
BY-LAWS

INTERNATIONAL BROTHERHOOD OF
BOILERMAKERS, IRON SHIP BUILDERS, BLACKSMITHS,
FORGERS AND HELPERS, AFL-CIO

LOCAL LODGE NO. 104



Seattle, Washington

2023

TABLE OF CONTENTS

ARTICLE

- 1 NAME**
 - 2 JURISDICTION**
 - 3 OBJECTIVES**
 - 4 ELIGIBILITY AND APPLICATION FOR MEMBERSHIP**
 - 5 OFFICERS, NOMINATIONS AND ELECTIONS**
 - 6 LODGE EXECUTIVE BOARD**
 - 7 OFFICERS' DUTIES**
 - 8 MEETINGS**
 - 9 REVENUE, TAXES AND FEES**
 - 10 SALARIES, BENEFITS, EXPENSE REIMBURSEMENT AND ALLOWANCES**
 - 11 COMMITTEES**
 - 12 MISCELLANEOUS**
 - 13 SAVING CLAUSES**
 - 14 INTERNATIONAL BROTHERHOOD CONSTITUTION**
- Ratification Certification and Approval**

LOCAL LODGE #104

LOCATION: Seattle, Washington

1 NAME

This organization shall be known as Lodge 104 of the International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers and Helpers. It is affiliated with, and a Local Lodge of, the International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers and Helpers, AFL-CIO.

2 JURISDICTION

The jurisdiction of this Lodge shall be as set forth in its Grant of Charter in accordance with the provisions of Article 5.3 of the International Brotherhood Constitution.

3 OBJECTIVES

The objectives of this Lodge shall be as set forth in the International Brotherhood Constitution.

4 ELIGIBILITY AND APPLICATION FOR MEMBERSHIP

4.1 Eligibility and Application

Eligibility and application for membership shall be in accordance with the International Brotherhood Constitution and International Brotherhood policy as established by the International Executive Council.

4.2 Reinstatement

4.2.1 No application for reinstatement shall be acted upon by this Lodge until after approval is received from the Lodge which suspended the applicant.

4.2.2 The Business Manager/Secretary-Treasurer may approve reinstatement of a former member of this Lodge, or another Lodge, without submitting the request to the membership for action, provided the applicant was suspended less than forty-eight (48) continuous months for nonpayment of dues and has no unpaid financial obligation to this Union. Any request for approval of reinstatement of a former member, who was suspended or expelled for any other reason, shall be submitted for action at the next regular meeting of the Lodge, and approval

shall require a two-thirds (2/3rds) vote of the voting members at the meeting, subject to the International Brotherhood Constitution.

5 OFFICERS, NOMINATIONS AND ELECTIONS

- 5.1** The officers of this Lodge shall be those designated in the International Brotherhood Constitution, except that there shall be a Business Manager whose office shall be combined with that of the Secretary-Treasurer, and shall be nominated and elected in accordance therewith. All elections shall be by all-mail ballot in accordance with instructions to be obtained from the International President.
- 5.2** In addition to all other requirements, to be eligible for nomination and election to office in this Lodge, a member must have attended at least one (1) meeting in each of the five (5) calendar quarters immediately preceding his nomination, unless prevented from so doing by personal illness, Union duties, regular employment under a contract between the Union and his employer, or some other unavoidable situation.
- 5.3** The Recording Secretary shall maintain a membership attendance book and the book shall be signed by each member at each meeting he attends. No member's name shall be entered in the book by another person except as permitted or required by these By-Laws, the International Brotherhood Constitution or policies of the International Brotherhood, or any applicable law. A member who has not attended at least one (1) meeting in a calendar quarter for any of the reasons given in Article 5.2 of these By-Laws shall present to the President within twenty (20) days after the end of the quarter his written reason for nonattendance at each of the meetings he missed. If his reason(s) is (are) acceptable to the President, his name shall be entered in the book for each such meeting with a notation that his absence has been excused, and the President shall report this action at the next regular meeting and be so recorded in the meeting minutes.

6 LODGE EXECUTIVE BOARD

Only the duly elected officers of this Lodge shall constitute its Executive Board. The President shall preside over and the Recording Secretary shall keep minutes of Executive Board meetings, which may from time to time be held as necessary before each regular monthly meeting of the Lodge. The Executive Board shall be governed strictly by the International Brotherhood Constitution and these By-Laws. Five (5) Board members shall constitute a quorum for Executive Board meetings.

OFFICERS' DUTIES

In addition to their specific duties as outlined in the International Brotherhood Constitution, officers of this Lodge shall have the following responsibilities:

- 7.1** The Business Manager/Secretary-Treasurer shall maintain complete, accurate, up-to-date records of all Lodge financial operations and at each regular meeting he shall present a statement of income and expense for the previous month, including all funds received and the sources from which they came; all expenses for the month, including the name of each payee and the amount and purpose of each expenditure; the financial standing of the Lodge, including investments and savings, real estate value (if any), cash on hand and in the bank, etc. The report shall be read aloud and, once it has been approved by the membership, shall be made a permanent part of the minutes of the meeting. All Lodge financial records shall be in the care of the Business Manager/Secretary-Treasurer and maintained in a safe, secure place; however, they shall be produced upon request for examination by the International Brotherhood, the Lodge Executive Board, or any proper agent or representative of government.

