

By-Laws

Northwest Conference

Of the

Amalgamated Transit Union

**NORTHWEST CONFERENCE
OF THE
AMALGAMATED TRANSIT UNION
BY-LAWS**

OUR PURPOSE

To promote means and ways to assist the International and Local unions in the complete organization of all employees of the various transportation systems of the Western United States (excluding California), and Western Canada, where no organized body already exists, and to strengthen and enlarge the Locals of the Amalgamated Transit Union.

To establish better communications between the various Locals of the Amalgamated Transit Union, and to secure united and harmonious action in all matters affecting the political and economic welfare of our membership.

To promote political and economic education among our membership and to encourage and create a more favorable public sentiment toward the members of the various Locals of the Amalgamated Transit Union.

To cooperate with our Locals and to form a stronger bond of cohesion with the various Labor Councils that our Locals are affiliated with.

To unite organized workers, to secure a more equitable portion of the benefits of our labor, the shortening of the hours of work, the betterment of our working conditions in general and the placing of our occupation on a higher plane of efficiency, intelligence and skill.

ARTICLE I – NAME

The organization shall be known as the Northwest Conference of the Amalgamated Transit Union.

ARTICLE II - JURISDICTION

Its jurisdiction shall be the Western United States and Canada including all properties of Locals under our present jurisdiction or future jurisdictions, excluding California.

ARTICLE III - OBJECT OF BY-LAWS

The object of these By-Laws is to establish the rules by which the business of the Northwest Conference may be conducted in a strictly legal and professional manner. Any matter coming before the Conference not covered by these laws shall be governed by Roberts Rules of Order, which shall be the parliamentary guide of the Conference.

ARTICLE IV – OFFICERS

Section 1. The regular officers of the Northwest Conference shall be:

- (A) President
- (B) Vice President
- (C) Financial Secretary/Treasurer

Section 2. Officers shall serve a three (3) year term.

Section 3. The election of officers shall be held at the Western States/Northwest Conference summer meeting to coincide with the International Convention election year.

Section 4. Officers will be elected by the plurality ballot.

Section 5. It shall be the duty of the President, with assistance from the Financial Secretary/Treasurer, to insure that only accredited delegates vote for officer candidates.

ARTICLE V - ELIGIBILITY TO OFFICE

Officers of an affiliated Local and duly authorized accredited delegates to the Northwest Conference shall be eligible to nomination for office.

ARTICLE VI - DUTIES OF OFFICERS

Section 1. **President:** The President shall chair all regular and special meetings of the Northwest Conference. It shall be the duty of the President to sign all orders on the Secretary/Treasurer for monies as shall by these by-laws or by vote of the Conference be ordered paid and sign all checks and drafts on the bank. The President shall be empowered to take up any matter of business pertaining to the members affiliated with the Conference with the Executive Board, by mail, when the matter is not of such importance as to justify calling the Board into session. The President shall be empowered to appoint committees not otherwise provided for in these by-laws.

Section 2. Vice President: It shall be the duty of the Vice President, in the absence of the President, to preside and perform all duties to the office of the President and render such assistance as may be required.

Section 3. Financial Secretary/Treasurer: It shall be the duty of the Financial Secretary/Treasurer to collect all monies due the Conference and pay all bills owed by the Conference by check. The funds of the Northwest Conference shall be deposited in such banks as the Conference may select as soon as possible after the money is collected. The Financial Secretary/Treasurer shall prepare an annual report of the financial transactions of the Conference to be presented to the membership at the annual Summer meeting. Should it be deemed necessary, the Financial Secretary/Treasurer shall deliver all books and vouchers to the Audit Committee for authentication. He/she shall be bonded in such amount as the Conference may require. He/she shall act as the Recording Secretary when so required.

ARTICLE VII - EXECUTIVE BOARD OFFICERS AND DUTIES

Section 1. The Executive Board shall be composed of all the Business Representatives, or their designee, of each Local affiliated with the Northwest Conference.

Section 2. The Executive Board shall act as an Advisor Board to the Conference. Its members shall have the authority to pass upon and vote on any matter brought before it by the individual Board members through the mail. The Executive Board shall have the power to take action by a two-thirds vote in the case of an emergency.

ARTICLE VIII - DELEGATES

Section 1. If an accredited Local delegate serves as a non-voting Officer of the Northwest Conference, said Local shall have one additional accredited delegate.

Section 2. The basis of representation shall be:

Two (2) delegates for each Local having two hundred fifty (250) members or less.

Three (3) delegates for Locals having two hundred fifty-one (251) to one thousand (1,000) members.

Five delegates for each Local having in excess of one thousand (1,000+) members.

Section 3. All meetings of the Northwest Conference shall be open to all members of the various affiliated Locals, but only the accredited delegates shall have the power to vote.

Section 4. Visiting members may have a voice, but no vote.

ARTICLE IX - SALARIES AND EXPENSES OF DELEGATES AND OFFICERS

Section 1. Salaries: The Financial Secretary/Treasurer shall be paid twenty-five dollars (\$25.00) each month from the funds of the Conference to compensate for the duties specified under Article VI, Section 3.

Section 2. Reasonable expenses incurred for travel and lodging for the semi-annual Conferences shall be submitted to the Financial Secretary/Treasurer for approval of payment upon payment of receipts. Other expenses incurred in the performance of general duties of the office shall be submitted to the Conference at a regular meeting for approval of payment upon presentation of receipts.

