

BYLAWS OF DISTRICT LODGE NO. 11
INTERNATIONAL ASSOCIATION OF MACHINISTS
AND AEROSPACE WORKERS

ARTICLE I **NAME AND PURPOSE**

Section 1. This Organization shall be known as District Lodge No. 11 of the International Association of Machinists and Aerospace Workers.

Section 2. This District Lodge shall be dedicated to the principles of promoting and advancing the best interests of the membership of its affiliated Local Lodges in the economic, social and legislative fields; to secure mutual protection, harmonious action and close cooperation in all matters relating to the IAMAW; to improve wages, working conditions and standards affecting the membership employed under the jurisdiction of the District Lodge; to organize all eligible workers employed in the jurisdiction of the District Lodge; and to consider problems of local, national and international significance insofar as they affect organized labour.

ARTICLE II **JURISDICTION**

Section 1. District Lodge No. 11 shall have jurisdiction over the territory lying within the boundaries of the Province of Quebec, except those Local Lodges whose members are under the jurisdiction of District Lodges No. 140.

ARTICLE III **GOVERNMENT AND STRUCTURE**

Section 1.

a) The first District Lodge meeting shall be held within six (6) months following the founding convention.

b) The governing body of District Lodge No. 11 shall be the delegate body who will hold bi-annual meetings in accordance with the provisions of these Bylaws.

Section 2. The Executive Board shall be the governing body of District Lodge No. 11 between meetings. It shall meet normally once a month, adopt measures and make decisions it deems useful to faithfully carry out the decisions and instructions approved during the delegates' meeting and apply the provisions provided in the said IAMAW Bylaws and Constitution.

Approved: 2-27-17
Effective: 3-1-17

Section 3. The head office of District Lodge No. 11 is located in Montreal, Quebec and surrounding area.

Section 4. Representation from affiliated Local Lodges at the meetings shall be based on the membership standing for the month of September of the previous year in accordance with the following formula:

- a) Three (3) delegates per Local Lodge.
- b) For Local Lodges membership below five thousand (5,000) there will be an additional delegate for every two hundred and fifty (250) members or major portion thereof.
- c) For Local Lodges membership above five thousand (5,000) there will be an additional delegate for each additional thousand (1,000) members or major portion thereof.

Notwithstanding the preceding, the District Lodge may modify the number of delegates to which a Local Lodge is entitled if there is an important fluctuation of its membership.

Section 5.

- a) Each delegate shall have one (1) vote at the meetings.
- b) A roll call vote will be taken upon a request by at least twenty-five per cent (25%) of the delegates present. A Local Lodge need only have one Delegate present in order to vote their full voting strength in a roll call vote.
- c) In case of roll call votes, each Local Lodge votes shall be distributed equally between their delegates present. In the case of odd number of votes, the Local Lodges shall identify, when submitting the names of their delegates, which delegates will get the additional votes.

Section 6. Delegates to the District Lodge will be elected at the January or February meeting of the affiliated Local Lodges and the names of the elected delegates submitted to the Secretary-Treasurer of the District Lodge in a signed letter of credentials bearing the Lodge seal prior to March 15.

The term of the delegates will be for four years, commencing in the month of January. If before the end of his term, a delegate resigns or is relieved by his Local Lodge in accordance with their Bylaws, the Local Lodge will submit the name of the substitute delegate to the Secretary-Treasurer of the District Lodge in a signed letter of credentials bearing the seal of the Local Lodge for the remainder of the mandate.

Section 7. The twenty-five delegates representing the majority of the affiliated Lodges will represent the quorum.

Section 8. SPECIAL MEETINGS

A special meeting shall be held at the request of the majority of Executive Board members or affiliated Local Lodges to deal with any urgent business. The agenda of such a special meeting shall be confined solely to the questions for which the meeting was called.

Section 9. The date and location of a special meeting shall be determined by the Executive Board of the District Lodge.