 - 7.1.1** The Business Manager/Secretary-Treasurer shall submit copies of the approved Minutes of all regular and special meetings of the Lodge, as prepared by the Recording Secretary or other authorized person, monthly, to the International President and the appropriate International Vice President.
- 7.2** All checks written on Lodge accounts and all savings withdrawals must be signed by the Business Manager/Secretary-Treasurer and countersigned by the President or other individual authorized to do so by the International President. All monies received must be deposited in Lodge accounts promptly in accordance with Article 34.1 of the International Brotherhood Constitution, and the deposit slips retained as part of the Lodge's permanent financial records, or as otherwise required by the International Brotherhood or by law. No funds of this Lodge shall be deposited in any savings institution not covered by the Federal Deposit Insurance Corporation nor invested in anything other than government bonds without prior approval by the International President. All such funds shall be invested in accordance with Article 34.1 of the International Brotherhood Constitution.
- 7.3** No expenses shall be reimbursed from Lodge funds unless claimed on properly completed voucher forms, which shall be retained as part of the Lodge's permanent records. Each claim for reimbursement of an expense for which prior Lodge approval or authorization is required shall be checked for said Lodge approval or authorization before reimbursement is made. Any member making a claim for reimbursement of expenses must sign his voucher and receive reimbursement himself. No reimbursement of expenses incurred by any member shall under any circumstances be made to any other person, except to a member of the claimant's family, and then only with his prior approval in writing. No member shall sign any

reimbursement form for any other, except as permitted by law in case of disability or illiteracy.

- 7.4 It is the responsibility of the Board of Trustees to ensure that all expenditures of Lodge funds have been properly made and are supported by a Union business purpose, invoice copies and/or receipts, and that required government and International Brotherhood reports have been filed timely.
- 7.5 It shall be incumbent upon each officer of this Lodge to make himself aware of the responsibilities and duties of his office, as set forth in the International Brotherhood Constitution and these By-Laws, and to fulfill those responsibilities and perform those duties to the best of his ability.
- 7.6 The appropriate Lodge officer of U.S. Lodges shall be held responsible for timely filing of the L-M Reports to the Department of Labor, the Form 990 and all appropriate reports to the Internal Revenue Service, and all other required reports.
- 7.7 By virtue of office, the Business Manager/Secretary-Treasurer shall be a delegate to the International Brotherhood Convention and all other approved conventions, conferences, schools, seminars, and other similar functions to which the Lodge is authorized to send delegates and/or representatives. In the event the Lodge acts to send more than one (1) delegate, such additional delegates shall be elected in accordance with the International Brotherhood Constitution and these By-Laws as approved by the International President, and eligibility requirements shall include meeting attendance requirements as outlined in Article 5 of these By-Laws, except that when the function is of a particular nature requiring attendance by members who are specifically qualified, they shall be selected by the Business Manager/Secretary-Treasurer. For example: Representatives to the LEAP Conference shall be selected by the Business Manager/Secretary-Treasurer from the LEAP Committee members who handle the regular LEAP activities for the Lodge. In the event the Business Manager/Secretary-Treasurer is unable to attend a conference, seminar, or similar event, at which matters solely related to his official duties and responsibilities are to be dealt with, he may select an alternate to attend in his stead.
- 7.8 By virtue of office, the President shall be a delegate to the International Convention and LEAP Conference.

8 MEETINGS

8.1 Regular Meetings

The regular monthly Lodge meeting will be held at the following locations on the dates and at the times listed below:

- 8.1.1** Lodge 104 Union Hall, located at 21400 International Blvd, Sea Tac, WA 98198, meetings shall be held on the fourth (4th) Wednesday in the months of January, March, May, July, September, and November, starting between the hours of 4:00 p.m. and 6:00 p.m. and adjourning not later than two (2) hours after commencing, unless continued by a two-thirds (2/3rds) standing vote; but in no event shall such continuation last beyond an additional thirty (30) minutes except by unanimous consent.
- 8.1.2** Lodge 104 Satellite Office, located at 2515 NE Columbia Blvd, Portland, OR 97211, meetings shall be held on the fourth (4th) Wednesday in the months of February, April, June, August, October, and December, starting between the hours of 4:00 p.m. and 6:00 p.m. and adjourning not later than two (2) hours after commencing, unless continued by a two-thirds (2/3rds) standing vote; but in no event shall such continuation last beyond an additional thirty (30) minutes except by unanimous consent.
- 8.1.3** In the event of an emergency which necessitates changing a scheduled regular meeting, the Executive Board shall have the authority to make whatever change is necessary and shall give proper notice to the membership as soon as possible. Under no circumstances, however, shall any change be made without at least forty-eight (48) hour notice to the membership. Proper notice shall be given to the membership by posting at all job sites, Lodge bulletin boards, and mailing notices to all members registered on the Lodge out-of-work board. A quorum shall be fifteen (15) members. However, quorum requirements shall not be enforced at any nomination or election meeting.

8.2 Special Meetings

Special meetings may be called in accordance with the International Brotherhood Constitution. A quorum shall be fifteen percent (15%) of either (or all of) the shop, shipyard, or other group affected.

