

CHICAGO CHAPTER OF THE  
LATINO CAUCUS  
OF THE  
AMALGAMATED TRANSIT UNION

BY LAWS

ARTICLE I

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

C	-	Chairperson
VC	-	Vice-Chairperson
T	-	Treasurer
R.S.	-	Recording Secretary
E.C.	-	Executive Committee
L.C.	-	Latino Caucus of the Amalgamated Transit Union
C.C.L.C.	-	Chicago Chapter of the Latino Caucus of the Amalgamated Transit Union
ATU	-	Amalgamated Transit Union International

ARTICLE II

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

We, the C.C.L.C., exist to advance the principles and goals set forth in the Constitution and General Laws of the ATU, the By-Laws of the International Latino Caucus and are subordinate to the aforementioned Constitution and General Laws.

We hold that in order to advance the principles and goals of the ATU, we must address the needs of all of our members. To that end, we have formed to strengthen the ATU's resolve to fight discrimination by declaring the following:

1. Full equality for the Spanish language. We oppose all acts of discrimination against those who speak Spanish on the job or in their daily lives.
2. (a) We oppose all acts of discrimination against Latinos in recruitment, training, hiring, and promotions, on the job, in the schools and in their communities.  
  
(b) We oppose all acts of disparate application of discipline against Latinos.
3. We uphold the right of Latinos to fully develop their cultural traditions.
4. As members of the ATU, we advance and promote the organization of all workers

into the ATU and take special notice of the thousands of Latino workers that are without the benefit of Union protection.

5. We welcome and encourage the ATU's support and development of Latino membership and leadership within the Union through education, training and other resources.

### ARTICLE III

#### MEMBERSHIP

Section 1. Membership: Any member in good standing with the ATU may become a member of the C.C.L.C.

A. Associate Members: Any person that is not an ATU member may become part of this organization as an associate member. Such member will be able to attend meetings, make recommendations, but cannot vote on issues before the membership or hold office. Associate members dues will be the same as ATU members. Associate members must submit request for membership to the E.C. for approval.

Section 2. Dues: To be a member in good standing with the C.C.L.C \$10.00 must be paid to the Treasurer of the C.C.L.C. by May 5th, of each year.

A. Any member's dues that are not paid by the 5th of May of each year shall be sent a 30-day notice. If the member fails to respond to the notice s/he shall be dropped from the rolls of the C.C.L.C.

B. January 6th will be the cut-off date for the following year. Payments received prior to 6th January will be posted the previous year for payment of dues.

### ARTICLE IV

#### OFFICERS

Section 1. The Officers of the C.C.L.C. shall be Chairperson, Vice-Chairperson, Treasurer, Recording Secretary, and work location representatives. All Officers of the C.C.L.C. must be members in good standing with the A.T.U. Latino Caucus International.

Section 2. All Officers of the C.C.L.C. are members of the E.C.

Section 3. All Officers of the C.C.L.C. shall serve for two (2) years with the nominations and elections being held every two (2) years.

## ARTICLE V

### DUTIES OF THE CHAIRPERSON

Section 1. It shall be the duty of the Chairperson to preside at all meetings of the C.C.L.C. and E.C., to preserve order and enforce the By-Laws, and to see that all officers perform their respective duties.

Section 2. The Chairperson shall decide all questions of order, subject to an appeal to the E.C. and the membership of the C.C.L.C., and shall have the right to vote in case of a tie when s/he shall give the deciding vote. S/He shall announce the results of all votes.

Section 3. The Chairperson shall enforce all penalties, and shall have the power to call special meetings when requested by the majority of the E.C.

Section 4. The Chairperson shall sign all orders on the Treasury for such monies as determined by the E.C. to be paid.

Section 5. It shall be the duty of the Chairperson, when instructed by the E.C., to commend or to admonish members in the performance of their C.C.L.C. duties.

Section 6. At all regular meetings, the Chairperson shall report in full the progress and workings of the C.C.L.C. and perform such other duties as the E.C. or C.C.L.C. may direct.

Section 7. Should the Chairperson be unable to attend any meeting, s/he shall so notify the Vice-Chairperson.

