

**BYLAWS OF LOCAL NO. 2909
IAM UNION**

PREAMBLE

The members of The Heartland Local No. 2909 IAM of Oklahoma City, Oklahoma, having admitted you to the membership of their Local, they most earnestly and respectfully request you to give this copy of the Constitution and Bylaws, which are intended for your instruction, your most careful consideration with a view of conforming yourself entirely to their guidance.

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.

It is the established policy of this Local to advocate a fair day's work for a fair day's wage, but while advocating for ourselves the rights of an employee, the rights of an employer shall not be lost sight of.

We must strive for mutual understanding with respect between employee and employer thus establishing a harmonious relationship.

It is believed that if you strive to attend meetings and thereby become an active part in the management of our Local, you will not ever in any way condemn or bring discredit to our Organization.

ARTICLE I

NAME AND TIME OF MEETING

Section 1. This Local shall be known as the Heartland Local No. 2909, IAM, of Oklahoma City, Oklahoma. The object of this Local shall be to defend, protect and advance the interests of the IAM and to improve the working conditions and wages paid its members wherever employed.

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Section 2. Meetings will be held on the first Tuesday of each month, except when meeting day falls on a holiday, in which event the day of the meeting shall be set at a previous meeting. The meeting shall begin promptly at 3:00 p.m. Seven (7) days' notice shall be posted on all IAM bulletin boards prior to each regular meeting. There will be no meeting held for the month of July and August.

All meetings of this Local (e.g., executive board meetings, regular general membership meetings, emergency meetings, ratification meetings, etc.) may, in accordance with the IAM Constitution and Official Circulars, be conducted in a hybrid method to allow for virtual participation via videoconference.

By majority vote, the Executive Board may authorize all reasonable and necessary expenditures for the purchase and maintenance of all hardware, software, and subscriptions necessary to initiate and maintain virtual hybrid meetings.

Section 3. The quorum requirements of this Local shall be in accordance with the IAM Constitution. In the absence of a quorum, the Executive Board shall conduct only the necessary business of the Local, to be in compliance of the Constitution and these bylaws.

Section 4. Special meetings may be called by the President of the Executive Board in accordance with the IAM Constitution.

(a) Quorum for a special meeting shall be as defined in the IAM Constitution.

(b) Members shall be notified by bulletin, or otherwise at least forty-eight (48) hours before date of a special meeting.

(c) No other business shall be transacted at a special meeting except that for which the meeting was called.

Section 5. When it becomes necessary, an informational meeting may be scheduled by the recommendation of the Executive Board.

Section 6. It shall be the duty of each member to maintain harmony between the meetings and maintain proper conduct. Each member will be allowed to speak for a period not to exceed five (5) minutes on any one subject.

Section 7. The Local meeting shall start promptly at the set starting time and shall terminate after two and one-half (2 1/2) hours. This meeting can be in session longer only by a two-thirds (2/3) vote of those in session and approving the question. If a request for a meeting with a specific shop group is entertained during the regular Local meeting, then a shop group meeting shall proceed immediately after the Local meeting adjourns.

Section 8. During all Local meetings, there shall be one copy of Roberts Rules, IAM Constitution, and Local Bylaws on the President's rostrum. The rules of order governing are Parliamentary Procedure and no other rules shall apply.

Section 9. Upon being given the floor to speak or make a motion, the member must give his name and department.

ARTICLE II

OFFICERS AND THEIR DUTIES

Section 1. The Officers of this Local, their selection, their duties, qualifications, responsibilities and the rules regulating them shall be in accordance with applicable provisions of the IAM Constitution.

(a) All candidates for Local office must be in good standing and must have attended at least fifty percent (50%) of all regular meetings held during the twelve (12) month period ending the date of the closing of nominations in order to qualify as an officer or delegate. The meeting register will be the sole determining proof of said attendance which must be signed at the meeting by the members and kept by the Recording Secretary for each scheduled meeting. Excused absences from the attendance requirement rule shall be in accordance with Article B, Section 3 of the IAM Constitution. In order for a member to be excused from a regular monthly meeting, the Recording Secretary must have received a written notice prior to or up to four (4) days after the regular meeting. Text is not an acceptable form of written notice.

