



INSTRUCTIONS FROM THE INTERNATIONAL PRESIDENT

KEEP ATTACHED TO THE MASTER COPY OF THE BYLAWS

All proposed amendments to these bylaws must be approved by the International President prior to adoption. The International President has issued specific instructions which should be followed carefully in submitting proposed bylaws amendments. These include the following:

1. Submit a letter over the seal and signature of the Recording Secretary stating the proposed amendments to these bylaws have been properly enacted by the Lodge in accordance with the amendment procedures.
2. Enclose a copy of the proposals enacted by the Lodge. Send one (1) copy of the proposed amendments to your District Lodge. Include only the changes or redrafts of those articles and sections which the Lodge desires to amend. Do not submit complete redrafts of the bylaws with the amendments incorporated into those redrafts.
3. Return the master copy of the bylaws that bears the headquarters' stamp of approval and the signature of an authorized officer of Grand Lodge with the letter and proposals -- the same copy that was furnished the Lodge by this office (no photocopies).

Do not make any notations or other defacements on this master copy; all changes must be made at this office.

4. All requests for approval of changes in the salaries of Business Representatives and General Chairmen, whether under proposed bylaws amendments or under existing bylaws provisions, must be accompanied by a list of the representatives affected, their current monthly salaries, proposed monthly salaries and the effective dates thereof. All requests for approval of changes in salaries which also involve changes in Grand Lodge Contributions must be received at this office prior to the end of the month in which such increases are to be made effective.

Your full cooperation in following the above instructions will enable us to provide a more efficient service in the handling of bylaws at this office.

IMPORTANT - These instructions should be attached to Lodge bylaws.

Andrew R. Buffenbarger
SPECIAL ASSISTANT TO THE
INTERNATIONAL PRESIDENT

BYLAWS OF PACIFIC NORTHWEST DISTRICT LODGE NO. 160

INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS

AFL-CIO

PREAMBLE

We, members of the International Association of Machinists and Aerospace Workers, believing it to be the natural right of those who toil to enjoy to the fullest extent the wealth created by their labor; and realizing that under the changing industrial conditions of our time, and the enormous growth of syndicates and other aggregations of capital, it is impossible for us to obtain the full reward of our labor, except by united action;

And, believing that organization based on sound principles as to wisest use of our citizenship, based upon cooperative, economic and political lines, with a view to restore the commonwealth of our government to the people, and using the natural resources and means of production and distribution for the benefit of all the people;

Therefore, we do now establish these bylaws of this District Lodge No. 160, International Association of Machinists and Aerospace Workers. We pledge ourselves to labor unitedly in behalf of the principles herein set forth; to perpetuate our order on the basis of friendship and justice; to expand its object and to work for their general adoption; to respect and obey the laws laid down for its guidance and its government; knowing as we do, that when we are united, no reasonable demand we make can be denied us.

ARTICLE I - Jurisdiction-Authority

(1.1) This District Lodge shall be known as Pacific Northwest District Lodge 160, International Association of Machinists and Aerospace Workers, AFL-CIO, and shall have jurisdiction over the States of Washington and Alaska with limited jurisdiction in Idaho and Nevada, except for lodges in the air transport industry.

(1.2) This District Lodge shall be a full service District Lodge and shall have authority over and control of all Local Lodges within its jurisdiction, who shall be affiliated unless specifically exempted, subject to the approval of Grand Lodge, for the purpose of securing mutual protection, harmonious action and close cooperation in all matters relating to the trade. District Lodge 160 bylaws shall prevail regarding any conflict or contradiction between Local Lodge and District Lodge bylaws.

ORIGINAL BYLAWS

Approved: 10-6-23

Effective: 10-1-23

ARTICLE II - Meetings - Quorums - Order:

(2.1) The regular meeting of this District Lodge shall be held on the fourth (4th) Thursday of February, April, June, August, October, and December convening at 7:00 p.m. December's regular meeting shall be held on the third (3rd) Thursday of the month.

(2.2) Special meetings shall be called by the President by Order of the Executive Board or upon written request of not less than a total of ten (10) delegates representing a minimum of any three (3) Lodges. Written notice of such special meetings and stated business therefore, shall be given each affiliated Local Lodge and delegate. Discussion and action at such special meeting shall be confined to the subject for which the meeting was called.

