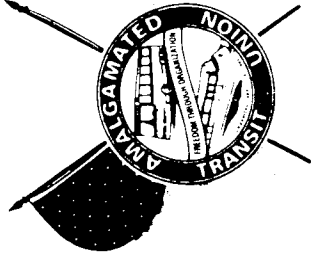


Constitution and By-Laws
LOCAL UNION NO. 639
Lexington, Kentucky



Amalgamated Transit Union
AFL-CIO

Revised June 2015

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ORDER OF BUSINESS

1. Call to order by President
2. Verification that all members present have been examined and signed in
3. Roll call of officers
4. Reading of the minutes of the previous meeting and Executive Board meeting
5. Propositions for membership
6. Reports of committee on candidates
7. Balloting for candidates
8. Initiation of candidates
9. Communications and bills
10. Reports of officers
11. Reports of delegates and standing and Special Committees
12. Unfinished business
13. New business
14. Nomination and election of officers
15. Installation of officers
16. Receipts and expenditures
17. Adjournment

By-Laws of Local Union No. 639

NAME

Local No. 639, Amalgamated Transit Union,
AFL-CIO, Lexington, Kentucky

PREAMBLE

The Amalgamated Transit Union, AFL-CIO and together with its Constitution and Laws, was established in order to secure and defend our rights, advance our interest as working men, create an authority whose seal shall constitute a

certificate of character, intelligence and skill; build up an organization where all the working members of our craft can participate in the discussion of those practical problems, upon the solution of which depends our welfare and prosperity; to encourage the principle and practice of conciliation and arbitration in the settlement of all difference between labor and capital; establish order, insure harmony, promote the general cause of humanity, and secure the blessings of friendship, equality and truth.

PRINCIPLES

First, we hold it as sacred principles that trades union men, above all others, should set a good example as good and faithful workmen, performing their duties to their employers with honor to themselves and their organization.

ARTICLE I

Meetings

Section 1. There will be one general membership meeting held at Plumber's Hall on the 2nd Wednesday of each month at 9:30 A.M. to 11 A.M., 3 P.M. to 4:30 P.M. and 6:30 P.M. to 8 P.M.

Section 2. A special meeting will be held at the call of the President, or a majority of the Members of the Executive Board, notice of said meeting or meetings to be posted on the Union Bulletin Board.

Section 3. The regular Executive Board meeting shall be held once a month. The President shall appoint the time and place for the meeting. Additional special Executive Board meetings may be called at the call of the President, Financial Secretary, or two-thirds of the Executive Board. Any request by two-thirds of the Executive Board for a special Executive

Board meeting must be made in writing to the President. When a special meeting is called by two-thirds of the Executive Board, the President shall set a time and a place immediately for such a meeting. A majority of the Executive Board shall constitute a quorum to do business.

Section 4. Change in time and place of any of the regular meetings of this Local can be made only by a majority vote of the members voting at the meeting preceding the change.

Section 5. Any nine (9) members in good standing shall constitute a quorum to transact business at any regular meeting of the Local.

Section 6. In the event of a lack of a quorum, the officers decisions shall be binding for all members.

ARTICLE II

Section 1. The officers of Local 639 will consist of the following: President, Vice President, Financial Recording Secretary and Business Agent of Maintenance.

ARTICLE III Duties of Officers

Section 1. The President's Duties

It shall be the duty of the President to preside over all meetings of this Local, to preserve order and enforce the constitution and by-laws; to see all Officers perform their respective duties. He shall decide all questions of order subject to an appeal of the Local; he shall have the right to vote in secret ballot votes at the same time and along with the other members who cast their ballots; he shall have the right to vote in case of a tie, when he shall cast the deciding vote; he shall announce the result of all votes and enforce all fines and penalties; he shall have power and authority to call special meetings

when requested by one-third (1/3) or more of members of this Local in writing; he shall perform such other duties as the constitution and by-laws of the Local may require, and shall sign the minutes of regular and special meetings.

Section 2. The Vice President's Duties

It shall be the duty of the Vice President to assist the President and in the absence of the President, shall preside over all regular and special meetings and perform all duties pertaining to the office of the President. The Vice President will handle all discipline and first step grievance for operators. The Business Agent for Maintenance will handle all discipline and first step grievance in the maintenance department.

Elections: Maintenance workers and operators can vote for their following officers: President, Vice President, Financial Recording Secretary. Only maintenance workers will be allowed to vote the Business Agent for Maintenance position.