ARTICLE IV **EXECUTIVE BOARD**

Section 1. The Executive Board shall be formed as follows: President Directing Business Representative-Organizer, Vice-President, Secretary-Treasurer, three (3) Trustees and Business Representatives-Organizer.

Section 2. Qualifications for Office shall be in accordance with the IAM Constitution, Article XXII, Section 6.

The Delegates present at the Election Meeting shall nominate and elect Officers for a four-year term in accordance with the IAM Constitution, Article XXII, Section 7.

The next mandate will be from July 1st 2009 to June 30, 2013.

Section 3. Quorum at Executive Board meetings shall be the majority of Executive Board members.

ARTICLE V **DUTIES OF OFFICERS**

Section 1. - President Directing Business Representative-Organizer

a) Shall preside at all Executive Board meetings and Delegates' meetings. He/she shall preserve order and enforce the laws, decide all questions or disputes not controlled by the laws of the IAMAW, appoint committees authorized by the IAMAW Constitution and these Bylaws and appoint temporary officers (subject to Executive Board approval) until the regular nominations and elections are held; however, if more than 50% of the term remains to be completed, there shall be nominations and election at the Delegates' meeting following the departure or resignation of the Officer. He/she shall countersign all vouchers and cheques properly drawn by the Secretary-Treasurer. He/she shall be responsible for the efficient administration of the District Lodge's business. In the case of a tied vote, he/she shall cast the deciding vote. Furthermore he/she shall direct the activities and assignments of Business Representatives-Organizer shall follow up on district Lodge decisions and shall administer the office, including the hiring of personnel.

b) In case of departure of the President Directing Business Representative-Organizer, the Committee of Business Representatives shall nominate an interim Directing Business Representative-Organizer among the Business Representative-Organizer who are not candidates for this election, an interim Directing Business Representative-Organizer whose duties and responsibilities shall exclude those of President. This interim Directing Business Representative-Organizer shall exercise his functions until an election is held. Such an election shall be held as soon as possible.

Section 2. - Vice-President

Shall assist the President at all times in preserving order at meetings. In the absence or incapacity of the President, he/she shall take over his/her duties temporarily. In the event of death, removal or resignation of the President Directing Business Representative-Organizer, the Vice President shall replace the President and take over all the duties of President, excluding the duties and responsibilities of Directing Business Representative-Organizer until an election can be held. Such election shall be held as soon as possible.

Section 3. - Secretary-Treasurer

Shall record the minutes of proceedings at Executive Board meetings and Delegates meetings, draw all vouchers and orders passed by the District Lodge, present all communications and bills pertaining to the business of the District Lodge and conduct correspondence for and in the name of the District Lodge.

Under no circumstances shall he/she conduct correspondence over the District Lodge seal unless authorized to do so. He/she shall receive all monies due to the District Lodge and transact all business with the bank designated by the Executive Board and keep a correct account of all receipts and disbursements report monthly on the financial standing of the District Lodge to the Executive Board and present a report to the delegates.

He/she shall prepare an audit report and submit it and his/her books and records to the Auditing Committee and Trustees for the close of June and December of each year.

He/she shall forward a report of the proceedings of the Delegates meeting to each affiliated Local Lodge within sixty (60) days of such meeting.

Section 4. - Trustees

When requested by the President Directing Business Representative-Organizer, they shall examine the credentials of the delegates at the opening of the delegates' meeting. They shall have charge of all property belonging to the District Lodge, shall see that all books and records are properly kept and, of the months of the June and December audits, assist the Auditing Committee in the examination of books and accounts and verify the report of the Auditing Committee by signing their names thereto.

In the event of failure of any member of the Auditing Committee to be in attendance, the Trustees shall proceed with the audit as though all were present. The Trustees shall be liable to the District Lodge for all funds and other property of the District Lodge under their control.