(2.3) One District Delegate from fifty percent (50%) of the affiliated Local Lodges shall constitute a quorum for meetings of this District Lodge. No business shall be transacted without a quorum except to adjourn or to recess.

The following Code of Conduct shall be read at each District Lodge 160 Delegates meeting by the presiding officer, who will also appoint the designated contact.

The IAM is committed to providing an environment free from discrimination and harassment, regardless of an individual's race, ethnicity, religion, color, sex, age, national origin, sexual orientation, disability, gender identity or expression, ancestry, pregnancy, military status, or any other characteristic protected by law. As such, the IAM will not tolerate unacceptable behavior at any of our meetings or events. As trade unionists, mutual respect must be the basis of all our interactions. Unacceptable behavior includes, but is not limited to, discriminatory or harassing speech or actions; harmful or demeaning verbal or written comments; real or implied threat of physical harm; harassing photography or recording; uninvited sexual attention or contact, physical assault including uninvited touching or groping. The IAM is a democratic union that values open and vigorous discussion of the issues facing working people and the labor movement. This Code of Conduct is not intended to restrict free and open debate, but rather is concerned with protecting dignity and fairness for all members. The designated contact for anyone who thinks they have experienced or witnessed discriminatory, harassing or otherwise unacceptable behavior is _____ [name] at _____ [phone number].

(2.4) The order of business of this Lodge shall be as follows:

1. Pledge to Flag
2. Code of Conduct reading and appointment of designated contact
3. Roll Call of Officers and Delegates and noting of absentees
4. Introduction of visiting members
5. Examination and seating of new Delegates
6. Reading of minutes and acting on same

7. Nomination and election of officers or Directing Business Representative
8. Report of Secretary-Treasurer
9. Communications and bills
10. Reports of Committees and Delegates
11. Report of Directing Business Representative
12. Unfinished business
13. New business
14. Anything for the good of the IAM
15. Adjournment

(2.5) Hybrid District Lodge meetings

It is the intent of this District Lodge to maintain having monthly in-person meetings. However, we recognize that our membership stretches across several thousand miles and multiple states and often, family responsibilities limit our time away from home. In order to ensure that our membership have access to attending the monthly meeting we will implement the following:

District Lodge 160:

- The District Lodge will utilize a video conferencing system that allows for a waiting room
- The Secretary-Treasurer will send the invitation to the membership via personal emails
- The Secretary-Treasurer will notate in the sign-in log who is in attendance online
- The Sergeant at Arms will maintain the order of the hybrid meeting and ensure that all participants have their cameras on
- The Vice President will assist the Sergeant at Arms in maintaining the order of the meeting unless they are chairing the meeting in place of the District Business Representative
- Electronic Voting on motions will be allowed using the polling feature or hand raise feature of the platform used
- As is the case at all District Lodge meetings, no recording devices are permitted

Members:

- Members will be able to attend remotely through a designated link sent by the Secretary-Treasurer
- Members will be required to have their cameras on at all times – any member who does not display their video or who mutes their camera will be ejected from the meeting by the Sergeant at Arms

- Members will be required to have their first and last names displayed in their video display
- Members will, if asked, prove that they are the only ones listening to the business of the District Lodge
- Members will be able to make motions and participate in voting of motions
- Members will be audibly muted unless called on to speak to a motion or issue after being recognized by the Chair
- Members agree not to record any portion of the proceedings

ARTICLE III - Delegates - Election - Term:

(3.1) District Lodge 160 shall consist of seated qualified Local Lodge duly elected delegates. Each delegate seated and present shall be entitled to one (1) vote. At the request of the majority of delegates representing three (3) Lodges a roll call vote will be taken. The roll call will be based on one (1) vote per member of the total membership of the Lodge, as per the last monthly membership report. The roll call vote will be equally distributed among the delegates present from each lodge.

Article III, Paragraph 3.1 is applicable to all voting procedures contained in these Bylaws.

