



BYLAWS

AND

RULES OF ORDER

OF

LOCAL 757

OF THE

AMALGAMATED TRANSIT UNION

AFL-CIO

REVISED SEPTEMBER 6, 2019

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Section 1 – Preamble

This organization shall be known as Amalgamated Transit Union, Division 757, Portland, Oregon, which holds a legal charter duly granted by the Amalgamated Transit Union, AFL-CIO, CLC (International Association). It is the objective of this Division to function in accordance with the rules and regulations of the Amalgamated Transit Union as affiliated with the American Federation of Labor-Congress of Industrial Organizations.

This document shall be the Bylaws of this Local Division, and they shall be supplemental to the Constitution and General Laws of the Amalgamated Transit Union, as amended. All prior Bylaws of this Division are hereby revoked, and these current Bylaws become effective February 2002.

Section 2 – Objectives of the Division

The objectives of this Division shall be to promote the cause of trade union principles, to advance wages, and to improve the working conditions for all members of this Local Division of Amalgamated Transit Union.

Section 3 – Officers of the Local

Full-Time Officers shall be elected by all active and retired members in good standing:

1. President-Business Representative
2. Vice President-Assistant Business Representative
3. Financial Secretary-Treasurer/Recording Secretary

There shall be one Executive Board Officer elected from and by the active members in good standing at each of the following:

1. TriMet Center Street Transportation
2. TriMet Powell Transportation
3. TriMet Merlo Transportation
4. TriMet Light Rail Transportation
5. TriMet Center Street Maintenance
6. TriMet Powell Maintenance
7. TriMet Merlo Maintenance
8. TriMet Light Rail Maintenance
9. TriMet Represented Staff
10. Lane Transit District (Fixed Route, Maintenance, Customer Services and Public Safety)
11. Salem-Keizer Transit District (Cherriots) (Fixed Route, Maintenance and Facilities)
12. C-TRAN
13. Portland Public Schools
14. Portland Public Schools Contractor (Currently First Student)

There shall be one Liaison Officer elected from and by the active members in good standing at each of the following:

1. TriMet Extra Board Center Street
2. TriMet Extra Board Powell
3. TriMet Extra Board Merlo
4. TriMet Ruby Junction Transportation
5. TriMet Ruby Junction Maintenance
6. TriMet Elmonica Transportation

7. TriMet Elmonica Maintenance
8. Portland Streetcar Transportation
9. Rogue Valley Transportation District (Medford, OR)
10. Lane Transit District Secretary
11. Lane Transit District Extra Board
12. Lane Transit District Fleet Services
13. Valley Transit Association (Walla Walla, WA)
14. Salem-Keizer Transit Maintenance
15. TriMet Lift Region 1
16. TriMet Lift Region 2
17. TriMet Lift Region 3
18. Salem-Keizer Contracted Services (Currently MV Transportation: Paratransit, C.A.R.T.S. and other services)
19. Canby (Currently MV Transportation: Paratransit and Fixed Route.)
20. Portland Public Schools Contractor (currently First Student)
21. C-TRAN Fixed Route (Fixed Route Operators)
22. C-TRAN Represented Staff (Supervisors, Paratransit Dispatchers, Clerical/Administrative Assistants)
23. C-TRAN C-Van (Paratransit Operators)
24. Corvallis Schools Contractor (Currently First Student)
25. Corvallis City Transit Contractor (Currently MTS, a division of MTR Western)
26. Tillamook County Transportation District
27. Bend Contractor (Currently Paratransit Inc.: Paratransit and Fixed Route)
28. Central Oregon Intergovernmental Council (COIC – Redman, OR; Operators, Clerical & Maintenance)
29. Sunset Empire Transportation District, (Astoria, Oregon)

The President shall appoint one Shop Steward, subject to ratification by the Executive Board, from each of the following:

1. City of North Bonneville
2. Lamar Advertising
3. Hood River Transportation District
4. Columbia County Rider

Nothing in this Section is intended to preclude newly organized properties from having officers between their organization and the time these bylaws are amended to include the property on one of the lists above.

