

CANADIAN AIRWAYS LODGE

REVISED CONSTITUTIONAL BYLAWS LOCAL LODGE 764, IAM

ARTICLE I – Name and Purpose

Section A.

This Lodge shall be known as Canadian Airways Lodge 764, International Association of Machinists and Aerospace Workers. The purpose of this organization is to provide responsible leadership, to promote and protect the rights and well being of the membership, and to ensure job security and prosperity with a viable employer.

Section B.

Hereafter in these bylaws, the word "Constitution" will be understood to mean the Constitution of the International Association of Machinists and Aerospace Workers. The word "Membership" shall be understood to mean the Members present at a regular or special called meeting of the Local Lodge.

Section C.

The regular meeting of Local Lodge 764 shall be held on the second Wednesday of each month. The meeting shall commence at 5:00 p.m. and close at 7:30 p.m. The meeting may be extended by a majority vote to 8:00 p.m.

The regular Executive Board meeting shall be held on the Tuesday preceding the regular Lodge meeting.

Section D.

Special meetings may be called by the Executive Board, or by written request of ten percent (10%) of the members. The call for special meetings shall state the purpose of the meeting. No less than thirty percent (30%) of the members petitioning for a special meeting must be present before the meeting can be called to order. The business of the special meeting shall be confined to the subject stated.

Section E.

Visitors shall be allowed to attend regular meetings, provided that they are a member in good standing with the IAM. Visitors shall have no voting privileges.

Approved: 3-3-09
Effective: 3-1-09

Section F.

A guest speaker or non-member that is invited by the Lodge shall be allowed to attend the regular meeting for the time they are speaking, during which time the regular Order of Business shall be suspended.

Section G.

The quorum for the regular meeting and special meetings shall be as specified in the Constitution, Article D, Section 3.

NOTE: The present regular meeting quorum is twenty-five (25) members in good standing.

Section H.

The use and smoking of tobacco products shall not be permitted in the meeting hall at any meetings of Local Lodge 764.

ARTICLE II – The Executive Board

Section A.

The voting members of the Executive Board shall consist of the President, a Vice President, a Recording Secretary, a Secretary-Treasurer, a Conductor/Sentinel, and a Board of Trustees with three (3) members. The Educator and Communicator shall be non-voting members.

Section B.

The official approved minutes of all Executive Board meetings shall be made available to any member, or read out at the regular meeting, upon request.

NOTE: Minutes do not become official until “approved” by the assembly that drafted them.

Section C.

The duties of the Executive Board shall be to discuss and make recommendations on all matters placed before it, and also initiate suggestions for the good and welfare of the Lodge. Any urgent action(s) of the Board arising from emergency situations must subsequently be placed before the Regular Meeting for approval.

Additionally, no proposed expenditure shall be approved by the Regular Meeting without first being rendered to the Executive Board for consideration, discussion and recommendation to the Regular Meeting.

Section D.

It shall be the duty of any member of the Executive Board, who is unable to attend a meeting, to see that all matters pertaining to the business of the meeting are placed in the hands of the presiding officer.

Section E.

Voting and non-voting Executive Board members shall be paid for actual wages lost, and expenses incurred, for the purpose of attending Executive Board Special Called , and Regular Meetings.

Section F.

Officers of this Lodge shall be as per the IAM Constitution, and elected for a three (3) year term.

(a) In the event any officer or Executive Board member absents themselves from three (3) consecutive meetings of this Lodge without being properly excused, such officer or Executive Board member shall be deemed to have resigned their office. The vacancy shall be filled by appointment by the presiding officer on a pro tem basis for that period reasonably required to bring about the nomination and election of a successor. Should such officer contend the refusal to excuse them for such absence is improper, the presiding officer shall prefer charges against them, charging improper conduct of an officer on the basis of his absence without excuse found acceptable to the membership, and they shall be tried in accordance with applicable provisions of the IAM Constitution.

(b) No officer will hold more than one (1) Executive Board position.

(c) Any person elected and employed directly by this Lodge on a full-time basis must be a member of this Lodge. Other employees of this Lodge must be members of a Union.

Section G.

