

**BYLAWS OF THE
AMALGAMATED TRANSIT UNION
LOCAL UNION 1546**

SECTION 1. NAME

This organization shall be known as Local 1546 of the Amalgamated Transit Union, AFL-CIO/CLC.

SECTION 2. OBJECTS

The objects of these Bylaws are to lay down rules by which the business of the Local Union (LU) may be conducted in a strictly legal manner; to secure and defend our rights, safeguard our interest as working people, create an authority whose seal shall constitute a certificate of character intelligence and skill; to secure employment and adequate pay for our work, and by all legal means to elevate our moral, intellectual and social condition; to encourage the principle and practice of conciliation and arbitration in the settlement of all difficulties between labor and management; to establish order, ensure peace and harmony, promote the general cause of humanity and brotherly love; to secure the blessing of friendship, equality and truth; to abide by and support the Constitution and General Laws (CGL) of the ATU (ATU); and to engage in such legislative, political, education, cultural, social and welfare activities as will further the interests and welfare of the membership of our organization.

SECTION 3. HEADQUARTERS

The headquarters of this LU shall be in Baton Rouge, LA.

SECTION 4. OFFICERS

The officers of this LU shall consist of a President-Business Agent (PBA), Vice President (VP), Financial Secretary-Treasurer (FST), Recording Secretary (RS), and an Executive Board (EB) composed of two (2) other members in addition to the executive officers.

4.1 Executive Officers

The executive officers of the LU are the PBA, VP, FST and RS. They shall each be elected by the entire membership.

4.2 Executive Board

The EB shall consist of two (2) members (in addition to the executive officers who shall be members of the EB by virtue of their office) one (1) of which shall be a Maintenance Department employee and one (1) which shall be an Operator. In the election of the departmental EB positions, members will only be allowed to vote for the EB position that represents the department in which they are actively employed.

SECTION 5. DUTIES OF OFFICERS

5.1 President-Business Agent's Duties

(a) The PBA shall be the chief executive officer of the LU and shall have general supervision over all its affairs between the EB and membership meetings.

(b) It shall be the duty of the PBA to preside at all meetings of the LU; to preserve order and enforce the CGL and these Bylaws; to see that all officers perform their respective duties and appoint all committees not otherwise provided for.

(c) The PBA shall decide all questions of order, subject to an appeal to the membership; shall have a right to vote in secret ballot votes at the same time and along with the other members who cast their ballots; and shall have a right to vote only in case of a tie where there is a standing or hand vote, when he/she shall give the deciding vote. The PBA shall announce the results of all votes.

(d) The PBA shall enforce all fines and penalties, shall sign all orders on the treasury (such as checks) for such money as shall, by the CGL and these Bylaws or by vote of the membership, be ordered paid.

(e) The PBA shall perform such other duties as the CGL and these Bylaws may require.

(f) The PBA shall be, by virtue of office, a Trustee of the Health and Welfare Plan and a Trustee of the Employees' Retirement Pension Plan. The PBA shall appoint Alternate Trustees as necessary for the Health and Welfare and Pension plans.

(g) The PBA shall make a full report of the work of the office to the meetings of the EB and to the regular meetings of the LU.

5.2 Vice President's Duties

It shall be the duty of the VP in the absence of the PBA to preside and perform all duties pertaining to the office of the PBA and to render such assistance as may be required of him or her. In the case of a vacancy in the PBA's office, the VP shall preside until the Union elects a PBA to fill the vacancy.

5.3 Financial Secretary-Treasurer's Duties

(a) It shall be the duty of the FST to keep a true and correct account between the LU and its members, to collect all monies due this LU, and to deposit the same in such banks as this LU may direct. All monies deposited in the name of this LU shall be drawn out only upon proper drafts and checks signed jointly by the PBA and the FST.

(b) He/she shall see that this LU is kept in good standing at all times with the ATU and any Central Body with which the LU may be affiliated.

(c) He/she shall make monthly statements of all financials to the membership, quarterly statements of all receipts, deposits, expenditures, balances and deliver his/her books to an accredited Certified Public Accountant selected by the membership or Audit Committee as required by the CGL. He/she shall furnish bond in such amount as the LU may require, in accordance with the CGL.

(d) He/she shall be, by virtue of office, a Trustee of the Health and Welfare Plan and a Trustee of the Employees' Retirement Pension Plan.