8.3 Conduct

Robert's Rules of Order, applicable provisions of the International Brotherhood Constitution and of the International Brotherhood Ritual, and the following standing rules shall govern at all Lodge meetings.

- 8.3.1** The Chairman shall enforce these rules and regulations and may direct that violators be removed from the meeting.
- 8.3.2** The regular order of business may be suspended at any time by majority vote in order to dispose of an urgent matter.

- 8.3.3** Any activity which, in the opinion of the Chairman, is calculated to disturb a speaking member or disrupt the conduct of the meeting or hinder the transaction of business, or may have the effect of so disturbing, disrupting, or hindering, shall be deemed a violation of order.
- 8.3.4** Loitering, profanity, gambling, use of intoxicants, being under the influence of intoxicants, possession of weapons, violence or threat of violence are basis for removal from the Lodge meeting place in accordance with the International Brotherhood Constitution.
- 8.3.5** When a member wishes to speak, he shall rise and respectfully address the Chairman, and, if recognized, he shall state his name before proceeding.
- 8.3.6** If two (2) or more members rise to speak at the same time, the Chairman shall decide which is entitled to the floor.
- 8.3.7** Speakers shall adhere to the question under debate and avoid personalities and indecorous language as well as disparagement of the Union or any member thereof, but every member shall have the right to express his views, arguments, and opinions concerning any candidate and/or any business properly before the meeting.
- 8.3.8** No speaker may be interrupted except as permitted or required under Robert's Rules of Order.
- 8.3.9** At the request of the Chairman, any speaker being called to order shall cease speaking and be seated until the question of order is determined.
- 8.3.10** No member shall be allowed to speak longer than five (5) minutes on any subject in any meeting of this Lodge without the permission of this Lodge, and any member exceeding his allotted time shall cease speaking and take his seat upon being called to order.
- 8.3.11** All business transacted within this Lodge shall be strictly confidential and for the information of members of this Union only.

REVENUE, TAXES AND FEES

9.1 Sources of Revenue

Subject to all applicable provisions of the International Brotherhood Constitution, initiation and reinstatement fees and dues shall be as follows, and all monthly dues, including out-of-work and sick dues, shall increase by two (2) times the International per capita tax increase on January 1 of each year. No change may be made in the below rate schedules, nor may any assessment be levied, except as permitted or required under the International Brotherhood Constitution.

9.1.1 Industrial Sector Operations Members

9.1.1.1 Shop and Shipbuilding Members

	Mechanic/ <u>Journeyman</u>	Helper/ <u>Apprentice</u>	<u>Effective</u>
Initiation Fee	\$600.00	\$300.00	February 1, 2021
Out-of-Work*	\$57.65	\$57.65	February 1, 2023
Sick Dues**	\$56.85	\$56.85	February 1, 2023
Industrial Injury Dues**	\$56.85	\$56.85	February 1, 2023
ISO Division Dues	\$6.50	\$6.50	February 1, 2023

Reinstatement Fee (effective 11/7/06):

Twenty-five percent (25%) of Initiation Fee after sixty (60) days plus all financial delinquencies (dues, non-sufficient funds fees, etc.) in accordance with Article 29.2 of the International Brotherhood Constitution.

Fifty percent (50%) of Initiation Fee after ninety (90) days plus all financial delinquencies (dues, non-sufficient funds fees, etc.) in accordance with Article 29.2 of the International Brotherhood Constitution.

One hundred percent (100%) of Initiation Fee after one hundred eighty (180) days plus all financial delinquencies (dues, non-sufficient funds fees, etc.) in accordance with Article 29.2 of the International Brotherhood Constitution.

*Out-of-Work Dues shall be as listed in the above table, plus Industrial Sector Operations Dues. To be eligible to pay Out-of-Work Dues, each unemployed member must be on the Out-of-Work List and available to take job calls. Those unemployed members who are not on the Out-of-Work List and available to take job calls shall be required to pay full monthly dues, plus Industrial Sector Operations Division Dues.

**Sick Dues and Industrial Injury Dues shall be as listed in the above table, plus Industrial Sector Operations Division Dues. The Industrial Sector Operations Division Dues rate is \$6.50, effective February 1, 2023, and shall increase in accordance with Article 21.3.2 of the International Brotherhood Constitution.

Monthly Dues for all members shall increase in accordance with Article 28.2.2 of the International Brotherhood Constitution.

Withdrawal Card Fee shall be equal to one (1) month of Tier 2 Dues and shall increase yearly to stay equal to one (1) month of Tier 2 Dues (Effective May 1, 2023).

Monthly Dues (Effective 2/1/23):

Monthly Dues, including Industrial Sector Operations Division Dues, shall be based upon the following tiered dues schedule. The starting base rate for each tier shall be based upon each member's contractual rate of compensation as stated in the Appendix, Schedule A, or Wage Schedule of each Agreement. The below dues amounts are effective February 1, 2023, and each January 1st thereafter the monthly dues for all members shall increase in accordance with Article 28.2.2 of the International Brotherhood Constitution.