Constitutional and appointed Executive Officers and Shop Committee Chairs and Members, and Senior Stewards for MTU or UAL, who, by reason of promotion, incapacitation, death, or removal from office for cause, shall be replaced within sixty (60) days.

The offices above shall be filled by election should there be more than one (1) year of the unexpired term remaining. Otherwise, with one (1) year or less remaining, the offices will be filled by appointment, made by the Executive Board.

ARTICLE III – Elections and Voting

Section A.

(a) Elections and voting shall be per the Constitution. All balloting (with the exception of absentee ballot(s)) shall take place at the Union Hall 7980 River Road, Richmond unless the Executive approves other locations.

(b) Owing to the fact that members of this Lodge are employed by several employers performing a variety of shifts at different locations throughout Richmond, the Executive Board shall have the authority to call for balloting on important issues at Special Polling Stations.

(c) All Officers shall be elected by referendum ballot by members of Local Lodge 764 who are members in good standing with the Local Lodge. Absentee balloting shall be in accordance with the Constitution.

(d) The Recording Secretary shall notify all bases of the nomination and election date for each office per Article B – Section 4 of the Constitution.

NOTE: The present notification time is sixty (60) days prior to election.

(e) Delegates to all conventions, conferences, councils, federations, and schools, except as elsewhere provided for in these Bylaws, will be elected. All elections will be in accordance with the Constitution and these Bylaws.

ARTICLE IV – Constitutional Officers

Section A.

President

(a) The President shall act as Chairperson of the Executive Board and shall preside at all meetings of the Local Lodge.

(b) The President shall countersign all orders and cheques properly drawn by the Secretary-Treasurer against Lodge funds.

(c) The President of the Lodge will convene the Executive Board at any time to deal with emergency situations.

- (d) The President shall:
- (1) appoint Committees not otherwise provided for
 - (2) administer the obligation to new members

(3) interpret and rule upon the language as outlined in these Bylaws, and enforce the laws of the IAM applicable to Local Lodge and members

(4) perform such other duties as may be required by the Constitution or these Bylaws.

(e) In the event of a tie vote, the President or their appointed officer of Lodge 764 shall cast the deciding vote.

(f) The President shall be a member of the Board of Directors of the Building Corporation, and shall hold the office of President for same.

Section B.

Vice President

The Vice President shall carry out their duties in accordance with the IAM Constitution. The Vice President shall convene any committee he/she may be elected or appointed to. In the absence of the President, shall be authorized to sign vouchers, cheques, and other documents in their place and stead. The Vice President shall be a member of the Board of Directors for the Building Corporation and shall hold the office of Vice President for same.

Section C.

Recording Secretary

(a) The Recording Secretary shall carry out his/her duties in accordance with the IAM Constitution.

(b) The Recording Secretary shall post all notices pertaining to Lodge business, as well as lists of the currently elected Officers and Committees, with a copy of such lists to District Lodge 140.

(c) The Recording Secretary will give notice under the Lodge Seal to the Manager, or official holding a corresponding office, of any bank or institution in which the funds of the Lodge are involved, of the name and address of the President, Vice President, and the Secretary-Treasurer. Such notice shall be sent by traceable government mail promptly following a change in the signing of officers.

(d) The Recording Secretary shall be a member of the Board of Directors of the Building Corporation and shall hold the office of Recording Secretary for same.

Section D.

Secretary-Treasurer

(a) The Secretary-Treasurer shall carry out their duties in accordance with the IAM Constitution.

(b) The Secretary-Treasurer shall report monthly on the financial standing of the Lodge.

(c) The Secretary-Treasurer shall present the Lodge books for audit every six (6) months, at the close of June and December.

(d) The Secretary-Treasurer shall be a member of the Board of Directors for the Building Corporation and hold the office of Treasurer for same.

Section E.

Conductor/Sentinel

(a) The Conductor/Sentinel shall carry out their duties in accordance with the IAM Constitution.

(b) The Conductor/Sentinel shall be in attendance thirty (30) minutes prior to the starting of a meeting and shall ensure that all members sign the attendance book and return same to the Recording Secretary.

(c) The Conductor/Sentinel shall ensure that no person enters or leaves the meeting during the following instances:

- (1) Initiations
- (2) Voting

(d) The Conductor/Sentinel shall receive and introduce any and all dignitaries or guest speakers to the President.