(e) He/she shall, at the expiration of his/her term of office, deliver to this LU, or his/her successor in office, all records and other properties of this LU that he/she may have in his/her possession.

(f) He/she shall perform such other duties as the CGL and these Bylaws may require.

5.4 Recording Secretary's Duties

(a) It shall be the duty of the RS to call the roll of officers and keep a true and correct record of all proceedings and of all business transactions of the LU and enter the same in the minutes of the meetings of the LU. He/she shall also enter in the minutes reports of all committees and officers.

(b) The RS shall make two (2) copies of the attendance sheets. One copy shall be filed by the FST, and the RS shall keep the original in his/her files.

(c) He/she shall perform such other duties as may be required by the CGL or these Bylaws.

(d) He/she shall, at the expiration of his/her term of office, deliver to his/her successor in office all records, books, or other property of the LU that he/she may have in his/her possession.

5.5 Duties of the Executive Board

(a) It shall be the duty of the EB to supervise and direct the management of the LU and to perform such other duties as may be required by the CGL or these Bylaws.

(b) The EB shall constitute the Grievance Committee and shall investigate all disputes and controversies between the members of the LU and the employers and report their findings to the regular meetings of the LU. After a grievance difference or dispute has been taken up through the grievance procedure of the contract with the employer, and the LU representatives have been unable to reach a settlement, then the EB shall, in regular session or by mail, fax, telephone or email make a recommendation to the membership on the question of arbitration. The recommendation of the EB shall be voted on at the next membership meeting.

(c) The EB shall be empowered to call special meetings of the LU to consider any matter or matters which, in the judgment of the EB, warrant the calling of a special meeting.

(d) The EB shall conduct monthly meetings on the 4th Friday of the month beginning one (1) hour before the charter meeting. The EB shall be authorized to conduct business between meetings by mail, fax, Telephone, video conference, or e-mail.

(e) Special EB meetings shall be called by the PBA when deemed necessary by the PBA to do so. A majority of the EB shall be empowered to call a Special EB Meeting.

(f) The majority of the EB shall constitute a quorum to do business.

(g) The EB shall be the Laws Committee of the LU. The Laws Committee shall report to the membership its recommendations regarding all proposed bylaw amendments, petitions, proposals and other matters of importance to the membership. The Laws Committee shall recommend whether a matter is in violation of these Bylaws or the labor agreements for consideration by the membership at the next monthly membership meeting.

(h) The funds of the LU will be maintained at a bank or credit union as designated by the EB. It will be the responsibility of the FST to investigate as to where funds can be maintained in the best interest of the LU. The FST shall make recommendations to the EB.

SECTION 6. OFFICER PAY AND LOST TIME

In order to receive the compensation outlined in these Bylaws, all officers and members performing work for the LU must submit a written report within 30 days of the activity for which compensation is claimed. Lost time by any officer or member must be approved by the PBA in advance.

6.1 President-Business Agent

The PBA shall be compensated on a lost time basis only. The pay shall be the same pay he/she would have received had he/she remained on his/her regular tour of duty.

6.2 Financial Secretary-Treasurer

The FST shall receive for the faithful performance of his/her duties one hundred thirty dollars (\$130.00) per month in addition to payment for lost time. The pay shall be the same pay he/she would have received had he/she remained on his/her regular tour of duty.

6.3 Vice President, Recording Secretary, Executive Board Members, Shop Stewards, Others

The VP, RS, Executive Board Members, Shop Stewards and other members performing business on behalf of the local union will be paid on a lost time basis only. The pay shall be the same pay he/she would have received had he/she remained on his/her regular tour of duty.

SECTION 7: EXPENSES

7.1 Travel Expenses and Per Diem

Officers and members performing work for the LU, which requires them to incur hotel and travel expenses (*i.e.* airline tickets), shall be entitled to their actual hotel and necessary travel expenses when supported by receipt and approved in advance by the membership of the LU. In addition, they shall be entitled to a per diem meal allowance of fifty dollars (\$50.00) for each day where an overnight stay is required and accompanied by a hotel receipt. Officers and members attending seminars or other functions where meals are included shall not be entitled to the per diem allowance.

7.2 Mileage Expenses

When using their personal automobile on LU Business outside the Baton Rouge area, the driver of the vehicle shall receive the current IRS standard mileage rate which shall cover all automobile expenses, including gas, except for tolls which shall be separately reimbursable.

