

# Amalgamated Transit Union Local 1574 Bylaws



As amended November 20, 2024



**Bylaws**  
of the  
**Amalgamated Transit Union**  
**Local # 1574**  
*Affiliated with the*

**American Federation of Labor-  
Congress Organizations**  
*And the*  
**Canadian Labour Congress**



**Organized At San Mateo, CA**  
***September 1<sup>st</sup>, 1976***



# TABLE OF CONTENTS

Section, Title .....	Page
<b>Oath .....</b>	<b>1</b>
<b>Our Principal.....</b>	<b>3</b>
<b>Preamble .....</b>	<b>4</b>
<b>1 Preface.....</b>	<b>6</b>
1.1 Organization.....	6
1.2 Jurisdiction.....	6
1.3 Charter.....	6
1.4 Objects .....	7
1.5 Policy .....	8
1.6 Decorum.....	9
<b>2 Order of Business .....</b>	<b>9</b>
<b>3 Rules of Order .....</b>	<b>12</b>
<b>4 Meetings.....</b>	<b>23</b>
4.1 Location and Time .....	23
4.2 Notice.....	24

4.3	Quorum .....	24
4.4	Attendance.....	25
4.5	Special Meeting .....	26
4.6	Substitutions.....	27
4.7	Adjournments.....	27
<b>5</b>	<b>Membership Eligibility .....</b>	<b>28</b>
5.1	Inclusion.....	28
5.2	International Laws .....	29
5.3	Local Qualifications.....	29
5.4	Application for Membership .....	29
5.5	Members Exempt .....	31
5.6	Minor Official Positions.....	31
<b>6</b>	<b>Withdrawal Cards .....</b>	<b>33</b>
<b>7</b>	<b>Qualifications of Voters.....</b>	<b>33</b>
<b>8</b>	<b>Qualifications of Officers.....</b>	<b>34</b>
8.1	Eligibility .....	34
8.2	Good Standing Definition .....	35
8.3	Disqualification .....	36

<b>9</b>	<b>Terms of Office, Expiration, Nominations and Election Dates</b>	<b>37</b>
9.1	Terms of Office	37
9.2	Expiration and Nominations	38
9.3	Election Procedures and Requirements	38
9.4	Transitional Duties of Officers	39
<b>10</b>	<b>Officers</b>	<b>39</b>
10.1	Officers	39
10.2	Executive Board	40
10.3	Delegates to the International Convention	40
<b>11</b>	<b>Duties of Officers</b>	<b>41</b>
11.1	President/Business Agent	41
11.2	Vice-President	45
11.3	Financial Recording Secretary-Treasurer	46
11.4	Executive Board	51
11.5	Correspondent	54
11.6	Warden/Conductor	55
11.7	Officers Salaries	56
11.8	Mileage Reimbursement	58

<b>12</b>	<b>Duties of Members .....</b>	<b>59</b>
12.1	Entitlement to Benefits.....	59
12.2	Attendance of Meetings .....	59
12.3	Member Grievance.....	60
12.4	Correct Address.....	61
12.5	Notice of Employment Termination .....	61
12.6	Knowledge Requirement .....	62
12.7	Contract Obligations by Employee .....	62
12.8	Member Conduct .....	63
<b>13</b>	<b>Nominations of Officers .....</b>	<b>63</b>
13.1	Nominations.....	63
13.2	Qualifications of Nominees.....	64
<b>14</b>	<b>Elections of Officers .....</b>	<b>66</b>
14.1	Conditions of Election .....	66
14.2	Notices of Elections .....	69
14.3	File Retention.....	70
14.4	Vacancies Occurring Among Officers.....	70
14.5	Vacancies Occurring One Executive Board.....	71
14.6	Vacancy Procedure.....	71
<b>15</b>	<b>Installation of Officers .....</b>	<b>72</b>



<b>16</b>	<b>Stewards</b>	72
16.1	Appointment of Stewards	72
16.2	Duty	73
16.3	Authority	73
16.4	Grievance Duty	74
16.5	Limitations on Investigations	74
<b>17</b>	<b>Penalties of Members</b>	75
17.1	Confidential Obligation	75
17.2	Unlawful Conduct	76
17.3	Unlawful Promotion	76
17.4	Disorderly Conduct	77
17.5	Violations of Laws and Rules	77
17.6	Notification of Address	78
17.7	Nonpayment of Dues, Fines and Assessments	78
17.8	Management Appointments	79
17.9	False or Slandorous Stories	80
<b>18</b>	<b>Initiation Fees, Dues, and Assessments</b>	80
18.1	Initiation Fee	80
18.2	Dues	81
18.3	Payable Dates	82
18.4	Special Assessments and Fines	82
18.5	Collection	82

18.6	Obligation of Member.....	83
18.7	Exception for Medical Leave.....	83
<b>19</b>	<b>Salaries and Allowances .....</b>	<b>84</b>
19.1	Contract Negotiating Committee Allowances ....	84
19.2	Delegates Allowance – Out of Town .....	85
19.3	Delegates Allowance – In Town .....	85
<b>20</b>	<b>Contract and Amendments or Changes .....</b>	<b>86</b>
20.1	Requests Submitted.....	86
20.2	Reading, Discussion and Voting .....	87
20.3	Final Approval .....	87
<b>21</b>	<b>Standing Committees.....</b>	<b>88</b>
21.1	Duties of Committee Members.....	88
21.2	Working Time and Reports .....	89
21.3	Neglects to Perform .....	90
<b>22</b>	<b>Delegates to Conventions of Local Bodies .....</b>	<b>91</b>
<b>23</b>	<b>Amendments to Local Bylaws.....</b>	<b>93</b>
23.1	Amendments and Changes.....	93
23.2	Notice Posted .....	94
23.3	Printing and Distribution.....	94

<b>24</b>	<b>Financing</b> .....	95
24.1	Bills and Vouchers Rendered .....	95
24.2	Non-Legal Bills or Vouchers.....	96
24.3	Non-Remuneration.....	97
24.4	Lost Time .....	97
24.5	Disbursements.....	98
24.6	Monies Received.....	99
24.7	Audit Reports .....	100
24.8	Final Distribution .....	101
24.9	Indebtedness.....	101
24.10	Final Approval of Disbursements .....	101
24.11	Lost Wages for Expedited Arbitration .....	102
24.12	Welfare Fund.....	103
<b>25</b>	<b>Matters Not Provided For</b> .....	104
<b>26</b>	<b>Enactment</b> .....	105
26.1	Effective Adoption .....	105
26.2	Revocation .....	106

## ABBREVIATIONS

1. **I.U.** .....International Union
2. **L.U.** .....Local Union
3. **P. B. A.** ..... President/Business Agent
4. **I. P.** .....International President
5. **V.P.** .....Vice-President
6. **I. V. P.** ..... International Vice-President
7. **F. R. S. T.** .....Financial Recording Secretary-Treasurer
8. **E. B.** ..... Executive Board
9. **W. C.** ..... Warden/Conductor
10. **A.F.L.-C.I.O.**.. American Federation of Labor Congress  
of Industrial Organization

## DEFINITIONS

- A. **Local Union** Amalgamated Transit Union  
Local # 1574
- B. **International Union** Amalgamated Transit Union
- C. **District** San Mateo County Transit District  
or its sub-contractor and any other  
employer of members of this Local  
Union

## **OBLIGATION**

I, \_\_\_\_\_, in the presence of God and the members of this Union, do solemnly promise and pledge (without any reservation or evasion) to support the Constitution and General Laws of this Amalgamated Transit Union. I will keep myself in good standing by paying all dues, fines and assessments required. I will work to promote the best interests of this Union and encourage fellow workers to become members of the same. I will not take the place of any member of this organization, or any other union worker who may be on strike or locked out. I will not reveal any of the private business to anyone not entitled to know the same.

I will not slander or abuse the officers or members, and will report to the authorized officers, or the meetings of this Union, any false or slanderous

stories that may be circulated to injure a member, and will not knowingly wrong a member or see one wronged if in my power to prevent it. I will not appeal to any legal authority in matters pertaining to this Union until I have exhausted all means of redress provided by its laws. I will be considerate of others in word and action and will never discriminate against a fellow worker on account of race, religion, creed, color, sex, citizenship or national origin.

I also promise to promote the cause of trade union principles, and defend freedom of thought whether expressed by tongue or pen, with all the power at my command. I understand there is nothing in this obligation that will in any way interfere with my political and religious rights or that will be in any way inconsistent with my duties arising from any of the relations of life. This obligation I take upon my honor and solemnly promise to keep the same, as long as I remain a member of this Union.

## **OUR PRINCIPLES**

**RESOLVED:** That we hold it as a sacred principle, that trade union men and women above all others should set a good example as good and faithful employees, performing their duties to their employers with honor to themselves and to their organization.

**RESOLVED:** That we hold a reduction of hours of a day's work increases the intelligence and happiness of the laborer and also increases the demands for labor and the price of a day's work.

**RESOLVED:** That we hold a liberal education of the young to be a preeminent preparatory to life's social and industrial work and that the principles and purposes of organized labor demand free and compulsory education.