(e) The Conductor/Sentinel shall prepare and conduct all candidates for initiation to the President or appointed officer.

Section F.

Trustees

(a) The Trustees shall carry out their duties in accordance with the IAM Constitution. Including an inventory and audit of all Lodge property during the month of December.

(b) The Trustees shall take over the duties of any Lodge officer except the President in the absence of said officer.

Section G.

Auditors

There shall be an Auditing Committee of three (3). They shall be nominated and elected by the Local Lodge, at the same time Local Lodge Officer elections are held and for the same term. They shall carry out their duties in accordance with the IAM Constitution.

Section H.

Educator and Communicator

(a) The Local Lodge President will, with the approval of the Executive Board, appoint an Educator and a Communicator. The term of office for Local Lodge Communicators and Educators shall correspond to the term of elected officers to the Local Lodge Executive Board.

(b) The Educator will assist in carrying out the official directives, policies and programs of the Grand Lodge and any other education and training programs approved by the Grand Lodge related to educating and training the Local Lodge membership on all issues affecting workers and their families. The Educator will be a member of the Education Committee.

(c) The Communicator shall perform their duties per the Constitution and shall be a member of the Communications Committee of the Local Lodge.

ARTICLE V – Committees of the Local Lodge

Section A

Shop Committee Chairpersons and Senior Stewards

(a) The Shop Committee Chairperson(s) and Senior Steward(s), Vancouver, shall be elected for a three (3) year term at the same time and under the same procedures as the election of officers.

(b) There shall be two (2) Shop Committee Chairpersons, one (1) nominated at the General Meeting and elected by the members working in the Air Canada Airport & Cargo Service Operation, and one (1) nominated at the General Meeting and elected by the members working in the Air Canada Technical Operations and Logistics & Supply Operation.

(c) All other Vancouver Bargaining Units shall have a Senior Steward nominated and elected by the members working in that bargaining unit.

(d) Shop Committee Chairs and Senior Stewards shall be Shop Stewards.

(e) All outside bases covered by Lodge 764 shall be represented by a Senior or Chief Steward, elected by their respective members each year in November.

(f) The Shop Committee Chair or Senior Steward as the case may be, shall:

- (1) chair the Shop Stewards meetings
- (2) be responsible for the administration of the current agreement
- (3) assist with the education of Shop Stewards and
- (4) ensure discipline amongst the Shop Stewards.

(g) All Shop Stewards and Shop Committee members will coordinate through the Senior Stewards or the Shop Committee Chairpersons, as the case may be.

(h) Shop Committee Chairpersons and Senior Stewards MTU and UAL, or their designates, may be required to attend Executive Meetings, and shall have voice, but no vote. If not required to attend the Executive Board meeting, the above shall submit, either verbally or in writing, a report to the Executive Board and the regular meeting on their monthly activities.

Section B.

Shop Committee Members and Shop Stewards

(a) There shall be three (3) Shop Committee Members, one nominated at the General Meeting and elected by the members working in the Air Canada Airport and Cargo Operations and two (2) Shop Committee Members nominated at the General Meeting and elected by the members working in the Technical Services Operation and Logistics and Supply Operation.

(b) Shop Committee Members shall be elected for a three (3) year term at the same time and under the same procedures as the election of officers.

(c) Shop Committee Members shall be Shop Stewards, and shall perform the additional duties as presented in the current collective agreement with Air Canada.

Section C

Shop Stewards

(a) Each base, department, shop and crew shall be adequately represented by one (1) or more Steward(s) who shall be nominated and elected each year in November.

(b) Nominations shall be held during the first week in November and elections shall be held one (1) week later. The successful candidate shall fill out the proper "Shop Steward Approval Form" and return it to the appropriate Shop Committee Chair or Senior Steward for approval.

(c) Shop Steward's term of office shall commence January 1, of the following year.

(d) The Shop Steward shall act as organizer and endeavor to enroll all employees in the union.

(e) The Shop Steward shall process grievances in accordance with the Current Collective Agreement(s).

(f) The Shop Steward must attend all Lodge meetings and meetings called by the Shop Committee Chair or Senior Steward, whenever possible.

