

1 **BYLAWS FOR FEDERAL LOCAL LODGE NO. 1998**

2
3 **INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS**

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5 **FEDERAL DISTRICT – 1 NATIONAL FEDERATION OF FEDERAL EMPLOYEES**

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8 **ARTICLE 1**

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10 **NAME AND TIME OF MEETING**

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12 **Section 1.** This Lodge shall be know as Federal District 1, National Federation of
13 Federal Employees, Federal Local Lodge No. 1998, International Association of
14 Machinists and Aerospace Workers, Washington, DC. This Lodge represents the
15 bargaining unit employees of Passport Services, a division of the Department of State's
16 Bureau of Consular Affairs.

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18 **Section 2.** The regular monthly meeting will take place on the first Thursday of the
19 month at noon, except when the meeting falls on a generally recognized holiday, in
20 which event a substitute day for the meeting shall be set at the preceding meeting.
21 {Because our Local Lodge is spread out over the entire country at the various Passport
22 Agencies and Centers, each office is encouraged to hold their own monthly meeting

1 when it is best appropriate. The use of e-mail will be used as the primary method of
2 communication when contacting the body of the Local Lodge.} Notice of meeting
3 changes; agenda changes and re-scheduling of a meeting will take place at least 48
4 hours prior to said meeting.

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6 **Section 3.** Seven (7) members shall constitute a quorum for a regular meeting.

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8 **Section 4.** Special meeting shall be called and conducted by the President as set
9 forth in the IAM Constitution.

10 a. Seven (7) members shall constitute a quorum for a Special meeting.

11 b. Members shall be notified via posting on the Union Bulletin Board, and/or
12 Office e-mail at least forty-eight {48} hours before the date and time of
13 the Special meeting.

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1 **ARTICLE II**

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3 **OFFICERS AND THEIR DUTIES**

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5 **Section 1.** The Officers of this Lodge, their selection, duties, qualifications and
6 responsibilities shall be in accordance with applicable provisions of the IAM Constitution
7 and the NFFE bylaws.

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9 **Section 2.** The nationwide elected officers of this Lodge shall consist of a President,
10 Vice President, Recording Secretary, Secretary Treasurer, and a Board of Trustees,
11 consisting of three (3) members. Their term of office shall be for three (3) years. The
12 nationwide appointed officers of this Lodge shall consist of a Chief Steward, a
13 Conductor/Sentinel, a Communicator, an Educator, an Editor, and a Webmaster. Each
14 particular location (such as a Passport Agency, Center, or other distinct subdivision of
15 Passport Services such as the Information and Management Liaison office) shall have a
16 Senior Steward and other Steward(s).

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18 **Section 3.** Nomination of nationwide officers will be held at the first regular meeting
19 in (September or November). The Recording Secretary shall prepare a suitable ballot
20 and shall have same ready for use at the first meeting in (October or December) (If
21 nominations are in September, election is in October. If nominations are in November,
22 election is in December). The election will take place via United States mail.

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Section 4. Not later than (60) days prior to the election, the Recording Secretary shall notify all members by mail, at the last known address, of the time, date and place of the election.

Section 5. Senior Stewards shall be elected from and by members in each designated office in which they work. If the members fail to elect a Senior Steward, the President shall appoint the Senior Steward with the approval of the Executive Board.

Section 6. The Vice President or the Vice President’s designee shall fill any vacancy occurring in the office of the President for the unexpired term, if the remaining term is less than 12 months. All other vacancies of office between elections covering Officers, Executive Board members and Delegates shall be filled by temporary appointment by the President of the Lodge with the approval of the Executive Board. Such temporary appointments shall be for such period as is reasonable required to bring about the election of a successor in accordance with the provisions of these bylaws and the IAM Constitution. When the President is temporarily absent, the Vice President shall fulfill the duties of the President and the Chief Steward shall fulfill the duties of Vice President. When the President and Vice President are both temporarily absent, the Secretary Treasurer shall fulfill the duties of President and the Chief Steward shall fulfill the duties of Vice President. When the Secretary Treasurer is temporarily absent, the Recording Secretary shall fulfill the duties of the Secretary Treasurer.

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Section 7. The office of Chief Steward shall be filled by appointment by the President of the Lodge with the approval of the Executive Board. The office(s) of Steward for each location shall be filled by appointment by the Senior Steward of that location with the approval of the Executive Board. The Steward(s) may be elected from and by members of his/her particular location.