7.4 Other Expenses

Other necessary expenses such as meeting room rental, supplies, and photocopying shall be reimbursed when supported by receipt and approved in advance by the LU membership unless such is normal and routine or otherwise specifically authorized by these bylaws. All expense claims must be accompanied by a voucher of the LU and approved by the FST. No officer or member shall have the power to incur any indebtedness on behalf of this LU without being duly authorized by this LU to do so.

SECTION 8. MEMBERSHIP

8.1 Eligibility

Membership eligibility shall be in conformance with the requirements of the CGL.

8.2 Initiation Fee

The initiation fee for new members shall be ten dollars (\$10.00).

8.3 Application for Membership

Any eligible employee who desires to become a member of this LU must fill out the regular application blank, giving name in full, address, age, date of birth, social security number (if desired), state where employed and position, and sign the same. The application must be presented with the initiation fee to become a member.

SECTION 9. DUES AND ASSESSMENTS

9.1 Dues

As of February 2022, the dues of this LU shall be thirty-one dollars and twelve cents (\$31.12) paid biweekly, or sixty-seven dollars and forty-three cents (\$67.43) per month. The dues shall be adjusted annually in conformance with the CGL.

9.2 Retired Members

Retired members having retired shall pay per capital tax pursuant to the CGL.

9.3 Assessments.

Assessments for grievance arbitrations shall be assessed automatically pursuant to CGL Section 21.15 Assessments for Grievance Arbitrations. All dues, initiation fees and assessments collected by the LU shall become funds of the LU.

SECTION 10. SHOP STEWARDS

10.1 Selection of Shop Stewards

Shop Stewards shall be appointed as needed, by the PBA, subject to approval by the EB.

10.2 Duties of Shop Stewards

It shall be the duty of a Shop Steward to investigate all grievances and to advise and assist the members in the writing and processing of grievances. A Shop Steward shall sign all grievances presented to him/her for processing, keep a copy for him/herself, and forward a copy to the office of the LU. A Shop Steward shall make every reasonable effort to settle grievances. If unable to obtain a settlement, he/she shall inform the aggrieved member of what has happened and forward a copy of all correspondence pertaining to the matter to the office of the LU along with his/her suggestions and ideas concerning the grievance and the reasons, if any, given orally by management for denial.

A Shop Steward shall introduce himself/herself to all new employees and explain his/her position and availability to answer any questions concerning the employee's rights, the LU and its activities. He/she shall explain the benefits negotiated by the LU and how they were obtained. He/she shall make sure a new member receives a copy of the contract and the LU Bylaws. He/she shall always be looking for ways to bring eligible employees into the LU.

SECTION 11. WARDEN

A Warden shall be appointed by the PBA of the LU. It shall be the duty of the Warden to take charge of the entrance to all membership meetings and special meetings of this LU and see that no one enters a meeting but members in good standing (without special permission from the Chairperson). He/she shall keep order in the meeting and carry out instructions of the Chairperson. Should he/she need assistance, the Chairperson will appoint such members as is necessary to aid him/her in preserving order and carrying out the rules of this LU.

SECTION 12. DUTIES OF MEMBERS

It shall be the duty of each member to adhere to their obligation and obey the CGL and these Bylaws. No member shall be allowed to injure the interest of a fellow member by undermining him/her in place, wages or in any other willful act by which the employment of any member is injured. Any member of this LU who, by false statements or actions, undermines or slanders any member or officer may face charges and be tried in accordance with the CGL. Any member changing address must notify the FST in writing.

SECTION 13. MEETINGS

13.1 Regular Monthly Meetings

(a) LU membership meetings shall be held monthly so the LU's business may be acted on by the membership as a whole without any unnecessary delay.

(b) The charter meeting session of the LU shall be the 4th Friday of each month at 10:00 A.M. An additional monthly meeting session shall be on the same day at 3:00 P.M.

13.2 Quorum

The monthly meeting sessions shall have a cumulative quorum of 10 members before any official business can become final and binding upon the LU.

If the total attendance at the monthly meeting sessions does not constitute a quorum, the business conducted shall be considered null and void. However, in the event no quorum is achieved, all actions to the EB which would have been reported to the membership at that monthly meeting shall become final and binding upon the LU without further action by the membership.