Section 4 – Salaries of Officers

The salaries of the regularly paid officers of the Division shall be as follows: The President-Business Representative's salary shall be computed in the following way: The President-Business Representative's salary shall be based on the highest paid bargaining unit position represented by the Division, plus six percent (6%) per month, with increases thereafter in the same amount as that received by bargaining unit employees of the Tri-County Metropolitan Transportation District of Oregon (TriMet).

Business expenses incurred by the President-Business Representative must be approved by the Executive Board before payment. The President-Business Representative shall be entitled to all contractual benefits, including but not limited to medical, dental, vision, life, disability, hourly premiums and pension contributions in accordance with the collective bargaining agreement covering their leave of absence to serve as a full-time officer of the Division. The Division will provide an automobile and

insurance for the President-Business Representative. Any of the foregoing benefits will be paid by the Union unless provided for by the employer.

The Vice President-Assistant Business Representative's and Financial Secretary Treasurer/Recording Secretary's salary shall be computed as follows:

The Vice President-Assistant Business Representative's and Financial Secretary Treasurer/Recording Secretary's salaries will be based on the highest paid bargaining unit position represented by the Division, plus four percent (4%) per month, with increases thereafter in the same amount as that received by bargaining unit employees of the Tri-County Metropolitan Transportation District of Oregon (TriMet).

Business expenses incurred by the Vice President-Assistant Business Representative and Financial Secretary-Treasurer/Recording Secretary must be approved by the Executive Board before payment. The Vice President-Assistant Business Representative and Financial Secretary-Treasurer/Recording Secretary shall be entitled to all contractual benefits, including but not limited to medical, dental, vision, life, disability, hourly premiums and pension contributions in accordance with the collective bargaining agreement covering their leave of absence to serve as a full-time officer of the Division. The Division shall provide an automobile and insurance for the Financial Secretary-Treasurer/Recording Secretary and for the Vice President-Assistant Business Representative. Any of the foregoing benefits will be paid by the Union unless provided for by the employer.

All Executive Board Line Officers shall be paid eight (8) hours at TriMet top operator's pay plus \$100.00 per month. This is for duties defined in these Bylaws.

Business expenses incurred by the Executive Board Officer will be approved by Executive Board before payment.

All Liaison Officers shall be paid three and one-half (3-1/2) hours of TriMet top operator's pay per month for duties as defined in these Bylaws.

Section 5 – Office of President – Business Representative

The President-Business Representative shall be the chief executive officer of the L.U. and shall have general supervision over all its affairs between the Executive Board and membership meetings. It shall be the duty of the chief executive officer to preside at all meetings of the L.U., to preserve order and enforce the Constitution and the L.U.'s Bylaws, to see that all officers perform their respective duties, to authorize lost time for Executive Board and other members to carry out their L.U. duties, and to appoint all committees not otherwise provided for. The chief executive officer shall decide all questions of order subject to an appeal to the L.U., shall have a right to vote in secret ballot votes at the same time and along with other members who cast their ballots, and shall have a right to vote only in case of a tie where there is a standing or hand vote when s/he shall give the deciding vote. The chief executive officer shall announce the result of all votes, shall enforce all fines and penalties, shall have the power to call special meetings when requested by one-third or more members in writing, shall sign all orders on the treasury for such money as shall be by the Constitution and the L.U.'s Bylaws or by vote of the L.U. be ordered paid, sign all checks and drafts on bank, and perform such other duties as the Constitution and the L.U.'s Bylaws may require. The chief executive officer shall be ex officio chairman of all committees and shall be bonded for such amounts as the L.U. shall from time to time decide upon according to the law. The premium for such bond shall be paid for by the L.U.

Section 6 – Office of Vice President – Assistant Business Representative

It shall be the duty of the Vice President-Assistant Business Representative in the absence of the chief executive officer to preside and perform all duties pertaining to the office of President-Business Representative, and in case of a vacancy in the office of President-Business Representative, the Vice President-Assistant Business Representative shall preside until the next General Election or Special Election as these Bylaws provide.

It shall be the duty of the Vice President-Assistant Business Representative to render such assistance as may be required and directed of him or her by the chief executive officer, to carry on all correspondence, to perform such other duties as pertain to this office, and to deliver to the Division at the expiration of his or her term of office all property entrusted to his or her care.

The Vice President-Assistant Business Representative shall be bonded for such amounts as the Division may from time to time decide upon according to the law. The bond premium shall be paid for by the Division.

