

OFFICIAL POLICIES OF WORLD AIR CAPITAL LODGE 1487

ATTENDANCE CREDIT

In order to receive credit for attending a regular Local Lodge meeting, a member must be physically present in the meeting location prior to the conducting of New Business. A member in good standing who wants to run for a Local Lodge office must attend one-half (1/2) of his or her eligible meetings in the twelve (12) months preceding the closing date of nominations. A member in good standing who wants to attend the William W. Winpisinger Training and Education Center must attend one-half (1/2) of his or her eligible meetings in the twelve (12) months preceding the class start date.

DUES PAYMENT

Members are responsible for ensuring that their dues are current. Any back dues will be paid at the rate in effect at the time of payment. Memberships that have lapsed must pay the reinstatement fee. Dues objectors who wish to return to regular status must pay the reinstatement fee.

EXPENSES

Subject to approval by a floor vote, the Local Lodge will purchase any items, supplies and/or services necessary to the normal conduct of a business office. These things include, but are not limited to, electronics, computers, printers, hardware, software, ink, paper, binding material, election materials and postage.

Subject to approval by a floor vote, the Local Lodge will pay expenses not more than \$300.00 for refreshments and/or meals at the following functions:

- Regular business meetings, shift meetings, and Retirees' Club meetings.
- Special meetings approved by a majority of the Executive Board.
- Training conducted at the Local Lodge for the benefit of the membership.

Subject to approval by a floor vote, the Local Lodge will pay expenses not more than \$300.00 for refreshments and/or meals to meet the needs of tellers and/or members who conduct or assist with an election on Election Day.

Requests for reimbursement of official expenses must have itemized receipts attached. Only expenses for items or services directly related to Local Lodge business will be considered for reimbursement. When traveling on Local Lodge business, reimbursements and per diems will be determined in accordance with Local Lodge bylaws. Reimbursement for the use of personal motor vehicles while on Local Lodge business will conform with currently applicable IRS regulations.

The Secretary Treasurer will pay and/or reimburse expenses using a check writing machine or a printer utilizing computerized software.

ELECTIONS

Excluding regular business meetings, no other activity will be scheduled at the Local Lodge on the day of an election. Elections will be conducted in accordance with the IAM Constitution and applicable bylaws. Tellers will receive instructions from the Recording Secretary regarding the conduct of an election.

RETIREE RECOGNITION

Retirees will be presented with a timepiece bearing the IAM logo. A Local Lodge Officer or Committeeperson will present the timepiece during an informal meeting acknowledging the member, when practicable.

The Local Lodge will host an annual luncheon to recognize its retirees. Retirees who have maintained membership during the previous twelve (12) months shall be welcome to attend.

GENERAL AND MISCELLANEOUS

-All contracts and legal agreements pertaining to the Local Lodge must be approved by a majority of the Executive Board.

-Lost time will be approved by the President of the Local Lodge.

-Flowers and/or a gift basket will be sent in the event that a member passes away. A Bible or other applicable religious text may also be sent.

-Recommendations for candidates to attend classes at the William W. Winpisinger Training and Education Center will be accepted from Committeepersons or Chief Stewards. Candidates must be approved by a majority of the Executive Board.

-When the Local Lodge receives a call letter to attend a union function, representatives and/or delegates will be selected by a majority of the Executive Board unless superseded by the IAM Constitution and/or applicable bylaws.

Last updated January 2023