RESOLVED: That we encourage and stimulate our members to take a lively interest in the civil affairs of the country in order that they can vote intelligently and effectively for the interests of the working people.

## **PREAMBLE**

We the Amalgamated Transit Union, this day and date assembled in Convention, in order to secure and defend our rights, advance our interests as working men and women, 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 differences between labor and capital, establish

order, harmony, promote the general cause of humanity and brotherly love, and secure the blessings of friendship, equality and truth, do ordain and establish this Constitution and these Laws for the government of said Local Union.

# **BYLAWS OF ATU LOCAL 1574**

## **ARTICLE 1**

### **PREFACE**

#### **Section 1, ORGANIZATION**

This organization shall be known as Local Union #1574 of the Amalgamated Transit Union.

#### **Section 2, JURISDICTION**

Its jurisdiction shall be all the individuals who are covered in the collective bargaining agreements between the A.T.U. and the San Mateo County Transit District.

#### **Section 3, CHARTER**

The said charter cannot be voluntarily surrendered while 10 members in good standing object thereto, it

being a Division of, and operated in accordance with the rules and laws of the Amalgamated Transit Union, affiliated with the A.F.L.-C.I.O.

## **Section 4, OBJECTS**

The objects of the Local Union shall be to represent all employees within the collective bargaining unit; to place our occupation upon a higher plane of intelligence, efficiency and skill; to encourage the formation in Division Associations of sick and funeral benefit funds in order that we may properly care for our sick and bury our dead; to encourage the organization of cooperative credit unions in the Local Division.

To establish schools of instruction for imparting a practical knowledge of modern and improved methods and systems of transportation and trade matters generally; to endeavor to obtain for ourselves the fulfillment of all the declarations set forth in the preamble of these General and Local Bylaws; to advance and promote the working conditions of the

Amalgamated Transit Union, Local Union # 1574; to build up an organization where all our members can participate in the discussion of problems upon the solution of which depends our welfare and prosperity.

To encourage the settlement of all disputes between employees and the employing company by arbitration and produce all conciliation possible; to promote the moral, social and intellectual welfare of all our brothers and sisters at all times; to secure employment and adequate pay for our work, including vacations with pay and old-age pensions; to reduce the hours of labor and by all legal and proper means to elevate our moral, intellectual and social conditions.

## **Section 5, POLICY**

It is the policy of this Local Union to conduct all of its business in a strictly legal manner at all times, and to conform to the Constitution and General Laws of the Amalgamated Transit Union, affiliated with the

American Federation of Labor (A.F.L.) and Congress of Industrial Organizations (C.I.O.).

## **Section 6, DECORUM**

In order to retain the respect of the community, it is necessary that meetings of this Local Union conducted with dignity and decorum conforming to rules of order and customary parliamentary practices. When meetings are in session members shall show proper respect to fellow members and treat guests with courtesy.

# **ARTICLE 2**

## **ORDER OF BUSINESS**

### **Section 1, ORDER OF BUSINESS**

The order of business for each regular meeting of this Local Union shall be as follows, and any member

wishing to bring a question before the Local Union shall bring it up in the proper heading.

1. Call to Order by President.
2. Conductor and Warden examine members present.
3. Roll Call of Officers.
4. Reading of Minutes of Previous 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 and Welfare of the Local.
14. Nomination and Election of Officers.
15. Installation of Officers.
16. Receipts and Expenditures.
17. Adjournment.



# **ARTICLE 3**

## **RULES OF ORDER**

### **Section 1, RULES OF ORDER**

The following rules of order shall prevail at all special and or regular meetings of this Local Union.

#### **Rule 1**

When the presiding officer takes the chair, the officers and members will take their respective seats and at the sound of the gavel there shall be general silence. The meeting shall then be considered organized.

#### **Rule 2**

The business will then proceed in accordance with the order of business outlined in these Bylaws.

### **Rule 3**

When any member desires to make a motion or address the meeting, they shall rise and be recognized and address their remarks to the President or Chairperson in charge of the meeting, avoiding personalities, and always confining their remarks to the subject, and refrain from discussing matters not germane to the issue under discussion, and be particularly careful to refrain from sarcastic or abusive language that might offend the feelings of a fellow member, and when concluding shall resume their seat.

### **Rule 4**

The President shall preserve order and announce the decision of the Local Union on all subjects. He or she shall decide questions of order, without debate, subject to an appeal to the assembly. Said appeal cannot be debated when it related simply to under Corum or to transgressions of the rules of speaking or to the priority of business, or if it is made while the previous question is pending. On all other cases, it is

debatable only by the mover of the appeal, and the chair.

The question before the Local Union shall be: "Shall decision of the President stand as the judgment of the Local Union?" The question shall be put by the Vice-President. The member shall then have the right to state the grounds of his or her appeal, and the Chair will give the reason for his or her decision, thereupon the Local Union shall proceed to vote on the appeal without further debate.

## **Rule 5**

If a member while speaking shall be called to order, he or she shall, at the request of the President, take his or her seat, avoiding all personality or indecorous language. He or she shall have the right of appeal from the President's decision.

## **Rule 6**

If two or more members arise to speak at the same time the president shall decide who is entitled to the floor.

## **Rule 7**

No member shall speak more than once on the same questions or subject until all who wish to speak shall have had an opportunity to do so, nor more than twice if any member objects. All speakers shall be limited to five (5) minutes speaking time whenever they address the meeting. The mover of a resolution shall have the right to reply to objections before the motion is put.

## **Rule 8**

When a member is about to engage in a debate or present a motion or resolution, such member shall rise from their seat and respectfully address the Chair and then confine himself or herself to the subject introduced or under debate, and avoid all personalities. Any member seconding a motion shall rise from his or her seat before offering the second to the motion.

## **Rule 9**

In presenting a motion, a brief statement of its objects may be made, but no discussion of its merits shall be admitted until the question is stated by the Chair.

## **Rule 10**

No motion shall be subject to debate until it shall have been seconded and stated by the chair. There shall be no question before the house until it is put by the chair. It shall be reduced to writing at the request of the Recording Secretary.

## **Rule 11**

When the question is before the house no motion shall be in order except one, to adjourn; two, to call for the previous question; three, to lay on the table; four, to postpone indefinitely; five, to postpone for a given time; six, to call for a "division of the question"; seven, to correct or amend.

The following questions are not debatable:

1. To adjourn
2. To lay on the table.
3. To read a document or paper.

## **Rule 12**

Two (2) members may call for the previous question and if adopted, the Chair must put the motion to a vote in the exclusion of all amendments which have been adopted.

## **Rule 13**

A motion to amend an amendment shall be in order but no motion to amend and amendment to an amendment shall be entertained. An amendment must be to add or strike out words in the original motion or to exchange names, dates or figures. A motion being direct negative of the original motion is not an amendment and shall not be entertained as such. A motion presented as a substitute for the whole shall be in order.

## **Rule 14**

Any member having made a motion can withdraw it by consent of his or her second.

## **Rule 15**

Before the President declares the vote on any question, any member may ask for a "division of the assembly" when the Chair is duty bound to comply with the request and a standing vote shall be taken.

## **Rule 16**

Before putting the question, the President shall ask: "Is the house ready for question?" If no member arises to speak, he or she shall rise and put it, and after he or she has risen, no member shall be permitted to speak upon it unless a mistake has been made in which case the mistake shall be rectified and the President shall commence taking the vote.

## **Rule 17**

Any member may request the Recording Secretary to read any motion or amendment before it is voted upon. The President may ask the member who made

the motion or amendment if the motion or amendment as read by the Recording Secretary is correct.

### **Rule 18**

When the previous question is moved and seconded it shall be put in this form: "Shall the main question be put?" If this is carried, all further motions, amendments and debate shall be excluded and the question put without delay.

### **Rule 19**

When a question is postponed indefinitely, it shall not be acted upon again during that or the next meeting but it may be taken up at a subsequent meeting by a motion to consider.

### **Rule 20**

Any member of the Local Union shall be entitled to the privilege of speaking on all questions that arise.

### **Rule 21**

No member shall interrupt another while speaking, except to a point of order, and he or she shall



definitely state the point and the Chair shall decide the same without debate.

## **Rule 22**

When the Chair is putting a question or when a vote is being taken, no member shall leave the meeting hall. When a member has the floor no other member shall leave his or her seat or engage in conversation. If a member must leave the hall before the meeting has recessed or adjourned, he or she shall rise, address the Chair and ask to be excused.

## **Rule 23**

No member shall leave a meeting before adjournment without sufficient cause being given to the presiding officer, before the meeting has been called to order.

## **Rule 24**

Any conversation by whispering or otherwise which is calculated to disturb a member while speaking or hinder the transaction of business shall be deemed a violation of these rules of order, and may subject that

person in violation of this rule to ejection from the meeting.

### **Rule 25**

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

### **Rule 26**

If a motion has been amended, the question shall be put as follows:

- a.** Amendment to the amendment;
- b.** Amendment;
- c.** Original motion.