Section 7 – Office of Financial Secretary – Treasurer/Recording Secretary

The Financial Secretary-Treasurer/Recording Secretary shall have an office at the headquarters of the Division and shall devote the entire working time to the work of the Division. The office shall be open from 8:30 am to 4:30 pm Monday through Friday, except the six (6) national holidays. The Financial Secretary-Treasurer/Recording Secretary shall have charge of all property pertaining to this office, including the seal of the Division, and shall be bonded for such amounts as the Division may from time to time decide upon according to the law. The premium is to be paid by the Division. If needed, the Financial Secretary-Treasurer/Recording Secretary shall issue all working cards, shall receive and receipt all monies due the Association, shall deposit same to the credit of the Association in a bank designated by the Executive Board, shall attend all meetings of the Division and its members, and shall keep the Division in good standing with the International Association and the affiliated bodies.

The Financial Secretary-Treasurer/Recording Secretary shall render at the first meeting on or after the 5th of the month a full report of the receipts and expenditures of the preceding month, shall pay all bills by check jointly signed by the Financial Secretary- Treasurer/Recording Secretary and the President-Business Representative, and shall file all cancelled checks. The Division's accounts shall be audited by a certified public accountant, selected by the Executive Board, at least once a year and more often if the Division so decides. The Financial Secretary-Treasurer/Recording Secretary shall keep a correct account of the proceedings of the L.U., shall call the roll of officers, shall carry on all correspondence, and shall perform other related and required duties. At the expiration of the term of office, the Financial Secretary-Treasurer/Recording Secretary shall turn over all books and correspondence and property of the Division to the duly elected and qualified successor, after assisting the successor for a period of not less than fifteen (15) days, and shall receive the same pay prorated as the successor.

Section 8 – Executive Board

The Executive Board shall consist of the President-Business Representative who shall act as chairman, the Vice President-Assistant Business Representative, the Financial Secretary-Treasurer/Recording Secretary, and the Executive Board Officers listed in Section 3.

It shall be the duty of the Line Officers to look after their respective subdivisions, handling all grievances, complaints, and other matters in their respective subdivisions. The Line Officers shall have full knowledge of all grievances and complaints and shall participate, if needed, in all steps of the

grievance procedure with the President-Business Representative or a designee. Line Officers shall distribute all information received from the Financial Secretary-Treasurer/Recording Secretary to the members in their respective subdivisions.

The Executive Board shall meet when in the opinion of the officers it shall be considered necessary. Special board meetings may be called by a majority of the Executive Board or the President-Business Representative. They shall consider all grievances and complaints that may arise that the President-Business Representative cannot adjust with the employer and decide upon the proper course to pursue in dealing with them.

Members having a grievance shall present it in writing to the Executive Board and may appear before the Board to present their cases, it being understood that the Board meetings shall be executive sessions, except in cases where necessary to call members before it to hear their cases or complaints. The Executive Board, through its secretary, shall deliver a report of its work to each meeting of the Division.

The meetings of the Executive Board shall, when applicable, be held at headquarters of the Division. The minutes shall be made a matter of record at the first meeting of the Division. Subsequent thereto, any expenditures of the Division that necessitate the approval of the Executive Board, as well as a detailed report of the business transacted in the Board meeting, shall be recorded in the minutes of the meeting of the Division. A disbursement sheet to show office expenditures shall be kept by the Financial Secretary-Treasurer/Recording Secretary so that any member may examine it on request. The President-Business Representative, Financial Secretary-Treasurer/Recording Secretary, and/or the Executive Board shall approve all mark-off time. The Line Officer working on Division business shall be paid the current rate up to eight (8) hours per day. All pay for time above eight hours per day must be approved by the Executive Board.

The majority of members of the Executive Board shall constitute a quorum for the transaction of business.

Shop Stewards, Delegates, and Liaison Officers are not members of the Executive Board, nor do they constitute an Executive Board that could overturn any action thereof.

Section 9 – Extra-Board Liaison Officer

The Extra Board of each property shall elect their own Liaison Officer from the members of the Extra Board currently working on the Extra Board on that property. This officer shall not be a member of the Executive Board but shall have full knowledge and information of any person represented who is discharged, who has any grievance, or against whom any complaint has been charged.