(g) The Shop Stewards shall meet as a separate body once a month. Meetings shall be called by the Shop Committee Chairperson, Senior Steward, or by a majority decision of the Shop Stewards.

(h) Each Shop Steward shall be supplied with a "kit" which shall contain:

- (1) a Shop Steward's button
- (2) Grievance Forms
- (3) a copy of the Constitution
- (4) a copy of the Local Lodge Bylaws
- (5) Application forms for New Members
- (6) the appropriate Collective Agreement
- (7) a Lodge Officer and Committee List
- (8) any other material decided upon by the Local Lodge.

(i) All Lodge property held by a Shop Steward shall be returned to the Senior Steward or Shop Committee Chairperson when the Shop Steward relinquishes their office.

(h) In the event of the incapacity of the Senior Steward or Shop Committee Chairperson, the Senior Steward or Shop Committee Chairperson may designate a Shop Steward as a replacement, as required. The person appointed will assume all of the authority of the Senior Steward or Shop Committee Chairperson during this period.

ARTICLE VI – Standing and Appointed Committees, Delegates, and Their Duties

Section A. General Rules

(a) All Standing and Appointed Committees shall be nominated in September and elected in October for a one (1) year term, unless otherwise stated. Committee terms shall commence on November 1.

(b) When the Lodge appoints a committee, the first-named member shall act as convener, except as otherwise stated in Article IV, Section B, whose duties shall be to select a suitable time and place for the first meeting. At this meeting, the convener will call the meeting to order and call for the nomination of a Chairperson. No committee appointed by the Lodge shall be discharged until a final report has been submitted to the Lodge in writing, and all bills and expenditures of the committee have been audited and approved by the Lodge. Committees and/or delegates will only be discharged from their duties after the final reports have been presented to the Lodge for action.

(c) The Chairperson of any committee shall call all meetings of which they are Chairperson. They shall ensure that a record of attendance is kept. They shall ensure that adequate minutes are kept of every meeting. They shall ensure that an accurate record is kept of all bills and expenditures of that particular committee.

(d) All committees shall tender progress reports to all Local Lodge meetings.

(e) No committee appointed by the Lodge shall be discharged until a final report has been submitted to the Lodge in writing, and all bills and expenditures of the committee have been audited and approved by the Lodge. Committees and/or delegates

will only be discharged from their duties after the final reports have been presented to the Lodge for action.

(f) All materials, records, minutes and a statement of accounts shall be returned, together with the final reports, to the Recording Secretary when the work of the committee is deemed to be finished.

(g) All Standing Committees will create a “terms of reference” for their committee. Their “terms of reference” must be approved at a regular General Meeting. Any changes to their Terms of Reference must be approved by the Executive Board.

(h) All Standing Committees shall prepare an Annual Budget to be presented to the Secretary-Treasurer, no later than January 1 of each year. The Secretary-Treasurer shall submit the completed budget to the regular meeting in February for approval.

Section B. Negotiating Committee Representative(s)

(a) Local Lodge 764 Negotiation Committee Representatives shall be under the jurisdiction of District Lodge 140 bylaws.

(b) The Negotiating Committee Representative(s) shall be elected eight (8) months prior to termination of the collective agreement(s), in order to facilitate training pertaining to collective bargaining.

(c) The Negotiating Committee Representative(s) shall bargain in good faith. They shall tender progress reports and findings at the Lodge regular meetings, where and when possible.

(d) The members of each bargaining unit shall nominate and elect their own Representative, each of whom shall be a member of that Bargaining Unit.

(e) Should Local Lodge 764 increase their complement on the Negotiating Committee, the cost for any additional member or members will be borne by the Local Lodge.

Section C – Standing and Appointed Committees

(a) Care and Comfort Committee

This committee shall consist of three (3) members with power to co-opt additional members, if and when required. This committee shall visit and/or arrange visits to Lodge members who are sick. They shall report to the Lodge on their work and activities. All co-opted members must be approved by the Executive Board.

(b) **Social Committee**

This committee shall consist of three (3) members with power to co-opt additional members, if and when required. The committee shall arrange and convene all approved social activities and implement the service pin and retirement programs. All co-opted members must be approved by the Executive Board.

