

# DISTRICT U-46 TRANSPORTATION UNION

## BYLAWS

### OFFICERS

#### SECTION 1 QUALIFICATION

A Candidate shall be a member of the Union for two consecutive years (twenty four months) before she/he is eligible for an office.

#### SECTION 2 TERMS and SUCCESSION

- A. Officers shall be elected for a two (2) year term.
- B. Any Officers may succeed herself/himself in office.
- C. All Officers, Chairs and or Co-Chairs shall assume their duties on the day following the last day of student attendance.
- D. Whenever an office becomes vacant between biannual elections, the Governing Council shall elect one of its members to serve in the vacant office pro tempore until the Membership elects a person to fill the un-expired portions of the term, with the exception of whenever the office of President becomes vacant between biannual elections, the Vice-President shall serve as the President pro tempore until the Membership elects, within thirty (30) days, a person to fill the un-expired term of the office of the President or Vice President.
- E. No member may hold more than one (1) elective office at a time.

#### SECTION 3 RECALLS

Any Officer may be removed by two-thirds (2/3) vote of the Membership or may resign by written notice to the Governing Council.

#### SECTION 4 POWERS and DUTIES

The President shall:

1. Preside at all meetings of the Governing Council and the General Membership,
2. Act, with the Secretary, as legal representative of the Union in signing official documents,
3. Select, subject to approval by the Governing Council, one (1) representative per 100 members to conferences, institutes and other worthwhile meetings, except as provided elsewhere in the Constitution and Bylaws. Room, mileage and per diem expenses shall be met by the Union for these representatives only,
4. Represent the Union before the public in person or through qualified delegates,
5. Call special meetings of the Governing Council or General Membership when necessary,
6. Appoint Bargaining team, Committee Chair and Committee co-chairs, subject to the approval of the general Membership as provided in Article 5 Section 2 of the Constitution,

7. Remove Committee Chairs and Co-chairs, subject to approval of a majority of the Governing Council members present at that meeting.
8. Serve as an advisory, non-voting member of all committees,
9. Co-sign all checks with the Treasurer, and
10. Perform all other functions usually attributed to this office and not in conflict with the Constitution.

The Vice-President shall:

1. Assume such duties and responsibilities as delegated to her/him by the President,
2. Assume the duties of the President in case of the absence or incapacity of that Officer or in the event that the office becomes vacant between biannual elections, and,
3. Perform all other functions usually attributed to this office and not in conflict with the Constitution and Bylaws.

The Secretary shall:

1. Keep accurate minutes of all meetings of the Governing Council and General Membership meetings,
2. Maintain the official files of the Union except those specifically assigned to the custody of others by the Bylaws or those customarily maintained by others,
3. Maintain an accurate roll of the Union members and Governing Council members, and call the respective roll when requested by the presiding Officer,
4. Act, with the President, as a legal representative of the Union in signing official documents, and
5. Perform all other functions usually attributed to this office or as requested by the President, and not in conflict with the Constitution and Bylaws.

The Treasurer shall:

1. Prepare with the other Officers a budget to be approved by the Governing Council.
2. Be responsible for the collection, safekeeping and expenditures of all funds of the Union, as authorized by the Governing Council,
3. Keep accurate financial records,
4. With the President be a bonded agent of the Union.
5. Submit an annual written financial statement to the Governing Council by the last day of student attendance and an outside audit at all funds at the end of each term.
6. Upon approval of the Governing Council, expend from the Union funds an amount in excess of five (5) percent of any line item in the budget,
7. Make recommendations to the Governing Council for short and long term investments of the Union's funds, and
8. Perform all other functions usually attributed to this office and not in conflict with the Constitution and Bylaws.

The Officers shall:

Have such powers and duties as the Governing Council may determine. Such powers and duties shall not be in conflict with the Constitution and Bylaws.