### **Rule 27**

A motion to adjourn will be in order except:

- a.** When a motion is before the house;
- b.** When a member has the floor;
- c.** When the member are voting;
- d.** When it has been decided to take up the previous question;

- e. When delegates from affiliated Unions desire to make a report.

## **Rule 28**

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 any urgent business.

## **Rule 29**

Any member in the meeting of this Local Union who makes use of profane or unbecoming language, refuses to obey orders from the Chair, uses disrespectful expressions toward the Officers or members may be ejected from the place of meeting and not allowed to enter again at that session, and may be further punished if deemed advisable by this Local Union membership in accordance with these bylaws, and the Constitution General Laws of the International Association.

### **Rule 30**

Gambling or use of intoxicating liquors or drugs at the Local Union headquarters or at its meetings is prohibited.

### **Rule 31**

All questions of a parliamentary nature not provided for in these rules or order shall be decided by Roberts Rules of Order (revised), but shall not take preference over these rules as stated herein.

## **ARTICLE 4**

### **MEETINGS**

#### **Section 1, LOCATION AND TIME**

The regular meetings of this Local Union #1574 shall be held on the second Saturday of each month at 11:00 a.m. The meeting shall be held at 1153 Chess Drive Foster City, CA. unless an alternative meeting

place is posted 7 calendar days prior to the meeting date.

Membership meeting shall be once a month, at a time to be determined by the E.B. and approved at a membership meeting which must be the date time and place for at least 12 months / one (1) year before the E.B. can modify the date time and place again with the approval of the membership.

## **Section 2, NOTICE**

At least five (5) working days' notice shall be posted prior to each regular meeting.

## **Section 3, QUORUM**

A quorum shall consist of ten (10) members, exclusive of the officers, assembled at a regular meeting called in accordance with these Local Union Bylaws and they shall be qualified to transact such business that may properly be considered at such meetings.

## **Section 4, ATTENDANCE**

This Local Union shall hold at least one regular meeting each month, where a full report of the work of all officers, committees, and executive board shall be made. In the event no meeting is held for lack of a quorum, all actions of the executive board which would have been reported to the membership at that meeting shall become final and binding upon this Local Union without further action by the membership.

This Local Union may, under special and justifiable circumstances, omit the regular meeting if excused by the International President. In the event the International President grants such excuse and no other meeting is held during that month in the area in which the meeting is normally held, all members of this Local Union shall be granted credit for office. If this Local Union fails to hold regular meetings in accordance with the provisions of this section, then the General Executive Board shall deal with the matter.

Regular meetings will be held at the intervals stated in this Article so that the entire membership may be acquainted with the date and hour regular meetings are to be held. If there are questions of any kind calling for a vote of the entire membership, such as agreements, wage disputes, or other questions of like importance, there can be arranged for such occasions, either an early, late or general meeting at some hour when the entire membership can be attended.

## **Section 5, SPECIAL MEETING**

Special meetings will be held as prescribed in these Local Bylaws. No other meeting shall be authorized or called by anyone except those prescribed in these Bylaws. The business to come before a special meeting shall be stated in the call of the President/Business Agent, and no other business can be transacted at such special meeting.

## **Section 6, SUBSTITUTIONS**

Meetings may be held at other hours and at other locations and dates for the convenience of the members when properly authorized by the Executive Board, but not in substitution of the above noted dates, hours, and locations, except substitutions may be made for dates that occur on holidays.

## **Section 7, ADJOURNMENTS**

The regular sessions of the regular monthly membership meetings shall be adjourned not later than the end of the second hour from the time the meeting is called to order, unless there is a motion on the floor or an objection raised. In either case, the question shall be taken up and immediately thereafter, the meeting shall adjourn.



## **ARTICLE 5**

### **MEMBERSHIP ELIGIBILITY**

#### **Section 1, INCLUSION**

Membership in this Local Union shall extend to and include all working men and women, regardless of race, color, creed, sex, age or national origin, employed in the job classification, trades and industries as are within the traditional jurisdiction of the International Union and this Local Union, and in such other fields of employment, job classification, trades and industries, whether in public or private employment, as the General Executive Board may, from time to time, designate as appropriate for inclusion within the traditional jurisdiction and representation of the Amalgamated Transit Union.

## **Section 2, INTERNATIONAL LAWS**

All sections of the Constitution and General Laws of the Amalgamated Transit Union governing the qualifications and admission of members, their rights and duties individually or collectively, also the election, qualification and duties of officers, are by this article embodied as a fundamental part of these Local Union Bylaws.

## **Section 3, LOCAL QUALIFICATIONS**

A candidate to be admitted to membership must be of good moral character, and a competent working man or woman, working in some capacity as outlined above at the time he or she applies for and is initiated into membership in this Local Union.

## **Section 4, APPLICATION FOR MEMBERSHIP**

All applications for membership to this Local Union shall be made out on the regular application form of the Amalgamated Transit Union and be

accompanied by the authorized initiation fee. Arrangements shall be made with the Financial Secretary-Treasurer for payment of the member's initiation fee to be accomplished in installments (if requested) prior to acceptance of application.

Any candidate failing to present him or herself for initiation within two (2) regular meetings after his or her application has been accepted shall forfeit his or her initiation fee, except, applicants who are prevented from attending the meetings of this Local Union on account of their work assignments, sickness or other emergencies, can have their applications accepted and be obligated by the President, Vice-President, Financial Secretary-Treasurer, or any member of the Executive Board, at any time during regular office hours of this Local Union, and then the member shall be voted into membership at the next regular meeting/section of this Local Union, or at such other place or meetings as the Executive Board may deem advisable for the best interests of this Local Union.

## **Section 5, MEMBERS EXEMPT**

Managers, Superintendents, Foremen or other Officers of the employing District management staff, having the working rules and regulations of the employer to enforce, cannot become a member of this Local Union. When members of this Local Union are appointed to such official positions as described above, they shall withdraw from membership in this Local Union by taking withdrawal card.

## **Section 6, MINOR OFFICIAL POSITIONS**

When members of this Local Union in good standing are appointed to such minor official positions, working with their fellow workers and not having the power of discipline in the way of hiring, suspending, discharging employees, or in any way having the working rules and regulations of the employing District to enforce may retain or reinstate their membership in this Local Union by paying dues and keeping themselves in good standing as the

Constitution and General Laws of the International Union and these Local Bylaws so require.

This is optional with this Local Union, but while holding such positions, they shall not attend the meetings of the Local Union nor take part in the work of the Local Union insofar as its negotiations or dealings with the employing District are concerned, and they shall not be qualified to hold official office in this Local Union. Any violation of this Article by members holding these minor positions shall subject them to suspension by the Local Union membership.

## **ARTICLE 6**

### **WITHDRAWAL CARDS**

#### **Section 1, WITHDRAWAL CARDS**

Withdrawal cards will be issued in accordance with the Constitution and General Laws of the International Union, upon payment of twenty-five cents (\$0.25).

## **ARTICLE 7**

### **QUALIFICATIONS OF VOTERS**

#### **Section 1, QUALIFICATIONS OF VOTERS**

Any member who is in good standing with the Local Union shall be eligible to vote except those who may

be excluded by the Constitution and General Laws of the International Union.

## **ARTICLE 8**

### **QUALIFICATIONS OF OFFICERS**

#### **Section 1, ELIGIBILITY**

Members to be eligible to run for office in this Local Union must have complied with the provisions of the Constitution and General Laws of the International Union and these Local Union Bylaws. Members in the service of this Local Union or the International Union are deemed to be in service and are eligible to hold office, provided they have complied with the provisions of the Constitution and General Laws of the International Union and these Local Union Bylaws. A member to be eligible to hold office must have been a member in continuous good standing in

this Local Union the two (2) years next proceeding the day of the nomination meeting.

## **Section 2, GOOD STANDING DEFINITION**

A member in good standing means that all dues, fines and assessments shall have been paid as well as such other monies or matters as he or she may have been connected with in the interests of this Local Union. Members to be qualified to hold office shall have attended not less than six (6) regular meetings each year for the twenty-four (24) month period prior to and including the nomination meeting.

Except in the case of a member being confined on account of sickness or injury, the duration of which would have prevented him or her from attending the required number of meetings; or unless prevented by absence because such member's work assignments has prevented them from attending the required amount of meeting days.



A member who desires to be credited for such absence (s) as stipulated shall present to the Financial Secretary-Treasurer a written request setting forth the dates of the meetings involved and the reason for such absence. The request must be submitted within thirty (30) days after such absence, shall be approved by the Executive Board and comply with the Constitution and General Laws of the International Union.

### **Section 3, DISQUALIFICATION**

Members of this Local Union who have voluntarily left the service in which the membership is engaged, or who have retired or pensioned or who have been discharged for cause found by this Local Union to be proper, are not eligible to run for any office in this Local Union.

No member who is disqualified from holding office under the provisions of Section 504 of the Labor-Management Reporting and Disclosure Act of 1959 shall be eligible for holding office in this Local Union.

Pensioners shall not be eligible to be candidates for or hold office in this Local Union, except that a member who retires on pension during his or her term of office shall continue to hold said office until his or her tenure expires.