<u>Dues Code</u>	<u>Schedule "A" Rate of Pay</u>	<u>2023 Monthly Dues</u>	<u>2023 ISO Dues</u>
Tier 1	\$8.01 through \$12.00	\$73.20	\$6.50
Tier 2	\$12.01 through \$16.00	\$78.20	\$6.50
Tier 3	\$16.01 through \$20.00	\$83.20	\$6.50
Tier 4	\$20.01 through \$24.00	\$88.20	\$6.50
Tier 5	\$24.01 through \$28.00	\$93.20	\$6.50
Tier 6	\$28.01 through \$32.00	\$98.20	\$6.50
Tier 7	\$32.01 through \$36.00	\$103.20	\$6.50
Tier 8	\$36.01 through \$40.00	\$108.20	\$6.50
Tier 9	\$40.01 through \$44.00	\$113.20	\$6.50
Tier 10	\$44.01 through \$48.00	\$118.20	\$6.50
Tier 11	\$48.01 through \$52.00	\$123.20	\$6.50
Tier 12	\$52.01 through \$56.00	\$128.20	\$6.50
Tier 13***	\$56.01 through \$60.00	\$133.20	\$6.50

***Additional Tiers shall be created as needed for wage rates in increments of four dollars (\$4.00) with the monthly dues increasing in increments of five dollars (\$5.00) as needed in the future, subject to final approval of the International President.

9.1.2 Installment payments of initiation and reinstatement fees may be arranged, with the full amount to be paid within the first sixty (60) days of work available to the employee unless sickness or some other unavoidable situation prevents his working full time on work made available to him. Additional time may be granted for a specified time not to exceed sixty (60) days.

9.1.3 In accordance with the International Brotherhood Constitution, members with less than four (4) years continuous membership moving from a classification for which a lower initiation or reinstatement fee is established to one for which a higher fee is established, and members transferring into this Lodge who have paid initiation or reinstatement fees lower than those established

by this Lodge, shall have ninety (90) days from the date of reclassification or transfer to pay the difference between the fees. Installment payments may be arranged in accordance with Article 9.1.2 of these By-Laws.

- 9.1.4** There shall be a registration fee of fifty dollars (\$50.00) when signing the Lodge's Out-of-Work list. Monthly Dues paid to Lodge 104 shall fulfill the registration fee requirement.

9.2 Local Lodge Payments

The amounts of the taxes, fees, and charges, which are payable to the International Brotherhood, shall be as follows:

Initiation Fee -	Twenty percent (20%) of fees collected, but not less than one (1) month's per capita
Reinstatement Fee -	Twenty percent (20%) of fees collected, but not less than one (1) month's per capita
Per Capita Tax -	As determined pursuant to Article 12 of the International Brotherhood Constitution
ISO Div. Dues -	As determined pursuant to Article 21.3.2 of the International Brotherhood Constitution

10 SALARIES, BENEFITS, EXPENSE REIMBURSEMENT AND ALLOWANCES

10.1 Salaries

Recognizing that the Business Manager/Secretary-Treasurer and any Assistant Business Managers and Field Agents must participate in cultural, civic, political, fraternal, and educational activities, in addition to their specific duties provided for in the International Brotherhood Constitution and these By-Laws, that such activities benefit this Union and its members, and that the amount of time spent in such activities is unpredictable and unascertainable, such officials shall be compensated for their services as set forth below.

- 10.1.1** Effective January 1, 2021, the Business Manager/Secretary-Treasurer's salary shall be increased on January 1 of each year in an amount equal to the average Shop and Shipyard Mechanic's/Journeyman's hourly wage rate increase from the previous year, as calculated on a percentage basis. This amount is to be paid at the rate of forty (40) hours per week.

- 10.1.2** Each Assistant Business Manager shall be paid ten percent (10%) less than the Business Manager/Secretary-Treasurer.

10.1.3 Each Field Agent shall be paid thirty percent (30%) less than the Business Manager/Secretary-Treasurer.

10.1.4 In addition to the salaries set forth above, officers and representatives working full time for the Lodge shall receive five hundred dollars (\$500.00) per month to offset the costs incurred for use of their personal automobile in the conduct of regular Lodge business. However, this provision shall not be applicable if automobiles are furnished by the Lodge pursuant to Article 10.2.5 of these By-Laws. Further, this provision shall not be applicable if a Lodge officer or representative uses his personal automobile to conduct official Lodge business on a temporary basis [less than one (1) month]. Reimbursement for use of his personal automobile on a temporary basis [less than one (1) month] shall be subject to reimbursement for mileage pursuant to Article 10.3 of these By-Laws. The Business Manager/Secretary-Treasurer shall have the option of paying employees the current IRS mileage reimbursement rate in lieu of paying a monthly automobile allowance for any salaried official who uses their personal vehicle on a daily basis (full-time) for Union business.

10.1.4.1 Should gas prices increase to two dollars and fifty cents (\$2.50) per gallon, the monthly allowance shall increase to five hundred and fifty dollars (\$550.00) and shall increase by fifty dollars (\$50.00) per month for every additional fifty cents (50¢) per gallon that gas prices increase.

10.1.5 Officers and representatives that receive compensation as set forth in Article 10.2.6 of these By-Laws must add Boilermakers Lodge 104 as the Additional Insured Party on their personal automobile insurance policy. The insurance policy must provide liability coverage in the amounts required by Lodge 104 but must satisfy the minimum amounts required in the State of Washington. A copy of the declarations page must be provided to Lodge 104.

