



LATINO CAUCUS

OF THE

AMALGAMATED TRANSIT UNION

BYLAWS

Revised and updated 3/25/04

ARTICLE I

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

P.....President
VP.....Vice President
T.....Treasurer
R.S.....Recording Secretary
E.C.....Executive Committee
L.C.....Latino Caucus of the Amalgamated Transit Union
ATU...Amalgamated Transit Union

ARTICLE II

Section 1. Preamble of the Latino Caucus of the Amalgamated Transit Union:

We, the Latino Caucus of the Amalgamated Transit Union, exist to advance the principles and goals set forth in the Constitution and General Laws of the ATU, 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, we have formed to strengthen the ATU's resolve to fight discrimination by declaring the following:

1. Full equality for the Spanish language. We oppose all acts of discrimination against those who speak Spanish on the job or in their daily lives.
2. (A) We oppose all acts of discrimination against Latinos in recruitment, training, hiring, and promotions, on the job, in the schools, and in their communities.

(B) We oppose all acts of disparate application of discipline against Latinos.
3. We uphold the right of Latinos to fully develop their cultural traditions.
4. As members of the ATU, we advance and promote the organization of all workers into the ATU and take special notice of the thousands of Latino workers that are without the benefit of Union protection.
5. We welcome and 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 Amalgamated Transit Union may become a member of the Latino Caucus of the ATU.
- 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 meetings with no voice and no vote. Associate members may not hold office in the L.C. Associate members' dues will be the same as full members. Associate members must submit request for membership to the E.C. for approval.

Section 2. Dues:

- A. To be a member in good standing with the Latino Caucus of the ATU, \$30.00 must be paid to the Treasurer of the L.C. by September 16th of each year. All new members will receive the L.C. lapel pin with their dues.
- B. Any member's dues that is 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 Latino Caucus. 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 L.C. will be held once a year on or about September 16th.

ARTICLE IV

OFFICERS

Section 1. The Officers of the L.C. shall be President, Vice President, Treasurer, Recording Secretary, and the Executive Committee members.

Section 2. All Officers of the L.C. shall constitute the members of the Executive Committee.

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

ARTICLE V

DUTIES OF THE PRESIDENT

Section 1. It shall be the duty of the President to preside at all meetings of the Executive Committee, 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 Executive Committee and the Membership of the L.C., 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 Treasury for such monies as determined by the E.C. to be paid.

Section 5. At all regular meetings, s/he shall report in full the progress and workings of the L.C. and perform such other duties as the E.C. or L.C. 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 E.C. and work in conjunction with the E.C. in supervising the affairs of the L.C. Her/His main duty is to provide general leadership and coordination to the L.C. as a whole.

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

Section 9. In the event of a vacancy on the Executive Committee, the President shall have the authority to appoint a member in good standing of the L.C. to fill such vacancy until the next L.C. meeting. This act is subject to the approval by to E.C.

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 L.C. elects a President to fill the vacancy.

ARTICLE VII

DUTIES OF THE TREASURER

Section 1. S/He shall keep a true and proper account between the L.C. and its members, and collect all monies due the L.C. and deposit same in such bank as the E.C. may designate.

Section 2. S/He shall report to the L.C. 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 E.C.

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 prepare and sign all official papers and orders for money drawn on the L.C., maintain and replenish the petty cash fund of \$100.00, and keep her/his books, records, and accounts in order, subject to inspection of the membership of the L.C. and the E.C.

ARTICLE VIII

AUDIT COMMITTEE

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

Section 2. The Audit Committee will consist of three (3) L.C. members in good standing and shall be appointed by majority vote of the E.C.

ARTICLE IX

DUTIES OF THE RECORDING SECRETARY

Section 1. It shall be the duty of the R.S. to keep accurate and correct account of the proceedings of the L.C., 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 R.S. shall notify the ATU, each Local Union of the ATU and all Officers of the L.C. sixty (60) days prior to the annual membership meeting. The R.S. shall notify the ATU and E.C. sixty (60) days prior to the E.C. Meeting.

Section 4. The R.S. shall forward copies of the minutes for each E.C. meeting and membership meeting to the E.C. and the President of the ATU within sixty (60) days after the meetings.

ARTICLE X

DUTIES OF EXECUTIVE COMMITTEE MEMBERS

Section 1. The Executive Committee shall be composed of the President, Vice President, 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 E.C. 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, MD, 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, DC, NJ, VT
CANADA: BC, ALBTA, NF, ON

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

Section 2. E.C. Meetings

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

B. The semi annual meeting may be held via computer access or telephone conference call for those E.C. members who are not able to physically attend the meeting. Specific mode to be determined by the E.C., or President. Complete instructions to be mailed thirty (30) days prior to the meeting date.