(b) In the event any Officers or Executive Board member of this Local absents his/herself from three (3) regular meetings or is tardy from three (3) regular meetings, nor remains for at least three fourths (3/4th's) of the meeting without being excused and if there is no controversy as to the refusal to excuse being proper, such Officer or Executive Board member shall be deemed to have resigned office. Absences and tardies shall be excused by a majority vote of the Executive Board and voting will occur during the next scheduled meeting after letters of excuse have been received and considered.

Section 2. Any vacancy occurring in the office of the President shall be filled by the Vice President for the unexpired term. All other vacancies shall be filled for the remaining term as appointed by the President, with the approval of the Executive Board. Those members appointed to fill such vacancies shall meet all eligibility requirements of the IAM Constitution and Local Bylaws. All appointments will be made in a timely manner.

Section 3. Nominations of officers, stewards and committee chair will be held at the regular meeting in September. Members who work at out stations more than 100 miles from the meeting place may submit their nominations for officers, stewards and committees via the U.S. Postal Service. The nominations and letters of acceptance must be received prior to the start of the regular September meeting. The Recording Secretary will read all nominations received by mail along with letters of acceptance during meeting. Reasonable advance notice of the time, date and place of the nomination shall be given to all members in good standing entitled to participate in the election. The election for uncontested offices will be by acclamation.

Section 4. The Recording Secretary shall prepare a suitable ballot and shall have same ready for use at the first meeting in October.

(a) Normal election of Officers, stewards and committees shall be held in October of each third (3) year, and will be by secret ballot. Absentee ballots shall be in accordance with the IAM Constitution and District bylaws. Polls shall be kept open from 7:00 a.m. to 7:00 p.m. on voting day.

(b) The President shall appoint at least three (3) Tellers to assist in conducting the election in a fair and impartial manner in accordance with the IAM Constitution. Members who act as election tellers on their regular scheduled day off shall receive a salary of up to twelve (12) hours at a rate of fifteen dollars (\$15.00) per hour.

(c) The ballots shall be preserved for one (1) year, together with other records pertaining to the election, in accordance with the provisions pertaining thereto in the IAM Constitution.

(d) The candidate(s) receiving the highest number of votes for their respective office(s) from the votes cast shall be declared elected. The installation of officers and stewards shall take place at the regular meeting in January, and shall be conducted by an officer or representative of the IAM.

Section 5. Officers, Stewards and Committee Chair person(s) elected shall take office at the first meeting in January following elections. The term of office is a three-year term.

Section 6. All Officers, employees or other individuals in this Local who are responsible for or handle funds of, or for the Local, shall be bonded in accordance with the IAM Constitution.

Section 7. The monthly salaries of the Officers shall be as follows:

President -----\$.35 per full dues paying member per month;
Recording Secretary-----\$.45 per full dues paying member per month;
Secretary-Treasurer -----\$.90 per full dues paying member per month.

The Vice President shall receive half of the President's monthly salary if chairs Local meeting. Any member filling in for the Recording Secretary during any scheduled Local meeting shall receive \$50.00 of the Recording Secretary's salary.

ARTICLE III

THE EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the President, Vice President, Recording Secretary, Secretary-Treasurer, Conductor-Sentinel, three (3) Trustees, and three (3) non-voting positions of an Educator, Organizer and Communicator. The non-voting positions shall be appointed by the President. The Local Principal Officers shall consist of the President, Vice President, Recording Secretary, and Secretary-Treasurer. The President of the Local shall be Chairperson of the Executive Board and the Recording Secretary shall be the Secretary of the Executive Board. It shall be the duty of the Executive Board to deliberate upon all matters referred to them and as soon as possible thereafter, report its recommendations to the Local members.