Section 3. The Financial Recording Secretary's Duties

The duties of the Financial Recording Secretary will be: To keep a true and accurate account between the Local and its members, to keep a true and accurate account of all business transacted at the regular and special meetings of the Local, attend all meetings of the Executive Board, will sign the minutes of regular and special meetings, read the semi-annual auditor's report, and at the expiration of their term in office, they will deliver to their successor all papers and property belonging to the Local.

Section 4. The Executive Board Member's Duties

The duties of these members will be to accept and adjust (if possible) any and all grievances that may arise from the drivers area, and the garage area, and if successful in adjusting them, they shall report to the President; they shall attend all Executive Board meetings. They shall also keep on hand a supply of grievance blanks for the use of drivers in the driver's room. It will be the duty of each Executive Board member to attend at least one (1) regular meeting in each month and in the event that any Executive Board member fails to attend a regular or special meeting and fails to give a reasonable excuse to the President for not attending, he will be reported to the Local and they in turn will take such action as is deemed advisable. The Executive Board (when in session) will be required to pass upon all cases reported to them and make recommendation to the members as to the merits or demerits of the cases. Included in the duties all Executive Board Members and Officers participate in any and all contract negotiations between the company and the Local Union 639.

**ARTICLE IV
Duties of Members**

Section 1. Each member will be entitled to all benefits, rights and privileges of this Local by strictly adhering to his obligation and by him and his Local union, obeying the constitution and laws. He must have been obligated into membership, and enrolled in the International Office.

Section 2a. No member shall be allowed to injure the interests of a fellow member, by undermining him in place, wages, or in any other willful act by which the reputation or employment of any member may be injured.

Section 2b. Any member attending a total of four (4) meetings within a twelve month period will qualify to have their names placed into a drawing for two door prizes of \$100.00 each.

Section 3. The grievances and complaints of members shall be taken up by and through this Local of which they are members of adjustment in all cases of grievances with the Employer, with the understanding that the International President has the authority under the constitution and general laws to intercede directly or assign an International Representative to represent a member or members anytime he feels it is necessary.

Section 4. All business of this Local Union must be strictly private from persons outside of this Local, unless publication be authorized by this Local and persons giving out any information contrary to this Local shall be fined, suspended or expelled.

Section 5. Members are required to keep the Financial Secretary notified of their correct address under penalty of \$1.00 fine. The Financial Secretary shall in turn notify the International Office.

Section 6. After each regular convention of the International, the Financial Secretary of this Local shall secure from the International Office a sufficient number of the revised Constitution, and to see that a copy is placed in the hands of each member in good standing. As soon as a new member has been obligated into membership in this Local the President, or the Officer so obligating him, shall present him with a copy of the general laws and a copy of this Local's by-laws, so that he may familiarize himself with both the laws of the International and those of this Local union.

ARTICLE V Qualifications for Office

Section 1. No member shall be eligible to any elective or appointive office, or as a delegate of this Local unless he has been a member of this Local for a period of not less than two (2) years, and must have been in continuous good standing for the full period of two (2) years at the time of his nomination. There will be no other meeting requirements to be eligible to run for office.

Section 2. Any member elected or appointed to any office in this Local or as a delegate must be working at or for the employing company during the life of his term in office and should any member elected or appointed to any office refuse to tender his resignation to the Local upon the termination of his service with the employing company, or accept an official position with the employing company it shall be the duty of the President or the Local to declare his office vacant and to proceed to fill said vacancy as prescribed in Article Six (VI) or these by-laws.

ARTICLE VI Vacancies in Office

Section 1. Any elective officer who shall absent them self from two (2) successive regular meetings of this Local without a good and valid reason will have his office declared vacant by a majority vote from the membership at the next monthly meeting.

Section 2. All elective vacancies will be absorbed by the Vice President until the election for the elected vacancy is complete, at which time the newly elected person will assume their duties.

When there is a vacancy in the Vice Presidential office, the vacancy will be absorbed by the President until the election of the Vice President is complete, at which time the newly elected person will assume their duties.

Section 3. Vacancies will be open for 30 days. Once the vacancy is confirmed by letter or by voice, nominations will be held in 15 days. Once the nominations are complete, the election will be held 15 days after the nominations.