Section 8. The Chairperson shall carry out all instructions of the E.C. and work in conjunction with the E.C. in supervising the affairs of the C.C.L.C. Her/His main duty is to provide general leadership and coordination to the C.C.L.C. as a whole.

Section 9. The Chairperson has discretion to select one of the E.C. members to represent the C.C.L.C. for the purpose of attending meetings, functions or any other duty consistent with the goals and objectives of the C.C.L.C. The Chairperson also has discretion to choose an E.C. member for the above duties on the basis of the representative's fluency of the Spanish language when the Chairperson determines that it would be necessary or helpful in the performance of the representative's duties.

Section 10. In the event of a vacancy on the E.C., the Chairperson shall have the authority to appoint a member, in good standing, of the C.C.L.C. to fill such vacancy

until the next C.C.L.C. meeting. This act is subject to the approval by the E.C.

## ARTICLE VI

### DUTIES OF THE VICE-CHAIRPERSON

Section 1. It shall be the duty of the Vice-Chairperson, in the absence of the Chairperson, to preside and to perform all duties pertaining to the office of the Chairperson and to render such assistance as may be required of her/him.

Section 2. In case of vacancy in the Chairperson's office, s/he shall preside until the C.C.L.C. elects a Chairperson to fill the vacancy.

## ARTICLE VII

### DUTIES OF THE TREASURER

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

Section 2. The Treasurer shall report to the C.C.L.C. at each meeting the amount of monies collected, the amounts due, and from whom. S/He shall make no disbursements without an order from the E.C.

Section 3. The Treasurer shall report quarterly all monies received and paid out by her/him and submit her/his books to the Audit Committee when so desired.

Section 4. The Treasurer shall prepare and sign all official papers and orders for money drawn on the C.C.L.C., maintain and replenish the petty cash fund of \$100, and keep the books, records, and accounts in order, subject to inspection of the membership of the C.C.L.C. and the E.C.

Section 5. The Treasurer shall maintain a hardship fund of \$500.00, to be used for sponsored request by a C.C.L.C. member. Each request if approved at a membership meeting shall be only \$50.00. Hardships are defined as death, fire loss and medical emergency. The hardship fund shall be only replenished from the C.C.L.C. annual fundraiser events.

## ARTICLE VIII

### AUDIT COMMITTEE

Section 1. The Audit Committee will have the duty to audit the financial records of the

C.C.L.C. once a year and report its findings to the E.C.

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

## ARTICLE IX

### DUTIES OF THE RECORDING SECRETARY

Section 1. It shall be the duty of the Recording Secretary to keep accurate and correct account of the proceedings of the C.C.L.C., to call the roll of officers and members, and to carry out all correspondence and perform such other duties as her/his office shall require.

Section 2. The Recording Secretary shall keep a correct roll of membership and check on same at a membership meeting, when necessary.

Section 3. The Recording Secretary shall notify all members of the C.C.L.C 30 days prior to the membership meeting.

The Recording Secretary shall forward copies of the minutes for each E.C. meeting and membership meeting to the E.C.

## ARTICLE X

### DUTIES OF EXECUTIVE COMMITTEE MEMBERS

Section 1. The E.C. shall be composed of the Chairperson, Vice-Chairperson, Treasurer, Recording Secretary and one (1) representative from each work location.

The term of office for all E.C. members shall be two (2) years.

Section 2. The E.C. shall hold a meeting one week prior to the membership meeting. The time and place shall be designated by the E.C. All members of the E.C. shall be notified of any meeting at least thirty (30) days in advance, unless the time specified for notice is waived by a majority of E.C. members.

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

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

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

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

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

Section 8. In order to add new E.C. seats for additional representation, the E.C., by two-thirds (2/3) vote, must recommend approval of the additional seat(s). The C.C.L.C., at its next membership meeting, must ratify the E.C.'s recommendation(s) by a majority vote.

Section 9. The E.C. may establish committees as deemed necessary.

Section 10. Alternates: In the event that a member of the E.C. cannot attend a meeting of the C.C.L.C., an alternate can be sent to take the place of that member. The alternate will have the authority of that member he replaces other than the Chairperson of the C.C.L.C. The alternate must be a member of the C.C.L.C. and approved by the E.C.