Section 2. A majority of the Executive Board members shall constitute a quorum at Executive Board meetings.

Section 3. The Executive Board shall conduct its business in a methodical and business like manner, keeping a record of its proceedings and otherwise conducting its affairs according to the principles reflected by the IAM Constitution and these Bylaws.

Section 4. The Executive Board shall meet at least once a month prior to the scheduled monthly meeting to act upon any business brought before the Board. Unless otherwise excused, attendance is required for all Executive Board members to receive their monthly a salary.

Section 5. The Executive Board shall have full authority to act in case of emergency for the Local in between meetings whenever in the opinion of the Board it is necessary.

Section 6. Minutes will be kept by the Recording Secretary. They must be written in ink then typed up to be posted for review at the next meeting of the Local for approval.

Section 7. The Executive Board member not listed in Article II, Section 7, shall receive a monthly salary in an amount equal to the monthly dues of Local No. 2909.

ARTICLE IV

FEES AND DUES

Section 1. Qualifications for membership in this Local shall be as provided in the IAM Constitution. All Local Officers and Shop Stewards shall pay full dues as deemed by the collective bargaining agreement.

Section 2. The initiation fee for this Local shall be the equivalent of one (1) months dues.

Section 3. The reinstatement fee of this Local shall be equivalent of one (1) month's dues.

Section 4. Unemployment stamps are issued for the purpose of aiding members to maintain their good standing. Unemployment stamps shall not be issued to members who are on vacation, or any other paid leaves. Members who are unemployed for the major portion of any month, and who suffer a total or proportionate loss of earnings are eligible for an unemployment stamp. The minimum charge of the unemployment stamp is \$2.00. The matter of reporting and requesting the unemployment stamp is entirely the member's responsibility.

Section 5. The monthly dues of this Local will be an amount equal to the International per capita tax, plus the highest district per capita tax, and all other affiliated per capita taxes and associated fees, plus 25% of the International per capita to be retained by the Local. Notice of dues rate change will be posted on the union bulletin board at each location in the month of December.

Section 6. Any increase in the amount of initiation and reinstatement fees, Emergency Funds and Local dues must be handled on the basis of the procedures specified in the IAM Constitution.

ARTICLE V

FUNDS

Section 1. The funds and all other property shall remain with the Local for its legitimate purpose so long as chartered by the IAM. If and when the IAM withdraws the Local Charter, the funds and all other property of this Local will revert to the International as per the IAM Constitution.

Section 2. The General Funds of this Local may be disbursed only by an order drawn by the Recording Secretary and countersigned by the President; the check in all cases to be drawn by the Secretary-Treasurer and countersigned by the President or in the President's absence, the Vice President. Expenses other than lost time shall be paid within five (5) days of properly submitted expense report.

Section 3. Unless at least seven (7) calendar days' notice by bulletin or otherwise has been given to the Executive Board or membership, no motion shall be made in order to appropriate more than five hundred dollars (\$500.00) for any purpose, except (1) per capita tax and ordinary bills which are generally in excess of this amount, and (2) strike assistance to sister IAM locals in which case not more than \$50.00 without the seven (7) day notice.

(a) All donations shall be limited to \$50.00 unless a proposal is entertained during regular monthly business meetings to exceed the set amount of donation.

(b) No motion to appropriate Local funds shall be in order at any meeting of this Local if made later than two (2) hours after the regular starting hour of the meeting.

(c) No motion to appropriate funds in excess of two hundred and fifty dollars (\$250.00) shall be in order unless said appropriation has first been proposed to the Executive Board for a recommendation.

Section 4. If needed an Emergency Fund may be established in accordance with the IAM Constitution.

(a) No money shall be voted out of the Emergency Fund except by three-fourths (3/4) vote of those members present and voting at a special or called meeting for this purpose.