Section 5. The District Lodge Officers shall receive the following monthly allowances effective January 1, 2010:

President	\$180.00
President/ Directing Business Representative-Organizer	\$425.00
Vice-President	\$100.00
Secretary-Treasurer	\$240.00
Trustees	\$ 60.00

Section 6. When a District Lodge Officer or member is assigned to perform services for the District Lodge he/she shall be paid for the actual time lost from work plus fifty cents (0.50¢) per kilometer and/or parking fees with presentation of receipt, plus a per diem of thirty-five dollars (\$35.00) for an eight (8) hour day or forty-five \$45.00 for a day exceeding eight (8) hours. The per diem will be paid if no lunch/supper is offered and/or no other monetary compensation is given.

Section 7. The signing officers of the District Lodge shall be the President Directing Business Representative-Organizer or Vice-President (in the absence of the President Directing Business Representative-Organizer) and the Secretary-Treasurer.

ARTICLE VI **EDUCATOR AND COMMUNICATOR**

Section 1. The District shall appoint an Educator and a Communicator in accordance with the IAM Constitution.

ARTICLE VII **COMMITTEE OF BUSINESS REPRESENTATIVE-ORGANIZER**

Section 1. **QUALIFICATIONS**

In accordance with Article XI, Section 4 of the IAMAW Constitution.

Section 2. **TERM OF SERVICE**

Since July 1st 2000, the term is for a period of four (4) years. The incumbent shall be eligible for re-election.

Section 3. NOMINATIONS AND ELECTIONS

a) In the year when the term of service expires, the Secretary-Treasurer of the District Lodge shall notify all of the affiliated Lodges in writing (not later than December 1st of the preceding year) of the eligibility and procedure for nominations and elections.

Once the District Lodge Secretary-Treasurer has officially advised the Local Lodges, they will take all necessary action to proceed with nominations at their regular monthly membership meeting held February or March.

b) Candidates for the position of President Directing Business Representative-Organizer or Business Representative-Organizer shall be nominated by a minimum of 50% of affiliated Local Lodges during their regular monthly membership meeting. If the number of affiliated Local Lodges is odd, the number of Local Lodges would be rounded off to the lower unit.

No Local Lodge may nominate more candidates than needs to be elected.

No later than March 28 of the election year, the Recording Secretary, over the Lodge seal, will advise the District Lodge Secretary-Treasurer of the names of the candidates they have nominated.

c) At the District Lodge meeting held in May of an election year, the delegates shall elect the President Directing Business Representative-Organizer and Business Representatives-Organizer from the candidates accepting nomination under the provisions of Section b) above. Voting shall be done by roll call and by secret ballot and those candidates having received the most votes shall be declared elected.

Section 4. DUTIES

a) Shall handle all grievances, which have not been settled by the Shop Committees in accordance with the provisions of the collective agreements with the employers.

b) Shall be responsible for negotiations of all agreements under District Lodge jurisdiction.

c) Shall confer with and advise Local and District Lodge Executive officers and committees, as occasion requires.

d) Shall attend whenever possible all Local and District Lodge Executive Board regular and special meetings and regular and special meetings of the Local Lodges to which he is assigned.

e) Other duties of the Business Representatives shall include organizing, Arbitration and any other duties that may be assigned to them.

f) At the time of an Organizing campaign, the President Directing Business Representative-Organizer can propose a resolution, seconded by a Business Representative-Organizing or an assigned person to organizing, to accept new members in accordance with the Labour Code and file an application for certification with the Minister of Labour.

g) The Committee of Business Representatives-Organizer shall have jurisdiction, control and shall have the responsibility of all matters arising from the Quebec Labour Code (eg: article 39, article 45).

Section 5. SALARIES, EXPENSES AND BENEFITS

a) The President Directing Business Representative-Organizer shall receive a monthly salary of \$6,354.33.

The Business Representatives-Organizer shall receive a monthly salary of \$6,151.76.

These salaries shall be increased January 1, 1998 and January 1 every year thereafter by the same percentage increase as provided in Article XI, Section 1 of the IAMAW Constitution.