(3.2) Each affiliated Local Lodge shall be entitled to three (3) delegates. Additionally, each affiliated Local Lodge shall be entitled to one (1) delegate for each one thousand (1000) members or major portion thereof, based on the Local Lodge membership as of December 31, prior to the election.

(3.3) A delegate shall be qualified in accordance with applicable provisions of the IAM Constitution and be a member in continuous good standing of not less than one (1) year of an affiliated local, and employed at the trade in conformance with the IAM Constitution, full-time officers hereunder excepted from working at the trade. Delegates on strike, victimized, temporarily unemployed or from lodges organized less than one (1) year are excepted.

(3.4) Delegates shall be elected every four (4) years by Local Lodge secret ballot election.

(3.5) Affiliated Local Lodges may nominate and elect its delegates to the District Lodge at the same time and in the same manner as the regular Local Lodge officer election, but in no event later than December -January preceding the term of delegate. In all cases the candidate(s) who receive the highest vote shall be declared elected. A vacancy shall be filled by appointment by the Local Lodge President subject to the approval of the Local Lodge in accordance with the Local Lodge bylaws.

(3.6) The term of office of delegates shall be four (4) years, effective the February regular meeting following their election and upon presenting credentials properly signed and sealed by Local Lodge and seated by District Lodge.

(3.7) Retiring delegates shall hold their seats until their successors are duly seated.

(3.8) In the event any delegate absents themselves from two (2) consecutive District Lodge meetings, without being excused therefor, and if there is no controversy as to the refusal to excuse being proper, such delegate shall be deemed to have resigned and vacated their seat. Proper notifications for excusal will be to notify the Secretary-Treasurer in advance of such absence prior to the District Lodge meeting. The Secretary-Treasurer shall so notify the respective Lodge requesting filling of the vacancy.

(3.9) Should said delegate contend the refusal to excuse him for such absence is improper then the Presiding Officer of this District Lodge shall prefer charges against him, charging conduct unbecoming a delegate for absence without acceptable excuse, and he shall be tried in accordance with applicable provisions of the IAM Constitution.

(3.10) Business Representative(s), Organizer(s) and Staff shall not serve as Delegates to the District Lodge.

ARTICLE IV - Officers - Term - Duties:

(4.1) The officers of this District Lodge shall be President, Vice President, Secretary-Treasurer, Sergeant-at-Arms, and three (3) Trustees for a term of four (4) years.

(4.2) The officers shall be nominated and elected from the delegate body by seated delegates present. The candidate receiving the highest vote count will be elected. Nominations will be at the April regular meeting and elections will be at the June regular meeting.

(4.3) Vacancies shall be filled at the next regular meeting following the office being declared vacant. The Secretary-Treasurer shall give written notice to each affiliated Local Lodge and delegate of nomination and election to fill vacancy. In event of a vacancy in the office of President, the Vice President shall assume that office for the balance of the unexpired term.

(4.4) The duty of the President shall be to preside at all meetings of this District Lodge and Executive Board, decide all questions of order and usage subject to appeal to this District Lodge, appoint officers pro-tem, appoint all committees not otherwise provided for, countersign all checks properly drawn by the Secretary-Treasurer, appoint three (3) Tellers to assist in conducting elections in a fair and impartial manner, in case of a tie vote cast the deciding vote, render decisions on all matters not specifically covered by the IAM Constitution and this District Lodge bylaws in accordance with Robert's Rules of Order (revised) and perform such other duties required by this District Lodge.

(4.5) The duty of the Vice President shall be to preside at all meetings in the absence of the president, assist in maintaining order, shall be authorized to sign vouchers, checks and other documents in place and stead of the President subject to the approval of this District Lodge, and in case of vacancy shall become President and serve until the next regular election and installation of the successor in office.

(4.6) The duty of the Secretary-Treasurer shall be to keep an accurate record of the preceding of District Lodge meetings and Executive Board meetings and furnish each affiliated Local Lodge, District Delegate and Directing Business Representative a correct copy of the proceedings after each meeting; conduct official correspondence over the seal of this District Lodge; draw and sign all orders, vouchers and checks approved by this District Lodge; present communications and bills pertinent to this District Lodge; issue calls for special meetings nominations and election and filling of vacancies of this District Lodge, and certify the correct number of Delegates entitled to each affiliated Lodge from most current Local Lodge membership report prior to nomination.