(b) If an Emergency Fund is established, each month the Secretary-Treasurer shall deposit an amount of ten cents (\$0.10) per dues paying member to the Emergency Fund.

Section 5. The funds of the Local shall be deposited in a bank of sound financial standing in the name of the Heartland Local No. 2909.

Section 6. The fiscal year of this Local shall begin on January 1st and end on December 31st.

ARTICLE VI

STEWARD SYSTEM AND COMMITTEES

Section 1. Steward(s) shall be elected from and by members in each designated shop in which they work. All candidate(s) for Steward(s)/ Committee Chair person(s) must have attended at least fifty percent (50%) of all regular meetings held during the twelve (12) month period ending the date of the closing of nominations. Excused absences from the attendance requirement shall be in accordance with Article B, Section 3 of the IAM Constitution. All candidate(s) for Steward(s)/ Committee Chair person(s) must be a dues-paying member of Local No. 2909 for at least one (1) year and a member in good standing at the date of nominations.

(a) Should vacancies occur in the position of Steward(s) and/or Committee Chair persons(s) the Local will conduct an election or, at the direction of the district, an appointment will be made by the Local President, in conjunction with the Assistant General Chair or General Chair assigned to that property.

(b) The Steward(s) and Committee Chair persons(s) will police the bargaining agreements and protect the interest of the Local and assist the members who have grievances with merit.

(c) Any Shop Steward or Local officer from each outstation who attends the Local monthly meeting shall be reimbursed \$100.00 for mileage and tolls per one 2-axle vehicle per station and will be paid up to 4 hours lost time. The Shop Steward or Local Officer must provide a receipt with the date of the meeting and be on time to be counted towards the quorum.

Section 2. The Association IAM American Airlines Grievance Chairperson and or Committee Person(s):

American Airlines IAM Grievance Committee Chair and or Committee Person(s) will be determined by the respective District in accordance with the TWU / IAM Association protocols. Once the number of committee members is determined for the IAM, these representatives will be nominated and elected by the IAM membership at this location to serve the term outlined in the Local Bylaws.

Section 3. The President of this Local shall establish and appoint Committees as necessary in order to conduct and direct the activities, affairs and functions of this Local towards the fulfillment of the purposes and objectives in the interests of its members in accordance with the IAM Constitution. When an appointment is to be made by the President, an announcement must be made at the preceding meeting.

Section 4. An Auditing Committee of three (3) shall be nominated and elected by the Local, all of whom may serve three (3) years and function as set forth in the IAM Constitution. This Auditing Committee shall audit the books semi-annually, at the end of June and December. Officers of the Local are not eligible to election as members of the committee.

Section 5. A Finance Committee shall consist of three (3) Trustees. It shall be their duty to examine all bills brought before their presentation to the membership for approval; and to advise the membership regarding the financial condition and the transactions of the Local. Trustees shall assist the member of the Budget Committee. A Budget Committee shall consist of three (3) members appointed by the President to prepare and present a budget at the regular Local meeting in January.

Section 6. The President of this Local will appoint and will be Chairman of the Relief Committee. The Relief Committee shall receive monies drawn for relief benefits and cause the same to be paid to the member for whom drawn within forty eight (48) hours after receipt of funds. The Committee will consist of five (5) members appoint by the President.

Section 7. A Machinists Non-Partisan Political League and Legislative Committee consisting of no more than seven (7) members shall be appointed by the President.

(a) The committee shall function in accordance with the IAM Constitution, to assist in securing the enactment of legislation favorable to labor.

(b) The duties shall include gathering information on all such laws enacted, the persons who have favored or opposed the same and advise the members.

Section 8. The Constitution and Bylaws Committee shall consist of five (5) members elected by this Local. The committee shall study the IAM Constitution and the Bylaws, formulate and recommend changes or amendments to the Bylaws.

Section 9. A Steering Contract proposal Committee shall consist of five (5) members appointed by the Local. The Committee will assist members in preparing proposals in format and research development, and submit contract proposals to the District.

