpersons of that Region. The RADGC will be considered as a servicing member of the Regional Office.

7.09 The Regional Assistant Directing General Chairperson shall be responsible for the fiduciary and efficient Regional administration of the servicing and clerical personnel under their jurisdiction.

7.10 The PDGC will have full authority to assign RADGC's and GC's. The RADGC's will assist the PDGC to assign GC's to regional District work.

7.11 Satellite offices will be permitted within regions where conditions warrant. Such conditions will be determined by the District Lodge Executive Board. Existing satellite offices will be maintained, subject to membership requirements.

ARTICLE VIII - SPECIAL CONVENTIONS

8.01 A call for special convention may be called when a majority of the District Lodge Executive Board or the majority of the Local Lodges under District jurisdiction, representing fifty per cent (50% + 1) plus one of all Local Lodges under District Jurisdiction, request same in writing to the District ST.

8.02 Special conventions shall be restricted to the question(s) prompting the call.

8.03 A call for a special convention by a Local Lodge must be preceded by a

notice of motion to its membership seven (7) days prior to its regular meeting.
Regular member approval to the call shall be certified to the District ST by the Local Lodge Recording-Secretary, over the Local Lodge seal as soon after the vote is held.

- 8.04 The date, time and place of the special convention shall be determined by the PDGC. The special convention call should be issued within sixty (60) days of the receipt of proper documentation.
- 8.05 All lost time and other expenses for delegates to regular or special District Lodge conventions shall be paid by the Local Lodges.
- 8.06 The District Lodge Executive Board is empowered to seek alternate means to a Special Convention Call, including conference calls and other electronic means. Every effort should be made to achieve consensus within the District. If consensus is not possible, then a Special Convention will be held.

ARTICLE IX - BONDING

- 9.01 The District Lodge will be bonded in accordance with Article VII, section 6 of the IAM Constitution.

ARTICLE X- RULES OF ORDER

- 10.01 All District Lodge 140 activities will be governed by the IAMAW Constitution or its successor, District Lodge 140 Bylaws and Policies, and the most recent publication of Robert's Rules of Order.
 - 10.02 All District Bylaws interpretations will be provided by the PDGC. In the event of a dispute, the ruling of the IP will prevail.
 - 10.03 The Order of business at a regular convention shall be:
 - (a) Roll call of Officers
 - (b) Roll call of Delegates
 - (c) Credential Committee report
 - (d) Adopt rules of order
 - (e) Adopt convention hours of work
 - (f) Convention Committee assignments
 - (g) Adopt convention agenda
 - (h) Reading of Minutes from the previous session(s) and approval(s)
 - (i) Convention Reports
PDGC
- i) Organizing

- ii) Employee assistance
- iii) Legislative
- iv) Special Committees struck by the convention

- (j) Reports from the convention committees
- (k) Presentations
- (l) Unfinished business
- (m) New business
 - i) Budget approval
 - ii) Convention committee motions
 - iii) Any other motions properly tabled
 - iv) Election of Officers

- (n) Good and Welfare
- (o) Adjournment

ARTICLE XI - ELECTORAL PROCEDURES AND QUALIFICATIONS FOR GENERAL CHAIRPERSONS

- 11.01 In the month of July, prior to the expiry date of the term of a General Chairperson(s), the ST shall notify all affected Local Lodges to issue a nomination notice for the position(s).
- 11.01.01 The Executive Board will determine the number of General Chairperson(s) based on regional membership increases or decreases for the two affiliated groups.
- 11.01.02. Effective 1/1/2004, terms of office for General Chairpersons shall be four (4) years commencing on January 1 following the election.
- 11.01.03 Each Region and each Affiliated Group shall have one General Chairperson designated, for a total of six (6) designated positions.
- 11.01.04. All other General Chairpersons positions will be considered at-large positions.
- 11.01.05 All designated General Chairperson positions shall be nominated by and elected by the respective membership in each region and affiliated group including Atlantic Canada.
- 11.02 In order to qualify for office, the nominee must meet the provisions of Article V – Section 5.07.
- 11.02.01 The General Chairperson(s) will be elected only by the members within the region who are employed by the Airline or Transportation service industry,

and should be considered as members of the Local Lodge based in the region, with regard to the collective agreement servicing of that membership group (Air Canada and Transportation servicing).