(4.7) The Secretary-Treasurer shall perform the duties prescribed in the IAM Constitution for the office of Local Lodge Recording Secretary and Secretary-Treasurer as those duties, when combined, would apply to this District Lodge.

(4.8) The Secretary-Treasurer shall: Collect and record all dues, fees and assessments from the members and/or Local Lodges, keeping a correct account between the Local Lodges and the members; execute all transfer notices and be responsible for the issuance and acceptance of Honorary Withdrawal Cards; execute and submit the affiliated Local Lodge monthly membership report to the General Secretary-Treasurer; be responsible for the proper processing of membership applications and issuance of Dues Books or Dues Cards; keeping complete and accurate records of all receipts and disbursements and give financial reports to each regular meeting of this District Lodge and furnish a copy thereof to each affiliated Local Lodge and the Directing Business Representative covering the period since last report; present his books and record to be audited by the Auditing Committee each six (6) months at the close of June and December.

(4.9) The Secretary-Treasurer shall establish accounts and transact all business with the banks approved and designated by this District Lodge.

(4.10) The Secretary-Treasurer shall forward equally by member to each affiliated Local Lodge at the close of each month, the remaining amount of all monies collected less Grand Lodge per capita, less pro-rate cost share of the District Lodge's operating expense, less other funds required by these Bylaws, and less such other usual and customary Local Lodge expenses as may be authorized by the Local Lodge and the District Lodge for payment by the Secretary-Treasurer from that Local Lodge's account.

(4.11) It will be the responsibility of the District Delegates to determine if the position of Secretary-Treasurer is to be staffed part-time or full-time. If the District Delegates decide to change the status of the Secretary-Treasurer position, the salary of the position will be determined by the District Delegates prior to the effect of the change with the approval of the Grand Lodge.

(4.12) The Sergeant at Arms shall perform the combined duties of Conductor-Sentinel as provided in the IAM Constitution, guard the door during all meetings of the District Lodge, examine all dues books, present all visitors to the Chair for introduction, assist the Chair in maintaining order when called upon to do so and perform such other duties as determined by the President for the service of the District Lodge.

(4.13) The Trustees shall perform those duties as provided in the IAM Constitution and attach their signature to the semi-annual reports of the Auditing Committee.

(4.14) The Communicator shall perform in accordance with the official directives, policies, and program of the Grand Lodge, use the latest forms of information technology to communicate with the Local Lodge membership about their work and family lives.

(4.15) The Educator shall assist in carrying out the official directives, policies, and programs of the Grand Lodge, and any other education and training program approved by the Grand Lodge and related to educating and training the Local Lodge membership on all issues affecting workers and their families.

ARTICLE V - Executive Board - Authority:

(5.1) The Executive Board of this District Lodge shall be the duly elected Officers, the Directing Business Representative and one (1) Board Member from each affiliated Local Lodge not already holding an office in the District Lodge.

The Executive Board shall meet each month there is not a full Delegate Meeting, and at such other times as necessary upon call of the President. A majority of the elected Executive Board shall constitute a quorum to act upon the business of the District Lodge.

(5.2) The Executive Board shall have authority to take action between regular meetings of this District Lodge in paying all regular usual and customary bills and expenses. They shall have general supervision of all administrative matters between regular District Lodge meetings, subject to the approval of this District Lodge.

ARTICLE VI - Auditing:

(6.1) There shall be an auditing committee of three (3) Delegates, not Officers, nor more than one (1) from any affiliated Local Lodge, nominated and elected at the same time and manner as District Officers for a term of four (4) years.

(6.2) The duty of the Auditing Committee shall be as defined in the IAM Constitution for Local Lodges and District Lodges. The Audit Committee shall audit the books and records of this District Lodge semi-annually at the close of business of June and December. A copy of their report will be supplied to each affiliated Local Lodge.