To be eligible for this office the operator must be working on the Extra Board at the time of nominations. All operators on the Extra Board will be allowed to vote for this position. If at any time after election this person signs on a regular run, the position shall be vacated. If this person changes from one division to another, an immediate resignation is required. The Executive Board shall appoint a new Extra Board operator to fill the unexpired term, subject to membership approval.

Section 10 – Shop Stewards

Shop Stewards may be appointed by the President as needed subject to ratification of the Executive Board. It will be the duty of Shop Stewards to assist Executive Board Officers and Liaison Officers. At properties where there are neither Executive Board nor Liaison Officer, the Shop Steward will serve as the Line Officer.

Section 11 – Responsibility of Officers – Resignation from Union Office

Each of the elective and appointive officers of this Division shall perform the duties of office in compliance with these Bylaws and the Constitution and General Laws, as amended. The officer shall not assume authority nor responsibility nor incur expenses to the Division, except as these Bylaws and General Laws, as amended, provide.

Such officers as are required to give bond shall be bonded as required by law, and upon retiring from office must deliver all books, papers, and other properties belonging to the Division to their successors in office.

It shall be the duty of officers to attend all regular Union meetings of the Division, and all officers missing three consecutive meetings without a valid excuse shall have their offices declared vacant and their successors appointed by the Executive Board.

Officers desiring to resign shall first submit their resignations to the Executive Board of the Division. If the Board finds that the reasons for resignation are justifiable, they shall recommend to the membership the acceptance of the resignation; but no resignation shall be accepted so long as all of their accountable responsibilities are not properly adjusted with the Division.

Section 12 – Vacancies Occurring in Elected Union Offices

When an elected office is vacated the Local will fill the position in compliance with Section 14.10 of our Constitution and General Laws and will include a nomination meeting in compliance with Section 14.4 of the Constitution and General Laws. Accordingly, when an office is vacated with more than one year remaining in the term, a nomination meeting will be announced and held on a date that will allow the counting of the ballots to be completed within 120 days from the time the office was vacated. Members may submit nominations to the union office prior to the nomination meeting or may be nominated at the nomination meeting. Candidates for interim elections must attest their willingness to serve if elected in order to be considered eligible for election. If there is only one nominee they will be declared elected by unanimous ballot. If no one is nominated for the vacated position, the President will appoint a successor subject to ratification by the Executive Board.

When an office remains open due to no one being nominated for the same after a general election that is held every three years, the President that was elected during that general election may appoint a qualified member to serve in that office subject to ratification by the Executive Board that was also elected during that general election.

No provision of these bylaws is intended to preclude the Union President from appointing an Acting Officer between the time an office is vacated and the time an interim election or appointment ratification is completed.

Section 13 – Nominations

Nominations for Full-Time Union Officers, Executive Board Officers and Liaison Officers as listed in Section 3 shall be held at the May Charter Meeting every three (3) years. Qualifying members in good standing may be nominated by notifying the Local's Financial Secretary or Election Committee prior to the nominating meeting or may be nominated at the nomination meeting by any ATU 757 member in good standing. Members must attest to the willingness to accept the duties of the office if elected in order to be considered valid candidates. When each office is open for nomination the Financial Secretary or the Chair of the Election Committee will read and record the names of members who have been nominated prior to the nomination meeting. The Election Committee may post the names of those who have been nominated prior to the nomination meeting at the meeting prior to the beginning of the nomination process. However such posting will not be required. Names of nominated members shall be

recorded at the time of nomination by the Financial Secretary/Treasurer/Recording Secretary and shall be placed on the ballot in alphabetical order.

While every effort will be made to maintain and update the list of officers in Section 3, the Election Committee shall be fully authorized to include any office on the general election ballot that is on record at the Union Office even if that office has not been added to these by-laws. Any member questioning the inclusion of such offices on the general election ballot will be allowed to inspect documentation at the union office that will verify the existence of that office.

In order to qualify and run for Executive Board Officer as a Line Officer or as a Liaison Officer of a particular department, a nominee must be working in that department at the time of nomination.

To serve as a Line Officer or as a Liaison Officer at any of the departments or properties, a nominee must be working at that respective division or property throughout the term of office.

