

**AMALGAMATED TRANSIT UNION  
LOCAL DIVISION #1575  
185 North Redwood Drive, Suite 220  
San Rafael, CA 94903**

**BY-LAWS  
(as amended October 2020)**

## SECTION 1. NAME

This Local Division of the Association is to be known as "Amalgamated Transit Union Local Number 1575", the by-laws of which shall apply to all members within the jurisdiction of the Local as established by the International Union. The Charter City of this Local Division 1575 shall be San Rafael, California.

## SECTION 2. OBJECT OF THE BY-LAWS

The object of these by-laws is to provide rules to govern the Local but not to be in conflict with the International Constitution and General Laws, and which will also provide for the efficient conduct of the business of the Local.

## SECTION 3. OFFICERS

The regular officers of this Local shall be: President, Vice-President, and Financial Secretary Treasurer-Recording Secretary.

## SECTION 4. EXECUTIVE BOARD

The Executive Board shall consist of: President, Vice-President, Financial Secretary Treasurer-Recording Secretary and four (4) elected members in good standing.

## SECTION 5. STEWARDS

~~There will be elected by the membership a chief steward who will appoint division stewards as necessary, with the advice of the President.~~ There will be elected by the active membership at the Golden Gate Bridge, Highway & Transportation District only, a Chief Shop Steward who will appoint Golden Gate Bridge, Highway & Transportation District stewards as necessary, with the advice of the President of the Local. The President of the local will appoint one or more Petaluma steward(s) as necessary.

## SECTION 6. PENSION AND HEALTH AND WELFARE TRUSTEES

The President, Financial Secretary Treasurer-Recording Secretary, and Executive Board Member #1 shall serve as trustees on the Pension Trust and the Health and Welfare Trust.

## SECTION 7. ELECTION OF OFFICERS

The election of officers will be done by mail ballot. Nominations will be received at the regular meeting during the month of May preceding the June elections. To be elected, a candidate must receive a majority of ballots cast. In the event that no candidate receives the required majority, the two (2) candidates receiving the most votes will participate in a run-off mail ballot election to take place in June following the regular elections. All newly elected officers will take office on the date of the regular meeting in July following the elections. Officers subject to a run-off election will take office at the completion of the counting of ballots. Terms of office will be three (3) years for all officers.

## SECTION 8. DUTIES OF THE PRESIDENT

a. It shall be the duty of the President to preside at all regular meetings of the Local Division; to preserve order and enforce the General laws of the Association and the Local Division By-Laws; to see that all officers perform their respective duties; to see that the affairs of the Local Division are properly administered. The President shall appoint all

officers and committees not herein provided for and all such appointments shall require the approval of the Executive Board. The President shall decide all questions of order, subject to appeal by the Division and, when a vote results in a tie, the President shall have the deciding vote. The President shall sign checks and drafts on the bank, jointly with the Secretary-Treasurer. The President shall perform such other duties as are prescribed by the International Constitution and General Laws and shall be a member ex-officio of all committees and the Executive Board.

b. The President shall be empowered to handle all grievances and complaints of the membership with their employer when such grievances or complaints emanate from existing agreements or Local Division policy.

c. The President shall make full report of official activities to the membership at the Executive Board and General Meetings of this Local and shall report by letter or bulletin when such reports are deemed necessary. The President may report in person or may delegate this duty to an assistant.

d. The President shall conduct the business of the Local in conformity with the Association's policies and laws.

## SECTION 9. DUTIES OF THE VICE PRESIDENT

It shall be the duty of the Vice President, in the absence of the President, to preside at the General Meeting of the Local and to perform all duties pertaining to the office of the President and to render such assistance as may be required. In case of a vacancy in the office of the President, the Vice President shall succeed to this office and hold same until the Local holds an election to fill the vacancy.

## SECTION 10. DUTIES OF THE FINANCIAL SECRETARY TREASURER-RECORDING SECRETARY (Hereafter referred to as the Secretary)

It shall be the duty of the Secretary to collect all monies dues to the Local and to deposit the same in such banks as the Executive Board may direct; the Secretary shall pay all bills by check as provided for in Section 15 of these By-Laws and approved by the Audit Committee; the Secretary shall keep an accurate account of financial transactions and shall submit annually to the Executive Board an audit statement signed by a Certified Public Accountant; the Secretary shall keep the Local in good standing with the International Association and all labor bodies with which the Local is affiliated; the Secretary shall keep an accurate record of the minutes of the meetings and shall make available to the membership copies of the minutes of the Local; the Secretary shall be bonded in such amount as the Local may determine consistent with the provisions of the International Constitution and General Laws. The Secretary will also act as correspondent to the Association's official publication "In Transit" magazine. The Secretary shall be authorized to purchase and distribute the International Constitution and General Laws and Local By-Laws. The Secretary may, when necessary, perform additional duties as directed by the Local President and as described in Section 8, Article (b) and (c) of these By-Laws.

## Section 11. DUTIES OF THE EXECUTIVE BOARD

The Executive Board shall supervise and direct the management of the Local in conformity with the International Constitution and General Laws, and the Local By-Laws.

## SECTION 12. COMPENSATION FOR OFFICERS

Effective July 1, 2003

The President/Business Agent shall be a full-time officer for this Local and the daily rate of pay for this office shall be computed by whichever of the following methods produces the higher rate of pay:

1. Twelve (12) hours top hourly scale, plus four (4) hours penalty.
2. At each sign-up, the President may select the rate of pay of any run which his seniority would have permitted him to bid.

The daily rate, established by either of the above methods, will be paid twenty-two (22) days per month. The President's conditions of employment and status as a District employee shall not be adversely affected by holding his office. The President shall also be allowed necessary proven expenses subject to the review of the Executive Board.