- 11.03 Nominations for General Chairperson(s) will take place at the first Local Lodge meeting within the affected region during the month of September.
- 11.03.01 Within twenty (20) days of the Local Lodge meeting where nomination(s) were closed, the accepted nominee must deliver to the District ST a letter, signed and bearing the LL seal by his or her Local Lodge Recording Secretary, stating that the nominee meets the eligibility requirements of this Article. In addition, the nominee must submit a signed letter stating their acceptance of the nomination.
- 11.04 Where more than one Local Lodge is entitled to participate in the nomination process, the election shall be held within sixty (60) days after the completion of all Local Lodge nomination meetings.
- 11.05 The District ST will draw up ballots, print an adequate supply, and deliver the ballots to the Local Lodge Recording Secretaries affected within the region, in a timely fashion, prior to the election.
- 11.06 The nominee with the highest number of votes shall be declared elected.
- 11.07 General Chairpersons must be members of a Local Lodge and reside and be based within the region wherein they seek election. Local Lodges shall be responsible for holding the General Chairpersons elections.
- 11.07.01 General Chairpersons shall be elected by Absentee ballot and at ballot boxes in polling stations by Local Lodges, in accordance with the IAMAW Constitution.
- 11.07.02 Affiliate, group Local Lodges by region; will establish a common voting day to elect General Chairpersons.
- 11.07.03 Tellers, appointed by the Local Lodge, will count the General Chairperson ballots, sign a tally slip with the vote totals and seal it, seal all ballots and materials and tender all polling station items to the Local Lodge Recording Secretary.
- 11.07.04 The Local Lodge Recording Secretary will, when General Chairperson polling is complete, open the sealed tally slip envelope, and forward the vote results

to the District ST over his or her signature and the Local Lodge seal, in writing. The District ST will publish the election results.

- 11.07.05 The candidates nominated to the designated positions (Airline and Servicing) receiving the highest number of votes shall be declared elected to those designated positions. The candidates nominated to the at-large positions and receiving the highest number of votes shall be declared elected to those at-large positions. Candidates may only declare and accept nomination for one (1) position.
- 11.08 The term of office for General Chairpersons shall be four (4) years.

ARTICLE XII - DUTIES OF GENERAL CHAIRPERSONS

- 12.01 The General Chairpersons are responsible for all committees under District jurisdiction, grievance, appeal and arbitration procedures, Labour Board proceedings and organizing. Should the Committee of General Chairpersons or any individual Chairperson decide not to present a grievance to arbitration, it shall be their responsibility to advise the grievor(s) in writing with explanations as why they refused presentation.
- 12.02 The PDGC of the District will designate the general assignments of the General Chairpersons (GC's).
- 12.03 The RADGC of the region will assign daily GC duties in that region.
- 12.04 The RADGC will designate one of the GC's under their jurisdiction to act in their absence, for vacation or other long term reasons, and notify the PDGC in writing of this designation and the duration.
- 12.05 The General Chairpersons shall attend Local Lodge meetings under their jurisdiction and must attend at least one (1) specialized class per year at the William W. Winpisinger Education and Technology Center.
- 12.06 General Chairpersons shall encourage every effort within the Grievance and Appeals procedures under its administered collective agreements to minimize arbitration costs. Should these efforts fail, and it is the decision of the District to pursue the case, the GC assigned to the case will present the matter before the Arbitrator. Additional professional assistance in the matter (legal or otherwise) for a GC must be approved by the PDGC prior to proceeding to Arbitration.

ARTICLE XIII - STANDING AND SPECIAL COMMITTEES

- 13.01 The convention may establish standing or special committees as the need

arises.

- 13.02 All committees shall be responsible for reports of their activities in writing to the District Executive Board and to the members by bulletin.
- 13.03 The standing committees of the District Lodge shall be:
- (a) Organizing Committee
 - (b) DL Legislative Committee
 - (c) Human Rights Committee
 - (d) Women's Committee
 - (e) DL Audit
 - (f) Health and Safety Committee
 - (g) There will be an E.A.P. District Coordinator appointed by and reporting to the District Executive Board if funded by the joint E.A.P program.
- 13.04 Only committees defined in Sections 13.03 will be fully funded by the District, including expenses and time clearance, excluding the EAP Coordinator. Local Lodge representation on any of these committees in Article 13.03 will be established from the policy by the District Executive Board and shall include, where practicable, and affecting a particular group, a proportional representation provision.

Negotiations Committees

- 13.05 Negotiations Committees shall be elected by the affected members from the affected Local Lodges as per their Bylaws. One or more General Chairpersons will be assigned to the committee by the PDGC.
- 13.06 Negotiations Committee cost shares will be established by the District Executive Board, collective agreement language and memorandums in effect.
- 13.07 It shall be the responsibility of the District Lodge to ensure that all elected members of all Negotiation Committees receive appropriate training. They should receive on-going training while in office. All training for the Negotiations Committee members shall be at the District expense.
- 13.08 The Negotiations Committee Chair will be elected by the Negotiations Committee, either from the committee or from any General Chairperson assigned to the committee, as designated by the PDGC.
- 13.09 The elected Negotiations Committee shall retain jurisdiction for the Collective agreement that they have negotiated for the duration of that collective agreement. Changes within the Collective Agreement before term end may only be authorized by the Negotiations Committee members. Only the

Negotiations Committee shall determine if a ratification vote for amendments is necessary.