The eligibility and qualifications of officers and delegates shall be in compliance with the Constitution and General Laws. The person must be on the payroll and drawing wages from a job covered by a Local Division collective bargaining agreement, or employed by the Division, sickness excepted.

No member is eligible to hold office in the Division who has not been a member in good standing for at least two (2) years as of the date of the month in which the nomination meeting is held.

If only one candidate is nominated for any office, the Financial Secretary-Treasurer/ Recording Secretary shall be instructed to cast a unanimous ballot for the candidate. The President-Business Representative shall then declare him duly and legally elected, and the name shall also appear upon the ballot. No member's name shall be placed on the ballot unless the member was in attendance at the meeting in person when the member was nominated or has signified in writing willingness to accept the nomination for the position for which nominated.

It shall be the duty of the Financial Secretary-Treasurer/Recording Secretary to mail to each member in good standing at the member's last known address notice of nominations and election not less than fifteen (15) days before nominations. The Labor Press may be the method of notification.

Section 14 – Elections

The nomination meeting for the triennial general election of Union Officers shall be held at the regularly scheduled Charter Meeting in the month of May in the same year. Such Charter Meeting shall be held not later than the second Monday of May. Ballots shall be counted not later than June 25th in compliance with Section 14.1 of the ATU Constitution and General Laws.

Voting shall be by mail. The three envelope system shall be used. Ballots shall be sent by U.S. mail to each member's home address, and a post office box shall be rented in Portland, Oregon, for the return of the ballots. To be valid, ballots must be received by 9:00 am at the post office box on the day specified for the counting of ballots. Only those ballots returned by U.S. mail will be valid.

All votes that are accepted must be clear and in compliance with the Bylaws of the Division. Any blank or mutilated ballots shall be challenged. Any vote cast for any member who was not nominated as these laws herein provide shall not be counted. The ballots shall be preserved according to the International Constitution and General Laws, as amended.

When two (2) or more members are nominated for an office, the member receiving the most votes shall be declared elected. When two (2) or more offices are to be filled, such as members of the Executive Board, each office shall be contested separately. Any candidate may witness the counting of ballots in person or by a representative.

Section 15 – Election Committee

The Election Committee shall consist of a chairperson and four (4) committee members to be elected during the charter and continuation meetings in the two (2) months prior to the month in which nominations for Union officer positions are submitted. Any member in good standing may serve on the Election Committee. Members interested in being nominated for the Election Committee but who are not present must submit their nomination request and acceptance to the Financial Secretary in writing prior to the start of the charter meeting. Nominations for the Election Committee can be made only at the charter meeting.

The Election Committee positions shall be filled with at least one position from members working in Oregon from properties in Salem and south thereof; three positions shall be filled by members working at properties in the greater Portland Metropolitan area, and one position shall be filled from a property in Washington State.

Wages for the Election Committee shall be governed by the prevailing rate of the department in which the chairperson and four (4) committee members work. When possible, one person from the previous election, if none are elected to the current committee, should be appointed for technical support. Appointed committee members' wages shall be governed by the Financial Secretary.

The election chairman shall have full supervision of the election. The Election Committee shall be provided with all necessary equipment and shall receive all votes of the election.

The Election Committee shall check all samples of ballots for omissions or errors before printing of ballots.

All ballots shall be printed or mimeographed on uniform color paper.

A separate ballot shall be printed for each department.

The Election Committee shall work until all ballots are counted and elected candidates are known. After the ballots are counted, they shall be placed in a ballot box that is locked and sealed in the presence of the committee chairman and the President-Business Representative and delivered to the Division office safe for secure keeping, subject to the Constitution and General Laws, as amended.

The Election Committee shall make a complete written report of the election, and it shall be presented to the first regular Union meeting following the election. Members who are duly elected will be installed at the first regular meeting following final election. Members will assume their duties effective with the first day of the Local Division's fiscal year, July 1-June 30.

Section 16 – Eligibility and Qualifications of Members

The eligibility and qualifications of members shall be in compliance with the Constitution and General Laws. New members applying for membership in the Division after the ballots have initially been mailed shall be issued challenged ballots.