Starting January 2009, any recently elected Business Representatives will receive as salary eight-five (85%) per cent of salary rate of the current year for the 1st year of his mandate, ninety (90%) per cent of salary for the 2nd year, ninety-five (95%) per cent of salary for the 3rd year and one hundred (100%) per cent of salary for the 4th year of his mandate.

b) While working within the area of their jurisdiction, the basic monthly allowance shall be \$425.00 monthly, effective January 1, 2010.

For travel beyond fifty (50) kilometre radius from the office, the District Lodge will pay fifty cents (0.50¢) per kilometre except when it is more economical to travel by train or plane. If the President-Director Business Representative or Business Representative wishes to use his automobile the most he will be reimbursed is the value of the ticket by train or plane that the same trip would have cost. Parking will be reimbursed with receipt.

c) The President Directing Business Representative-Organizer and Business Representatives-Organizer shall be entitled to a minimum of four (4) weeks vacation or vacation as per the best collective agreement under the District Lodge jurisdiction. (The higher of the two).

To determine the weeks of vacation, the calculation will be as follows:

- a) The last date of employment of the employer from where the President Directing Business Representative-Organizer and Business-Representatives-Organizer originated.
- b) The continuous years as a member of the I.A.M.A.W. (The higher of the two).

d) When the President Directing Business Representative-Organizer or Business Representative-Organizer is laid off, he/she shall be entitled to his/her vacation pay as well as the equivalent of two (2) weeks salary in severance pay per year of service as a Business Representative –Organizer with the District Lodge, up to a maximum of 20 weeks. All the Business Representatives having different conditions will retain them until they are defeated, laid off or taking their retirement but will cease to accumulate from July 1, 2015.

e) The Business Representatives-Organizer seniority will be determined by their continuous seniority in District 11. In the case of equality of continuous service among them, the seniority standing will be determined by their continuous membership in the IAM and any lay off will be done in reverse order of seniority, with the exception that the President Directing Business Representative-Organizer shall always be the last to be laid off. The Business Representative-Organizer thus laid-off will be entitled to recall for the balance of his term.

f) In the event of death, no severance pay shall be paid.

g) The District Lodge shall cover the cost of the insurances for the President Directing Business Representative-Organizer and the Business Representatives-Organizer, which must include a provision for long-term disability. The long-term disability insurance shall reimburse 60% of salary. The District Lodge shall also pay the cost of the insurance for retired President Directing Business Representative-Organizer and retired Business Representatives-Organizer; these retirees will not be covered for long term disability.

When the collective agreement does not provide for maintained insurances, the Lodge shall see to purchasing and paying for a similar insurance plan that necessarily offers long-term disability income insurance for Business Representatives. The long-term disability income insurance will reimburse 60% of salary.

The Executive Board shall decide on the benefit level of the plan.

All sick or disability leaves of absence less than four (4) months in duration shall be covered by the District Lodge.

h) The President Directing Business Representative-Organizer and the Business Representative-Organizer Pension Plan contributions will be paid as per the IAMAW Constitution.

i) The President Directing Business Representative-Organizer and the Business Representative-Organizer shall be entitled to the statutory holidays as determined by the Executive Board.

ARTICLE VIII **COMMITTEES**

The Executive Board shall appoint the Education, Organizing, Legislative, Communications and other committees as occasion require.

As of May 2006, The Delegates shall elect an Auditing Committee formed of three (3) members for a three (3) year term.

ARTICLE IX **ORGANIZING**

Section 1. The President Directing Business Representative-Organizer shall consult the Directing Business Committee-Organizer before nominating an appointed person to organizing from one of the IAMAW's District 11 members and shall appoint the preferred candidate.

Section 2. DUTIES - Coordinate, plan and organize all organizing campaigns in cooperation with the Canadian Territorial Organizer.

Section 3. WAGES

a) The President Directing Business Representative-Organizer will negotiate the working conditions of a hired person for Organizing and will be subject to approbation of the Executive Board.

b) Expenses shall be in accordance with Article VII, section 5.

