



**Amalgamated Transit Union
International Latino Caucus**

BYLAWS

Revised and Updated 09/14/18

ARTICLE I

Section 1: The following abbreviations, when used, shall have these meanings:

- P = President
- VP = Vice President
- FST = Financial Secretary Treasurer
- RS = Recording Secretary
- EC = Executive Committee
- LCC = Latino Caucus Chapter
- ATU - ILC = Amalgamated Transit Union International Latino Caucus
- ATU = Amalgamated Transit Union

ARTICLE II

We, the Amalgamated Transit Union International Latino Caucus (ATU-ILC), exist to advance the principles and goals set forth in the Constitution and General Laws of the Amalgamated Transit Union, and are subordinate to the aforementioned Constitution and General Laws. We hold that in order to advance the principles and goals of the ATU, we must address the needs of all of our members. To that end, our mission is to organize, educate, and support the development of our members and provide resources and training to build quality union leadership and strong community ties. We promote the organization and participation of all workers in a union. We are committed to advocate on behalf of Latino and other working families without a voice or union protection, and promote their interests on a local, state and national level. We oppose discrimination of any kind and strive for full equality for those who speak Spanish on the job or in their daily lives. We uphold the right for all Latinos to develop and celebrate all of their Latino culture and traditions. We encourage the ATU's support and development of Latino membership and leadership within the Union through education, training and other resources.

ARTICLE III

MEMBERSHIP

Section 1: Membership:

- A.** Any member in good standing with the ATU may become a member of the ATU-ILC
- B.** Associate member: Any person that is not an ATU member may become part of this organization as an associate member. Such member will be able to attend the ATU-ILC general meetings with a voice and no vote. The General Counsel for the ATU-ILC shall have a voice. Associate members shall not hold office in the ATU -ILC. Associate members' dues will be the same as full members. Associate members must submit request for membership to the Executive Committee for approval.
- C.** Emeritus Member: Membership of special status.
 - 1.** Emeritus Member status can only be granted by action of the ATU – ILC Membership.
 - 2.** The Emeritus Member will reside as the ATU–ILC Historical Advisor.
 - 3.** In order to achieve the status as an Emeritus Member. They must meet the following requirements.
 - i.** Held a position as an ATU–ILC Officer/Executive Committee for not less than nine (9) years.
 - ii.** Maintain membership in good standing for a period not less than twelve (12) years.
 - iii.** Has demonstrated outstanding commitment to the ATU-ILC by any combination of the following ways:
 - a.** Contribute to expand the ATU-ILC Membership.
 - b.** Promote and defend the ATU-ILC in any public or union forum.
 - c.** Achieved a position on the ATU International Executive Board.

4. The ATU-ILC membership can consider a former Officer/EC member who has met all the other criteria with the following exception: at least 6 years on the EC but did not meet the 9-year requirement, and the following criteria are met:
 - a. The consecutive 3 years after leaving the EC are utilized in a position representing the best interest of ATU-ILC and its membership.
 - b. The name of the nominee must be sent to the Recording Secretary in writing or emailed 60 days prior to the annual membership meeting to allow the EC to consider the candidate and make a recommendation.

Section 2: Dues:

A. To be a member in good standing with the ATU-ILC, \$30.00 must be paid to the Financial Secretary Treasurer of the ATU-ILC by September 16th of each year. All new members will receive the ATU-ILC lapel pin with their dues.

B. Any member's dues that are not paid by the 16th of September of each year shall be sent a 30-day notice. Failure to respond to the notice shall result in said member being dropped from the rolls of the ATU-ILC. The member shall not be entitled to any benefits as a member in good standing with the Caucus.

C. Cinco de Mayo (May 5th) will be the cut-off date for the following year. Payment of dues prior to Cinco de Mayo (May 5th) will be posted for the previous year.

Section 3: Membership meetings of the ATU-ILC will be held once a year on or about September 16th.

ARTICLE IV

OFFICERS

Section 1: The Officers of the ATU-ILC shall be President, Vice President, Financial Secretary Treasurer, Recording Secretary, and the Executive Committee Members.

Section 2: All Officers of the ATU-ILC shall constitute the members of the Executive Committee.

Section 3: All Officers of the ATU-ILC shall serve for three (3) years with the nominations and elections being held every three (3) years to coincide with the ATU convention.

Section 4: The following officers President, Vice-President, Financial Secretary Treasurer & Recording Secretary shall review all proposed contracts of the ATU-ILC/EC prior to signing.

Section 5: The Officers of the ATU-ILC and the Executive Committee Members may request "hardship assistance" up to \$500 to assist with expenses for the annual ATU-ILC conference only.

The Officer or Executive Committee Member may receive assistance only one (1) time every three (3) years.