Section 8. All Officers, employees or other individuals in the 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.

1 **ARTICLE III**

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3 **THE EXECUTIVE BOARD**

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5 **Section 1.** The Executive Board shall consist of the President, the Vice President, the
6 Secretary Treasurer, the Recording Secretary, the three Board of Trustees Members,
7 and the Senior Steward from each office. The President of the Lodge shall be Chairman
8 of the Executive Board and the Recording Secretary shall be the Secretary of the
9 Executive Board.

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11 **Section 2.** A majority of the members shall constitute a quorum for Executive Board
12 meetings.

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14 **Section 3.** The Executive Board shall conduct its business in a methodical and
15 businesslike way, keeping a record of its proceedings and otherwise conducting its
16 affairs according to the principles reflected by the IAM Constitution and these bylaws.

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18 **Section 4.** The Executive Board shall meet at least once a month (via e-mail at a
19 minimum) to consider any business brought before them. The Chairman and the
20 Secretary of the Executive Board may call a special meeting by notifying all members of
21 the Board.

1 **Section 5.** It shall be the duty of the Executive Board to deliberate upon all matters
2 referred to them and, as soon as possible thereafter, reports its recommendations and
3 expenditures to the Lodge.

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1 **ARTICLE IV**

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3 **FEES AND DUES**

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5 **Section 1.** Qualifications for membership in this Local Lodge shall be as provided in
6 the IAM Constitution and the NFFE Bylaws.

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8 **Section 2.** Dues:

9 1. As of December 2, 2004, the current dues for this Local Lodge are \$15.96
10 per biweekly pay period, of which \$1.62 is forwarded by NFFE to the Local Lodge
11 and the remainder is retained by NFFE and the IAMAW.

12 2. Dues increase: whenever the national per capita tax is raised by action of
13 the District Lodge Convention or by action of the Grand Lodge, the Local Lodge's
14 dues will automatically be raised by an equal amount. Any other increases in
15 dues must be authorized by an amendment to this Constitution in which the vote
16 is by secret ballot.

1 **ARTICLE V**

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3 **FUNDS**

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5 **Section 1.** The General Funds of this Local Lodge may be disbursed only by an order
6 drawn by the Recording Secretary or by the President; the check in all cases will be
7 drawn by the Secretary-Treasurer and countersigned by the President. If both the
8 President and Secretary-Treasurer are not assigned to same office an individual e-mail
9 acknowledgement will be acceptable by either party prior to disbursement of any
10 checks, in lieu of the counter signature on the check.

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12 **Section 2.** Unless at least seven (7) calendar days notice, on the Union Bulletin
13 Board, and/or Office e-mail, has been given to the membership, no motion shall be in
14 order to appropriate more than \$500.00 for any purpose, except (1) per capita tax and
15 ordinary bills which are generally in excess of this amount, and (2) strike assistance to
16 sister IAM Lodges in which case not more than \$100.00 maybe be voted on without the
17 seven (7) days notice.

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- 19 a. No motion to appropriate Lodge funds shall be in order in any meeting of
20 this Local Lodge if made later than (2) hours after the regular starting
21 hour of the meeting.
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1 **Section 3.** There may be an Emergency Fund established in accordance with the IAM
2 Constitution. No money shall be voted out of this Emergency Fund except by a three-
3 fourths (75%) vote of those present and voting at a special or called meeting for this
4 purpose.

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6 **Section 4.** The Secretary-Treasurer may maintain a petty cash account of \$200.00
7 annually. Petty cash expenditures are authorized only for such expenses as postage,
8 office supplies, storage devices for Union records, cleaning supplies, unexpected minor
9 expenses, etc. The Secretary-Treasurer shall insure that an accurate, up-to-date and
10 auditable record is maintained of all petty cash expenditures. Expenses above and
11 beyond that amount must be authorized in accordance with other applicable procedures in
12 the bylaws and the IAMAW Constitution.

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1 **ARTICLE VI**

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3 **COMMITTEES**

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5 **Section 1.** An Auditing Committee of three (3) members shall be nominated by the
6 President or elected by the Local Lodge. The Committee shall function as set forth in
7 the IAM Constitution. This Lodge shall audit the books semi-annually.

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9 **Section 2.** The Finance Committee shall consist of three (3) Trustees. It shall be
10 their duty to examine all bills before their presentation to the membership for approval;
11 to prepare and present a budget at the regular meeting in December, or January, and
12 to advise the membership regarding the financial condition and transactions of the
13 Lodge.