Section 4. BLITZ

a) The District Lodge shall reimburse lost wages to members who are assigned for the organizing (blitz).

b) If no lost wages are incurred, time spent on organizing and approved by the District shall be replaced with equal time clearance.

c) Per diem and mileage shall be in accordance with Article VI,

Section 5. FEES

On presentation of receipts, the authorized members by the President Directing Business Representative-Organizer shall receive an amount up to a maximum of twenty-five (\$25) per person at the time of organizing meeting to cover the fees of restaurant.

Section 6. a) As of January 1, 2012, each Local lodge will contribute to District 11 monthly the amount of \$2, 30 per member for the financing of organizing. This amount will be increased of \$0, 05 per year for the next four years starting in 2013.

b) The Local lodges will be able to require an exemption from District 11 for the units which will have a time average lower than \$15,00. So approved the contribution for these units will be reduced of 50% per month by member.

c) Any other request for exemptions will be treated and laid out by the District 11 executive board.

ARTICLE X **REVENUE AND EXPENSES**

Section 1.

a) 1) By January 1st 2006, the District Lodge 11 should have received from the employers' the entire employees 'union dues under their Local Lodges' jurisdiction. The District 11 will send to the Local Lodges their membership dues minus the Grand Lodge and District 11 monthly per capita taxes as well as the required affiliation fees as soon as possible.

Starting January 1st 2009, each Local Lodge should pay to the District 11 a monthly per capita tax of thirteen dollars and sixty-five cents (\$13.65).

Each increase of affiliation will be added to the amount of Per capita Tax.

In January 2009 and 2010, the per capita tax will be increased by sixty (60%) per cent of the Grand Lodge per capita tax obtaining by the average weight rate.

Starting January 2011, the Per capita Tax of District 11 will be increased by sixty (60%) per cent of the Grand Lodge per capita tax obtaining by PCI used in accordance with IAMAW Constitution.

Effective January 1 of each succeeding year, the per capita tax shall increase in accordance with the IAMAW Constitution.

The purpose of this article is not to allow units that are already part of an existing Local Lodge to transfer in a Local Lodge under Full Service.

b) The per capita tax shall be forwarded by each affiliated Local Lodge not more than fifteen (15) days after having collected the members' dues.

c) The District Lodge shall pay the membership dues to the Quebec Federation of Labour (QFL), Labour Council and Quebec Machinists Council (QMC).

d) In the event the District Lodge refuses to proceed to arbitration with a grievance and a Local Lodge proceeds to arbitration and is successful, the District Lodge will reimburse the Local Lodge for all expenses incurred in that arbitration and with the approval of the Executive Board, can meet the costs of an application filed with the Minister of Labour under Article 47.2.

Section 2. BUDGET

Every year, the treasurer will prepare a budget for the upcoming calendar year. The budget will be presented to the District 11 executive committee for approval, and at the delegates meeting in November thereafter.

Section 3. EXPENSE ALLOWANCES

a) When a District Lodge Officer, the President Directing Business Representative-Organizer and/or Business Representative-Organizer is assigned by the District to attend a conference, seminar, convention, or training/education, the District Lodge shall pay all pre-approved expenses and for the actual time lost from work.

When attending a conference, seminar, convention or training/education in the hometown, a per diem amount of thirty-five dollars (\$35.00) for one day of eight hours or forty-five (\$45.00) for one day more than of eight hours shall be paid to cover general expenses and parking expenses if applicable shall be paid on presentation of receipt. The per diem will be paid if no lunch/supper is offered and/or no other monetary compensation is given.

If such assignment, conference, seminar, convention or training/education is out-of-town and overnight lodging is required, the amount of seventy-five dollars (\$75.00) plus single room accommodation shall be paid for each day. The per diem shall be paid in US dollars for days spent in the currency of the host country.

b) The District reimburses the assigned member at William W. Winpisinger Education and Technology Center and who is travelling by car, the established amount by the Placid Harbour Center or a minimum of three hundred fifty (\$350) dollars.

c) When a cash advance is made to Officers or Delegates, all surplus over expenses shall be remitted by cheque or money order within thirty (30) days of assignment.