Section 17 – Dues Standard Formula

Dues for active full-time employees shall be computed on a 173.3-hour month, times top rate, times the monthly percentage in the schedule below, plus the per capita tax levied by the International and labor council organizations:

Top Rate Per Hour	Percent Per Hourly Top Rate
\$15 or greater	1.13%
Below \$15	1.00%

The top rate will be determined at each property in accordance with the current labor agreement. For categories other than operators, top operator rates will be used for full-time members. Exceptions to this formula appear below.

Dues for active TriMet and Lane Transit District mini-run drivers shall be computed on a 108-hour month in accordance with the standard formula.

Dues for active full-time Portland Public Schools members will be computed on a 130-hour month. Dues for active part-time members will be computed on a 66-hour month. Dues for Portland Public Schools members not working during school summer break shall be equal to monthly per capita taxes plus \$1.00. There shall be no other changes to the standard formula.

Dues for active full-time Valley Transit members will be computed on a 150-hour month with no other changes to the standard formula.

Dues for active full-time First Student Education Services members (Portland Public Schools and Corvallis Schools) will be computed on a 100-hour month. Dues for active part-time members will be computed on a 60-hour month. Dues for First Student Education Services members not working during school summer break shall be equal to monthly per capita taxes plus \$1.00. There shall be no other changes to the standard formula.

Dues for part-time Rogue Valley Transportation District members shall be computed on the standard formula; however, the base hours will be a 100-hour month.

Dues for part-time MV Transportation, Inc. members shall be computed on the standard formula; however, the base hours shall be a 100-hour month.

Dues for part-time C-VAN members shall be computed on the standard formula; however, the base hours shall be a 100-hour month.

Retired members' dues shall be three dollars and fifty cents (\$3.50) per month for those receiving an employer pension, two dollars and fifty cents (\$2.50) for retired members who are not receiving a pension or supplemental annuity, and five dollars (\$5.00) per month for retired members receiving a minimum of one hundred and fifty dollars (\$150.00) per month employer pension, in accordance with the Constitution and General Laws, as amended.

An active member who is on extended sick leave, extended workers' compensation, leave of absence up to one (1) year, or other unpaid leave authorized by the employer and the Division shall pay dues equal to the current monthly per capita taxes for the months on such leave.

The Executive Board may set the dues for properties newly organized. The rate may continue for one year only, and then the newly organized property shall conform to the standard formula.

Members in arrears to the International Association and/or the Local Division for thirty (30) days may be suspended from membership and removed from employment in compliance with the Constitution and General Laws, as amended, and/or the current labor agreement.

The Division will pay per capita taxes directly to Amalgamated Transit Union International Association, Oregon and Washington AFL-CIO, and Labor Councils in an amount set forth by the bodies to whom they are paid. Such amounts will be levied by the Division per active member every month. Per capita taxes are subject to increase, and such increases, when they occur, shall be passed on to the member.

Section 17A – Special Funds

Fund Computations: At the end of each month there will be a summary of total dues excluding per capita tax. The Legislative Fund will receive seven percent (7%) of total monthly dues and the Building Fund will receive an amount as may be required to keep the account solvent enough to maintain the obligations as defined in this Section. These percentages are based on dues that remain after per capita taxes have been subtracted.

Legislative Fund Purpose: Money to be used from this fund must be approved by fifty percent (50%) plus one (1) vote of the members present at a Union meeting. Money from the Legislative Fund shall be used to:

1. Support city, county, district or state legislative measures, issues, or proposed laws that would be in the best interest of the Division's members
2. Oppose any city, county, district or state legislative measures, issues or proposed laws that would not be in the best interest of the Division's members
3. Financially support candidates for city, county, district or state political office
4. Support other political activities and/or functions deemed appropriate

Building Fund Purpose: There shall be a Building Fund to pay for the upkeep, improvements and proper maintenance of the headquarters owned by the Union and shall be used for payments applied to the principal of any outstanding building loan debt, if any, rent, taxes, insurance and utilities.

Section 18 – Initiation Fee

The base initiation fee for new Division 757 members shall be \$100.00, except for school bus and paratransit members, whose initiation fee shall be \$50.00. Ten dollars (\$10.00) is to be paid by the expiration of the thirty (30) day permit period and the balance in ten dollar (\$10.00) amounts on the succeeding employer regular dues deduction dates. Payment may be in cash or by check. The Executive Board may set the initiation fee for properties newly organized.