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15 **Section 3.** The President of this Lodge shall appoint a Relief Committee of three (3)
16 members, of which he/she will be chairman. The Relief Committee shall receive all
17 monies drawn for relief benefits and cause the same to be paid to the person or
18 persons for whom drawn within forty-eight (48) hours after receipt of same.

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20 **Section 4.** An Office Committee consisting of three (3) members shall be elected
21 from and by the members employed in each respective office. If the members fail to
22 elect an Office Committee, the President shall appoint the Committee. This Committee

1 shall act as an Organizing Committee, determining the status of new employees,
2 servicing their applications, etc. They shall also report anything of importance under
3 their jurisdiction at the next regular meeting.

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5 **Section 5.** Any Delegate or Representative to be selected by this Lodge shall be
6 elected (or, failing that, will be appointed by the President with the approval of the
7 Executive Board) in accordance with the Constitution and bylaws of the Body in which
8 the Delegate or Representative shall represent this Lodge.

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10 **Section 6.** A Legislative Committee consisting of three (3), Union Officers will be
11 appointed by the President and shall function in accordance with the IAM Constitution.

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1 **ARTICLE VII**

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3 **DUTIES**

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5 **Section 1.** The duties of this Local Lodge, its officers and members shall be as set
6 forth in the IAM Constitution and NFFE bylaws.

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8 **Section 2.** It is a policy of this Lodge that members work harmoniously together and
9 not try to gain advantage by discrediting another member.

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11 **Section 3.** No member of this Lodge shall make any agreement with his/her
12 employer as to working conditions, hours of pay etc. without the consent of the Local
13 Lodge President or the person designated for his/her position in his/her behalf.

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15 **Section 4.** Members serving on Committees in such service shall submit an itemized
16 statement of the expenses incurred to the Local Lodge before receiving payment.

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1 **ARTICLE VIII**

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3 **AMENDMENTS**

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5 **Section 1.** Any increase in the amount of Emergency Funds, and Local Lodge dues
6 must be handled on the basis of the procedures specified in the IAM Constitution. Any
7 other amendments to these bylaws must be handled on the basis of the following
8 procedures:

- 9 a. All proposals must be in writing, signed by not less than five (5) members,
10 and referred to a Bylaws Committee appointed by the President.
- 11 b. Bylaws proposals must be read as proposed at two (2) consecutive
12 meetings. Immediately following the second reading, the Bylaws
13 Committee shall submit their recommendations. {In lieu of review at a
14 monthly meeting the Local President may elect to post the proposals
15 initially to all members via e-mail. Members would then have ten (10)
16 calendar days to respond to the Bylaws Committee Chairman about the
17 proposed Bylaws changes. Any required revisions or concerns would then
18 be brought to the Bylaws Committee for review. If revisions were
19 necessary, they would be incorporated into the Bylaws proposal and
20 reintroduced. They would then be open for revision or concerns for
21 another ten (10) calendar days. If no revisions were made they would

1 then be e-mailed to members again, twenty (20) calendar days after the
2 final proposal.}

- 3 c. A twenty (20) calendar day notice must be given to the membership of
4 the time date and place of the second meeting, and vote to be taken on
5 the Bylaws Committee's recommendations. {If the Lodge President
6 invokes the e-mail method, a thirty (30) calendar day notice must be
7 given to the membership of the date of the vote to be taken on the
8 Bylaws Committee's recommendations.
- 9 d. Each proposal must be considered and voted upon separately. A majority
10 affirmative vote by those present and voting is needed for adoption. {If
11 the Lodge President invokes the e-mail method, a majority affirmative
12 vote by the entire membership is needed within a forty-eight (48) hour
13 period (two regular work days) for adoption.
- 14 e. Triplicate copies of approved proposals, together with the master copy of
15 the Bylaws shall be referred to the International President for approval
16 and designation of an effective date.

1 **ARTICLE IX**

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3 **RULES OF ORDER**

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5 **Section 1.** Roberts Rules of Order shall be as set forth in the IAM Constitution.
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1 **ARTICLE X**

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3 **DISCLAIMER**

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5 **Section 1.** Nothing in these Bylaws shall be construed or applied in a manner that
6 will conflict with the provisions of the IAM Constitution. All matters arising and not
7 specifically covered by these Bylaws shall be governed by the IAM Constitution.