Section 4. District Lodge officers and staff are bound by the IAMAW Constitution.

ARTICLE XI **PARLIAMENTARY LAWS**

The parliamentary laws of the District Lodge shall be as set forth in the Rules of Order for Local Lodges in the IAMAW Constitution.

Robert's Rules of Order will apply to questions not covered thereby.

ARTICLE XII **GENERAL**

Section 1. Nothing in these bylaws shall be interpreted or applied in a manner that will conflict with the provisions of the IAMAW Constitution.

Section 2. No affiliated Local Lodge shall make laws, which are in conflict with the laws of the District Lodge.

Section 3.

a) Subordinate only to the Grand Lodge, the District Lodge shall be the highest authority upon all matters coming within its jurisdiction as herein set forth and shall adopt such rules and regulations as are necessary to properly carry out its purpose.

It shall have the power to endorse and recommend the establishment of new Local Lodges and/or the disbandment of any Local Lodge within its jurisdiction and shall have general advisory and supervisory power over all organizing work therein.

Any and all proposed agreements with employers shall be submitted by the District Lodge to the concerned unit for approval. The District Lodge is charged with the responsibility of protecting the interests of the members within the District.

ARTICLE XIII **AMENDMENTS**

Section 1. After having been adopted and approved by the International President, these bylaws shall be strictly complied with and may be amended only in the following ways:

a) An affiliated Lodge may propose amendments to these bylaws at a Local Lodge meeting and approved by a majority vote of the members present. The Executive Committee of an affiliated Lodge may propose amendments to the bylaws by putting forward a resolution at the Lodge's monthly meeting, which must be approved by a majority vote of the members present. This resolution must be posted with notice of the Lodge's monthly meeting call.

Such proposed amendment(s) shall then be submitted to the District Lodge Secretary-Treasurer and the Recording Secretary of each affiliated Local Lodge ninety (90) days prior to the Delegates' meeting in the months of November and May. At the District Lodge meeting, a vote shall be held and passed if the majority of delegates present vote in favour; the amendment(s) shall then be sent to the International President for approval.

b) The District Lodge Executive Board or the Bylaws Committee may propose amendments which shall be submitted in writing as a Notice of Motion at the District Lodge meeting designated to that effect and each Local Lodge will be notified in writing sixty (60) days prior to that meeting. If the majority of the delegates present vote in favor, the amendment(s) shall be sent to the International President for approval.

ARTICLE XIV

The officers of the District Lodge will be bonded in accordance with the IAM Constitution Article VII Section 6.

ARTICLE XV **DISTRICT 11 POLICIES**

1. Executive Committee must approve donations to Local Lodges:
 - a) The Executive and the delegates must approve the budget every year. The amounts to be determined by the Executive.
 - b) The District 11, when requested, will make a contribution of a "District 11" golf bag valued at approximately \$250.00 to the Local Lodges' golf tournaments or social clubs whose workers are members of the IAM. The draw will be held only amongst the members of the IAM.
 - c) The District 11, when requested and depending on the situation, the Executive Committee will determine an amount to be given as a money contribution to the retired members association. The IAM's Canadian Office must approve this expense in advance.

- d) The District 11, when requested and depending of the situation, will contribute to labour issues an amount to be determined by the Executive Committee (issues relating to strikes, Women's Day, May 1st celebration, etc.).
- e) In the case of a strike in one of the District 11's bargaining units, the District 11 will absorb, when necessary, the logistic costs, such as: cell phones, trucks, banners, picket signs, etc.
- f) The District contributes only to charities and aid organizations endorsed by the IAM and/or the QFL.