Other officers, when directed by the Executive Board to perform work for the Local, and such work deprives them of their regular work, shall be paid the same earnings which would have resulted from their regular work, plus proven expenses subject to review by the Executive Board. Their conditions of employment and status as District employees shall not be adversely affected by holding Union Office.

No officer or member of this Local will receive a Union salary during any strike. Officers or members working on Local business during a strike, will receive per diem allowance and expenses subject to review of the Executive Board.

## SECTION 13. INITIATION FEE

The initiation fee for membership in this Local Union shall be fifty dollars (\$50.00). This may be paid at the rate of twenty-five (\$25.00) per month along with the monthly dues check-off.

## SECTION 14. UNION DUES

Union dues for full-time bus operators at Golden Gate Transit shall be equal to four (4) times the top operators' hourly rate.

The dues for part-time operators shall be the minimum dues as required by the International Constitution and General Laws.

The dues for full-time office employees shall be three (3) times their top hourly rate, plus the ATU per capita tax.

The dues for part-time office employees shall be the minimum dues as required by the International Constitution and General Laws.

The Dues for MV Transportation employees shall be the minimum dues as required by the International constitution and General Laws.

In order to remain in good standing with the Local Union any member who is off due to sickness or injury and is not receiving any pay from the District, shall only be required to pay the International per capita tax plus the per capita taxes of all other affiliated organizations of Local 1575.

In order to remain in good standing with the Local Union any member who is off due to furlough/layoff and

is not receiving any pay from the District, shall only be required to pay the International per capita tax, the per capita taxes of all other affiliated organizations of Local 1575 plus \$5.00.

#### SECTION 15. BANKING

Union monies will be deposited in a fully accredited bank. Savings will be deposited in the Allied Trades Credit Union or other financial institution approved by the Executive Board. The following officers will be authorized to sign checks: President, Vice President, Financial Secretary. Each check must have two (2) signatures, one of which will be that of the Financial Secretary.

#### SECTION 16. DELEGATES TO THE ATU CONVENTION

The President and the Secretary-Treasurer, by virtue of their offices, will be delegates to the ATU Convention. All other delegates will be elected by the entire membership in the same manner as elected officers. Each delegate sent to the Convention will receive loss of earnings plus travel expenses and a per diem expense the same as the International Staff Officers as outlined in the Constitution and General Laws.

#### SECTION 17. UNION MEETINGS

The regular monthly meetings of this Local will be held on the third (3<sup>rd</sup>) Wednesday of the month at 10:00 AM. Additional meetings to be held at a times and places to be determined by the Executive Board. If the third Wednesday falls in a week where a national holiday may interfere with the regularly scheduled monthly meetings, the Executive Board may select the second (2<sup>nd</sup>) Wednesday of the month to hold the meeting. To conduct Local business, there must be a cumulative quorum of no less than ten (10) members excluding elective officers.

#### ELECTION 18. EXECUTIVE BOARD MEETINGS

The Executive Board of this Local shall hold its regular monthly meeting during the mid-day period on the Tuesday preceding the regular monthly general meeting.

#### SECTION 19. CONDUCT AT MEMBERSHIP MEETING

Members attending Local meeting will conduct themselves in a manner which will produce benefits to all concerned. Drugs and alcohol will not be permitted, and members who violate these guidelines will be expelled from the hall and will be subject to a fine levied with the consent of the attending members.

#### SECTION 20. SERGEANT-AT-ARMS

A sergeant-at-Arms will be appointed by the President of the Local from the membership in attendance.

#### SECTION 21. ARBITRATION

Prior to any grievance or dispute being submitted to a three-man arbitration board, the question must be submitted to the membership for their approval by secret ballot at the regular monthly Local meeting. Voting approval to submit the grievance or dispute to arbitration will also authorize a special assessment to pro-rate the cost of the arbitration equally among all the members. It will be the duty of the President of the Local to have notices posted informing the membership of the impending arbitration and also to inform the Grievant of the impending floor action by certified mail at least ten (10) days in advance of the meeting.

## SECTION 22. AMENDMENTS TO THE BY-LAWS

Proposed amendments to these By-Laws must be presented in writing to the President of the Local. After being read at two meetings and passed by a two-thirds majority of the members present at the second meeting, they shall be submitted to the International President for his approval; upon receipt of his approval, they will then become effective.

## SECTION 23. RUN BOOK COMMITTEE

The Executive Board Member #2 shall be the chairman of the Run Book Committee and shall appoint two members in good standing to assist in these duties which shall be to review the run book provided by the District for each sign-up in order to determine if it conforms to the provisions of the working agreement and report accordingly to the Executive Board.

## SECTION 24. ELECTION COMMITTEE

An Election Committee of three (3) members in good standing shall be elected at the nomination meeting from members not running for office. This Committee will prepare and mail the ballots under a three (3) envelope system. They shall be responsible for removing the ballots from a U. S. Post Office Box, transporting the ballots to the Union headquarters, counting the ballots, and announcing the results of the balloting to the membership.

## SECTION 25. OFFICE HELP

No relative of any member shall be employed by this Local as office help.

## SECTION 26. ELIGIBILITY OF CANDIDATES FOR OFFICE

Qualification of members for office in this Local shall conform with the International Constitution and General Laws, with the additional requirement that any member disqualified from performing his normal regular duties shall not be eligible for office. (Disability Pension). Meeting attendance requirements shall not be applied as a condition of eligibility for any office of this Local Union.

## SECTION 27. COPE DIRECTOR

The President of the Local shall appoint a member in good standing to act as COPE director.

## SECTION 28. DISCLAIMER

This Local does not contemplate pecuniary gain or profit to the members thereof and it is organized for non-profit purpose.