The assistance may be granted when meeting all the following conditions: local union/local Latino Caucus Chapter does not provide any assistance or compensation; hotel/convention site does not provide any assistance or compensation; all receipts must be submitted to the President and Financial Secretary Treasurer (FST).

ARTICLE V

DUTIES OF THE PRESIDENT

Section 1: It shall be the duty of the President to preside at all meetings of the EC, to preserve order and enforce the Constitution and Bylaws, and to see that all Officers perform their respective duties.

Section 2: S/He shall decide all questions of order, subject to an appeal to the EC and the Membership of the ATU-ILC, and shall have the right to vote in case of a tie when s/he shall give the deciding vote. S/He shall announce the results of all votes.

Section 3: S/He shall enforce all penalties, and shall have the power to call special meetings when requested by one-third (1/3) or more members in writing.

Section 4: S/He shall sign all orders on the FST for such monies as determined by the EC to be paid.

Section 5: At all regular meetings, s/he shall report in full the progress and workings of the ATU-ILC and perform such other duties as the EC or ATU-ILC may direct.

Section 6: Should s/he be unable to attend any meeting, s/he shall notify the Vice President.

Section 7: S/He shall carry out all instructions of the EC and work in conjunction with the EC in supervising the affairs of the ATU-ILC Her/his main duty is to provide general leadership and coordination to the L.C. as a whole.

Section 8: S/He has the discretion to select particular member(s) to represent the ATU-ILC for the purpose of attending meetings, functions or any other duty consistent with the goals and objectives of the ATU-ILC.

Section 9: In the event of a vacancy on the EC, the President shall have the authority to appoint a member in good standing of the ATU-ILC to fill such vacancy until the next ATU-ILC meeting. This act is subject to the approval by to EC.

Section 10: S/He shall appoint an EC member to monitor the ATU-ILC social media content.

Section 11: S/He shall appoint an EC member to oversee the ATU-ILC website.

ARTICLE VI

DUTIES OF THE VICE PRESIDENT

Section 1: It shall be the duty of the Vice President, in the absence of the President, to preside and to perform all duties pertaining to the office to the President, and to render such assistance as may be required of her/him.

Section 2: In case of vacancy in the President's office, s/he shall preside until the ATU-ILC elects a President to fill the vacancy.

Section 3: It is the responsibility of the VP to implement, maintain and support the mentorship program and the ATU-ILC day of service.

ARTICLE VII

DUTIES OF THE FINANCIAL SECRETARY TREASURER

Section 1: S/He shall keep a true and proper account between the ATU-ILC and its members, and collect all monies due the ATU-ILC and deposit same in such bank as the EC may designate.

Section 2: S/He shall report to the ATU-ILC at each meeting the amount of monies collected the amounts due, and from whom. S/He shall make no disbursement without an order from the EC.

Section 3: S/He shall report quarterly all monies received and paid out by her/him and submit her/his books to the Audit Committee when so desired.

Section 4: S/he shall review all proposed contracts of the ILC/EC prior to signing. Prepare and sign all official papers, orders drawn on the ATU-ILC.

Maintain and replenish the cash fund of \$100.00 and keep his/her records and accounts in order subject to inspection of the membership of the ATU-ILC and EC.

Section 5: A Conference Expense Report must be created by the FST at the time of the conference, as part of the financial report for review at the next executive committee meeting and presented at the annual membership meeting.

Section 6: During election years, it is the responsibility of the FST to close out the year's conference and give all relevant documents to the incoming FST no later than November 1st of that year.

ARTICLE VIII

AUDIT COMMITTEE

Section 1: The Audit Committee will have the duty to audit the financial records of the LC once a year and report their findings to the LC.

Section 2: The Audit Committee will consist of three (3) LC members in good standing and shall be appointed by majority vote of the EC

ARTICLE IX

DUTIES OF THE RECORDING SECRETARY

Section 1: It shall be the duty of the RS to keep accurate and correct account of the proceedings of the ATU-ILC, to call the roll of Officers and members, and to carry out all correspondence and perform such other duties as her/his office shall require.

Section 2: S/He shall keep a correct roll of membership and check on same at a membership meeting, when necessary.

Section 3: The RS shall notify the ATU, each Local Union of the ATU and all Officers of the LC sixty (60) days prior to the annual membership meeting. The RS shall notify the ATU and EC sixty (60) days prior to the EC Meeting.

Section 4: The RS shall forward typewritten copies of the minutes for each EC meeting and membership meeting to the EC within sixty (60) days after each meeting. It shall be the responsibility of any outgoing RS to complete the minutes for which they held office up to and including the EC meeting prior to the annual conference and the annual conference were elections have taken place.