ARTICLE VII

Initiation Fees, Dues and Assessments

Section 1. The initiation fee shall be seventy-five dollars (\$75.00) payable in three (3) payroll deductions of twenty-five dollars (\$25.00) each pay period for all applicants providing the applicant submits his application at the end of the thirty (30) days after beginning employment by the employing company. Suspended members who cannot be reinstated will be required to pay an initiation fee together with all dues and assessments owed to his division. Members who are reinstated will be required to pay all back dues and assessments owed to this division.

Section 2. The monthly dues for this division will be in compliance with the international by-laws. The dues for pension members shall be no less than two dollars (\$2) per month. Pensioner dues will be paid by Local funds.

Section 3. All dues and assessments are payable on the first day of each month for that month in order for a member to be in good standing. Members not in good standing shall not be entitled to protection and benefits or eligible to participate in the activities of this division.

Section 4. Special assessments can only be levied by a majority vote of the members voting at any regular or special meeting notice to be posted of such meeting in the drivers lounge five (5) days preceding said meeting and in the event that an assessment is to be levied, a notice will be posted no later than the first day of the month that the assessment is to be levied. It is understood that when the membership votes to contract a debt, said debt, shall be paid by all working members on an equal basis, said basis to be set by the Executive Board after all bills are received.

Section 5. In case of a member being unable to work through sickness, this division will keep said member in good standing for a period of two (2) months. Should said member recover and return to work he or she will be required to pay back all dues and assessments advanced by this division but it is understood that it will be the duty of the member to notify the Financial Secretary of this division that he or she is unable to pay said monies during this period.

ARTICLE VIII

Expenses of Officers and Committees

Section 1. The President shall receive three (3) days pay per month.

Section 2. The Vice President shall receive two (2) days pay per month.

Section 3. The Financial Recording Secretary shall receive three (3) days pay per month.

Section 4. The Business Agent for Maintenance shall receive two (2) days pay per month.

Section 5. Members authorized for execution of duties outside their normal working hours shall be compensated for lost time.

Section 6. Present monthly expenses shall remain as the minimum and any increase can be enacted by a majority vote of the members in attendance at a regular monthly meeting.

ARTICLE IX

Delegates

Section 1. The representation of this Local to the Bluegrass Area Labor Council shall be the President and Delegates appointed by the President. The Division shall pay all dues to said Council and in addition all Delegates shall receive fifteen (\$15.00) per year for the faithful attendance of these meetings. Any Delegate missing two (2) consecutive meetings without a sufficient reason, the President is empowered to declare his office vacant and appoint a Delegate in his place.

Section 2. The representation of this Local to the State Federation of Labor Convention shall be in conformity with the State Federation of Labor by-laws.

Section 3. The basis of representations to the International Conventions of this Local shall be in conformity with the International laws.

Section 4. Delegates to Conventions or other approved overnight stays shall be paid an amount equal to the per diem allowance of the International Staff Officers and travel expenses will not exceed coach air fare.

ARTICLE X

Nominations, Elections and Installations

Section 1. (a) The nomination of all officers and delegates of this division will be held on the first regular meeting in November. The general election if necessary, to be held on the first regular meeting in December. Nominations are to close on the night of nominations. Any member wishing to decline nomination will do so by notifying the Financial Recording Secretary no later than 5 days after nominations or his name will appear on the ballot.

(b.) Voting will take place at a time and place designated by the Financial Recording Secretary. Drivers, maintenance and pensioners will vote at this location. The Financial Recording Secretary shall have charge of and oversee all elections for this division.

Section 2. All elected officers of this division shall be elected for a period of three (3) years.

Section 3. All elected officers must present themselves at the first regular meetings in January for installation. Otherwise, they will not be allowed to undertake the duties pertaining to the office that they were elected to.

Section 4. Members to the election committee will be given a list bearing the names of all members entitled to vote and a member not in good standing will be so marked on said list.

Section 5. Any candidate for any office within this Local who shall offer to pay any sum of money or give any gratuity for the purpose of securing votes, shall be deemed guilty of bribery and shall be declared ineligible for any office for not less than three (3) years; the vote shall be declared illegal and the briber and bribe-taker shall be subject to expulsion

of suspension. This also applies to any member circulating false or slanderous literature or spreading false or slanderous stories about any officer or member of this association and upon information being received that any member will immediately be brought to trial and if found guilty, said member or members will be suspended, fined or expelled.

ARTICLE XI

Eligibility of Member to Voice a Vote

Section 1. Only member in good standing will be eligible to voice a vote in affairs of this organization.