(c) **Women's Committee**

This committee shall consist of three (3) members with power to co-opt additional members, if and when required. The committee shall convene to address any issues brought forward by the membership or the community that affect the needs of women workers and their families with a focus on equality and economic security. They shall report to the Lodge on their work and activities. All co-opted members must be approved by the Executive Board.

(d) **Education Committee**

In addition to the Educator this committee shall consist of three (3) members with the power to co-opt additional members subject to the approval of the Executive Board. This committee shall report on all activities to the Local Lodge regular meeting as required.

(e) **Communications Committee**

(1) In addition to the Communicator a Communications Committee of three (3) members shall be nominated in September and elected in October, at the regular meeting, for a two (2) year term.

(2) The Communications Committee Chairperson shall ensure that the Snag Sheet is published regularly. The Snag Sheet Editor shall be given up to three (3) days per issue to produce and distribute the Snag Sheet.

(3) Each Snag Sheet issue shall contain a report from the President, or their designate. In the event that the Snag Sheet is not published regularly, the Executive Board shall take whatever action is necessary.

(4) The Communications Committee shall have the power to co-opt additional members, subject to the approval of the Executive Board.

(5) The Executive Board may assign the Communications Committee other duties related to communication with the membership and community as required.

(f) **Health and Safety Committees**

(1) This Committee shall consist of five (5) members who shall be the Senior Health and Safety Representatives from Air Canada Technical Services, Air Canada Airports and Cargo, Air Canada Purchasing and Supply, United Airlines, and MTU.

(2) The Senior Health and Safety Representative shall be nominated in September and elected in October by their representative members, at the Lodge meeting, for a two (2) year term. Eligible candidates shall have served a minimum of one (1) year on any of the Joint Health and Safety Committees.

(3) The Senior Health and Safety Representatives shall report monthly, in writing, to the Executive Board, and to the membership at the regular lodge meetings.

(4) Health and Safety Committees shall function as described in their respective current Collective Agreements.

(5) The duties of Health and Safety Representative(s) are that he/she:

(i) Will attend all Safety Committee meetings, and will attend all safety meetings with the employer in representing the membership of the Lodge, and will chair these meetings as required in accordance with current agreements between the employer and the union;

(ii) Shall report to the membership at the regular Lodge meetings, and, at the request of the Lodge, shall attend all safety issues at all outside bases within Lodge 764;

(iii) Shall receive, consider and expeditiously dispose of complaints relating to the safety and health of the members;

(iv) Shall maintain records pertaining to the disposition of complaints relating to the safety and health of the members;

(v) Shall participate in all inquiries and investigations pertaining to occupational safety and health including such consultations as may be necessary with persons who are professionally or technically qualified to advise on such matters;

(vi) Shall develop, establish and maintain programs, measures and procedures for the protection or improvement of the safety and health of the members;

(vii) Shall monitor on a regular basis programs, measures and procedures related to the safety and health of the members;

(viii) Shall ensure that adequate records are kept on work accidents, injuries and health hazards and shall monitor data relating to such accidents, injuries and hazards on a regular basis.

Section g. **Area Safety Representatives**

(1) Each base, department, shop and crew shall be adequately represented by one (1) or more safety representative who shall be nominated and elected each year in December. Nominations to be held during the first week of December and elections to be held one (1) week later. The successful candidate shall fill out the proper application form and return to the Recording Secretary for approval of the Lodge.

(2) The Area Safety Representative shall endeavor to ensure all acts of safety are observed by personnel in their areas of responsibility.

(3) The Area Safety Representative shall process safety grievances in accordance with current agreement.

(4) The Area Safety Representative must attend all meetings called by the System Health and Safety Representative, and must attend meetings with the employer when required. Valid reasons must be given for non-attendance.

(5) The Area Safety Representative will serve on sub-committees when directed by the Joint Company/Lodge Safety Committee.

Section (h) **Pension Committee**

Commencing in 1975, the Pension Committee shall be elected at the March meeting for a five (5) year term. The Pension Committee shall consist of a Chairperson, who shall be a member of the Pension Plan where required by Federal or Provincial Law and other co-opted members at large. All co-opted members must be approved by the Executive Board. This committee will work in consultation with the General Chairperson District Lodge 140 assigned to Pensions.