## ARTICLE II

### BARGAINING COMMITTEE

The Bargaining Committee shall consist of eight (8) *members* and two (2) alternates that have been members of the Union for *two (2) consecutive years (twenty-four months)* prior to their appointment: and provided that a total of three (3) *members* shall previously have been a member of a Bargaining Committee *that actively bargained a contract and not an extension.*

## ARTICLE III

### SECTION 1 MEETINGS

1. The Governing Council shall meet monthly from August through May.
2. Special meetings of the Governing Council may be called by the President, or by petition of twenty (20) percent of the members of the Council.
3. Meetings of the Governing Council shall be open to the members of the Union and invited guests, unless the Council, by a majority of votes, declares the meeting to be closed to unauthorized persons.

### SECTION 2 POWERS and DUTIES

The Governing Council shall:

1. Be responsible for the management of the Union according to its Constitution and Bylaws,
2. Declare when an office is vacant between biannual elections and elect a member of the council to serve pro tempore until the membership, within thirty calendar days, elects a person to fill the un-expired portion of that office, with the exception of the office of the President,
3. Approve a system for the keeping of accurate financial records by the Treasurer,
4. Provide the Treasurer with the proper authorization for the collection, safekeeping and expenditures of all Union funds according to the annual budget,
5. Certify all petition signatures,
6. Report its transactions to the Membership,
7. Study changes to the Union Constitution and Bylaws that have been proposed in accordance with Article IX and Article X of the Constitution,
8. Determine whether or not a grievance shall be submitted to final and binding arbitration, and
9. Have such powers and duties as the Membership may determine not in conflict with the Constitution and Bylaws.

The Governing Council may:

1. Recommend action to the General Membership or other constituent bodies of the Union,
2. Call special meetings of the General Membership, or other constituent bodies of the Union,
3. Determine ruling on Membership eligibility questions and,
4. Recommend affiliation with other organizations.

#### ARTICLE IV

#### ELECTIONS

##### SECTION 1 ELECTIONS COMMITTEE

The Committee *shall consist of four (4) members selected by the Committee Chair* subject to the approval of the *General Membership*. Any member of the Elections Committee wishing to seek office shall excuse himself/herself from that election.

##### SECTION 2 POWERS and DUTIES

1. Post information on all elections,
2. Conduct a special meeting to accept letters of intent and open nominations,
3. Post candidates names after op nominations meeting,
4. *Prepare and print ballots,*
5. Validate the list of eligible voters.

##### SECTION 3 ELECTION DAY PROCEDURES

1. Polls shall be manned by at least two (2) committee members,
2. Ballot box shall be locked until voting is completed,
3. Unmarked ballots must be locked away during non-voting hours,
4. Count ballots with a minimum of three (3) *committee members,*
5. Post results immediately following the counting of ballots, and
6. *All election materials* must be retained for a minimum *of twelve (12) months.*

##### SECTION 4 NOMINATIONS and PROCEDURES

All procedures, not specified in the Article for nominations and election of elective Union positions, shall be determined by the Election Committee, subject to the approval of the Governing Council.

1. Any Union member intending to become a candidate for a DUTU office, shall file a "Letter of Intent" or be "nominated" at a special open nominations meeting to be held by the Elections Committee on later than the first Monday in February preceding the regular election,
2. All elections for DUTU officers shall be conducted, by printed secret ballot, on the first Tuesday in March in even number years,
3. *The Elections Committee shall conduct the election for delegates to the IEA/NEA Representative Assembly and the NEA Representative Assembly, according to the respective IEA and NEA Election guidelines*

4. The Elections Committee shall conduct the election of Regional Chair, Vice-Chair, Ethnic Minority and Regional Council Representative, according to the respective Regional and IEA Election guidelines.
5. Write-in votes shall be permitted and space for this on each ballot shall be provided,
6. Challenged ballots or other election disputes not satisfactorily resolved by the Elections Committee, shall be brought before the Governing Council.

## ARTICLE V

### GENERAL MEMBERSHIP

#### SECTION 1 DUES

1. All changes in local dues for the District U-46 Transportation Union or the assessments levied must be approved by a majority of the Membership,
2. Union dues will be collected from September through June,
3. Any Member on leave, not receiving a payroll check, with Union dues deducted, is responsible for payment of their dues.

#### SECTION 2 PRIVILEGES and RESPONSIBILITIES

1. Members of the Union shall maintain all membership privileges while under suspension or dismissal proceedings until such time as a final determination has been made. The proceeding shall be effective as long as there is a continued receipt of the Members dues.