2. Representation Costs

The District must anticipate in its annual budget costs for representation. Such costs of representation must be, as much as possible, be approved in advance by the Executive Committee (example: illness, flowers or fruits; donations for funerals (*), visits, secretary's week, etc...) receipt required. (*) At the death of a delegate or a member of the Executive Committee of an affiliated Lodge to the district, the District 11 will contribute one hundred dollars (\$100.00) for each flowers or donations to the organization chosen by the family affected.

3. Officers Vacations

The vacations will be determined in accordance to the District Bylaw's Article VII, Section 5 c). The year of reference will be from January 1st to December.

All employees of District 11 will be entitled to paid holidays according to their seniority, as early as summer.

If the departure of an employee, regardless of the reason (lay off, dismissal or other), such employee severance pay will be reduced by an equal amount in advance of funds paid for said vacation.

The vacation pay of any employee of District Lodge 11 will be the normal payment of wages.

District Lodge 11 Policy concerning request and bank of vacation days.

Starting August 1, 2014, all employees must make their requests for vacation in writing before taking them.

In addition, in the goal of good management, employees need to indicate which bank it Comes from. In the event that they are cancelled due to your duties of representation, They will need to submit to the President Directing Business Representative-Organizer a Letter with the day and the reason.

The previous year vacations must be taken prior to July 1 of each year. It is possible that an employee may have obligations. Arrangements may be discussed with the President Directing Business Representative.

4. Monthly allowances for officers on a long leave of absence due to illness or work related accident.

To be in line with the insurance group plan, the allowances will continue to be paid for the first four (4) months of the leave maximum.

5. Hotel Costs

The District 11 will reimburse all persons assigned to union activities the cost of the hotel room or motel where the union activities are taken place or transit based on the standard rates for the area concerned.

When a District 11 employee is assigned outside the office, such as, to work in preparing for a conference or to attend professional courses or any other assignments, this employee will receive an allowance for the disbursements as defined in Article X, Section 3.

6. Hiring of Casual Employee

According to the need established by the Executive Board in February or March of each year, the District will make a written announcement to the Local Lodges of its intention to hire casual employees. All the Local Lodge members will be able to submit a candidate that qualifies to the needs of the District, and this no later than thirty (30) days after the receipt of the letter of intent for the hiring of Casual Employees. In the case that the number of candidates exceeds the needs of the District, a random draw will determine the hiring.

7. Car Usage – Expenses

All persons assigned by the District to union activities, the reimbursement will be based on the cost estimated in the District Bylaws' Article V, Section 6. The kilometres to be reimbursed will have to be the kilometres exceeded from the routine drive to and from work.

8. Reimbursements to Local Lodges – Bargaining and Arbitrations

a) Evaluation and Preparation for Arbitration

When the District 11 decides to proceed with arbitration for a grievance, the District will assume the cost for an arbitrator, the lawyers' fee and arbitration costs; if the case arises.

The District 11 will reimburse lost time and a per diem to witness(es) and to the assigned representative.

The District will reimburse parking costs upon presentation of a receipt.

b) Pre-bargaining, bargaining and letter of understanding

In the matter of bargaining for collective agreements, the District 11 will cover the cost of the investigation, news bulletins and collective agreements; fees for the hall rental and audio visual equipment, if needed. The District will not be responsible for cost of coffee or other. The District will reimburse according to the enumerated conditions below the lost time for elected bargaining committee members fee, salaries, per diem and kilometers according to the Local Lodge's bylaws. For parking, receipts are required.

The pre-negotiation days and other authorized expenses shall be reimbursed according to the number of member to be part of the bargaining unit. The number shall be determinate at the beginning of preparation of demands.

The maximum reimbursement is in portion of:

1 to 25 members up to	4 reimbursed days
26 to 50 members up to	8 reimbursed days
51 to 100 members up to	12 reimbursed days
101 to 200 members up to	24 reimbursed days
201 to 500 members up to	36 reimbursed days
501 to 1000 members up to`	40 reimbursed days
Each additionally portion	3 additional days
Of 1000 members and all majority portion of this part	

At the time of a first negotiation, the District shall reimburse the total of the necessary days of the pre-negotiation.