Section 19 – Members' Grievances – Wearing of Union Buttons

When members have been suspended or discharged from the service of the employer or when they feel aggrieved upon any matter, they shall report their case at once to the President-Business Representative, making out a written statement of the same on blanks to be furnished by the President-Business Representative for that purpose.

Members shall give the President-Business Representative all the facts in their cases and the names of any witnesses they may have. They shall carry out such other instructions as the President-Business Representative may advise and shall appear at any meeting that is necessary to state their case when requested to do so. It shall be the duty of the President-Business Representative to make a thorough investigation of the case before taking it up with the employer; and if, after investigation, the President-Business Representative believes the case should not be taken up, a report shall be made to the Executive Board, who shall recommend to the Division the disposition of the case. If the case has merit, the President-Business Representative shall make every effort to adjust it properly and in a satisfactory manner and, in failing, shall comply with the laws of the Association. Disputes that arise, just cause

discipline, and termination shall be referred to a regular Union meeting and shall be appealed by majority vote of those in attendance. All questions of appeals and charges against members shall be handled in accordance with the Constitution and General Laws, as amended.

The Union button shall be worn in full view on the uniform coat, and it shall be the duty of the Line Officer in each department to note the failure of any member to comply with this paragraph, reporting such failure to the meeting of the Executive Board and to the regular meetings of the Division for such action as is deemed advisable.

Section 20 – Leave of Absence

Members shall hold their seniority rights for a period of thirty (30) days or longer, provided a leave of absence has been applied for and granted and provided the length of time embraced in said leave is mutually agreed upon between the officials of the employer and Division 757.

Section 21 – Delegates

The election of Delegates to the Amalgamated Transit Union Convention must be held at least four (4) weeks previous to the Convention. A member, to be eligible as a Delegate, must have been in continuous good standing of his or her L.U. the two (2) years next preceding the day of the nomination meeting.

Delegates to the AFL-CIO Oregon State Convention shall be the President-Business Representative; Vice President-Assistant Business Representative; and the Financial Secretary-Treasurer/Recording Secretary.

Other Delegates and Delegates to the Labor Councils affiliated with Division 757 shall be appointed by the President-Business Representative, subject to the approval of the Executive Board and the membership.

It shall be the duty of all regular Delegates to attend faithfully to the tasks assigned them. The Delegates to the Labor Councils shall endeavor to attend all meetings of the councils and shall make a complete report of each meeting to Division 757's Executive Board. If, at any time, a Delegate shall miss three (3) consecutive Labor Council meetings, the Delegate's position shall be vacated, and it shall be filled by Executive Board appointment, subject to membership approval.

The Delegates to the Oregon AFL-CIO Convention and the Amalgamated Transit Union Convention shall perform such duties as may be assigned by the Division; and shall render to the Division at the close of the Conventions a complete report, which shall be made a part of the record of this Division.

Section 22 – Wage Committee

The TriMet Wage Committee shall be composed of the President-Business Representative, Vice President-Assistant Business Representative, Financial Secretary-Treasurer/Recording Secretary, Line Officers, and the Extra Board Liaison Officers. The Wage Committee shall draft separate demands for each department, all to be presented at the same time. They shall be empowered to collect such data and increase or decrease the number of their committee whenever they deem it necessary. The President-Business Representative shall appoint Wage Committee members for all other properties represented by the Division.

The Wage Committee shall be empowered to draft and negotiate agreements between the Division and employers, subject to approval of the membership as provided in the Constitution and General Laws, as amended.

The Wage Committee shall prepare and present a synopsis of contract changes to members when presenting a contract for ratification.

Regarding the TriMet Working and Wage Agreement, there will be three separate groups within the bargaining unit; Transportation, Maintenance and all non-Maintenance and non-Transportation employees. Before an agreement can be ratified with TriMet, all three groups must individually approve the tentative agreement before a total agreement can be reached with TriMet.

Regarding the C-TRAN Combined Contract, there will be three separate groups within the bargaining unit: Supervisors, Clerical/Administrative Assistants, and Paratransit Dispatch employees. Before an agreement can be ratified with C-TRAN, all three groups must individually approve the tentative agreement before a total agreement can be reached with C-TRAN.