ARTICLE X

DUTIES OF EXECUTIVE COMMITTEE MEMBERS

Section 1: The Executive Committee shall be composed of the President, Vice President, Financial Secretary Treasurer, Recording Secretary and one (1) Executive Committee member from the West Coast, one (1) from the Midwest, one (1) from the Southeast, one (1) from the Southwest, one (1) from the Northwest, one (1) from the Northeast, and one (1) from Canada.

The regions for each of the EC members are divided as follows:

WEST: CA, NV, AZ, UT, HI, CO

MIDWEST: KS, ND, SD, NE, MN, IL, IO, IN, MI, KY, OH, WI

SOUTHEAST: AL, FL, GA, NC, SC, TN, VA, DC, WV

SOUTHWEST: AR, LA, NM, OK, TX, MS, MO

NORTHWEST: AK, WA, OR, ID, MT, WY

NORTHEAST: ME, NH, MA, CT, NY, PA, DE, RI, MD, NJ, VT

CANADA: BC, AB, SK, MB, ON, QC, NB, NL, NS

The term of Office for all EC members shall be three (3) years to coincide with the ATU Convention.

Section 2: EC Meetings

A. The EC shall hold at least one (1) meeting every six (6) months. The time and place shall be designated by the EC. All members of the EC shall be notified of any meeting at least sixty (60) days in advance.

B. The semiannual meeting may be held via computer access or telephone conference call for those EC members who are not able to physically attend the meeting. The specific mode is to be determined by the EC or President. Complete instructions to be e-mailed thirty (30) days prior to the meeting date.

Section 3: Between membership meetings, it shall be the duty of the EC to make all decisions governing the operation of the ATU-ILC

Section 4: It shall be the duty of the EC to develop the strategy, goals, objectives, and tactics of the ~~LC~~ ATU-ILC.

Section 5: It shall be the duty of the EC to review the work of the ATU-ILC to ensure that the goals and objectives are carried out, and to report same to the ATU-ILC

Section 6: It shall be the duty of each Regional Representative to oversee and foster the development of the Latino Caucus Chapters in their region.

Section 7: Special meetings of the EC shall be at the call of the President or a majority of the EC.

Section 8: A majority of the EC shall constitute a quorum to do business.

Section 9: The EC may establish committees as deemed necessary.

Section 10: Alternates: In the event that a member of the EC cannot attend a meeting of the ATU-ILC, an alternate can be sent to take the place of the member. The alternate will have the authority of that member he replaces other than the President of the ATU-ILC. The alternate must be a member of the ATU-ILC and approved by the President of the ATU-ILC

Section 11: EC members must remain in good standing throughout the length of their term.

Section 12: The Executive Committee must present to the General Membership for authorization/approval any unusual expenses over \$1,500.00. It is understood that this is separate from the regular expenses related to the yearly conference.

ARTICLE XI

MEMBERSHIP MEETINGS

Section 1: The ATU-ILC shall have at least one (1) membership meeting per year to be held on or about September 16th. The location of the membership meeting shall be determined by the ATU-ILC.

Section 2: The ATU-ILC membership meetings are the governing body of the ATU-ILC. All decisions made at the membership meetings bind the entire ATU-ILC.

Section 3: Three (3) percent of the total membership of the ATU-ILC in good standing shall constitute a quorum for doing business.

Section 4: All business for the ATU-ILC shall be conducted according to Robert's Rules of Order, unless otherwise stated in these by laws.

ARTICLE XII

NOMINATIONS AND ELECTIONS

Section 1: The type of election shall be the primary balloting method. Only ATU-ILC members in good standing may nominate or be nominated. An ATU member who has retired from his/her employer cannot run for any Office in the ATU-ILC, however if they retire while they hold a position as an Officer or Executive Board Member, they may fulfill their term of Office. Only ATU-ILC members in good standing may vote during elections. There shall be no voting by proxy, nor may any single membership vote be split into fractional votes. Voting at duly held meetings shall be by paper ballot. The roster of eligible voters shall be determined by the FST by using the dues payment list.

Section 2: Nominations and Elections will occur every three (3) years to coincide with the ATU convention with the exception of the first election being held January 20, 1990.

Section 3: The presiding Officer shall declare that it is in order to proceed with the nominations of candidates for ATU-ILC office. The order of nomination shall be: President, Vice President, Financial Secretary Treasurer, Recording Secretary, West EC Member, Midwest EC Member, Northeast EC Member, Southeast EC Member, Southwest EC Member, Northwest EC Member, and Canadian EC Member.