Exceptionally and on recommendation of a Business Representative-Organizer, the President Directing Business Representative-Organizer can approve the reimbursement of additional days.

9. Policy on Reimbursement for training/education

(a) The District 11 will reimburse a part of training to local lodes that are affiliated according to the following amounts:

1 – 499 members = \$3,000

500 – 999 members = \$4,000

1,000 + members = \$4,000 + \$1,000 per each 1,000 members

Based on given data = Active members of the month of December from the previous year.

The training/education consists mostly of the ones given by our union which are: Leadership at Placid Harbor, QMC courses, QFL courses and their regional council's courses.

This also includes the IAM's Conference, councils, seminars or arbitration sessions and all other conferences as well.

(b) Time Clearance Fund

Starting July 1, 2015, a time clearance Fund administrated by the District Lodge 11 Executive will be implemented.

On January 1st of each year, and starting in 2016, an amount of twenty thousand (\$20,000,00) dollars will be transferred to the time clearance fund.

1) It will be used to reimburse the affiliated Local Lodges when a member of the said affiliated Local Lodge participates in various mentoring programs established by the President Directing Business Representative-Organizer.

2) It will be used to reimburse time clearance to affiliated Local Lodges who have financial difficulties to participate to training, conventions and seminars. Subject to approval by the District Lodge 11 Executive, following a request from the affiliated Local Lodge.

So that the demand is in order, an application form will be given by the District Lodge 11 and shall contain: the number of the affiliated Local Lodge, training dates, the amount to be reimbursed (salaries), the reasons for the request (needs) and justify the budget failure.

Requests must contain the signatures of the Recording Secretary and the Secretary-Treasurer. The amounts awarded will be in addition to those already granted at article a).

10. Local Lodges Expense Claims Policy

All Local Lodges expenses that are to be reimbursed by the District must be submitted within the sixty (60) days of the disbursements. If there is a delay, unless caused by a major reason, the District will not reimburse.

For organizing, the expense claims should also be submitted within the sixty (60) day of receiving all original documents: (i.e. employer's document confirming time off).

The District for all reimbursements requested required the original receipts.

An inkpad is supplied to Local Lodges with the following: "Original District 11" for auditing the books. The Local Lodges are asked to complete the form called "Summary".

The Local Lodges' claim expense forms include an additional line for Business Representative-Organizer to approve.

11. New Groups – First Collective Agreement

As per Article V, Section 6 of the Bylaw, the District will pay the per diem and reimburse lost salary to the negotiator of newly unionised group, if the case arises.

12. Organizing

When necessary, the assigned person to the organizing could with approval from the Director, use "moles" and compensate them appropriately with the approval from the Executive.

In order to encourage our members to supply us with contacts representing future certifications and first collective agreement signatures, the members would be rewarded as follows:

Will receive one (1) week of trade union due per recruited member of the unit (ex: contribution \$15, 00 X 40 members = \$600.00).

The check will be given to the member who submitted the contact as soon as the District 11 receives the first per capita tax from new group unionized.

The President Directing Business Representative-Organizer, the Business Representative-Organizer and the assigned or hired person to the organizing are not eligible to these rewards. This policy must be approved each year by the Grand Lodge.


13. Mentoring Program

Starting July 1, 2015, a mentoring program will be implemented by The President Directing Business Representative-Organizer, 4 times per year for a period of one month. The President Directing Business Representative-Organizer in collaboration with the District 11 Executive Committee, the Business Representatives-Organizer as well as the concerned Grand Lodge Representatives will choose a member of an affiliated Local Lodge that will be assigned with a different Business Representatives Organizer and the District 11 organizer.

The District 11 organizer will be responsible for establishing a mentoring program for organizing, with approval from the Directing Business Representative President.

A Local Lodge cannot benefit from the mentoring program two consecutive times and the selection of members will be done in a way to benefit the largest possible number of members.

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

A handwritten signature in cursive script, reading "Ricky Wallace".