13.10 The Chair will permit members of the negotiations committee from specific branches (i.e. Technical Operations including Logistics and Supply; Airport and Cargo Operations) excluding remaining Committee members to discuss and negotiate specific items of a non-monetary nature that only affect members in their branches. The agreement between the parties will be approved by the entire Negotiations Committee only to ensure that the specific agreement will not affect the total membership. Negotiations meetings will be scheduled to ensure guaranteed representation from all Local Lodges.

13.11 When committees arise out of negotiations, the Local Lodges, in consultation with the General Chairpersons, will be responsible for filling positions on those committees.

Audit Committee

- 13.12 (a) The Audit Committee shall consist of three (3) Secretary-Treasurers, one per region of the Local Lodges affiliated to District Lodge 140, and one (1) Trustee from the Executive Board.
- (b) The Audit Committee will be elected at the convention for a four (4) year term. If one of the Auditors is defeated in Local Lodge office, his or her successor will become the Auditor for the balance of the four ~~4~~ year term.

Organizing

- 13.13 (a) One Organizer per Region will be appointed to their position by the PDGC, with the agreement of the Executive Board. The appointed Organizer shall be a member in good standing of a Local Lodge from that Region. The appointments shall coincide with the commencement date and terms of the office for General Chairpersons. Decisions on appointments, and/or extensions, will be made by the Executive Board, a minimum of six months prior to the end of the current term.
- (b) Organizers are responsible for initiating and directing campaigns, and to provide resources, training and assistance to Local Lodge Organizing Committees. They must submit regular reports to the PDGC detailing their current campaigns and strategies. Organizers will submit an annual budget to the DL 140 Executive Board for

approval and are responsible to ensure that approved funds are utilized in formal organizing campaigns. They will also develop strategies and action plans to raise the profile of the IAM&AW within our communities.

- (c) In order to entice our members to provide us with contacts for new certifications and first collective agreements, the contact person would be rewarded by District 140 with the value of the equivalent of one month Per Capita Tax for the new organized group.

The cheque will be given to the contact person as soon as the District 140 receives the first monthly Per Capita Tax from the new organized group.

Local Lodge Presidents, PDGC, RADGCs, GCs and Organizers are not eligible to receive these rewards. The policy must be approved each year by Grand Lodge.

ARTICLE XIV - FINANCES

- 14.01 The District Lodge per capita tax shall be \$13.60 per member and non-member per month, effective January 1, 2005. The Local Lodges that are approved by Grand Lodge for a reduced per capita tax will receive a 50% matching reduction in District Lodge per capita tax.
- 14.02 The Operating fund of the District shall be the per capita tax minus deductions for the Arbitration Fund and the Investment Fund until they reach their cap.
- 14.03 The per capita tax amount will be reviewed yearly by the Finance Committee of the annual convention. The monthly per capita tax will be increased annually by \$0.25 per member and non-member, effective each January 01 of the new fiscal year, unless amended by the convention.
- 14.04 One dollar (\$1.00) per member and non-member per month shall be allocated from the per capita tax to an Arbitration Fund if under the cap of five hundred thousand dollars (\$500,000).
- 14.05 Twenty-five cents (\$0.25) per member and non-member per month shall be allocated from the General Account to an Investment Fund if under the cap of five hundred thousand dollars (\$500,000).
- 14.06 The Investment and Arbitration Funds shall be capped at five hundred

thousand dollars (\$500,000) per account, effective January 1, 2009.

- 14.07 Only delegates at convention or the Executive Board can remove monies from the Investment and Arbitration Funds.
- 14.08 The fiscal year of the District Lodge shall be from January to December of the previous year. An audited statement for the first six months of the current year shall also be tabled by the ST to the delegates of the convention.
- 14.09 District Lodge 140 shall be audited by the District Audit Committee as soon as possible after June and December.
- 14.10 The District ST shall prepare a budget for the next year in consultation with the Audit Committee. The proposed budget shall be reviewed by the annual convention Finance Committee. The budget, as approved by the annual convention, shall serve as a guideline for the District Executive Board, with the understanding that the total expenses for the year cannot exceed the budget approved by the convention unless approved by the full Executive Board.
- 14.11 Centralized Accounting System
- (a) All dues and assessments of the affiliated Local Lodges shall be remitted by the employers monthly to District Lodge 140 in a manner, and on a form, determined by the District Lodge 140 Secretary-Treasurer. The District Lodge 140 shall remit to Grand Lodge the monthly Membership and Per Capita Tax Report for each affiliated Local Lodge. District Lodge 140 shall remit to the Local Lodges the balance equal to the Local Lodge dues, minus Grand Lodge and District Lodge 140 per capita taxes and required affiliation fees. A detailed explanation shall be included with the remittance. The administrative work will be done at the Eastern Regional Office.
- (b) Taking into consideration the Per Capita Tax to Grand Lodge, to District Lodge 140 and for all affiliated fees, District Lodge 140 will establish in December of every year, the minimum Local Lodge monthly dues.