10.2 Benefits for Salaried Officers

10.2.1 Boilermaker-Blacksmith National Pension Trust

The Lodge shall provide coverage for its salaried officials under the Boilermaker-Blacksmith National Pension Trust at the contribution rate equal to one and one-half (1½) times the average Shop and Shipyard pension contribution rate effective January 1 of each year for the Business Manager/Secretary-Treasurer, Assistant Business Managers and Field

Representatives for one hundred seventy-three (173) hours per month.

10.2.2 Boilermakers National Annuity Trust

All full-time salaried officers and employees shall participate in the Boilermakers National Annuity Trust. The contribution rate shall be determined yearly, based on the available increase to hourly rates. Each eligible employee will have the same contribution rate paid into the Boilermakers National Annuity Trust based upon one hundred seventy-three (173) hours per month. The Lodge 104 Business Manager shall notify the Annuity Trust, in writing, of the initial contribution rate and any changes to the contribution rate prior to January 1 of each year. Employees covered under a separate Collective Bargaining Agreement (CBA) are not included in this Article

10.2.3 Boilermakers' Officers and Employees Pension Plan

All full-time salaried officers and employees shall participate in the Boilermakers' Officers and Employees Pension Plan should they choose.

10.2.4 Medical and Dental Plan

The Lodge shall also provide coverage for its salaried officials under the Medical and Dental Plan for the Northwest Metal Crafts Trust Marine Boilermakers' Health & Security Plan III at the appropriate contribution rate for one hundred seventy-three (173) hours per month.

NOTE - WAGE/BENEFITS REPORT FORM:

This form must be completed and signed by the Business Manager/Secretary-Treasurer of the Lodge and submitted to the International President's office, in advance of the effective date of any and all wage/benefit(s) increases provided under the area/local basic construction labor agreement governing the Lodge. The form must be completed for each full-time salaried Lodge official and all full time hourly paid clericals not covered by a collective bargaining agreement. Copies of this report must be provided to the International Vice-President of the area and to the National Funds office, with copies retained in the files of the Lodge.

10.2.5 Vacation

Each full-time salaried official shall be granted vacation as provided under the Vigor Shipyard (fka Todd Pacific Shipyard)

Agreement. The Business Manager/Secretary-Treasurer's office must be notified when the vacation is taken.

10.2.6 Automobiles

Officers and representatives working full time for the Lodge may be furnished with an automobile, the purchase price of which, including accessories, shall not exceed a reasonable and prudent amount. The certificate of ownership, or title, shall be in the name of the Lodge. It is recognized that the officers or representatives are required to be on instant call at all times and must garage such car and be responsible for its safekeeping. Accordingly, for the convenience of the Lodge, and as partial compensation for such additional responsibilities, the officers or representatives shall be permitted private use of the automobile when it is not being used for Lodge business. The Business Manager/Secretary-Treasurer and/or a committee appointed by the Lodge President for that purpose, may be empowered by a majority vote of the Lodge, after approval by the International President, to buy, sell, exchange or lease automobiles or arrange financing if Lodge funds and revenue permit. The Lodge shall defray all expenses of operating the automobile while it is being used on Lodge business. However, should a Lodge officer or representative be required to use his personal automobile on Lodge business on a temporary basis [less than one (1) month], he shall be reimbursed in accordance with the mileage allowance provided in Article 10.3 of these By-Laws.

10.3 Travel Expense Allowances and Reimbursement

Lodge officers and other authorized representatives required to be out of town overnight on official business for the Lodge shall be reimbursed for single hotel, travel (actual fare for public transportation or the current IRS mileage reimbursement rate (For example: 56¢ as of January 1, 2021) per mile for use of their personal automobile, plus Standard CONUS per diem as established by the Federal Government (For example: January 1, 2021 Portland is \$66.00 per day for local meals) and actual expenses for cab fare, parking, postage, and other necessary expenses when itemized. Full time officers or representatives receiving a car allowance as set forth in Article 10.2.6 of these By-Laws shall not be paid any mileage allowance provided herein. All claims for expense reimbursement must be submitted on properly completed voucher forms, in accordance with International Brotherhood policy, and expenses claimed must at all times be reasonable and normal for the area involved. Copies of receipts must be furnished in accordance with International Brotherhood policy in support of all claims for expenses. The per diem shall not apply to overnight stays within fifty (50) miles of the Union Hall in any direction. There shall be no reimbursement for meals when the per diem rate is received.

- 10.3.1** Lodge officers and other authorized representatives attending official meetings, conferences, or functions within the jurisdiction of the Lodge shall be reimbursed actual out-of-pocket expenses when itemized on properly completed voucher forms and expenses must at all times be reasonable and normal for the area involved.

10.4 Officers' Allowances

The President shall receive two hundred dollars (\$200.00) per month allowance and the Recording Secretary shall receive fifty dollars (\$50.00) per month allowance provided the following conditions are met. No member shall receive in any one (1) month more than one (1) of the allowances established above. If he performs the duties of two (2) or more offices or positions, he shall receive the higher of the applicable allowances, but only one (1).