Section 2. When voting on a negotiated wage contract, a special meeting will be called by the President to hear the report of the Negotiating Committee. A vote will be taken of all members in good standing and those unable to attend because of having to work, the President shall present the report to them and ask for their vote or he shall have the authority to appoint the Vice President to do the same. A majority vote will constitute acceptance or rejection of the negotiated offer. Special meetings called by the Executive Board must be posted seventy two (72) hours prior to the meeting if possible.

Section 3. When voting on any new policy, or rules that effect the maintenance and garage area, the workers in those areas will be the only members voting.

Section 4. When voting on any new policy or rules that effect the Motor Coach Operators, the Motor Coach Operators will be the only members voting.

ARTICLE XII **Bonds**

Section 1. The President and Financial Recording Secretary shall be covered by the continuous bond held by our International Office.

Section 2. The premiums on all the above bonds are to be paid for out of the treasury of this Local providing that the same are approved.

ARTICLE XIII **Donations and Collections**

Section 1. All collections or donations shall be in conformity with the International Laws under the caption of "Admission of Local Division".

ARTICLE XIV **Death and Disability Benefits**

Section 1. Upon the death of a member of this Local and providing that said member was in good standing at the time of their death, it shall be the duty of the Financial Recording Secretary of this Local to notify the President of the death of said member giving the full name and address of the member. He, in turn, will deliver or send a Bible to the address given.

Section 2. A member in arrears for dues, fines or assessments after the fifteenth (15th) day of the current month is not in good standing and not entitled to any benefits or protections from this Local and where a member allows his arrearage to run into the second (2nd) month before paying the same, that member shall be debarred from any benefits or protection.

ARTICLE XV **Politics**

Section 1. The discussion of partisan politics shall be permitted at the meetings of this Local as laid down by the AFL-CIO or the State AFL-CIO.

ARTICLE XVI **Funds**

Section 1. All finances belonging to this Local and in the hands of the Financial Recording Secretary when kept in a bank account, all accounts will be deposited in a federally insured bank. Said accounts shall be balanced by the bank. All bank books, papers etc. to be turned over to the auditors on demand.

Section 2. All financial accounts shall be audited by an expert accountant in January and July of each year, and a report of said audit shall be read at the regular meeting following the completion of said audit.

ARTICLE XVII **Committees**

Section 1. All committee members ie: Auditing Committee, Election Committee, Entertainment Committee and all other committees not otherwise provided for will be voted in by the union body. All Committees will make their reports in writing and submit same to the President after the report has been acted upon and disposed of by the Local, the President shall place the same on file for future reference.

Stewards Once the need is determined for any stewards, the union body will then take a vote at the next union meeting to determine who those stewards will be.

Section 2. No member or members of this Local will be allowed to constitute himself or themselves as a committee unless he or they have been duly appointed by the President of this Local, and under no circumstances will any member or members be entitled to any compensation from this Local for work performed unless he or they have been duly authorized by the President to perform such work and a voucher has been signed with all information requested filled in.

Section 3. No Executive Board Member, Steward or other Committee persons shall appoint themselves as speaker for any reason and transact business with the Employer without the consent of the President.

Section 4. With the exception of the President, no Committee person, Steward or Executive Board Member shall hold private discussions with the Employer at any time on a one-on-one basis.

Section 5. The President will appoint a committee to scrutinize all bills.

Section 6. Any member or Committee person, Steward or Executive Board Member guilty of violating Article XVII will immediately be brought to trial and if found guilty, said member or members, Committee person or persons, or any Executive Board Member will be suspended, fined or expelled.

ARTICLE XVIII Grievances

Section 1. A member desiring to lay a grievance before the Local shall do so in writing. Members of the Executive Board will see that a supply of grievance blanks are available at all times to members upon request. The member shall fill out his blank, give a full and correct, detailed account of

his grievance and either through his Executive Board member or President of this Local he shall present his or her grievance in person. It is the duty of the officer looking after the grievance to investigate and report the findings for deposition. No member can claim the right to present grievances in any other manner.

ARTICLE XIX Arrearages

Section 1. In case a member allows himself to become two (2) months in arrears for dues and assessments, he shall be immediately declared suspended from all rights and privileges of this Association and shall not be permitted entrance to any meetings of this Local until formally reinstated.

Section 2. No withdrawal card shall be issued to a delinquent member neither shall a withdrawal card be issued to any member continuing in the service of the company unless in case of promotion.

Section 3. Any member to avail himself of the benefits and protection of this Local must have all dues, fines and assessment which he may owe the Local paid up to and including the month in which such benefits or protection is sought.