Section 4: Following the nominations, the RS will distribute to all members in good standing an official ballot. An official ballot shall include all of the offices that are contended. Each member in good standing will then write the name of the candidate they are voting for in the space directly underneath the office for which the candidate is running. Only the names of those candidates nominated may be counted on the ballots. All other names shall be disregarded. 50% plus one (1) will constitute a victory, otherwise, a run-off election will be held between the two (2) candidates receiving the highest number of votes. The

process will be continued until one candidate receives a majority vote. All elections shall be by secret ballot.

Section 5: Two (2) disinterested members of the ATU-ILC shall be selected by the EC to conduct the election and to count the ballots.

Section 6: When a candidate is running unopposed in nominations for any position, that person shall be deemed elected.

Section 7: The newly elected officers shall assume their offices immediately upon the close of the ATU-ILC Membership Meeting at the ATU Convention, and the outgoing officers shall deliver any and all documents, records, or any property of the ATU-ILC, to her/his successor with the exceptions stated in these bylaws.

ARTICLE XIII

ORDER OF BUSINESS

1. Call to order, the Roll Call
2. Approval of minutes from last meeting
3. Communications and Legislative Bills
4. Reports of Officers
5. Reports of Committees
6. Special Orders (EC Recommendations)
7. Old Business
8. New Business
9. Welfare of the ATU-ILC
10. Receipts and Expenditures
11. Adjournment

ARTICLE XIV

AMENDING BY LAWS

Section 1: Any member who may desire to amend these bylaws shall present a request for such change in writing (including emails) to the RS of the EC at least 30 calendar days prior to the next scheduled meeting of the EC. All proposed amendments must include the member's name, LCC (if one exists) and local union. Copies of all proposed amendments shall be emailed and posted to the ATU-ILC website for members to view at least two weeks prior to the ATU-ILC membership meeting. The EC shall review the proposed amendments and make recommendations to the ATU-ILC membership. It shall require 2/3 vote of all members present to adopt such amendments.

ARTICLE XV

REMOVAL OF OFFICERS

Section 1: Any Officers of the ATU-ILC may be removed from office for cause by a vote of two-thirds (2/3) of the EC, and two thirds (2/3) of the members present at the next ATU-ILC membership meeting. "Cause" is defined by the Constitution and General Laws of the ATU.

Section 2: The accused shall have the right to examine all evidence and witnesses testifying against her/him, and be permitted to produce such witnesses and evidence deemed best in her/his behalf.

Section 3: The accused may be represented before the EC and the ATU-ILC by any member of the ATU-ILC

Section 4: The charges against an Officer of the ATU-ILC must be specific, in writing, and signed by five (5) members of the ATU-ILC who are in good standing.

ARTICLE XVI

LATINO CAUCUS CHAPTERS

Section 1 A Latino Caucus Chapter may be formed by completing the following steps:

- A. A letter of interest must be sent to the RS of the ATU-ILC containing the intended name of the new chapter, the names of 5 or more ATU local union members that are in good standing with the ATU. Upon review and approval by the ATU-ILC officers a temporary charter will be granted and an interim chairperson shall be named until an official charter is approved by the membership.
- B. A letter of intent must be sent to the Local Union's President/Business Agent and its Executive Board informing them of the interest in starting a LCC at their local. Contact your Region Rep. for talking points and *See Article II* to educate your Local on the purpose of the ATU-ILC's existence and what it does.
- C. Create bylaws: Create bylaws, rules or amendments for the new chapter. These bylaws must contain a dues structure. Once approved by your new chapter members they should be sent to the RS of the ATU-ILC no later than April 1st to be considered for approval and Charter at the September membership meeting. Any provision of the LCC bylaws that conflict with the ATU-ILC bylaws or the ATU Constitution and General Laws are void and a charter will not be considered until the conflict has been resolved.
- D. Once all the above requirements have been met, the membership will vote to charter the new chapter at the annual membership meeting in September. Once the charter is approved the LCC shall conduct an election to establish officers and notify the ATU-ILC with the names and contact information for said officers.
- E. The ATU-ILC will notify the Local President Business Agent of the Chapters existence and names of the officers.
- F. The Officers and/or Executive Committee Members of each LCC must remain members in good standing of ATU-ILC through their position term.
- G. Minutes of LCC meetings, meeting sign in sheets, and/or attendance sheets, must be maintained and made available to the ATU-ILC President and/or FST upon request.

Section 2: Steps to reactivate a chapter:

- A. A letter shall be submitted to the ATU - ILC stating interest in reactivating a chapter.
- B. A copy of the chapter's updated bylaws should be submitted to the ATU - ILC, if the ATU - ILC does not already have a copy on file.
- C. A list of 5 members with their dues current is submitted to the FST of the ATU - ILC.
- D. Elections shall be held within 45 days after approval of the reinstatement by the ATU-ILC President.
- E. Result of elections should be submitted to the ATU - ILC
- F. A welcome back presentation will be given at the following year's conference.