- 10.4.1** His official duties have been performed in a proper, timely manner, and all records and reports required of him are up-to-date.
- 10.4.2** He attends the monthly meeting unless prevented from so doing by personal illness, Union duties, regular employment under a contract between the Union and his employer, or some other unavoidable situation.
- 10.4.3** All financial obligations to the International Brotherhood are paid current in accordance with the International Brotherhood Constitution and/or financial arrangements have been made between the Lodge and the International Brotherhood.
- 10.4.4** The Lodge has no past due obligations to any supplier of any goods or service, unpaid rent or taxes, etc.
- 10.4.5** The allowances and dues reimbursement will not result in excessive expenditure over income for an extended period of time, after calculating and including all actual and expected, normal and unusual expenses.
- 10.4.6** The Lodge's total liquid assets do not drop below one hundred thousand dollars (\$100,000.00).

10.5 Monthly Dues Reimbursement

The amount paid in monthly dues and assessments by each non-salaried officer and steward shall be reimbursed to him for each month during which the conditions in Article 10.4 of these By-Laws are met and in addition, the job to which the steward is assigned is fifteen (15) days duration or longer.

10.6 Lost Time Wage Expense

Any member who loses wages from his regular employment under a contract between the Union and his employer, as a result of performing authorized Union business during scheduled working hours, which could not have been performed outside working hours, shall be reimbursed for the actual wages lost plus all negotiated benefits normally received under the applicable working agreement, excluding overtime. Lost time wage reimbursement claims must be submitted on properly completed voucher forms. Approval by the Lodge, or approval by the Business Manager/Secretary-Treasurer, must have been received before incurring lost time wage expense on behalf of the Lodge, and no one may take it upon himself to incur such expense without said approval. Reimbursement under this provision shall be limited to actual scheduled working hours missed, not to exceed twelve (12) hours in any one (1) day.

10.7 Credit Cards

10.7.1 Issuance of Credit Cards

Any and all credit card(s) payable by the Lodge shall be obtained only when reasonable and necessary. The Lodge Business Manager/Secretary-Treasurer must give prior approval before application is made for any and all credit card(s) in which the Lodge is responsible to pay.

10.7.2 Usage for Legitimate Lodge Business

The Lodge credit card(s) shall only be used in connection with Lodge business to make authorized expenditures.

10.7.3 Authorized Users

Lodge credit card(s) may be obtained for use by full-time officers and representatives of the Lodge. The Business Manager/Secretary-Treasurer of the Lodge must give prior approval of any authorized user(s) of any and all Lodge credit card(s).

10.7.4 Reimbursement to Lodge for Erroneous Expenditures

The Lodge credit card(s) shall not be used to make purchases or cash withdrawals or advances for the direct or indirect personal benefit of the user or any other person or entity. Any and all erroneous charges or cash withdrawals or advances to the Lodge credit card(s) for any personal purpose and any personal expenditures appearing on a legitimate hotel bill charged to the Lodge credit card, shall be immediately reported to and

reimbursed to the Lodge, together with any interest charges attributable to such expenditure.

10.7.5 Credit Limit

The Business Manager/Secretary-Treasurer of the Lodge may apply for and authorize the use of Lodge credit card(s) with a credit limit not to exceed ten thousand dollars (\$10,000.00). In the event the Business Manager/Secretary-Treasurer has a legitimate reason for seeking a credit limit in excess of ten thousand dollars (\$10,000.00), he shall seek approval by the Lodge membership and International President.

10.7.6 Cash Advances

The Lodge credit card(s) shall not be used to obtain cash advances. In the event the Lodge credit card(s) is/are issued with a password or PIN number that is to be used to obtain cash withdrawals or advances, the Business Manager/Secretary-Treasurer shall destroy said password or PIN number and said password or PIN number shall not be recorded anywhere.

10.7.7 Monthly Review of Credit Card Statements

The Lodge Trustees shall audit each and every Lodge credit card statement on a monthly basis and take any and all action necessary to ensure that each and every monthly statement has proper backup and is used for a proper Union business purpose, in accordance with the International Brotherhood Constitution and policy, and Lodge By-Laws.

10.7.8 Record of Meal Expenditures

For meal expenditures, all authorized users must record on the back of any and all credit card receipts, the legitimate Union business purpose and each participant in attendance at said meal.

10.7.9 Paid in Full

Any and all Lodge credit card(s) shall be paid in full each month and in a timely fashion so the Lodge does not incur any finance charges or penalties.

10.7.10 Bank of Labor

The Lodge must obtain all credit cards through the Bank of Labor.

10.8 “Double Dipping” Prohibition

Notwithstanding any provision for expense reimbursement or allowance established herein, to the extent that any member’s expenses are paid for by any other body, including the International Brotherhood, this Lodge shall not be liable for those same expenses. Any duplicate or other reimbursement of expenses to which the member is not entitled shall be promptly presented to the Business Manager/Secretary-Treasurer for return to Lodge funds or to the other party, as appropriate. “Double dipping” on expenses in any form is expressly prohibited.

10.9 Other Compensation

All forms of compensation for Lodge officials must be set forth in these By-Laws in detail. No additional compensation or benefits may be granted without approval by majority vote of the members in accordance with the International Brotherhood Constitution, and approval by the International President shall be required. Any remuneration not provided for under the International Brotherhood Constitution or these By-Laws shall be deemed improper disposal of Lodge funds.