ARTICLE VII - Funds - Fiduciary Responsibility – Bonding-Dues Revenue:

(7.1) All dues, fees and assessments of affiliated Local Lodges of this District Lodge shall be remitted timely to the Secretary-Treasurer in a manner and on forms determined by the District Lodge Secretary-Treasurer. All such revenue shall be collected by the District Lodge or Local Lodge Financial Officers who are authorized and properly bonded in accordance with the IAM Constitution.

(7.2) The District Lodge shall determine and compute each month the necessary revenue to service and carry on the work of the District Lodge.

(7.3) The total amount of expenses for operating the District Lodge each month shall be divided by the total amount of dues, initiation and reinstatement fees collected by the District Lodge to determine the percentage to be charged each Local Lodge.

(7.4) Three per cent (3%) of all dues of affiliated Local Lodges may be collected monthly by the District Lodge. One per cent (1%) will be allocated to the Emergency Fund, which may be used in case of emergency in accordance with the IAM Constitution. The other two per cent (2%) will be allocated to the General Fund. Fifty percent (50%) of remaining dues income shall be refunded back to the Local Lodge on a Lodges per capita basis.

(7.5) All liquid revenue including affiliation per capita, shall be considered and used as District Lodge "General Fund" revenue.

(7.6) The District Lodge shall be recognized by the Grand Lodge as the constitutionally responsible reporting Lodge, with the District Lodge Officers assuming all fiduciary responsibility related thereto under the IAM Constitution. The District Lodge shall execute and cause to be filed all financial and other reports on behalf of the District Lodge and affiliated Local Lodges which may be required by applicable civil law, to be signed by Presidents, Secretaries and/or Treasurers respectively, in such form and manner as shall constitute compliance with legal requirements.

(7.7) All Officers, employees or other individuals in this District Lodge shall be bonded in accordance with the IAM Constitution and the IAM Policy relating thereto. The Directing Business Representative shall be bonded in an amount as required by the District Lodge.

(7.8.) Dues are owed on all compensable hours paid.

Dues rate amount shall be determined off a member's hourly rate or base pay as of August 31st, of the previous year. Increases will only be applied as of January 1st. The dues rate will include yearly pay increases, cost-of-living increases, bonuses, and license-pay premiums. This rate will exclude any shift-differential pay, overtime pay, hazard pay, lead-man pay, foreman pay, or any one-time payment pay. Any pay items that are negotiated into their CBA as pay exclusion to dues also will be excluded.

(7.9) The monthly dues of all Local Lodges affiliated with District Lodge 160 will be equal to two and one half (2 -1/2) times the straight time hourly earnings of each Local Lodge member, plus an additional \$8.00 with the minimum dues to be set by the District Lodge each year not to exceed the amount equal to the District per capita and the Grand Lodge per capita in fifty cent (\$.50) increments. Plus any increase to the Grand Lodge per capita. Plus any additional fees or assessments levied by the Local Lodges.

(7.10) Retired members that choose to continue paying full dues shall pay the lowest rate for their Local Lodge.

(7.11) The Initiation Fee shall be equal to three (3) months Dues. The Reinstatement Fee shall be equal to five (5) months Dues. The cost of an unemployment stamp shall be three dollars (\$3.00). Unemployment stamps will be available for members that worked less than eighty (80) hours in a calendar month.

ARTICLE VIII - Directing Business Representative - Duties - Authority:

(8.1) The Directing Business Representative shall be nominated and elected by the District Lodge Delegates present and voting. The candidate receiving the highest vote count shall be elected. Should only one candidate be nominated, that candidate shall be declared elected. Nominations will be in February and the elections will be in April of the election year, for the position of the Directing Business Representative.

(8.2) The term of office of Directing Business Representative shall be four (4) years.

The elected Directing Business Representative shall be installed effective as of July 1 of the election year.

(8.3) The Directing Business Representative shall have authority and responsibility to administer the affairs of the District Lodge in a business-like and efficient manner to meet the needs of service to the members and affiliated lodges as may be authorized and directed by the District Lodge; to hire, supervise and fire office personnel necessary in performing the duties of his office, to supervise, assign and direct in all matters of membership representation, servicing and organizing; and shall have charge of the District Officer(s) not otherwise provided for in these bylaws.