Any action taken or motion initiated at any meeting other than the charter meeting, shall be referred to the next monthly charter meeting for initial action.

13.3 Admission to Meetings

Members may be admitted to any meeting upon presentation of their membership card. No member shall be admitted if under the influence of alcohol.

13.4 Special Meetings

The PBA shall call a special meeting of the entire LU upon a majority vote of the EB or when requested by one-third or more members of the LU in writing. Notice of special meetings shall be posted on LU bulletin boards no less than five (5) days before special meetings are to be held, if possible. The business to come before special meetings must be stated and no other business shall come before such meetings.

SECTION 15. RULES OF PROCEDURE

15.1 Order of Business

The order of business for each meeting shall be as follows, and any member wishing to bring a question before the LU shall bring it up in the proper heading:

- A. Opening of Meeting by Chairperson
- B. Minutes of Previous Meeting
- C. Applications for Membership
- D. Initiation of Candidates
- E. Communication and Bills
- F. Receipts and Expenditures
- G. EB Report
- H. Reports of Officers
- I. Reports of Delegates to Central Labor Councils
- J. Unfinished Business
- K. New Business
- L. Welfare of the LU
- M. Nomination of Officers
- N. Installation of Officers
- O. Comments to the Good and Order
- P. Adjournment

15.2 Rules of Order

(a) Any member who wishes to speak will rise (if able) and address the Chair. He/she will confine himself/herself to the question before the house and avoid personalities.

(b) No motion shall be in order to amend the minutes unless some inaccuracy is contained therein.

(c) When a question is before the LU, no motion shall be received except the following, which takes precedence in the order named:

- ** to adjourn
- ** to table

- ** to reconsider
- ** to postpone
- ** to amend

(d) The following privileged questions are not debatable

- ** to adjourn
- ** to table
- ** to reconsider
- ** for previous question

(e) All questions of order arising after a motion is made are in order except:

- ** when a person is speaking
- ** when a vote is being taken
- ** when a motion to adjourn has been defeated

(f) No motion or proposition on a subject other than under discussion will be admitted under the color of an amendment.

(g) When a motion has been made and seconded and put by the Chair, any member voting with the majority may move for reconsideration thereof, but no discussion of the main question shall be allowed.

(h) When the reading of any matter is called for and the same is objected to by any member, it shall be determined by a majority vote of the members present.

(i) No person shall speak more than once on the subject until all members desiring the floor have been heard, and not more than twice without the consent of the assembly.

(j) Any member who fails to comply with an order of the Chairperson after a verbal warning will be subject to expulsion from the Meeting at the discretion of the Chairperson.

(k) The PBA shall be privileged to debate on all subjects, calling the VP or, in the absence of the VP, any other member to the Chair.

(l) Comments will be received in the order of lowest attending member in seniority to highest attending member in seniority. Members comments should be kept brief and to the point.

(m) All communications shall be filed without vote unless other action is ordered.

(n) A majority vote shall decide all questions, except as otherwise provided for in the CGL and these Bylaws.

(o) No religious matters shall be discussed upon any pretext whatsoever.

(p) Any parliamentary matters and disputes not covered by these Bylaws shall be decided by *Robert's Rules of Order*, which is the parliamentary guide for the LU.

(q) The PBA or Chairperson will require all visiting members to refrain from voting.

(r) All votes taken on any motion or question shall be recorded in the minutes of the LU.

SECTION 16. NOMINATIONS AND ELECTIONS

16.1 Adherence to the CGL

All nominations and elections shall be conducted in conformance with the CGL, particularly CGL Section 14, and these Bylaws.

16.2 Nominations

(a) Nominations of executive officers and EB Members shall take place at the monthly charter meeting in May of each election year, and notice to that effect shall be posted on all LU bulletin boards at least ten (10) days before such time. If a member is unable to attend the charter meeting, he or she may submit his or her nomination to the FST within 48 hours after the nominations meeting.

(b) When nominations are closed and the nominating adjourned, no person will be allowed to add to, delete, change or alter, in any way, the ballot for any reason whatsoever, provided any candidate properly nominated may withdraw his/her name from the ballot within five (5) days after nomination, should he/she decide not to seek the office for which he/she was nominated. A candidate's withdrawal must be in writing and addressed to the Chairperson of the Election Committee.