11 COMMITTEES

The Lodge Committees and their functions shall be:

11.1 Legislative Education-Action Program (LEAP) Committee

The LEAP Committee shall be a nonpartisan committee comprised of five (5) members appointed by the Business Manager/Secretary-Treasurer who shall conduct a continuing program to ensure that all members and eligible members of their families are informed on the issues, registered to vote, and vote in all elections, and shall actively work to prevent passage of all legislation which is contrary to the best interests of the members of this Union and the community, and for introduction and passage of all such legislation as will benefit the members of this Union and the community. This committee shall also be responsible for organizing voluntary contribution drives for the LEAP Campaign Assistance Fund (CAF).

11.2 Committee for the Sick and Distressed

The Committee for the Sick and Distressed shall be comprised of the President, Business Manager/Secretary-Treasurer and three (3) additional members, who shall visit sick and distressed members and report at the regular monthly meetings.

11.3 By-Laws Committee

In addition to the Lodge Standing Committees, there shall be a By-Laws Committee who shall perform those duties as specified in the International Brotherhood Constitution.

12 MISCELLANEOUS

- 12.1** The official business of this Lodge shall be conducted only by its members assembled in regular or duly called special meetings, or by its duly authorized officers and representatives, in accordance with the International Brotherhood Constitution and these By-Laws.
- 12.2** No Lodge funds may be used for the personal relief or support of anyone, member or nonmember of the Lodge, except for payment of Sick Dues for a sick or disabled member of the Lodge, by vote of the Lodge, for up to three (3) months with documented medical proof. The Committee for the Sick and Distressed shall help needy members secure aid from appropriate community and government agencies. The three (3) month Lodge funds payment of per capita tax to International shall only be allowed if the Lodge's liquid assets do not fall below three hundred thousand dollars (\$300,000.00).
- 12.3** No Lodge funds may be used for special functions, community projects or programs, or other expenditures not provided for in the International Brotherhood Constitution or these By-Laws, unless the expenditure is for the purposes and objectives set forth in the International Brotherhood Constitution and has been approved in advance by the International President, whose decision shall be based upon the financial standing of the Lodge.
- 12.4** Any voluntary contribution collection made in the name of this Lodge (e.g. for a sick member, one in financial distress resulting from fire or storm damage, a local union for which an assistance plea has been issued, etc.) must first have been approved by majority vote of the members at the regular or special meeting at which the collection was presented for approval, and no person, whether member or nonmember of this Lodge, may solicit, demand, or accept funds on behalf of this Lodge without the permission of the Lodge, the Lodge Business Manager/Secretary-Treasurer, or the International President.
- 12.5** Stewards shall accept no monies in payment of Union dues, fees, assessments, contributions, or donations of any kind, unless specifically authorized to do so by the Lodge Business Manager/Secretary-Treasurer. Any dues payment which a steward may agree to transmit to the Business Manager/Secretary-Treasurer on behalf of any member must be accepted with the understanding that the steward may not accept funds to be applied as dues payment for a specifically named month or period, and that the

receipt which he gives does not constitute acknowledgement of payment of dues for a specifically named month or period. Such funds must be transmitted promptly; however, it is the responsibility of each individual to see that his dues are current and timely. Lodge funds may not be used to pay per capita for members whose dues have not been received, except as otherwise provided for in these By-Laws.

- 12.6** The day-to-day business operations of the Lodge, including management of its building(s) and properties, shall be the responsibility of the Business Manager/Secretary-Treasurer. Matters requiring major expenditures of funds (such as hiring of attorneys, new buildings, building additions or major alterations, purchase of vehicles, and similar proposals) and any sale of property or equipment belonging to the Lodge shall require approval by majority vote of the Lodge at a regular or special meeting; major expenditures and disposal of major properties of the Lodge shall also require the International President's approval in advance.
- 12.7** Recognizing the need to finance effective legislative education, the Lodge shall contribute twenty-five cents (25¢) per member per month to the LEAP Legislative Education Fund (LEF).
- 12.8** The International Brotherhood Constitution shall govern in filling vacancies in office. Reasonable notice of not less than fifteen (15) calendar days shall be given, in a manner calculated to reach all members, before filling any vacancy through election.
- 12.9** It shall be the responsibility of each individual member to inform the Lodge Business Manager/Secretary-Treasurer whenever there is a change in the member's name, address, or telephone number.
- 12.10** No loitering, profanity, gambling, use of intoxicants, being under the influence of intoxicants, possession of weapons, violence, or threat of violence will be tolerated at the Lodge office, Union meeting or picket line, or any property adjacent thereto, and will serve as a basis for ejection from these premises.
- 12.11** Meeting attendance requirements for eligibility for nomination and election as a Delegate to the International Brotherhood Convention shall be the same as for nomination and election to Lodge office.
- 12.12** The Lodge's clerical employees shall work under the Business Manager/Secretary-Treasurer and shall be under his supervision and responsible to him. Employment contracts shall not be entered into without prior approval of the International President.
- 12.13** No person who has been a member of the Communist Party or who has been convicted, or served any part of a prison term resulting from conviction of robbery, bribery, extortion, embezzlement, grand larceny, burglary, arson, violation of narcotics laws, murder, rape, assault with intent to kill, assault

which inflicts grievous bodily injury, forgery, counterfeiting, or conspiracy to commit any such crime(s), shall be eligible for election or appointment to, nor shall any such person be allowed to serve in, any office, job, or official position in this Lodge for a period of twenty (20) years after the termination of his membership in the Communist party, or for a period of three (3) years to thirteen (13) years after the date of his conviction or of his release from incarceration resulting from his conviction (whichever is later), in accordance with applicable law. However, under no circumstances will any person be eligible to hold office who is not bondable under normal bonding requirements.