ARTICLE XV – SALARIES & BENEFITS

- 15.01 Effective January 1, 2005, the monthly salary of the District Officers, elected staff and Organizers hereunder listed shall be:**

- (a) PDGC - \$7,491.62
- (b) ST - \$7,008.31
- (c) RADGC - \$7,249.96
- (d) GC - \$7,008.31
- (e) Organizer - \$7,008.31

15.02 All Officers and elected staff listed in Section 15.01 will be paid every two weeks by electronic bank deposit.

15.03 In addition to the District Officer monthly salaries, the sum of \$250.00 shall be paid as an in-town allowance to all District Officers, elected staff and Organizers listed in Article 15.01 not in receipt of a car lease arrangement specified elsewhere in these Bylaws. The in-town allowance is considered to be compensation for expenses normally incurred while conducting union business at their locations (car, mileage, meals, hospitality, cell phone, etc.).

Extraordinary expenses incurred under this Section must be approved by the PDGC. District Lodge Officers, elected and appointed staff listed in Section 15.01 are not entitled to in-town expenses as outlined in Section 16.03 of these Bylaws.

15.04 District Lodge Officers, elected staff and Organizers are expected to tender their allowable expenses to the ST in a timely fashion. The ST is expected to process these expenses in a timely fashion to avoid financial difficulties for any Officers, elected staff or Organizers.

15.05 Salaries for clerical staff employed by the District shall be set by the collective agreement.

15.06 The PDGC, ST, RADGCs, GCs and Organizers will receive a salary adjustment each succeeding year on the 1st of January by the percentage increase in the weighted average hourly earning established by Grand Lodge, subject to the approval of the Executive Board.

15.07 The PDGC, the ST, the RADGCs, the GCs and Organizers shall receive the same vacation entitlements for years of service as the membership while working for their respective employer. Vacation will be earned and taken in the same year.

15.08 There shall be no carry over of their vacation entitlement to future years and no cash settlements in lieu of such vacation credits.

ARTICLE XVI - EXPENSES

- 16.01 Expenses shall be payable to the PDGC, ST, RADGCs, GCs, Organizers, DL Executive Board members and DL 140 committee members, as per Article 13.04 upon the presentation of receipts attached to the approved form.
- 16.02 Allowable out of pocket expenses shall include:
- (a) Economy class air fare when unable to travel on an airline pass
 - (b) Ground transportation at home and away from the member's base
 - (c) Hotel accommodation
 - (d) Airport fees
 - (e) Other reasonable expenses, as explained to and approved by the PDGC and ST
- 16.03 Per diems for in-town activities will be \$30.00 (except for those listed under Article 15.01 and any other position appointed or elected that allow a monthly allowance). Per diems for out-of-town activities shall be (Eff. Jan.01/05) \$60.00. The per diem rate will be payable in the currency of the country where the assignment is.
- 16.04 All expense accounts for District activities shall be tendered to the ST, with receipts attached, within thirty (30) days of the completion of the assignment, or they will be denied. All accounts will be reviewed by the PDGC and the ST before payment.
- 16.05 Extraordinary expenses shall be tendered to the PDGC for approval.
- 16.06 When necessary to travel by car on District business, rates shall be \$0.40 per kilometer, (except in cases where a lease car is granted by the District) plus parking.
- 16.07 When attending meetings or instructional training at William W. Winpisinger Education and Technology Center at Placid Harbor or any other facility where room and board is included, the per diem shall be \$20.00 per day in the currency of the country where attending.
- 16.08 The actual wages and expenses of all District Executive Board members shall be paid by the District when attending authorized functions.
- 16.09 The actual wages and expenses of all District committees shall be paid by Local Lodges when attending authorized functions, with the exception of those committees listed in Article 13.03 and the Executive Board.
- 16.10 Monetary appeals and gifts shall be subject to policy set by Grand Lodge.

ARTICLE XVII - TRAINING

- 17.01 It shall be the responsibility of the DL to ensure that all personnel receive appropriate training. They should receive on-going training while in office. All training for District personnel shall be at District expense.

ARTICLE XVIII - GENDER

- 18.01 Whenever male gender (he) is used, it is meant to reflect he/she as well as Chairman/Chairperson.

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