## **ARTICLE 9**

### **TERMS OF OFFICE, EXPIRATION, NOMINATION AND ELECTION DATES**

#### **Section 1, TERMS OF OFFICE**

The terms of office for all elected officers of this Local Union shall be for a period of three (3) years, which shall run concurrently, unless changed by amendment to these Bylaws, and/or Constitution and General Laws of the International Union.

## **Section 2, EXPIRATION AND NOMINATIONS**

The regular terms of office shall expire of the thirtieth (30th) of June with nominations of new officers taking place at the regular meeting in May every three (3) years. At least five (5) day notice shall be given to the members prior to the holding of the nominating meeting and such notice must state "nominations for all officers shall be taken at this regular meeting."

## **Section 3, ELECTION PROCEDURES AND REQUIREMENTS**

The regular primary election of officers of this Local Union shall take place on such dates specified and approved by the Executive Board. Officers shall be elected under the "PRIMARY SYSTEM." At least fifteen (15) days' notice of any election must be posted on all authorized bulletin boards and mailed to each member of this Local Union at his or her last known home address. Candidates shall have the right to have an observer at the polls and at the counting of the ballots.

## **Section 4, TRANSITIONAL DUTIES OF OFFICERS**

Newly elected officers shall report for paid duty, two weeks before expiring officers leave office, in order to have an orderly transition of duties and information.

# **ARTICLE 10**

## **OFFICERS**

### **Section 1, OFFICERS**

The officers of this Local Union shall consist of President/Business Agent, Vice-President/Assistant Business Agent, Financial Recording Secretary-Treasurer to be elected at large, and by virtue of their office they will be members of the Executive Board. The offices of Correspondent and Warden/Conductor to be appointed by the President/Business Agent and approved by the Executive Board after their installation in the office.

## **Section 2, EXECUTIVE BOARD**

There shall be an Executive Board consisting of the President/Business Agent, the Vice-President/Assistant Business Agent, Financial Recording Secretary-Treasurer, two (2) members elected at large and three (3) members nominated and elected, One (1) each from the employing Districts Maintenance and Customer Service department and the employing District or Contractor providing the Para-transit service.

## **Section 3, DELEGATES TO THE INTERNATIONAL CONVENTION**

Delegates to the International Convention shall be as follows:

- a.** The President/Business Agent by virtue of the office shall be the first (1st) delegate to the International Convention.

**b.** The Financial Recording Secretary-Treasurer by virtue of the office shall be the second (2nd) delegate to the International Convention.

**c.** The Vice-President/Assistant Business Agent by virtue of the office shall be the third (3rd) delegate to the International Convention when the P. B. A. cannot attend said Convention.

**d.** The Executive Board members by virtue of the office shall be alternate delegates to the International Convention when the F. R. S. T. cannot attend said Convention.

## **ARTICLE 11**

### **DUTIES OF OFFICERS**

#### **Section 1, PRESIDENT/BUSINESS AGENT**

It shall be the duty of the President/Business Agent to preside at all meeting of the Local Union; to preserve order and enforce the Constitution and General Laws of the International Union and the Bylaws of this L.U.; to see that all officers perform their respective duties and appoint all committees not otherwise provided for; shall appoint the necessary Warden/Conductor and Correspondent.

Shall decide all questions on order, subject to an appeal to the L.U.; shall have a right to vote in secret ballots, votes at the same time and along with other members who cast their ballots, otherwise, shall have a right to vote only in case of tie when there is a standing or hand vote, thereby giving the deciding vote; shall announce the results of all votes; shall enforce all fines and penalties assessed.

Shall by virtue of the office be Chairperson of the Executive Board; and all other committees; except as may be otherwise provided for; shall call special meeting of the L.U. upon request of one-third (1/3) or more members in good standing, and when such

special meetings are requested, shall see that notices of the same are posted 72 hours before such meetings at each working station or property; shall sign all checks issued on the Local Union Treasury, for such monies as shall be by the Constitution and General Laws of the International Union and the Bylaws of this Local Union, or by vote of the L.U. be ordered paid.

Shall be governed by the Constitution and General Laws of the International Union and the Bylaws of this Local Union in the signing of all checks and drafts; shall look after the interests and welfare of all the members; shall seek to adjust all grievances of the members with the employing District; shall have the power, when necessary, to call on members of the Executive Board to assist on any question concerning the welfare of the L.U.

Shall visit each District Base, Station, Terminal, or Property as often as possible; shall by virtue of the office, be first delegate to all conventions, shall appoint the delegates to the Central and Northern



Federation of Labor Councils with approval of the Executive Board; shall notify the Vice-President in any case when is unable to be present at a meeting or attend to any required duties of the Local Union.

Shall select from the E.B. one (1) Executive Board member to serve as acting P.B.A. when the P.B.A. and V.P. are absent or are attending the International Convention, and this selection must be approved by the E.B.; shall arrange all conferences; shall have the power to call for a special audit of the Local Union financial records when deemed necessary, or upon request of the Executive Board (majority vote) or upon request in writing of one-third (1/3) of the Local Union membership in good standing.

Shall be privileged to debate on all subjects by calling the V.P. or in his or her absence any member of the E.B. to the Chair; shall decide conflicts of authority between Local Union Officers; shall make all temporary appointments of Officers when unforeseen vacancies occur, until such time as the

Local Union shall see fit to fill the vacancy as these Bylaws stipulates.

Shall at the expiration of term in office turn over to his or her successor all records, papers, books, keys, or other real properties placed in his or her possession, belonging to this L.U. Responsibilities shall cease when the audit report is accepted by the Local Union Executive Board and his or her successor is installed.

## **Section 2, VICE-PRESIDENT**

It shall be the duty of the Vice-President to attend all meetings of the Local Union and attend all Local Executive Board meetings; shall by virtue of the office be a member of the Executive Board and shall have both voice and vote on same; shall in the absence of the President/Business Agent, preside and perform all duties pertaining to the Office of the P.B.A. and render such assistance as may require by the P.B.A.

Shall give earnest efforts in preserving order at all meetings of the Local Union; shall in case of vacancy

in the Office of President/Business Agent, serve as President/Business Agent pro-tem until the P.B.A.'s successor is duly elected and installed, as these Bylaws provide for the duties of the P.B.A.; shall perform other duties as pertain to this Office or when so directed by the P.B.A.

Shall at the expiration of term in office, turn over to his or her successor all records, papers books, keys, or other real properties placed in his or her possession belonging to this L.U. Responsibilities shall cease when his or her successor is installed.

### **Section 3, FINANCIAL RECORDING SECRETARY-TREASURER**

It shall be the duty of the Financial Recording Secretary-Treasurer to keep a true and proper account between the Local Union and its' members; to receive all monies due the Local Union and deposit same under the name of Local Union # 1574, Amalgamated Transit Union, in a bank or banks selected by the Local Union Executive Board and

approved by the membership; to be drawn out ONLY upon proper drafts and checks signed jointly by the President/Business Agent and Financial Recording Secretary-Treasurer; to render a true account when required by the P.B.A., Executive Board or by the Local Union membership in writing.

Shall also deposit all bonds and securities held at present or secured in the future, in a vault in the name of the Local Union #1574, Amalgamated Transit Union, and only the F.R.S.T. and Local Union P.B.A. shall have access to the vault; shall make monthly statements of all finances, and quarterly statements of all receipts and deposits expenditures and balances and shall deliver his or books to an accredited Certified Public Accountant selected by the P.B.A., approved by the E.B. with ratification by the L.U. membership.

Shall be the custodian of the L.U. seal and other paraphernalia which he or she will be hold strictly accountable for; shall attend all meeting of the L.U. and also attend all E.B. meetings; shall by virtue of

the office be a member of the Executive Board and shall have both voice and vote on same; shall read all current bills at the first regular meeting of each month for the preceding month.

Shall perform all other duties pertaining to the office and see that the L.U. is kept in good standing with the International Office by forwarding all report to the General Office and receiving receipts for same; shall make no disbursement without consent of the President, approved by the Executive Board and authorized by the membership for payment except minor office expenditures, regular monthly bills, per capita tax to the International Union.

Shall have the authority to issue paychecks for all wages of the Union Officers, including any expense account authorized by the Local Union Executive Board and ratified by the Local Union membership; shall have the authority to issue checks to pay all Local, State and Federal taxes that are required by law; shall have the authority to issue checks to pay the premiums on all bonding required and premiums

on insurance policies covering real property owned by the L.U.; shall be placed under such a bond as the L.U. may require from time to time.

Shall keep all books and records at the Local Union Headquarters and shall transact all other business as his or her duties in office may require at said Headquarters location; shall enroll all members and see that the certificates of membership are obtained for new members and issued to them; shall receive from the International Office the working cards and the cards for each member from the records of his or her books each month; shall call the roll call of officers at the Executive Board, special and/or regular monthly meetings of this Local Union.

Shall keep a true and correct record of all proceedings and business transactions; shall act as Secretary and record the minutes of the meetings and also enter in the minutes, all reports of the committees and the officers as given; shall read all letters and papers directed to this L.U. and answer same in accordance with instructions thereof after

receiving guidance and recommendations from the P.B.A. with expenses of postage and stationary to be paid by the L.U.; shall keep a strict and true record of all proposed and/or approved changes of these Local Bylaws.