Section (i) **Training and Licensing Committee**

There shall be two (2) Training and Licensing Committees, one serving the Air Canada Membership, and one serving the MTU membership. Each respective membership will nominate a Chairperson in September and elect in October, to serve a three (3) year term. Each Chairperson shall hold a valid Provincial, Inter-Provincial, or Transport Canada license appropriate for their trade classification or category. The

Committee Chairs will report on Training and Licensing matters to the Executive Board and the Regular Meeting in a timely fashion.

Section (j) **Delegates to Labour Council**

This Committee shall consist of three (3) members who shall represent Local Lodge 764 at all Federal, Provincial and City/Municipal level labour bodies. Delegates will be nominated in September and elected in October and serve a one (1) year term.

Section (k) **Bylaws Committee**

This committee shall consist of three (3) members nominated in September and elected annually in October annually.

Section (l) **Building Committee**

This committee shall consist of three (3) members nominated in September and elected in October. The committee shall assist the Board of Directors of the Building Corporation to plan and carry out the care and maintenance of our building.

Section (m) **Human Rights Committee (Appointed Committee)**

This committee shall consist of three (3) or more members appointed annually in March by the President. The Committee shall be responsible for informing all segments of the membership of Local Lodge 764 of the various issues affecting them in the work force from a trade union viewpoint.

Section (n) **Organizing Committee (Appointed Committee)**

This committee shall consist of three (3) or more members appointed annually in October by the President. The Committee shall be available for organizing drives. The members shall be required to work under the direction of the District Lodge 140 Organizer, the Canadian Vice President and/or the Grand Lodge Organizing Department.

Section (o). **Elections Committee (Appointed Committee)**

This committee shall consist of five (5) members appointed annually, in October, by the President and will be responsible for organizing elections, arranging for tellers, printing of ballots, counting of votes and any other necessary duties related to an election, in co-operation with the Recording Secretary.

Section (p) **Community Services Committee (Appointed Committee)**

This committee shall consist of at least three (3) members, appointed annually in October by the President. This Committee shall function as set forth in Grand Lodge Circular 816, (Community Services in the IAM) issued June 1, 2002.

Section (q) **Canadian Aviation Maintenance Council (CAMC)**

The President shall have jurisdiction over all the appointments to the Canadian Aviation Maintenance Council (CAMC). All appointments shall be for a three (3) year term, commencing in October. Members so appointed will report on CAMC matters to the Executive Board and the regular meeting in a timely fashion.

ARTICLE VII – Fees, Allowances and Expenses

Section A.

Dues and Fees

(a) Initiation and Reinstatement – Initiation and reinstatement fees for all categories shall be equal to two (2) months' lodge dues.

(b) Dues - Effective March 1, 2009 all members employed in full time positions under collective agreements administered by Local Lodge 764 shall pay monthly dues equal to the sum of 0.5% (1/2 of one (1) percent) of their gross monthly earnings, plus the Grand Lodge per capita and the District Lodge per capita. Members employed in part time positions shall pay the District Loge minimum monthly dues.

(c) Effective January 1, 2005, the Local Lodge will pay the unemployment dues of those members who qualify under Official Grand Lodge Circular 826.

(d) Retirement Card Fee – The Lodge will pay for the Retirement Card of any retiring member that is eligible as per the Constitution.

Section B.

Allowances

(a) Effective January 1, 2008 and with the acceptance of these Bylaws the allowances of Officers, Committee Members, and Shop Stewards shall be:

- (1) President - \$525.00 per month gross before deductions.
- (2) Recording Secretary - \$255.00 per month gross before deductions.

- (3) Secretary-Treasurer \$255.00 per month gross before deductions.
- (4) All Other Executive Board Members - \$102.00 per month gross before deductions.
- (5) Shop Committee Chair - \$525.00 per month gross before deductions.
- (6) Shop Committee Members - \$255.00 per month gross before deductions.
- (7) Senior Stewards or Chief Stewards (Vancouver) representing more than 50 members - \$255.00 per month gross before deductions.
For Senior Stewards or Chief Stewards (Vancouver) in bargaining units of less than 50 members the allowance shall be one-half (1/2) this amount.