16.3 Election Committee

Immediately preceding each regular election of officers, the PBA shall appoint an Election Committee with the FST as chairperson of this committee. The election committee shall establish such procedures as permitted by the CGL for balloting and conduct of all elections. In the event members of the Election Committee, other than the FST, accept nominations for any LU office, they shall resign from the committee, and the PBA shall appoint another member to fill such vacancy.

16.4 Eligibility for Local Union Office

(a) A member to be eligible for office must have been a member in continuous good standing of this LU the two (2) years next preceding the day of the nomination meeting.

(b) As described in Section 14.2 of the CGL, this LU, not being covered by the Labor-Management Reporting and Disclosure Act of 1959 shall require that members, in order to be eligible for Local Union office, shall have attended at least six (6) regular meetings each year during the twenty-four (24) months prior to and including the nomination meeting.

16.5 Conduct of Elections

(a) LU officers shall be elected under the Primary System as per CGL Section 14.5. Under the Primary System where there are but two (2) candidates for office, the voters shall vote for only one (1) candidate. If there are three (3) or more candidates for the same office, a run-off election will be necessary unless one (1) candidate receives a majority of all votes cast. Should no one (1) candidate receive a majority of all votes cast, then the two (2) candidates with the highest number of votes shall contest in a run-off election. The primary and run-off election (if necessary) shall be held in June.

(b) At least fifteen (15) days' notice of the primary election must be mailed to each LU member at the member's last known home address. This notice shall include a specification of the dates, times and places of the primary and run-off election and of the offices to be filled.

(c) All balloting shall be done at a location or locations where most members work.

(d) Under no circumstances will write-in candidates be permitted.

(e) In the event of a challenge to the conduct of an election, such challenge shall be submitted to the incumbent FS and referred to the EB for a recommendation, subject to final ruling by the membership. In the event of further dissatisfaction, an appeal may be made to the International President.

16.6 Installation

Newly elected officers shall take office on the first day of July following their election.

16.7 Vacancies

Vacancies in the offices of PBA, VP, FST, RS, or EB Member of more than twelve (12) months shall be filled by special election. If a vacancy arises and less than twelve (12) months remain in the term of office, the

vacancy shall be filled by appointment by the PBA, subject to the approval of the EB. If a vacancy arises for the office of PBA and less than twelve (12) months remain in the term of office, the vacancy shall be filled by the VP.

16.8 Elections of Delegates

Delegates to the International Convention shall be elected at least four (4) weeks prior to the International Convention and in the same manner as the election of officers, including, for example, by providing at least fifteen (15) days' mailed notice of the election. The meeting attendance requirement as spelled out in Section 14.2 of the CGL and these Bylaws shall not be applied as a condition to run for a Convention Delegate position. Delegates shall be entitled to expenses and per diem (if applicable) when attending the International Convention as Delegates of this Local Union, in accordance with Section 7 of these Bylaws.

SECTION 17. FLORAL ARRANGEMENT

The LU shall furnish a floral arrangement for the family of a deceased member or for a member in remembrance of their deceased family member defined as spouse, parent (including step parent), grandparent or grandchild, child (including stepchild), sibling, or parent-in-law. The price of the floral arrangement shall not exceed forty-five dollars (\$45), excluding shipping when necessary.

SECTION 18. AUDITS

The financial records of the LU will be audited in accordance with the requirements set forth in the CGL.

SECTION 19. TRIALS AND APPEALS

All trials and appeals shall be handled in accordance with the CGL and these Bylaws.

SECTION 20. AMENDMENTS

Proposed changes to alter, amend or rescind these Bylaws or to substitute new Bylaws, must be submitted in writing. Any proposed changes or new Bylaws shall be read at the regular charter meeting and a notice of said change or new Bylaws will be posted fifteen (15) days before the next regular charter meeting, at which the changes or new Bylaws will be read again and voted on. A two-thirds (2/3) vote of the members voting will be necessary for adoption. All Bylaw amendments or new Bylaws are subject to the approval of the International President in accordance with the CGL.

SECTION 21. INTERNATIONAL CONSTITUTION AND GENERAL LAWS

These Bylaws shall not be in conflict with the CGL, and any matter not addressed in these Bylaws shall be in accordance with the CGL.

NOTE: Titles of sections are for reference only. Such titles are not to be considered as part of the language of the section for any other purpose.