Shall notify members of their appointment to committees and notify new members of their selection for membership; shall receive from the Warden/Conductor copies of the attendance book and attendance sheets (one (1) original and one (1) carbon copy) giving the attendance book to the P.B.A., securing the original copy of the attendance sheet in his or her official files; and shall perform such other duties as the P.B.A. may from time to time so direct and advance the work and welfare of this L.U.

Shall turn over at the close of term in office all books, papers and other matters pertaining to that office together with all funds, bonds or securities belonging to this Local Union to his or her successor; responsibilities shall cease when the audit report is

accepted by the Local Union Executive Board and his or her successor is installed.

#### **Section 4, EXECUTIVE BOARD**

It shall be the duty of the Executive Board to supervise and direct the management of this Local Union. Its members shall consist of the following officers:

- a.** The President/Business Agent, (who shall be Chairperson of the Board)
- b.** Vice-President/Assistant Business Agent
- c.** Financial Recording Secretary-Treasurer
- d.** Two (2) members elected at large,
- e.** Three (3) members (nominated and elected from each department. One (1) each from the employing Districts Maintenance and Customer



Service department and the employing District or Contractor providing the Paratransit service).

The E.B. shall meet in regular session at least once each month and shall appoint their own time for such meetings. Special meeting may be called by the P.B.A. when deemed necessary or by majority vote of the Executive Board members. A majority of the Board members being present at a meeting shall constitute a quorum to transact business.

They shall have the authority to submit the results of negotiations on agreements or other matters of importance to the entire membership for a referendum vote of the members to be conducted under conditions and at times and places determined by the E.B. All Board members shall be notified of all Board meetings, their time and place, in person or by telephone by the President/Business Agent, who will record this notification at the Local Union files.

The E.B. will at all times conduct the business of the L.U. in conformity with the Constitution and General Laws of the International Union. It shall be the duty of the E.B. to cooperate with and assist the P.B.A. and F.R.S.T. in carrying out the work of the International Union and this Local Union especially in the collection of dues and other important work. They shall pass upon all bills and with the P.B.A. appoint Committees when necessary.

They shall have the power to act for L.U. in emergency cases that require immediate action before the L.U. can be called together. It shall be their duty to ensure that the funds and property of the L.U. are preserved, managed, invested and expended in accordance with the International Union and these Local Bylaws.

**No Officer and or Executive Board member shall act as dues collector or financial collector for any other organization or society or insurance company.**

The Officers and or Executive Board when requesting an International Officer upon L.U. disputes between

members or on questions and grievances arising under agreements with the employing District, shall write or wire full particulars of the case to the International President.

If it is the advice of the I.P. that the Local Union Officers should proceed and attempt to adjust the case before an International sent, they shall carry out his instruction in regard to the same keeping his fully informed of the situation.

## **Section 5, CORRESPONDENT**

The Office of Correspondent shall be filled by appointment of the President/Business Agent with approval of the Executive Board. It shall be the duty of the Correspondent to report to "In Transit", the International Organization Magazine, all items of news and interest affecting this L.U. and I.U. He or she shall act as local agent for the official journal, with power to receive and collect subscription for same.

Shall perform such other duties as may be directed by the P.B.A. with approval of the E.B. shall receive instructions and guidance from the E.B. on all items of news submitted for publication.

## **Section 6, WARDEN/CONDUCTOR**

It shall be the duty of the Warden/Conductor to report at least thirty (30) minutes prior to the starting time of the meeting to begin setting up the meeting hall and ensure that all tables, chairs, and paraphernalia required for the meeting is in its proper place; shall attend the inside door and admit none but members in good standing prior to the start of a session of the Local Union and report the result of their examination to the P.B.A.

Shall assist in maintaining order during the meeting and assist at all initiations of new members and advance the work of the I.U. and L.U. during the meeting; shall keep a correct record in two (2) copies (one (1) original and one (1) carbon) of all members who are in attendance and insure that they sign the

attendance book and turn same over to the F.R.S.T. at the close of the meeting; shall perform such other duties as the P.B.A. may direct and shall act with the Sentinel as Official Color Bearer on all occasions when such duties are required.

## **Section 7, OFFICERS SALARIES**

The President/Business Agent shall be full time. The salary shall be an amount equal to the highest paid Union member classification for a forty (40) hour week plus a ten percent (10%) differential. **The Financial Recording Secretary-Treasurer shall be part-time, not to exceed twenty (20) hours a week. The hourly rate shall be equal to the President/Business Agent's hourly rate less the ten percent (10%) differential. No lead differential, and shift differential shall be added to the officer's salary.**

Periodical salary adjustments will be in the same amounts as provided for in the ATU/SAMTRANS Collective Bargaining Agreement. The Officers will

be reimbursed necessary proven expenses as approved by the Local Executive Board using the adopted expense guidelines for Local 1574.

The above officers shall be entitled to the same benefits they would receive under the ATU/SAMTRANS Collective Bargaining Agreement. A separate fund (s) shall be established for the President/Business Agent and the Financial Recording Secretary-Treasurer providing for Holiday, Vacations, PTO (Personal Time Off) Medical Benefits and Retirement, equivalent to the rest of the bargaining unit.

**The part-time Financial Recording Secretary-Treasurer shall be entitled to fifty percent (50%) benefits, of the Holiday Pay, PTO (Personal Time Off) accrual, and Floating Holidays, except for medical benefits, if employee pay a portion of the monthly premium under the Colletive Bargaining Agreement or MOU of SamTrans then the Local will cover the employee portion of the medical monthly premium (currently ten percent). If**

**employee's medical benefits are one hundred percent (100%) covered by the employer or choose to opt-out from the medical coverage through the employer (SamTrans) then the Local do not have to pay or reimburse any portion of the medical of the Financial Recording Secretary-Treasurer.**

**No officer shall accumulate comp time or any type that is not covered under SamTrans' Collective Bargaining Agreement or MOU.**

## **Section 8, MILEAGE**

All officers and members called to perform Local Union duties shall be paid mileage at the rate of \$0.67 cents per mile, when a recorded log is submitted.

## **ARTICLE 12**

### **DUTIES OF MEMBERS**

#### **Section 1, ENTITLEMENT TO BENEFITS**

Each member will be entitled to all benefits, rights and privileges of the Local Union by strictly adhering to his or her obligation and by obeying the Constitution and General Laws of the International Union and these Local Bylaws.

#### **Section 2, ATTENDANCE OF MEETINGS**

It shall be the duty of each member of this Local Union to attend the regular and special meetings of the L.U. and assist the officers in the discharge of their respective duties and assignments.



### **Section 3, MEMBER GRIEVANCE**

No member shall be allowed to injure the interest of a fellow member by undermining him or her in the work place, wages, or falsely reporting him or her to the officials of the employing District or in any other willful act by which the reputation of employment of any member may be injured.

Any member having a complaint against a fellow member or who may complain concerning the treatment of the employing District towards them shall bring their case to the attention of an Executive Board member or Shop Steward, giving them full accounting in writing within two (2) working days after the incident occurred.

In no case will the E.B. take up a grievance or complaint of any employee who is not a member of this Local Union. However, the President/Business Agent will represent any new probationary employees outside of the bargaining unit upon their request and all benefits pertaining to this L.U. shall be fully explained.

## **Section 4, CORRECT ADDRESS**

Members are required to keep the Financial Recording Secretary-Treasurer notified of their correct place of residence and the F.R.S.T. shall in turn notify the General Office of the International Union only. The Local Union is not permitted to release membership lists to anyone and this information will be kept confidential. No officer or member of this L.U. shall furnish to any unauthorized person a list of the names, addresses or telephone numbers of the membership at any time.

## **Section 5, NOTICE OF EMPLOYMENT TERMINATION**

Any member leaving the service of the employing District or taking a disability allowance or pension shall be required to notify the Financial Recording Secretary-Treasurer within thirty (30) days after leaving the service of the District or going on disability allowance or pension and failing to do so, it will be deemed that they do not wish to continue their

membership in the Local Union and their names will be removed from the membership rolls.

## **Section 6, KNOWLEDGE REQUIREMENT**

It shall be the duty of the members of this Local Union so thoroughly acquaint themselves with these Local Bylaws, also our International Constitution and General Laws, for their own welfare.

## **Section 7, CONTRACT OBLIGATIONS BY EMPLOYEE**

It is the duty of the members of this Local Union to live up to all existing agreements between the employing District and the Union. Any member by word or act found to be interfering with or disturbing negotiations between the officers of the Union and the employing District will subject themselves to suspension from this L.U. and the International Union.

## **Section 8, MEMBER CONDUCT**

It shall be the duty of each member to see that his or her conduct is such as not to cause undue criticism to this Local Union or the International Union.

## **ARTICLE 13**

### **NOMINATIONS OF OFFICERS**

#### **Section 1, NOMINATIONS**

The nominations of all elective offices shall take place at the first regular meeting in May every three (3) years. The primary election shall take place at such time and place as the Executive Board may determine.