Section 23 – Regular Membership Meetings

The President-Business Representative shall set the dates for the regular meetings of the Division according to the Constitution and General Laws, as amended, and subject to the approval of the membership.

Regular monthly business meetings shall have an attendance of at least 2.5% of the total active membership, based on the most recent per capita tax report to the International Union, that have signed in to constitute a quorum. No member nor officer shall be counted more than once during any monthly continuation meeting. A quorum must be tracked as the cumulative total attendance of all sessions in compliance with Section 13.3 of the International Laws.

The charter meeting shall be held regardless of the number of members present and all actions of that meeting shall be reported to and acted upon by the subsequent sessions. If the total attendance at all sessions does not constitute a quorum, then the business conducted at the charter meeting shall be considered null and void. However, in the event no quorum is achieved, all actions of the executive board which would have been reported to the membership shall become final and binding upon the Division without further action by the membership. Any action taken or motion initiated at any session other than the charter meeting, whether or not a quorum is present, shall be referred to the next monthly charter meeting for initial action.

A quorum at meetings other than regular monthly business meeting, i.e., contract ratification meetings, shall be the number of members present.

Section 24 – Compliance with Robert’s Rules of Order

Robert's Rules of Order shall govern at all times in matters of this Local Division in as much as they are consistent with its needs and are not in conflict with the International Constitution and General Laws and/or the Bylaws of this Local Division.

Section 25 – Compliance with Constitution And General Laws, As Amended

These Bylaws are subject to amendment, change, or modification as set forth in the Constitution and General Laws, as amended.

All matters, such as appeals and grievances of members, duties of members, and other subjects not covered by these Bylaws, will come under the provisions of the Constitution and General Laws, as amended.

Section 26 – Donations

All donations shall conform to the Constitution and General Laws, as amended, and the combined donations at any one Executive Board meeting shall not exceed three hundred dollars (\$300.00) per month, except as specified in the Constitution and General Laws, as amended.

Section 27 – Withdrawal of Funds

Withdrawal of funds and savings that are now being held by Division 757 or that may be purchased in the future shall, before being withdrawn, be posted ten (10) days in advance of the regular Union meeting, and shall be discussed at one regular Union meeting before action may be taken.

Section 28 – Full-time Officers' Vacation and Sick Leave

Vacation and sick leave entitlement: The President-Business Representative, Vice President-Assistant Business Representative, and Financial Secretary-Treasurer/Recording Secretary shall receive sick leave as described in the plan for Tri-Met supervisory personnel. They shall also receive vacation in the amounts they would receive at their regular place of employment.

Payment of vacation and sick leave: These officers' annual salaries will be adjusted to reflect fifty percent (50%) of their annual vacation entitlement. They may take all of their vacation entitlement as vacation. Any unused vacation will be forfeited as of June 30 each year. No vacation may be accrued. When officers leave office, fifty percent (50%) of their accrued sick leave will be paid at the current rate of pay.

In order to comply with Art. 1, Sec. 2, Par. 3 and Art. 1, Sec. 9, Par. 5.d of the Working and Wage Agreement, Tri-Met employees on leave as full-time officers of the Amalgamated Transit Union, shall, upon termination from office, be paid for 50 percent of any unused sick leave, or the amount of sick leave that – combined with Union accrued sick leave and the amount of sick leave frozen at Tri-Met – does not exceed the maximum allowed, whichever is greater. If the amount of unused Union sick leave combined with the employee's Tri-Met unused sick leave bank exceeds the maximum accrual, the officer will be paid 50 percent of unused sick leave over this amount pursuant to Art. 1, Sec. 9, Par. 5.e.

Section 29 – Nominations and Voting Privileges of Retired Members

In compliance with the Constitution and General Laws, as amended, retired members can nominate and vote for officers at large as follows: President-Business Representative; Vice President-Assistant Business Representative; and Financial Secretary-Treasurer/Recording Secretary.

Section 30 – Disclaimer of Authority

No member, agent, representative or officer of this Union or any other entity shall have the power or authority to represent, act for, accept legal service for, commit or bind this Local Division in any matter or proceeding except upon express written authority having been granted therefore by the Local Division President, the Local Division Executive Board or by authority granted by the International Constitution and General Bylaws.