Section 3. Any Local which is unable to send a delegate to the semi-annual Conference meeting due to financial restraints may apply to the Conference Financial Secretary/Treasurer for financial assistance. The Financial Secretary/Treasurer will pre-pay a reasonable travel allowance and hotel accommodations for one (1) delegate from the Local which has applied from the Local assistance fund. All other expenses and salary lost by Executive Board members and delegates shall be borne by the Local they represented. Requests for travel allowance or hotel accommodations will be made forty-five (45) days prior to the Conference meeting, except in an emergency.

Section 4. Any officer of the Northwest Conference wishing to attend other conferences or meetings must have pre-approval at one of the bi-annual meetings. Upon approval, the Northwest Conference will pay for travel expenses and lodging. Per Diem and lost wages will be borne by the Officer's Local Union.

ARTICLE X - PER CAPITA TAX

Section 1. The monthly per capita tax for each affiliate shall be \$0.16 per member per month or \$10.00 per month minimum, whichever is greater. Forty per cent of the per capita shall be designated for the purpose of assisting Locals who wish to host a conference meeting, but have financial constraints. These funds may also be used to assist Local Unions to send a delegate

to the semi-annual conference meeting when the Local affiliate is unable due to financial constraints.

Section 2. Locals will be billed monthly by the Financial Secretary/Treasurer.

Section 3. Any Local whose per capita is more than three months in arrears prior to a conference or executive board meeting shall not be eligible to seat their delegates unless approved by the seated delegates.

ARTICLE XI - MEETINGS

Section 1. The Conference shall meet annually, and the Executive Board will meet annually. The majority of affiliated Locals shall constitute a quorum for all meetings. A majority of the Executive Board shall constitute a quorum for all meetings of the Executive Board.

Section 2. **Special Meetings:** The President shall call a special meeting of the Conference upon the majority vote of either the Conference or the Executive Board. The President may call a special meeting of the Executive Board when necessary, but regardless, the Executive Board shall conduct a meeting at a mutually agreeable time during each regular meeting of the Conference.

Section 3. **Meeting Calls:** The call for the annual meetings of the Conference and Executive Board shall be sent to affiliated Locals giving at least sixty (60) days notice. All special meetings called should have at least one (1) week notice, unless emergency prevents it, and must be accompanied by the reason for the special meeting and state the business at hand.

Section 4. All meetings of the Northwest Conference shall be open to members of the affiliated Locals, but only the accredited delegates/Executive Board members shall have the power to vote.

Section 5. Voting shall be by aye or nay unless otherwise requested. Voting by proxy shall not be allowed.

Section 6. All delegates, members, and guests attending the summer meeting of the Northwest Conference shall submit a registration form and fee as follows: all delegates submitting registration forms and fees thirty (30) days or more prior to the Conference meeting shall submit a fee of twenty-five dollars (\$25.00) per person; those delegates submitting registration forms and fees less than thirty (30) days prior to the Conference shall submit a fee of thirty-five dollars (\$35.00) per person; guest fees shall be forty dollars (\$40.00) per person; non-affiliates of the NWC shall pay a registration fee of seventy-five (\$75.00). The purpose of such fees shall be to offset expenses incurred by the host Local and/or NWC in relation to

conducting the meeting and, in addition, to assist those Locals suffering financial constraints. Locals requesting financial assistance shall have the registration fee waived. Such waiver shall be limited to one (1) delegate per Local.

At Executive Board meetings there will be no registration fees, however a fee of forty dollars (\$40.00) per guest will be charged.
(revised June 2009)

ARTICLE XII - PROPERTY

All monies collected shall be placed in the bank designated by the Conference. In the event that the Northwest Conference ceases to exist or function, all monies or property shall be pro-rated among the affiliated Locals.

ARTICLE XIII - COMMITTEES

Section 1. **Audit Committee:** The President shall appoint an Audit Committee made up of three Executive Board members to meet annually prior to the Conference meeting. The Committee shall examine all financial records of the Conference and report to the delegates at the annual meeting. Should any question arise as to the authenticity of the financial records the Audit Committee will be convened.

Section 2. All other committees shall be established as necessary by appointment of the President.

ARTICLE XIV - AFFILIATIONS

All Locals affiliated with this Northwest Conference shall become affiliated with their respective State Labor Councils and Central Labor Councils in their immediate vicinity.

ARTICLE XV - AMENDING THE BY -LA WS

Any amendment or amendments to the By-Laws shall be presented in writing to the regular meetings of the Conference. A two-thirds majority of the accredited delegates voting shall be required for the adoption of an amendment.

ARTICLE XVI - COPY OF THE BY-LAWS

The Financial Secretary/Treasurer shall see that copies are made of the approved By-Laws and at least two copies are sent to each Local and one copy to each Officer of the Conference, and each Conference Executive Board member.

ARTICLE XVII - CORRESPONDENCE AND SEAL

All correspondence between Locals and the Northwest Conference shall have the Local's seal affixed.

ARTICLE XVIII - RULES OF AFFILIATION

Locals making application to become members of the Northwest Conference shall make application in writing, same to be acted on at a regular meeting and if approved, delegates will be seated.

ARTICLE XIX - ORDER OF BUSINESS

The order of business for regular meetings of the Northwest Conference shall be as follows:

1. Credentials, action thereon, initiation and seating of delegates.
2. Reading of minutes of previous meeting.
3. Communications and bills.
4. Appointing committees.
5. Reports of Officers.
6. Reports of Delegates and Committees.
7. Unfinished Business.
8. New Business.
9. Good and Welfare of the Body.
10. Election of Officers.
11. Adjournment