NOTE: These stipends will be reviewed monthly by the Secretary-Treasurer.

- (8) Shop Stewards - \$300.00 per year gross before deductions.

(b) No member shall receive two allowances for offices held simultaneously, but shall receive the greater of the allowances payable.

(c) Any Lodge Officer or Committee Member who receives an allowance shall not be entitled to In-Town per diems while performing the duties for which they receive said allowance. In-Town per diems are not payable when they are at their regular place of work, or at the Local Lodge offices.

(d) Qualifying Allowances - The above allowances shall be contingent upon said member attending at least fifty percent (50%) of the Regular Meetings that their shift will allow. Line Station Shop Stewards (Whitehorse) will not be subject to this provision.

(e) Qualifying Allowance by Absence - Should any of the above Officers, Shop Committee Members, Senior Stewards and Shop Stewards, be absent and unable to fulfill the duties of his office for a period in excess of twenty-one (21) days for any reason other than vacation, their allowance shall be suspended for the duration of said absence.

(f) Any member temporarily filling such position shall receive the allowance applicable to that position, on a proportional basis for the period served.

Section C.

Expenses

a) All expense accounts and financial reports must be submitted to the Lodge for action.

b) All assignments requiring remuneration for Lost Time and Expenses must have the prior approval of the Lodge Executive. No Executive Board member shall be permitted to approve their own lost time clearances or expenses.

c) Any member assigned to represent the Lodge shall be paid their current rate of pay for all time lost from work. They shall be reimbursed for actual and necessary expenses incurred as a result of their assignment, or paid the appropriate per diems or allowances.

(d) Effective January 1, 2006, to cover estimated expenses in or about city of residence, each member shall receive twenty dollars (\$20.00) per diem.

(e) Effective January 1, 2006, to cover estimated expenses when traveling away from city of residence, each member shall have sufficient funds to cover said expenses. Sufficient funds shall be sixty (\$60.00) dollars in the local currency, for each anticipated day of absence, plus the actual cost of single hotel accommodation.

(f) When attending meetings or instructional training at any facility where room and board is included, miscellaneous expenses of twenty dollars (\$20.00) per day will be provided, in the local currency.

(g) Any member, not receiving a car allowance and using their own vehicle for lodge business, shall be reimbursed for each kilometer plus the cost of parking.

NOTE: Effective January 1, 2006 the current Local Lodge 764 mileage rate is thirty (\$.30) cents per kilometer.

(h) Any member traveling or working on an assigned rest day on Lodge business will be given time off in lieu at the expense of the Lodge. The member must have prior approval from the Lodge.

(i) Any member receiving an expense advance must reconcile their expense claim within 30 days of their completion of the assignment, to remain a member in good standing.

Section D.

Payment of Bills

(a) All current monthly bills shall be paid on due date and submitted to the Lodge for action.

(b) The Executive Board may disburse up to one thousand (\$1000.00) dollars when, in its opinion, it is necessary to do so. Any expenditure so incurred must be submitted to the Lodge at the next regular meeting.

(c) The Local Lodge shall have an Investment Fund for monies not elsewhere specified in these Bylaws. Monies may only be voted in or out of this Fund by a Special Meeting, called for that purpose, and upon approval of the appropriate motion, by a three quarter (3/4) majority of the members present and voting by secret ballot. Monies within the Investment Fund shall be administered by the Executive Board.

ARTICLE VIII - General Rules

Section A.

(a) No committeeman, officer or member shall enter into an agreement with the company which is contrary to the agreement in force, or any item not covered by the agreement in force without first obtaining the sanction of the Lodge.

(b) No executive member can accept a management position temporary or permanent, within the Company without first resigning from the Executive Board of the Local Lodge.

(c) Any member accepting a temporary promotion or a job with the Company, not specifically covered by the Current Collective Agreement in force, shall not be eligible to hold office or be a Shop Steward for the period of time they are holding said position.

(d) A member shall attend at least 50% of the regular lodge general meetings available to the member, which are held during the 12 month period ending the date of close of nominations in order to qualify as an Officer, Executive Board member, Delegate, and/or Committee member. The member shall be excused from attendance when they are on duty, on vacation, on verified sick leave, on assignment for the Lodge, on a leave of absence authorized by the Lodge, or when working at outside bases where no monthly meetings are held.

