



LOCAL NO. 0117 BYLAWS

SECTION I – MEETING TIME, LOCATION, AND ORDER OF BUSINESS

This Local shall be known as SMART Transportation Division (SMART-TD) Local No. 0117.

Regular meetings shall be held on the 3rd Friday of each month at 11:00 a.m. at 800 NW 6th Ave, Portland, Oregon 97209 in the Portland Union Station Locker Room, subject to change as provided in Article 21B, Section 55, of the SMART Constitution.

A single regular meeting may be rescheduled by a majority vote of the membership, if it's in the best interest of the membership. At least fifteen (15) days advance notice, if less than fifteen (15) days then as soon as possible, via electronic communication or other designated correspondence, to all members, shall be required to reschedule a regular meeting. Notice will also be posted at all on-duty locations five (5) days in advance of the meeting.

The order of business shall be as set forth in Article 21B, Section 77, of the SMART Constitution.

Adopted/Amended on: _____

SECTION II – LOCAL DUES

Local dues of in-service members shall be \$15.00 per month, subject to change as provided in Article 21B, Section 48, of the SMART Constitution.

Adopted/Amended on: _____

SECTION III – COMPENSATION

The President of the Local shall be paid a monthly salary of \$140.00 for performance of their duties as specified in Article 21B of the SMART Constitution.

The Secretary and Treasurer of the Local shall be paid a monthly salary of \$510.00 for performance of their duties as specified in Article 21B of the SMART Constitution.

The Board of Trustees shall be allowed one (1) day's pay at the established committee day rate established by the SMART Transportation Division with adjustment up or down as established by future SMART-TD bulletins for the performance of their duties as specified in Article 21B, Section 67, of the SMART Constitution.

In lieu of claims for lost time, claims for compensation other than these established salaries shall be paid at the committee day rate established by the SMART Transportation Division with adjustment up or down as established by future SMART-TD bulletins.

Such claims must be accompanied by written supporting documentation and must be approved by a majority vote of members present at a regular or special meeting prior to being disbursed. Membership approval must be documented by an individual itemized motion and vote in the Local meeting minutes. Claims for compensation that are in addition to established salaries should only be made under extenuating circumstances.

Adopted/Amended on: _____

SECTION IV – ‘FLOWER FUND’/CHARITABLE & SOCIAL SPENDING

The Secretary shall arrange for flowers or for a contribution to a designated charitable research or fraternal organization, in honor of deceased members at a cost not to exceed \$100.00 If the Secretary is not available, another officer of the Local shall assume this duty. *(If the Local chooses to expand purchase of flowers beyond a deceased member, specific relationships must be defined.)*

Charitable and social spending not covered under this Section will be handled in accordance with the policies set by SMART-TD. Inquiries may be made by calling (216) 228-9400 or e-mail to President_TD@smart-union.org.

Adopted/Amended on: _____

SECTION V – DISBURSEMENTS

All disbursements from the Local fund shall be made by check signed by the Treasurer and countersigned by the President. The use of EFT, credit or debit cards, or any other form of electronic disbursement is strictly prohibited, except when required by State or Federal law. Disbursements, except as provided in these bylaws, must be accompanied by supporting documentation/receipts and must be approved by the Local before disbursement is made. Membership approval must be documented by an individual itemized motion and vote in the Local meeting minutes.

Reimbursement for expenses related to SMART Constitutional or legal requirements of the Local will be reimbursed provided the proper documentation and receipts are submitted to the Local Treasurer prior to payment. These requirements are limited to printing and mailing fees for elections, mailing/processing fees for Federal, State and Municipal taxes, mailing fees for dues receipts and member refunds, and mailing fees for Convention delegate credentialing.

Adopted/Amended on: _____

SECTION VI – TRAVEL

Local union officers may request expense reimbursement for travel required for union business. Members who are not officers that will be traveling for union business must obtain prior approval from the Local membership. No expense will be allowed for attending Regional Meetings, seminars, or other similar meetings unless attendance is approved by the Local prior to such meeting. Travel expense requests for spouses or family members of officers and members are not permitted. Requests for travel expense reimbursement and compensation which have been or are to be paid by a General Committee, Legislative Board, or SMART-TD are not permitted.

Requests for reimbursement of travel expenses are subject to membership approval at a meeting of the Local and must include all required receipts, necessary documentation, and an explanation of the claims as they relate to the purpose of the union. Membership approval must be documented by an individual itemized motion and vote in the Local meeting minutes. Requests not covered by this policy or in excess of this policy, will not be considered for approval.

Travel expense reimbursements may only be requested for:

- **Lodging/Meals**

Actual hotel expense (room & tax) and the Internal Revenue Service (IRS) Meals and Incidental Expenses of \$80.00, with adjustment up or down by future IRS bulletins, for each day or portion thereof, while away from home on authorized union business. Receipts for hotel costs must accompany reimbursement requests.

- **Transportation**

It is expected that the most expeditious and economical travel arrangements will be used. If a representative elects to drive an automobile for their convenience instead of using available air transportation, compensation and lodging/meals must be calculated based on available airline schedules. Airfare or mileage, whichever is the least costly to the Local, will be paid.

Personal Auto

When a personal automobile is utilized, requests for mileage will be paid for its use at the maximum allowable rate established by the IRS, with adjustment up or down by future IRS bulletins.

All mileage claims must be supported by actual odometer readings (beginning and ending odometer readings) at the time of departure from and arrival at all destinations, with the understanding that mileage used en route or during an assignment for personal reasons must be deducted.

Public Transport

Original passenger receipts and boarding passes must accompany requests for reimbursement of airfare. Requests for baggage fees must also be accompanied by original receipts.

Receipts must accompany requests for taxi, ride-share, shuttle, or bus fare reimbursement. Receipts for transportation used for personal reasons must be excluded.

Rental Cars

Requests for rental car reimbursement must be approved in advance and only when proof is provided that it is less expensive than other transportation options. Fuel for rental car required for union business purposes is an allowable reimbursement request when accompanied by original receipts. Mileage cannot be claimed simultaneously with requests for rental car reimbursement.

- **Registration Fees**

Seminar registration fees, exclusive of meal and other charges, may be requested for reimbursement when accompanied by original receipts.

Adopted/Amended on: _____

SECTION VII – ELECTIONS AND PERMANENT VACANCIES

Regular elections for officers and committee persons shall be by secret mail referendum ballot.

Permanent vacancies, except as provided in Article 21B, Section 57, of the SMART Constitution, shall be filled by secret ballot of the eligible members present at a regular or special meeting. All elections shall be conducted in accordance with the provisions of Article 21B, Section 57, of the SMART Constitution and special instructions from the SMART Transportation Division.

Adopted/Amended on: _____

SECTION VIII – AMENDMENTS AND APPROVAL

Following a proposition at a Local meeting to establish or amend these bylaws, a minimum of ten (10) days' notice shall be given prior to the meeting at which the proposition shall be voted and, if approved by a majority of the members present voting by secret ballot, shall become effective and supersede any existing bylaws on the first day of the month following the recommendation of the President Transportation Division and approval of the General Secretary-Treasurer and SMART-TD President.

President Transportation Division signature _____ Date _____