Section 3. Between membership meetings, it shall be the duty of the E.C. to make all decisions governing the operation of the L.C.

Section 4. It shall be the duty of the E.C. to develop the strategy, goals, objectives, and tactics of the L.C.

Section 5. It shall be the duty of the E.C. to review the work of the L.C. to insure that the goals and objectives are carried out, and to report same to the L.C.

Section 6. Special meetings of the E.C. shall be at the call of the President or a majority of the E.C.

Section 7. A majority of the E.C. shall constitute a quorum to do business.

Section 8. The E.C. may establish committees as deemed necessary.

Section 9. Alternates: In the event that a member of the E.C. cannot attend a meeting of the L.C., 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 L.C. The alternate must be a member of the L.C. and approved by the President of the L.C.

ARTICLE XI

MEMBERSHIP MEETINGS

Section 1. The L.C. 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 L.C.

Section 2. The L.C. membership meetings are the governing body of the L.C. All decisions made at the membership meetings binds the entire L.C.

Section 3. Three (3) percent of the total membership of the L.C. in good standing shall constitute a quorum for doing business.

Section 4. All business for the L.C. 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 L.C. members in good standing may nominate or be nominated. Only L.C. 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 Treasurer 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 L.C. office. The order of nomination shall be: President, Vice President, Treasurer, Recording Secretary, West E.C. member, Midwest E.C. member, Northeast E.C. member, Southeast E.C. member, Southwest E.C. member, Northwest E.C. member, and Canadian E.C. member.

Section 4. Following the nominations, the R.S. 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 L.C. shall be selected by the E.C. 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 L.C. Membership Meeting at the ATU Convention, and the outgoing officers shall deliver any and all documents, records, or any property of the L.C., to her/his successor.

ARTICLE XIII

ORDER OF BUSINESS

1. Call to order, the Roll Call
2. Approval of minutes form last meeting
3. Communications and Legislative Bills
4. Reports of Officers
5. Reports of Committees
6. Special Orders (E.C. Recommendations)
7. Old Business
8. New Business
9. Welfare of the L.C.
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 to the E.C. at least thirty (30) days before the next scheduled meeting of the E.C. The E.C. shall review the amendment(s) and make a recommendations(s) to the L.C. membership. Copies of all the amendment(s) shall be available to members of the L.C. at least two (2) weeks prior to the L.C. membership meeting. It shall require two-thirds (2/3) vote of all members present to adopt such amendments.

ARTICLE XV

REMOVAL OF OFFICERS

Section 1. Any Officers of the L.C. may be removed from office for cause by a vote of two-thirds (2/3) of the E.C., and two thirds (2/3) of the members present at the next L.C. 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 E.C. and the L.C. by any member of the L.C.

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

ARTICLE XVI

LOCAL UNION CHAPTERS

Section 1. Local Union Chapter, How Formed:

A. A Local Union Chapter may be formed by five (5) or more ATU Local Union members who are in good standing in the Latino Caucus and who must apply to the Executive Committee of the Latino Caucus for a Charter, with a copy to their Local Union. A Charter will be forwarded to the applicants providing they qualified according to the Latino Caucus.

B. Upon approval of the Local Union Chapter by the Latino Caucus, the Latino Caucus will notify the Local's President of the Chapters' existence and its'

officers. Local Union Chapters of the Latino Caucus must not be in conflict with Local Union bylaws or the International Constitution and General Laws. If so, the Charter shall be revoked.

Section 2. Bylaws: After adoption by the Local Chapter the bylaws, rules or amendments so adopted shall be forwarded to the Executive Committee of the L.C. for approval and must have the approval of the E.C. before going into effect. Any provisions of Local Chapter bylaws or rules that conflict with the L.C. bylaws are void. Local Chapters that so desire to do so can adopt these bylaws as the bylaws for the Local Chapter.

Section 3. The officers and/or Executive Board/Committee members of each local chapter must remain members in good standing of the ATU Latino Caucus through their position term, according to each chapter's bylaws.

Section 4: Each local chapter must establish an annual dues structure. To be considered a member in good standing of a local chapter, members must submit dues to the Treasurer of the L.C. local chapter, as per bylaws of local chapter.

Section 5: Minutes of local chapter meetings, meeting sign in sheets, and/or attendance sheets, must be maintained and made available to the Latino Caucus President and/or Secretary/Treasurer upon request.