(e) Effective January 1, 2008, any voting member of the Executive Board of Local Lodge 764 employed under the Air Canada Agreement is not eligible to hold the position of:

- (1) Shop Committee Chair
- (2) Shop Committee Member
- (3) Senior Steward
- (4) Negotiations Committee Member

If in the opinion of the majority of the Executive Board, a Board Member's effectiveness is suffering because they hold multiple positions, that Board Member will be required to resign from one or more positions.

(f) Any member not complying with, or attempting to circumvent in any way, these bylaws will be charged in accordance with the IAM Constitution.

(g) To assist in the effective administration of this Local, it will be mandatory, as space is available, for Executive Board members, Senior Stewards, Chief Shop Stewards, Shop Committee Chairs and Shop Committee Members, to attend "Basic Leadership Training" at the IAM Education Center.

ARTICLE IX - Bonding

(1) All Officers, employees or other individuals in this Local Lodge who are responsible for, or handle funds of or for the Local Lodge, shall be bonded in accordance with the IAM Constitution and the IAM Policy relating thereto.

ARTICLE X - Conduct of Lodge Business at Outside Bases

(a) The Lodge shall designate the Bases at which certain business may be conducted by the members. The Chief Shop Steward or Senior Steward at each of these Bases shall serve as Chairperson and one of the Shop Stewards shall serve as Secretary.

(b) The Lodge shall notify each of these stations of the specific activities for which expenses will be paid by the Lodge. The request for payment of these expenses shall be signed by the Chairperson and Secretary and sent to the Recording Secretary in Vancouver for payment.

(c) Regular meetings should be held during the first week of the month. A copy of the minutes of each meeting and a copy of the attendance record shall be forwarded by the Secretary to the Recording Secretary in Vancouver for presentation at the next regular Lodge meeting.

(d) Shop Stewards meetings shall be held at a convenient time when most of the Stewards are available without lost time (wages) charges and travel expenses.

(e) Lost time (wages) and/or expenses will not be paid for processing of grievances unless unusual circumstances warrant it.

(f) The rental of meeting rooms is to be avoided for a meeting of less than six (6) members.

(g) A member from an outside base shall attend at least fifty percent (50%) of the regular meetings available to the member at their home base held during the twelve (12) month period ending the date of close of nominations, in order to qualify as an officer, Executive Board member, delegate, and/or committee member. The member shall be excused from attendance when they are on duty, on verified sick leave, on assignment for the Lodge, on leave of absence authorized by the Lodge, on vacation, or when working at outside bases where no monthly meetings are held.

ARTICLE XI – Balloting at Outside Bases

Section (a) Nomination and Elections from Outside Bases

The Recording Secretary shall notify all outside bases (through the designated Union representative), by traceable mail, of the election date, place and time(s), not less than sixty (60) days prior to the election date. Specific information as to who is entitled to receive an absentee ballot (when applicable shall also be included in the notice.

Nominations shall be sent from all outside bases (through the designated Union representative), Canada Post, to the Recording Secretary, so that they are received at the Local

(b) Method of Balloting

Written requests for absentee ballots and absentee ballot voting shall be conducted in accordance with the IAM Constitution and Policy.

(c) Election Returns

Members voting by absentee ballot shall mail their ballot by official government mail, to the Recording Secretary so that it will be received by or prior to the closing time of the polls specified in the notice of election.

ARTICLE XII

Section A. Bylaws Application

Nothing in these bylaws shall be construed or applied in a manner that will conflict with the provisions of the IAM Constitution. All matters arising and not specifically covered by these bylaws shall be governed by the IAM Constitution.

Section B. Amendments

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

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

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

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

(c) Reasonable advance notice must be given to the membership of the time, date and place of the second reading, and vote to be taken on the proposed amendments.

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

(e) Triplicate copies of approved proposals, together with the master copy of bylaws shall be referred to the International President for approval and designation of an effective date. One copy of the Lodge approved proposals shall be sent to the General Vice President's office in Toronto, Ontario.

Section C. These Bylaws shall be printed and made available to members. The Bylaws will be posted on the website and updated regularly.

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