- 12.14** Whenever used in these By-Laws, the masculine pronoun shall include the masculine and feminine gender.
- 12.15** The term Union used herein shall refer to a Local Lodge of the International Brotherhood, the International Brotherhood, or both depending on the context.
- 12.16** The Lodge has established a custom of holding an annual social gathering to promote unity, harmony, and a closer relationship among our members and their families. The custom will be continued, subject to approval annually by the membership at a regular meeting, and with prior approval by the International President based upon the Lodge's financial standing. However, no such gathering shall be held when the Lodge's total liquid assets are, or would thereby be lessened, to under one hundred thousand dollars (\$100,000.00).
- 12.17** No member may hold any Lodge office, or serve as a steward, who is not actively working under a labor agreement between his employer and the Union (unless excused for vacation or illness), except that a shop member on temporary layoff not to exceed two (2) weeks and a construction member who is between jobs and registered and available for referral shall not be considered unemployed for purposes of this provision so long as the member can and does continue to perform the official duties of his office in accordance with the International Brotherhood Constitution and these By-Laws. This provision may be waived with prior approval from the International President.
- 12.18** Any Lodge official who is appointed by his employer to a position outside the bargaining unit must resign his office or position in the Lodge. However, filling such an assignment on a strictly temporary, short-term basis, such as substituting during illness or vacations or on a weekend, etc., shall not be considered appointment to that position for purposes of this provision. This provision may be waived with prior approval from the International President.
- 12.19** This Lodge shall actively recruit and accept Boilermaker Journeymen Trainees, Subjourneymen, and Apprentices, in accordance with the applicable labor agreement and the International Brotherhood Constitution.

- 12.20** The Lodge office will be open for transaction of Union business from 8:00 a.m. until 5:00 p.m., Monday through Friday, except for a one (1) hour lunch period and recognized holidays or other approved closings for any reason.
- 12.21** Upon becoming eligible for reclassification from any Subjourneyman classification to a Journeyman Boilermaker (Mechanic) classification, each individual must apply for reclassification promptly. If needed, payment arrangements may be made in accordance with Article 9.1.2 of these By-Laws.
- 12.22** No member shall be employed for more than one (1) employer under the Lodge's jurisdiction at the same time, except for our trade instructors, or unless excused by the Business Manager/Secretary-Treasurer.
- 12.23** All records shall remain in the Lodge office and no one shall be allowed in the offices of the Lodge unless the officers shall deem it necessary, and then only for such business that cannot be transacted at the window of such office. The officers responsible shall be present when a member or members wish to check the minutes and/or records.
- 12.24** It shall be the duty of all members to report all injured, sick, or distressed members to the Business Manager/Secretary-Treasurer's office.
- 12.25** Members with twenty (20) years good standing in the Lodge, and upon reaching the age of sixty (60) and being unable to work because of physical disability, shall have their sick dues paid by the Lodge until eligible for Union Pension at the age of sixty-two (62).
- 12.26** The Business Manager/Secretary-Treasurer shall post, in the lobby of the dispatch area, a certified copy of the Union's quarterly audit for membership inspection.
- 12.27** Lodge funds may be used to purchase retiree gifts, provided the retiree has been a member in good standing of Lodge 104 for twenty (20) or more years, the Lodge's total liquid assets do not drop below three hundred thousand dollars (\$300,000.00), and the retiree gift does not exceed a maximum of one hundred fifty dollars (\$150.00).

13 SAVING CLAUSES

- 13.1** All financial obligations imposed by or under these By-Laws or the International Brotherhood Constitution and in conformity therewith, are legal obligations of the members upon whom imposed and shall be enforceable in a court of law.
- 13.2** Should any provision of these By-Laws be declared invalid or inoperative by any competent authority of federal, state, or provincial government, the

Lodge shall have the authority to suspend operation of that provision during the period of its invalidity; however, neither the remainder of these By-Laws nor the application of that provision to persons or circumstances other than those as to which it has been so declared shall be affected by such declaration.

14

INTERNATIONAL BROTHERHOOD CONSTITUTION

The International Brotherhood Constitution is the governing document for the International Brotherhood and all its affiliated subordinate bodies, including District and Local Lodges, and supersedes any provisions of these By-Laws which are inconsistent with said International Brotherhood Constitution. All provisions of the International Brotherhood Constitution are hereby incorporated hereunto by reference as though fully set forth herein.

RATIFIED BY LODGE 104 THIS 26th DAY OF APRIL 20 23



ATTESTED:

BY-LAWS COMMITTEE:

By: Todd Bannell
President

[Signature]

By: Steve Behling
Secretary-Treasurer

[Signature]

APPROVED:

[Signature]
Newton B. Jones
International President

*International Brotherhood of Boilermakers,
Iron Ship Builders, Blacksmiths, Forgers
and Helpers, AFL-CIO*

DATE: JUN 02 2023