## **Section 2, QUALIFICATIONS OF NOMINEES**

Nominations for Officers will be accepted in the following order of:

- 1. President/Business Agent (at large)**
- 2. Vice-President/Business Agent (at large)**
- 3. Financial Recording Secretary-Treasurer (at large)**
- 4. Executive Board #1 (at large)**
- 5. Executive Board #2 (at large)**
- 6. Executive Board #3 (Maintenance Position)**
- 7. Executive Board #4 (CSR Position)**
- 8. Executive Board #5 (Para-Transit Position)**

Nominations shall be made from the floor, each members shall stand address the Chair and identify

themselves and the unit they work for, upon receiving permission each member will nominate a candidate.

All candidates shall file their acceptance with the Financial Recording Secretary-Treasurer in writing within seventy two (72) hours after nominations; otherwise their name will not appear on the ballot.

Nomination for Executive Board positions #3, #4, and #5 will only be accepted from Members who work within those units. The names of the candidate who have qualified and who have accepted the nomination as required shall be placed on the ballots in alphabetical order.

When there is but one candidate for an office, the President/Business Agent may declare his or her election by consent. If there are two (2) more candidates for the same office, a primary election will be necessary. All offices will be contested in the primary election.

If any one candidate receives a majority of all the votes cast. In the primary election, he or she is thereby elected and does not participate in the regular election. However, should no one candidate receive a majority of all the votes cast, then the two (2) candidates with the highest number of votes shall contest in the regular election.

## **ARTICLE 14**

### **ELECTIONS OF OFFICERS**

#### **Section 1, CONDITIONS OF ELECTION**

The President/Business Agent shall appoint the necessary election commissioners who shall act as judges and clerks and who shall conduct the election in accordance with the constitution and General Laws of the International Union and the Bylaw of this Local Union. Members nominated and properly qualified to hold office, whose name appears on the

official ballot, shall not be authorized to act as election commissioners.

All elections shall be held at such locations and times as the Executive Board may determine. The polls shall be open from 5:00 a.m. to 8:00 p.m. No member shall be allowed to cast a ballot in any election held, regardless of location, who is not present in person to cast his or her own ballot. The judges of the election shall have a full charge of the ballot box and voting list and shall deposit all ballots cast in the ballot box which shall be sealed.

The judges and clerks shall prohibit any electioneering or soliciting of votes in or around the polling places. The election judges shall keep a poll list of the names of all members as they vote and at the close of the polls see that the poll list tallies with the number of votes in the ballot box. Members desiring to vote shall proceed to the election location on election day, cast his or her ballot and retire from the polling place at once.



Judges will not allow crowds to congregate at or around the polling locations or in a vicinity of a one hundred (100) feet of same and any member (s) found guilty of same shall be suspended, fined or expelled. The same judges and clerks that acted in the primary election shall also act at the general election and their duties shall be the same as that governing the primary election unless otherwise stated by the E.B.

No member shall be allowed to vote whose name is not on the poll list. Persons who are not fully paid up for the current months dues and assessments will not be allowed to vote. For those members on dues check-off with the employing District, they shall be deemed paid up for the current month providing all previous months dues and assessments have been paid, and the District has not yet deducted the dues owed to the to the L.U. from the employees paychecks for the month in which the voting occurs.

All judges and clerks must be a full-time active member of the L.U. When the judge shall declare the

polls closed, the clerks shall open the ballot box and proceed with the tally of the election procedure at his or her location.

## **Section 2, NOTICES OF ELECTIONS**

It shall be the duty of the Financial Recording Secretary-Treasurer to post notices of primary and general elections together with sample ballots to be placed at each station, assembly room and or Local Union bulletin boards throughout authorized District properties at least fifteen (15) days prior to each such election.

The F.R.S.T. shall also mail sample ballots along with official notification of such elections to each member of this L.U. to his or her last known home address as listed in the L.U. Headquarters Office files, at least fifteen (15) days prior to the election (s) date. It shall further be the duty of the F.R.S.T. to have ballots printed.

### **Section 3, FILE RETENTION**

Ballots and other records pertaining to the election shall be held intact for a period of one (1) year in the Local Union # 1574 Headquarters' files.

### **Section 4, VACANCIES OCCURRING AMONG OFFICERS**

In the event a vacancy occurs in the offices of President/Business Agent, Vice-President, Financial Recording Secretary-Treasurer, the Executive Board shall notify the members at the next regular meeting of this Local Union in order that nominations be held at the next meeting to fill the vacancy (ies), and election scheduled in accordance with the Local Bylaws. Installations of said officer (s) shall take place at the next regular meeting after the final election.

## **Section 5, VACANCIES OCCURRING ONE EXECUTIVE BOARD**

In the event a vacancy occurs in the offices of the Executive Board, the President/Business Agent shall appoint a qualified member of this Local Union to fill the vacancy (ies), with the approval of the Executive Board, and said member (s) must be appointed from the department (s) or unit (s) that the vacancy (ies) represents.

The President/Business Agent shall at the meeting of this Local Union order that nominations be opened to fill the vacancy (ies) from the department (s) or unit (s) involved and an election in accordance with these Local Bylaws shall be conducted within these department (s) unit (s).

## **Section 6, VACANCY PROCEDURE**

Should a vacancy occur in any elective office it shall be filled as these Local Union Bylaws may determine

and in accordance with the Constitution and General Laws of the International Union.

## **ARTICLE 15**

### **INSTALLATIONS OF OFFICERS**

#### **Section 1, INSTALLATION**

The installation of officers shall take place at the first regular night meeting in July every three (3) years.

## **ARTICLE 16**

### **STEWARDS**

#### **Section 1, APPOINTMENT OF STEWARDS**

Stewards of the different departments shall be appointed by the President/Business Agent with approval of the Executive Board.

## **Section 2, DUTY**

It shall be the duty of the stewards in acting as a duly accredited representative of this Local Union and International Union to work at all times in conjunction with the President/Business Agent and the Executive Board in attempting to settle any grievances which arise within his or her respective group subject to the approval of the P.B.A. of this Local Union.

## **Section 3, AUTHORITY**

The stewards and co-stewards shall have the authority to intercede in and speak in the behalf of any employee of his or her department where there is a dispute between management of the employing District and an employee at the local level, if an Executive Board member is not available providing

the President/Business Agent has been advised prior to such intercession.

## **Section 4, GRIEVANCE DUTY**

Any member of Local Union # 1574 in good standing who may feel that an injustice has been done him or her by the employing District or any of its employees shall present the same in writing to the steward of his or her department. The steward with approval of the President/Business Agent and along with his or her Executive Board member (if available) shall conduct a preliminary investigation of said grievance and shall deliver it along with his or her report of the investigation plus results thereof to the P.B.A. and the aggrieved member must be willing to testify to the truthfulness of their report should they be called upon to do so.

## **Section 5, LIMITATIONS ON INVESTIGATIONS**

The stewards and co-stewards shall not be authorized to advance their investigations or

intercessions beyond the Union management level unless accompanied by the President/Business Agent and or Executive Board member and only then with approval of the P.B.A. or the P.B.A. authorized representative.

## **ARTICLE 17**

### **PENALTIES OF MEMBERS**

#### **Section 1, CONFIDENTIAL OBLIGATION**

All business of this Local Union must be kept strictly private from persons outside of the Union, unless publication is authorized by the proper officials of the L.U. Any member giving information to a person not entitled to same, selling or misusing working cards, buttons or other properties of this L.U. without authorized permission shall be tried and if found guilty shall be fined, suspended or expelled from this L.U.



## **Section 2, UNLAWFUL CONDUCT**

It shall be unlawful for any member of this Local Union to slander, abuse or otherwise defame the International Union or its members and if found guilty of same, shall be subject to penalty or penalties as the L.U. may deem necessary.

## **Section 3, UNLAWFUL PROMOTION**

It shall be unlawful for any member or members of this Local Union to promote dances, balls, parties, picnics or raffles in the name of this L.U. or induce the public to believe that they represent Local Union # 1574 of the amalgamated Transit Union or any portion thereof in so doing unless authorized by the L.U. Executive Board with approval of the Union membership. Any member or members found guilty of the above violation or any portion thereof may be fined, suspended or expelled as decided by the L.U.

## **Section 4, DISORDERLY CONDUCT**

Any member who may be intoxicated or guilty of any disorder or boisterous conduct at any meeting and refuses to be orderly at the request of the President/Business Agent or Chairperson, shall be ejected from the meeting by the Warden/Conductor or officers who shall call such aid as is necessary.

## **Section 5, VIOLATIONS OF LAWS AND RULES**

Any member allegedly violating the Laws and Rules of this Local Union or obligation of the International Union or any part thereof shall be summoned before the Executive Board for trial and if found guilty shall be subject to a penalty or penalties the Board may see fit to impose, subject to the approval of the L.U. membership.

If any member has charges preferred against him or her, and after being properly notified, fails to attend or appear as requested, he or she shall be deemed

guilty of the charges and must be dealt with accordingly.