(8.4) The Directing Business Representative shall be under the supervision of this District Lodge and the Grand Lodge in accordance with the IAM Constitution. The Directing Business Representative shall have the authority over, and supervision and direction of all Business Representative, Organizers, Temporary Organizers, and staff personnel employed in performing the duties of his office. The Directing Business Representative shall determine the number of Business Representatives, Organizer, Temporary Organizers, and/or staff required to service the District and shall have authority to engage, furlough or terminate Business Representatives, Organizers, Temporary Organizers, and/or staff subject to approval of this District Lodge and the Grand Lodge.

(8.5) The Directing Business Representative shall have the authority to designate one of the Business Representatives who has served for a minimum of three (3) years, membership in continuous good standing, to act as Assistant Directing Business Representative. The Assistant Directing Business Representative shall perform such assignments as shall be delegated by the Directing Business Representative when required to do so and shall act as Directing Business Representative in the absence of the Directing Business Representative because of illness or official duty. The Directing Business Representative shall also have the authority to remove the Assistant Directing Business Representative.

(8.6) The Directing Business Representative shall be a member in continuous good standing for not less than five (5) years in affiliated Local Lodges of this District.

(8.7) The Directing Business Representative shall be allowed a voice but no vote in the District Lodge.

(8.8) The Directing Business Representative shall notify the affiliated Local Lodges of position or vacancy of Business Representatives, Organizer and/or staff personnel employed in performing the duties of his office.

(8.9) Vacancy in the office of Directing Business Representative occurring because of death, resignation, extended illness, retirement or removal for cause, shall be filled by the Assistant Directing Business Representative, subject to District Lodge and Grand Lodge approval. If the remainder of the term is more than six months, the District Delegates shall determine if the Assistant Directing Business Representative will fill the entire term or if a new election will be held.

ARTICLE IX - Business Representative - Organizer - Staff:

(9.1) A Business Representative shall be a member in continuous good standing of affiliated Local Lodges of this District Lodge for not less than two (2) years prior to District Lodge approval, working at the trade, skill or profession at the time and also qualify under the IAM Constitution.

(9.2) Organizer(s), Temporary Organizer(s), and Staff shall be a member in good standing and meet such other qualifications as determined by the Directing Business Representative and this District Lodge.

(9.3) Assistant Directing Business Representative, Business Representative(s), Organizer(s), and Temporary Organizer(s) shall attend all District Lodge meetings, unless excused by the Directing Business Representative, and shall attend such affiliated Local Lodge meetings and/or membership meetings when assigned. They shall not be Delegates to the District Lodge, have a voice but no vote in the District Lodge meetings.

(9.4) Vacancy due to death, resignation, retirement, extended illness or removal for cause, may be filled upon being declared vacant by this District Lodge, by the Directing Business Representative subject to the approval of this District Lodge and the Grand Lodge. Following the declaration of such vacancy, and approval to fill the vacant position, the District Lodge will approve to fill the vacant position from the existing list or invalidate the current list. In such case the District Lodge invalidates the list; the District Lodge President will convene a hiring committee and seek applications and resumes, with notice going to all members of the District Lodge regarding the vacancy and requirements of the position. A candidate for Business Representative will be selected from a list of three (3) names forwarded to the Directing Business Representative by the hiring committee from the list of candidates. All candidates who are placed on the list will remain there in the order in which they were ranked until the District Delegates determine when to invalidate such list.

(9.5) Organizer(s) and Temporary Organizer(s) shall be reviewed every six (6) months by this District Lodge. Organizers shall submit weekly reports in the same manner as Business Representatives.

ARTICLE X - Salary - Expense - Per Diem:

(10.1) Salary shall be paid twice each month, one half (1/2) each payday less any withholdings required by applicable Federal or State law or as may be authorized by the payee and this District Lodge.

For the faithful performance of their duties the salary will be as follows:

Effective March 1, 2023:

Directing Business Representative	\$12,842.38
Assistant Directing Business Representative	\$12,276.55
Business Representative	\$12,002.45
Organizer	\$ 9,601.84
Beginning Organizer	\$ 8,881.71

(10.2) Temporary Organizer(s) shall be paid the hourly rate they receive in their regular place of employment but in no case less than the weighted average hourly earnings of the District Lodge per hour to a maximum of forty (40) hours per week.