Section 10. The President of this Local shall appoint a Women's Committee of up to eight (8) members with the approval of the Executive Board. The Committee will have one (1) member as Chairperson and one (1) member as Secretary, and will function in accordance with the IAM Constitution.

Section 11. A Human Rights Committee shall be comprised of at least three (3) members appointed by the Local. Members of the Committee shall elect one of their members to serve as Chair. The Chair will select a Secretary to keep records and help carry out the committee's mission for human rights, dignity, and diversity both on the job and in the Local.

Section 12. All Delegates or Representatives must be in good standing and must have attended at least fifty percent (50%) of all regular meetings held during the twelve (12) months period. Any Delegate or Representative to be selected by this Local shall be elected (or, failing that, appointed by the President) in accordance with the Constitution and bylaws of the Body in which the Delegate or Representative shall represent this Local. Each Delegate shall be responsible for a complete legible report in writing or typed within two (2) weeks to the Executive Board of this Local and no lost time can be paid until a complete report is received.

Section 13. Per Diem, registration fees, and approved miscellaneous expenses shall be paid to Delegate(s) and/or Representative(s) of this Local for lost time, lodging, ground transportation to/from airport/hotel, not including rental car unless authorized by the Executive Board in an emergency. If on an approved union trip and get stranded overnight, with proof that the flights were overbooked or cancelled and receipt, the Local will reimburse for hotel.

ARTICLE VII

DUTIES

Section 1. Members' duties shall be as set forth in the IAM Constitution.

Section 2. The approval of a strike, method of declaring a strike and the settlement of a strike shall be in accordance with applicable provisions of the IAM Constitution.

Section 3. It is a policy of this Local that members work harmoniously together and not try to gain advantage by discrediting another member. It is a member's duty to assist the Shop Committee, Officers and General Chairperson in carrying out the laws of this Organization.

Section 4. No reimbursement shall be made for additional time incurred due to a shift trade unless the regularly scheduled shift and the shift traded for overlap during the time allowed and would have resulted in lost time, shift pick up or overtime.

(a) Members and/or representative attending IAM-sponsored functions at the Winpisinger Center shall receive an incidental expense allowance not to exceed \$10.00 per day excluding days paid for per diem.

(b) Union WOP will only be requested/provided to members attending IAM sponsored conventions, seminars, and training classes for regularly scheduled shifts or shift trades but not for additional shifts picked up by the member.

Section 5. Lost time or per diem paid for non-IAM sponsored conventions, seminars, or training will be paid only with the vote of the membership. These expenses are subject to the requirements for lost time pertaining to shifts in Section 4. Expenses to be paid for use of privately owned vehicles shall be at the applicable Federal standard mileage allowance, if authorized by vote of the membership. Necessary receipts must be submitted along with the Local expense report form.

ARTICLE VIII

AMENDMENTS

Section 1. Any increase in the amount of initiation and reinstatement fees, Emergency funds, and Local dues must be handled on the basis of the procedures specified in the IAM Constitution.

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

(a) All proposals must be in writing, signed by not less than five (5) members, and referred to the By-Laws Committee.

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

(c) Reasonable advance notice must be posted on the IAM Bulletin Boards and communicated at the Local meeting of the time, date, and place of the second reading and a vote of the members will be taken on the Bylaws Committee's recommendations.

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

(e) Approved proposals, together with the master copy of the Bylaws shall be referred to the IAM International President for approval and designation of an effective date.

ARTICLE IX

POLITICS

Section 1. Any member or Officer speaking in the interest of partisan politics shall not be permitted during the Local meeting only after the meeting has adjourned.

ARTICLE X

RULES OF ORDER

Section 1. Rules of Order shall be in accordance with the IAM Constitution. The Order of Business shall be in accordance with the IAM Constitution.

ARTICLE XI

BYLAWS APPLIED

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

Approved by

Brian Bryant
INTERNATIONAL PRESIDENT