ARTICLE XX General Laws

Section 1. No person or persons shall solicit or ask for assistance of any kind in the name of this Association or shall hold balls, picnics or amusement venture of any kind without consent of the Executive Board of this Association nor shall they represent Local 639 in fact or word.

Section 2. All trials, appeals and grievances shall be conducted in accordance with the International Laws under caption of trials, appeals and grievances.

ARTICLE XXI Resignations

Section 1. Any member holding office may resign by letter or by voice, at any regular meeting or special meeting or in writing to the President or the Financial Recording Secretary anytime between meetings.

ARTICLE XXII Priority of Members

Section 1. The priority of members of this Local shall be in conformity with the International Laws as outlined under the caption of "Priority of Members and Qualification of Members."

Section 2. When a member of this Local takes employment other than with the employing Motor Coach Company of the Amalgamated Transit Union, he forfeits all seniority rights under the existing agreement between this Local and the employer.

ARTICLE XXIII Admission of Members

Section 1. Any person desiring to become a member of this Local must obtain from the Financial Recording Secretary an official application blank, fill out same, giving full name, address and age and return it to the Financial Recording Secretary who will submit it at the next regular meeting of the Local for its approval or disapproval.

Section 1. All applications for membership must be in conformity with the International Laws governing the Admission of Members and which it outlines under the caption of "Admission of Members."

ARTICLE XXIV Rules of Order

Rule 1. On a motion, the regular order of business may be suspended by a two-thirds (2/3) vote of the meeting at any time to dispose of anything urgent.

Rule 2. All motions, if requested by a two-thirds (2/3) vote, must be submitted in writing.

Rule 3. Any conversation which is calculated to disturb a member while speaking or hinder the transaction of business shall be deemed a violation of order.

Rule 4. The President and Financial Recording Secretary will sit on the bench that presides over the meeting. All other offices, Executive Board Members and members shall be counted as the floor.

Rule 5. No personalities shall be permitted in the discussion at the meetings under any circumstances.

Rule 6. Any member having made a motion can withdraw it by consent of his second, but a motion once debated cannot be withdrawn except by a two-thirds (2/3) vote.

Rule 7. A motion shall not be subject to debate until it has been stated by the Chair, and anyone wishing to speak upon a motion shall rise to his feet and respectfully address the Chair, and if recognized by the Chair, he shall be entitled to proceed. Each member when speaking shall confine himself to the question and avoid personal or sarcastic language.

Rule 8. If a Member while speaking be called to order, he shall take his seat until the point is decided, when if decided in order he may proceed.

Rule 9. No Member shall speak more than once on the same question until all the members desiring the floor have spoken, nor more than twice without the consent of the body; nor shall any member be permitted to speak more than five (5) minutes at any one time without the consent of a two-thirds (2/3) vote of all members present.

Rule 10. The presiding officer shall not speak on any subject unless he retires from his chair except on points of order.

Rule 11. A motion to adjourn, to lay on the table for the previous question, to refer, to recommend, shall not be debatable and one-fourth (1/4) of the members present shall be sufficient to call the previous question and when the previous question has been called it, shall be put in this form: *Shall the main question be now put?* If this is carried all further motions, Amendments and debates shall be excluded and the main question be put without delay.

Rule 12. When a question has been decided it can be reconsidered only by a two-thirds (2/3) vote of the members present, and a motion to reconsider must be made and seconded by two (2) members who voted with the majority.

Rule 13. This Local shall be called to order promptly at the time set for the meetings.

Rule 14. Alcohol and/or weapons of any type are not allowed in the union hall.

Rule 15. No use of cell phones during the time of meeting.

Rule 16. No officer will be allowed to use Union funds for personal use.

ARTICLE XXV

Amendments and Modifications

Section 1. To alter, amend or rescind any of these by-laws, or to substitute new by-laws, therefore, the proposed changes must be submitted in writing and read at two (2) consecutive regular meetings of this local subject to the approval of the International President.

Section 2. Any and all laws now in effect in this Local and conflicting with these by-laws, are hereby repealed subject to the approval of the International President.

Section 3. All questions not covered by these by-laws shall be determined in accordance with Robert's Rules of Order.

Section 4. These by-laws were read at the regular meeting of this Local on June 24, 1979.

Approved Amendments and Second Printing

October 1, 1984.

Any reference hereinafter to masculine terminology is construed to mean both male and female.

Local Union No. 659
Amalgamated Transit
AFL-CIO

By the Union body
March 2015