(10.3) Effective January 1, 2013 and each January 1st thereafter, the above wages shall be increased by the average of the percentage increase in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) as published by the U.S. Department of Labor's Bureau of Labor Statistics and the Canadian Consumer Price index as published by Statistics of Canada. The "not seasonally adjusted" indices will be used.

(10.4) Newly approved Organizer(s) shall be paid ten percent (10%) less per month than regular Organizer(s). Newly approved Organizer(s) shall receive two and one-half percent (2.5%) per month increase each six months thereafter until they obtain a regular Organizer(s) salary.

Upon the recommendation of the Directing Business Representative and the approval of the District Lodge Delegates, the newly approved Organizer's salary may be altered.

ARTICLE XI - Seniority - Benefits

(11.1) A Business Representative, Organizer and/or Staff shall accrue and have seniority rights, for purpose of lay-off due to reduction in force, vacations and sick leave, based on continuous length of service on the full-time payroll of this District Lodge. Represented Office employees shall accrue and have seniority rights for the purpose of lay-off due to reduction in force, vacations and sick leave, based on their Collective Bargaining Agreement.

(11.2) This District Lodge shall not assume nor be liable for any salary or benefits dues from any affiliated Local Lodge to any full-time Representative(s) or Officer(s) of this District Lodge.

(11.3) Vacations shall be as follows computed to January 1 each year and shall be taken at a time during the calendar year approved by the Directing Business Representative and this District Lodge:

(a) Less than one (1) year of service entitled to one (1) day for each month of service.

(b) One (1) year but less than ten (10) years of service entitled to three (3) weeks.

(c) Ten (10) years but less than twenty (20) years service entitled to four (4) weeks.

(d) Twenty (20) years service or more entitled to five (5) weeks.

(11.4) Vacation accrued under this District Lodge may be carried over till the next calendar year only upon approval of the Directing Business Representative and this District Lodge.

(11.5) This District Lodge shall make every reasonable effort to provide all full-time employees the opportunity to enjoy the holidays with their families. They shall receive the same holidays contained in the Office Employees' Contract.

(11.6) When full-time employees cannot be released from assignment on any of the holidays designated they will be granted a compensatory day off at another later date as work load and assignments will permit. Holidays shall be added to vacation when coinciding.

(11.7) This District Lodge shall provide Health & Welfare coverage for all full-time employees.

(11.8) This District Lodge shall provide Northwest IAM Benefit Trust Dental Plan coverage to all full-time employees.

(11.9) The terms of the present IAM Sick Leave Policy dated January 5, 1972, shall apply and govern only insofar as pertaining to Sick Leave of all full-time Representative(s), Officer(s), Organizer(s), and staff of this District Lodge.

(11.10) District Lodge Representative(s) and Organizers shall have contributions made on their behalf by the District Lodge in the amount equal to eight percent (8%) of their gross monthly salary to the Western Metal Pension Fund.

(11.11) All benefits for Temporary Positions will be negotiated on a case by case basis.

ARTICLE XII - Per Diem - Expenses - Transportation:

(12.1) Per Diem allowance shall be the IRS allowed in addition to single room accommodation, reimbursed upon receipt, for all Representative(s), Officer(s), Organizer(s), Delegate(s) and Staff of this District Lodge. Per Diem rates for meals, expenses and incidentals (M&EI) shall be computed using the current year General Services Administration (GSA) Per Diem rates for the locations.

(12.2) Business Representative(s), Officer(s), Organizer(s), Temporary Organizer(s), Delegate(s), and Staff when authorized, will be reimbursed for daily incidental expenses incurred at assigned station within thirty days of submitting properly drawn receipts and approved by this District Lodge. Business Representative(s), Organizer(s), Temporary Organizer(s) and Staff will have their receipts approved by the Directing Business Representative prior to submittal to the District Lodge for approval.

(12.3) This District Lodge shall pay mileage approved by the Internal Revenue Service for travel outside the District Lodge 160 Western Washington area for Directing Business Representative(s), Business Representatives(s), Organizer(s) and Temporary Organizer(s).