## **Section 6, NOTIFICATION OF ADDRESS**

Any member who fails to keep the Financial Recording Secretary-Treasurer notified of their correct place of residence and telephone number shall be subject to a fine of two dollars (\$2.00), the sum to be placed on his or her next month's dues and marked as a special assessment.

## **Section 7, NONPAYMENT OF DUES, FINES AND ASSESSMENTS**

All members of this Local Union who have suspended themselves by nonpayment of dues, fines and assessments and desire reinstatement into this L.U. within twelve (12) months after they became delinquent in arrears, may do so, provided they are employed at the occupation in some capacity in which they are eligible for membership.

If there are no other charges against them, but that of being suspended because of the nonpayment of dues, fines and assessments, by applying to the Financial Recording Secretary-Treasurer of this L.U. and paying all arrears, and in addition, the member must pay one dollar (\$1.00) a month for each month that they have been in arrears as a reinstatement fee.

The F.R.S.T. when reporting this reinstatement of a member to the General Offices of the International Union shall forward all per capita tax and assessments which are due the I.U. on the member and, in addition, shall forward fifty cents (\$0.50) for each month that the member was suspended as shown by the Financial books of this L.U. as a reinstatement fee.

## **Section 8, MANAGEMENT APPOINTMENTS**

Any member accepting a management appointment for the employing company, outside the collective bargaining unit, shall have the right to return to the

bargaining unit only once. The return must be within two (2) years of the appointment.

## **Section 9, FALSE OR SLANDEROUS STORIES**

Any member (s) circulating false or slanderous stories against the officer or member of this Local Union or the Officers of the International Union shall be called to account for same before the Executive Board.

# **ARTICLE 18**

## **INITIATION FEES, DUES, FINES AND ASSESSMENTS**

### **Section 1, INITIATION FEE**

The Initiation Fee of this Local Union shall be One Hundred Fifty (\$150.00) Dollars for each member.

## **Section 2, DUES**

The Dues of this Local Union shall be twice the top bargaining unit hourly wage rate plus the International per capita tax, for all active members who were under sixty-five (65) years of age when joining. All increases must first be approved by the Executive Board. The E.B. does have the authority to deny any increases in dues if they deem the extra revenues are not warranted.

Arrangements to be established for payroll deduction bi-weekly by the Financial Recording Secretary-Treasurer. The monthly dues for pensioned or inactive members who retain their membership in this Local Union shall be the amount of the International Union's monthly per capita tax. The monthly dues for persons not qualifying for International funeral benefits due to age at enrollment, shall be Ten (\$10.00) Dollars per month.

### **Section 3, PAYABLE DATES**

All dues, fines and assessments are due on the first day of each month and become delinquent fifteen (15) days thereafter. Any member over two (2) months arrears shall be subject to suspension.

### **Section 4, SPECIAL ASSESSMENTS AND FINES**

Special assessments and fines shall be governed by a majority vote of the membership of this Local Union and in compliance with the Constitution and General Laws of the International Union, unless otherwise specified in these Local Bylaws.

### **Section 5, COLLECTION**

In the collection of dues, fines or assessments and dealing with members, the Constitution and General Laws and these Local Bylaws shall be strictly adhered to by the Officers of this Local Union.

## **Section 6, OBLIGATION OF MEMBER**

In case of sickness of long duration, it shall be the duty of each member to see that the Financial Recording Secretary-Treasurer receives his or her dues, fines or assessments as outlined in these Local Bylaws.

## **Section 7, EXCEPTION FOR MEDICAL LEAVE**

Local Union members in good standing who are unable to work for an entire calendar month due to injury or illness may have their monthly dues reduced to one-half (1/2) the amount specified in Section 2 of this Article under the following conditions:

- a.** The person applying must be active member in good standing at the time absence from work begins.
- b.** The person applying for a dues reduction must present to the Financial Recording Secretary-Treasurer proof of the time lost



form work plus a doctor note authorizing the absence for medical reasons.

- c. The Local Union Executive Board will have the final authority in granting or denying all such applications for dues reduction.

## **ARTICLE 19**

### **SALARIES AND ALLOWANCES**

#### **Section 1, CONTRACT NEGOTIATING COMMITTEE ALLOWANCES**

Members of the Contract Negotiating Committee will be authorized their basic salary and allowances and they shall also be allowed Twenty (\$20.00) Dollars per day expense money for each day they are engaged in such negotiations.

## **Section 2, DELEGATES ALLOWANCE - OUT OF TOWN**

Delegates to all out of town conventions and seminars shall be allowed Fifty (\$50.00) Dollars per day for expenses, plus transportation charges (airfare when necessary and taxi service for one round trip to and from their hotel/motel), they shall be allowed their regular wages while thus engaged. Hotel/motel expenses shall be paid by this Local Union.

## **Section 3, DELEGATES ALLOWANCE - IN TOWN**

Delegates to all home town conventions shall be allowed their regular wages while thus engaged and Twenty (\$20.00) Dollars per day for expenses while these meetings.

## **ARTICLE 20**

### **CONTRACT AMENDMENTS OR CHANGES**

#### **Section 1, REQUESTS SUBMITTED**

All requests submitted by any member of this Local Union for amendments, changes or modifications of an existing agreement and or contract shall be in writing, signed and delivered or mailed to the Headquarters Office of the President/Business Agent of Local Union # 1574 or delivered in person to the President/Business Agent at any regular or special meeting of this L.U.

Such amendments, changes or modifications must be received by the President/Business Agent no later than one-hundred-twenty (120) days before expiration date of the current contract.

## **Section 2, READING, DISCUSSION AND VOTING**

Contracts and or agreements, their amendments, changes or modifications shall be read at a regular or special meeting and discussed before voting on the same. Vote shall be by secret ballot. Majority of votes cast shall decide the issue or issues. Seventy-two (72) hours' notice shall be posted on all bulletin boards of the employing District prior to the commencement of a regular or special meeting and or casting of votes to decide the issue or issues. Voting procedures shall be in accordance with these Local Bylaws and the constitution and General Laws of the International Union.

## **Section 3, FINAL APPROVAL**

Whenever this Local Union is seeking a written agreement and or contract change (s) with the employing District, or the modification or amendment of an existing agreement and or contract, agreements or changes shall be submitted to the International President or his authorized

deputy for approval before final action is taken. The President/Business Agent of this L.U. shall, in writing, advise the employing District with whom this Division has a bargaining relationship of the contents of this Article.

When written agreements are consummated, signed copies of the original agreement along with any and all amendments, changes or modifications shall be prepared promptly and forwarded to the International Office immediately. Also special files shall be established within the Headquarters Office of this L.U. and all materials described above shall be placed therein, to include actions for final approval.

## **ARTICLE 21**

### **STANDING COMMITTEES**

#### **Section 1, DUTIES OF COMMITTEE MEMBERS**

All committees shall perform their duties as this Local Union may require of them in conformity with the Constitution and General Laws of the International Union and these Local Bylaws. The President/Business Agent or in his/her absence the Vice-President shall act as Chairperson of all committees.

All Committees shall be automatically dissolved at the end of term in office of all officers of this L.U., the new administration shall immediately form committees authorized upon their installation.

## **Section 2, WORKING TIME AND REPORTS**

Each committee shall do its work in the shortest possible time and at the least possible expense to this Local Union. All committees must be authorized in advance, payment of funds for time spent.

They shall make their reports in writing (typewritten when possible), signed by the full Board or Committee, before submitting same to the L.U. membership, and shall furnish a copy of same to the

Financial Recording Secretary-Treasurer or as otherwise ordered by the President/Business Agent.

It shall be the Chairperson's duty to see or notify each committee member and make all arrangements for committee meetings.

### **Section 3, NEGLECTS TO PERFORM**

When a delegate, whole committee, or committee person neglects to perform or do the work assigned to them, or performs their duty in an inefficient or improper manner, the President/Business Agent with approval of the Executive Board shall have the power to remove them from the committee and make new appointments to same.

The P.B.A., with approval of the E.B., shall have the power to dissolve all committees when such committees have completed their required assignments and are no longer effective, unless otherwise stipulated in these Local Bylaws.

Any member who fails to attend two (2) consecutive meetings without proper cause and after proper notification of same had been received, shall forfeit their seat on the committee.

## **ARTICLE 22**

### **DELEGATES TO CALIFORNIA FEDERATION OF LABOR**

#### **Section 1, DELEGATES TO CALIFORNIA FEDERATION OF LABOR (AFL-CIO)**

The President/Business Agent, Vice-President, Financial Recording Secretary-Treasurer and the members of the Executive Board shall be delegates to the California Federation of Labor Council (AFL-CIO) by virtue of their office. Additional delegates may be appointed by the P.B.A. or selected by the Local Union membership. Those appointed by the



President/Business Agent must be approved by this L.U.

It shall be the duty of delegates to attend any and all meeting of that body when called upon by the P.B.A. or ordered by the membership, and report to the L.U. all business of importance transacted there, to look after the interest of this L.U. when brought upon the floor of the Council. The P.B.A. shall select, when he or she deems it necessary, a delegate or delegates to attend said meetings to assist him or her in the work required.