## ARTICLE XI

### MEMBERSHIP MEETINGS

Section 1. The C.C.L.C. shall have quarterly membership meetings per year. The location of the membership meeting shall be determined by the E.C.

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

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

Section 4. All business for the C.C.L.C. shall be conducted according to Robert's Rules of Order, unless otherwise stated in these By-Laws.

Section 5. Membership meetings of the C.C.L.C. will be held quarterly (4 times per year).

Section 6. To be eligible to be considered to represent the C.C.L.C. at conferences that are scheduled throughout the year. Selections for each candidate will be based on:

1. Number of meetings attended for one year prior to notice of selection

membership meeting.

2. Participation at C.C.L.C. fundraisers and sponsored event.
3. Number of new members that have been signed up by candidate.
4. To be selected to attend the Annual A.T.U. International Latino Caucus membership meeting, candidate must be a member in good standing with the International, ATU Latino Caucus.

In addition, all individuals that are selected to attend conferences are required to submit a written report at the next C.C.L.C. membership meeting following the conference.

## ARTICLE XII

### NOMINATIONS AND ELECTIONS

Section 1. The type of election shall be the primary balloting method. Only C.C.L.C. members in good standing will be allowed to nominate or vote during elections. The roster of eligible voters shall be determined by the Treasurer as determined by the dues payment list.

Section 2. The first election and all future Nominations and Elections will occur every two (2) years on or about May 5.

Section 3. The presiding officer shall declare that it is in order to proceed with the nominations of candidates for C.C.L.C. office. The order of nomination shall be: Chairperson, Vice-Chairperson, Treasurer, Recording Secretary, work location representatives.

Section 4. Following the nominations, the Recording Secretary will distribute to all members in good standing an official ballot. An official ballot shall include all of the offices that are contended.

Each member in good standing will then write the name of the candidate they are voting for in the space directly underneath the office for which the candidate is running.

Only the names of those candidates nominated may be counted on the ballots. All other names shall be disregarded. 50% plus one (1) will constitute a victory; otherwise, a run-off election will be held between the two (2) candidates receiving the highest number of votes. This process will be continued until one candidate receives a majority vote. All elections shall be by secret ballot.

Section 5. Two (2) disinterested members of the C.C.L.C. shall be selected by the E.C. to conduct the election and to count the ballots.

Section 6. When a candidate is running unopposed in nominations for any position, that person shall be deemed elected.

Section 7. The newly elected officers shall assume their offices immediately upon the close of the C.C.L.C. membership meeting, and the outgoing officers shall deliver any and all documents, records, or any other property of the C.C.L.C., to her/his successor.

### ARTICLE XIII

#### ORDER OF BUSINESS

1. Call to order the Roll Call
2. Approval of Minutes of previous meeting
3. Communications and Bills
4. Reports of Officers
5. Reports of Committees
6. Special Orders (E.C. Recommendations)
7. Old Business
8. New Business
9. Welfare of the C.C.L.C.
10. Receipts and Expenditures
11. Adjournment

### ARTICLE XIV

#### AMENDING BY-LAWS

Section 1. Any member who may desire to amend these By-Laws shall present a request for such a change, in writing, to the E.C. at least thirty (30) days before the next scheduled meeting of the E.C. The E.C. shall review the amendment(s) and make (a) recommendation(s) to the C.C.L.C. membership. Copies of all the amendment(s) shall be available to members of the C.C.L.C. at least 30 days prior to the C.C.L.C. membership meeting. It shall require a two-thirds (2/3) vote of all members present to adopt such amendment(s).

### ARTICLE XV

#### REMOVAL OF OFFICERS



Section 1. Any officers of the C.C.L.C. may be removed from office for cause by a vote of two-thirds (2/3) of the E.C. and two-thirds (2/3) of the members present at the next C.C.L.C. membership meeting. "Cause" is defined by the Constitution and General Laws of the ATU.

Section 2. The accused shall have the right to examine all evidence and witnesses testifying against her/him, and be permitted to produce such witnesses and evidence deemed best in her/his behalf.

Section 3. The accused may be represented before the E.C. and the C.C.L.C. by any member of the C.C.L.C.

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