(12.4) Business Representative(s), Officer(s), Organizer(s), Temporary Organizer(s), Staff and Delegate(s), when traveling on assignment for this District Lodge, will be reimbursed coach class air fare except when traveling by car. Business Representative(s), Officer(s), Delegate(s), Organizer(s), Temporary Organizer(s), and Staff of this District Lodge choosing to use a personal vehicle in lieu of another form of transportation, the reimbursed mileage will be based on the lowest of the transportation fare option. District Lodge Delegates shall be allowed when attending meetings of this District Lodge and any other event authorized by this District Lodge and using personal auto, the approved IRS mileage rates.

(12.5) District Lodge Delegate(s) and Committee members when authorized, shall be allowed and compensated for not more than actual lost, straight-time, from full-time regular job due to performance of duties assigned by this District Lodge and/or attending meetings of this District Lodge.

(12.6) Full-time Business Representative(s), Officer(s), Organizer(s) and Temporary Organizer(s) shall file expense statements with this District Lodge.

(12.7) Adequate full coverage automobile insurance shall be required and furnished by this District Lodge for all full-time Representative(s), Officer(s), and Organizer(s).

(12.8) Officers and Auditors shall receive the following monthly allowance:

(a) President	\$200.00 (per month)
(b) Vice President	\$50.00 (per month)
(c) Secretary-Treasurer	\$600.00 (per month)
(d) Sergeant-at-Arms	\$50.00 (per month)
(e) Trustees	\$50.00 (per month)
(f) Auditors	\$50.00 (per each semi-annual audit attended)

ARTICLE XIII - Certifications - Jurisdiction

(13.1) The District Lodge Secretary-Treasurer shall, not less than thirty (30) days prior to the time when the nominations elections are to be held, notify each Delegate entitled to participate therein of the time and place of the nominations and elections by letter or by authorized publication or by other dependable regularly used means of communication by mail to their last known home address. No absentee balloting will be allowed. Copies of all present and future agreements between any Employer and any affiliated Local Lodge and/or this District Lodge shall be kept on file in the office of this District Lodge.

(13.2) All matters of work and territorial jurisdiction of affiliated Local Lodge shall be resolved by this District Lodge subject to Grand Lodge approval.

ARTICLE XIV - Shop Stewards

(14.1) Shop Steward(s) shall be appointed or elected in accordance with the Bylaws and procedures of the various Local Lodges under the jurisdiction of the District Lodge.

(14.2) All full-time Shop Steward positions shall be filled by appointment by the Directing Business Representative or his designee.

(14.3) It shall be the duty of the Union Shop Steward to assist the District Lodge Business Representative(s) in the administration of the Bylaws and policies of the Local Lodge, District Lodge and Constitution of the IAM. They shall enforce the provisions of the working agreement and represent the Union in the handling of complaints and grievances at their level. They shall see that all new employees are informed of their membership obligations. They shall conduct themselves as the first line representative of the Union and represent its best interest.

ARTICLE XV - By-Laws:

(15.1) All proposed Amendment(s) to the Bylaws of this District Lodge must be submitted in writing, signed and dated. Affiliated Local Lodges, three (3) or more Delegates or the Executive Board may originate and propose Amendment(s). The District Secretary-Treasurer shall mail copies of said proposed Amendment(s) to each Delegate, affiliated Local Lodge, Directing Business Representative and Business Representative(s).

(15.2) The proposed Amendment(s) shall be received as new business at the next regular meeting of this District Lodge, being read and discussed but not acted upon as per the IAM & AW Constitution.

(15.3) The next following regular District Lodge meeting shall read, open for discussion, and take action of the proposed Amendment(s). A two thirds (2/3) majority vote of Delegates present shall be required to adopt.

(15.4) These Bylaws shall take effect upon approval by the Grand Lodge and shall supersede and replace all former Bylaws, Resolutions and policy. Nothing in the bylaws shall be construed or applied in a manner that will conflict with the IAM Constitution. All matters arising and not specifically covered in these Bylaws will be governed by the IAM Constitution.

Approved by



Robert Martinez, Jr.
INTERNATIONAL PRESIDENT

ORIGINAL BYLAWS