Also he or she shall keep in touch with proposed work of the council, so as to recommend, when it may be necessary, to send the whole or part of the body of delegates of the L.U. to the meetings of said council. He or she shall perform such other and all duties as will be to the interests of this L.U. and all matters of importance must be made in writing and filed in the Headquarters Office of Local # 1574.

## **ARTICLE 23**

### **AMENDMENTS TO LOCAL BYLAWS**

#### **Section 1, AMENDMENTS AND CHANGES**

Amendment or changes desired in these Local Bylaws must be presented by the Bylaws Committee to the Financial Recording Secretary-Treasurer of this Local Union in writing and shall be read at two (2) regular meetings before they can be acted upon. All additional amendments or changes presented must be accompanied by not less than fifty (50) signatures of request prior to presentation to the L.U. membership.

In case a two-thirds (2/3) majority of the membership present at a regular meeting vote in favor of such amendment (s) or changed (s), and providing such amendment (s) or change (s) do not conflict with the Constitution and General Laws of the International Union, these Bylaws, amendments or changes so

adopted shall be forwarded to the International President for final approval and must have such approval before going into effect.

## **Section 2, NOTICE POSTED**

Notice shall be posted at the employing District Bases of Operation, Divisions, and or Terminals bulletin boards where Union notices are displayed, at least fifteen (15) days prior to the meeting at which vote is taken, and said amendment (s) shall be filed in the Headquarters Office of Local 1574 in a locked file provided for that purpose until such time as it is compiled and printed with the other laws of this Local Union.

## **Section 3, PRINTING AND DISTRIBUTION**

Copies of these Local Bylaws shall be published and placed in the hands of each and every member of this Local Union and they shall sign for their copy of same. Changes or amendments to be added as published.

New copies to be made on approval of this Local Union membership by majority vote at a regular meeting and the Chairman of the Bylaws Committee and the Financial Recording Secretary-Treasurer shall be responsible accomplishing all the above requirements and handle the printing and distribution.

## **ARTICLE 24**

### **FINANCING**

#### **Section 1, BILLS AND VOUCHERS RENDERED**

All bills or vouchers rendered by members of this Local Union for service rendered must bear specific date and state the class service rendered and time required or spent; as for example, if loss of time was a day, the bill or voucher will call for one day; if a

portion of a day, the bill or voucher will call for such portion.

If expense is claimed, the bill or voucher must be signed by the member rendering it and approved by the President/Business Agent and attested to by the Financial Recording Secretary-Treasurer. They shall then be inspected and approved by the Executive Board before being submitted to the L.U. membership for final approval. All vouchers rendered must be typewritten or printed neatly.

## **Section 2, NON-LEGAL BILLS OR VOUCHERS**

It shall be the duty of the President/Business Agent and or Financial Recording Secretary-Treasurer to hold up all non-legal bills or vouchers rendered for payment and report same to the Executive Board who shall report all such non-legal bills or vouchers to the Local Union membership at the next regular meeting of this L.U.

### **Section 3, NON-REMUNERATION**

Members of Committees, Officers and Local Union members, either collectively or individually, who are engaged in official and authorized duties for this L.U. shall not receive remuneration from the L.U. Treasury if they were employed in their regular work assignments with the employing District on that day. The provisions of this section shall not debar payment for travel expenses or allowances authorized under Article 11, Section 9 of these Local Bylaws.

### **Section 4, LOST TIME**

All Officers, Committee members and Local Union members either collectively or individually, when required to lose time from their respective occupations with the employing District, to perform a duty for this Local Union, and where said compensation has been provided for in these Local Bylaws, shall be paid at their respective rates per hour as specified in the employing District's contract

agreement, unless otherwise specified in these Local Bylaws.

In addition, all transportation costs and hotel/motel expenses where said duty calls them out of their city of residence. When said member (s) are only required to lose part of a day's duty, they shall be paid in accordance with Section 1 of this Article. Any such work requirements must be approved in advance by the President/Business Agent or the provisions as stipulated above shall not authorized.

## **Section 5, DISBURSEMENT**

Disbursements of the monies of this Local Union shall be only by checks signed jointly by the President/Business Agent and the Financial Recording Secretary-Treasurer or the Vice-President; provided, however, the V.P. shall sign only in the absence of the P.B.A. The meaning of absence as pertains to this section is any time the V.P. is authorized to act and perform the duties of the

offices as outlined and provided for in these Local Bylaws for the duties of the P.B.A.

## **Section 6, MONIES RECEIVED**

All monies received by this Local Union for initiation fees, monthly dues, assessments, interest paid on savings, benefits authorized of different kinds, or any and all other sources, immediately become the property of this L.U. and can only be expended by a majority vote of the members in attendance and voting at a regular or special meeting, unless otherwise specified in these Local Bylaws.

Appropriations to meet appeals of other Local Divisions of the International Union shall be only upon appeal endorsed by the International President. Any such donation to another Local Division shall be forwarded to the International Office for distribution in accordance with Constitution and General Laws of the International Union.



## **Section 7, AUDIT REPORTS**

The accounts of the Financial Recording Secretary-Treasurer shall be audited twice annually by a competent auditor or by the Local Union audit committee decided upon by the President/Business Agent and approved by the Executive Board. At least one such audit shall be accomplished by a certified public accountant or other independent accountant of unquestioned professional integrity, endorsed by the President/Business Agent with approval of the Executive Board, and approved by the Local Union membership by majority vote.

The auditor or audit committee shall make a full report of their findings to this L.U. at the first regular meeting following the audit, and this report shall be read immediately after the reading of the minutes. The audit will be conducted thirty-one (31) days following the last day of June and December and the report submitted within fifteen (15) days thereafter, and the International Office notified within ninety

(90) days following the last day of June and December.

## **Section 8, FINAL DISTRIBUTION**

A final distribution of any funds in possession of or belonging to this Local Union cannot be made if 50% of the members present, at the meeting object.

## **Section 9, INDEBTEDNESS**

No Officer or member of this Local Union shall have the power to incur any indebtedness or otherwise appropriate any money for any cause whatsoever, without being duly authorized by the membership of this L.U. as outlined in these Local Bylaws and the Constitution and General Laws of the International Union.

## **Section 10, FINAL APPROVAL OF DISBURSEMENTS**

All disbursements and or remuneration vouchers shall be submitted to this Local Union in writing, and

after being examined shall be signed by the President/Business Agent and attested by the Financial Recording Secretary-Treasurer as authorized and approved. Final approval for disbursement shall require a majority vote of the members voting at a regular meeting of this L.U.

No disbursements of money from the treasury of this L.U. shall be authorized without final approval from the L.U. membership, except those specified in these Bylaws and Constitution and General Laws of the International Union.

## **Section 11, LOST WAGES FOR EXPEDITED ARBITRATION**

Any member in good standing, who is required to attend arbitration, may be reimbursed lost wages at straight time, provided they meet the following requirement. A member must provide to this Local Union, a Paid Time-Off (PTO) slip from the District showing the time left work and time returned to work.

If a members shift should end during arbitration, that member will be paid only to the end of their shift. All reimbursements are subject to approval by the Executive Board.

## **Section 12, WELFARE FUND**

A Welfare Fund has been established from the profits of the vending machines, outside donations and future fund raising.

The purpose of the Welfare Fund is to provide funds for:

- a.** Flowers for deceased members.
- b.** Flowers for injured members.
- c.** Social activities for the Local Union members.
- c.** Emergencies regarding the welfare of the members of this Local Union.

Any disbursements under \$100.00 may be approved by the Executive Board. All disbursements over

\$100.00 must be approved by the Executive Board and the membership of this L.U.

## **ARTICLE 25**

### **MATTERS NOT PROVIDED FOR**

#### **Section 1, MATTERS NOT PROVIDED FOR**

Should any question arise in this Local Union not herein provided for, the Constitution and General Laws of the International Union shall govern in such cases. Should any Article, Section, or Sub-Section of these Local Union Bylaws come in conflict with or violate in any way now or in the future without amendments or changes acted upon by the Local Union, the Constitution and General Laws of the International Union shall govern and take preference to same.

# **ARTICLE 26**

## **ENACTMENT**

### **Section 1, EFFECTIVE ADOPTION**

These Local Bylaws, and rules of this Local Union and any amendments thereto, to be legal and effective shall be read at two (2) regularly scheduled meeting of this Local Union before adoption and it shall require a two-thirds (2/3) vote of the membership in attendance, in good standing and voting at the second scheduled meeting to adopt.

After adoption by this L.U., the Bylaws, Rules and or amendments so adopted shall be forwarded to the International President (I.P.) for final approval and must have the approval of the International President (I.P.) before going into effect.

## **Section 2, REVOCATION**

Upon approval of these Local Bylaws, Rules and or amendments thereto, and notification of final approval from the International President, this action shall permanently revoke any prior or existing Bylaws, Rules and or amendments of this Local Union # 1574 of the Amalgamated Union.











# **Amalgamated Transit Union**

## **Local 1574**

1153 Chess Drive Suite 203  
Foster City, CA 94404

Affiliated with AFL-CIO/CLC

Amended by:

**Ernie Solero**  
**President-Business Agent**