

**CONSTITUTION
AND
BY-LAWS
OF THE
480-481 AREA LOCAL
AMERICAN POSTAL WORKERS
UNION, AFL-CIO**

**Honorably referred to as the “Dave Lenard Local”
810 Livernois Ferndale, Michigan 48220**

**AS AMENDED January 2017
CONSTITUTION
AND
BY-LAWS
OF THE
480-481 AREA LOCAL AMERICAN POSTAL WORKERS UNION,
AFL-CIO**

OFFICERS

Roscoe Woods Jr.....President
Steve Wood.....Executive Vice President
Gary Thomas.....Vice President
Joseph Gordon.....Secretary-Treasurer
Elaine Dunlap.....Editor
Kevin Osak.....Clerk Craft Director
Mike Gordon.....Maintenance Craft Director
Joseph Wrobel.....Motor Vehicle Craft Director

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ARTICLE I

Name

The name of this local shall be: American Postal Workers Union, AFL-CIO, 480-481 Area Local. Unofficially and Honorably as the “Dave Lenard Area Local ”.

ARTICLE II

Objectives

Section 1. The primary goal of this local shall be to secure, through collective bargaining and legislative effort, a better standard of living for APWU members and their families.

Section 2. This local affirms its belief in a single union of all postal workers in non-supervisory levels. It is the philosophy of this local that all postal workers, in order to maximize their potential for bringing about a better world for all, should be united in one great Postal Union, which knows no difference in sex, religion, creed, race, age, handicap, sexual orientation, political affiliation or nationality. As a reflection of this belief, the APWU 480-481 Area Local will wage an all-out campaign to bring together every postal worker into one single Union.

Section 3. Major objectives of this local shall be: To educate our membership in the history of the labor movement; to promote labor solidarity ; to develop and maintain an intelligent and dignified membership; to vote and work for the election of candidates who favor the passage of improved legislation in the interest of all working class people; to work for the repeal of laws which are unjust to Labor in general and postal workers in particular; to fight for the right of postal employees to strike; and to educate all members in the areas of social, environmental, economic, and political justice.

Section 4. This local will continue to engage in all activities which further the joint interest of the membership of this Union in the improvement of general social and economic conditions in the United States of America.

Section 5. The APWU 480-481 Area Local is established as an industrial union, including in its membership postal workers of all crafts who are not classified as supervisors or managers, except as noted in Article 3 Sec. 4(a) of the National Constitution and Bylaws of the American Postal Workers Union, hereafter referred to as the National Constitution.

ARTICLE III

Membership

Section 1. Any non-supervisory employee regardless of level or grade within the jurisdiction of this Area Local is eligible for membership. Supervisors may be members without voice or vote in accordance with Article 3 Sec. 4(a) of the National Constitution. Members shall pay whatever dues may be required by the Area Local.

Section 2. No person eligible under the above provisions shall be denied membership because of sex, race, age, handicap, sexual orientation, creed, color, political affiliation, nationality or religion.

Section 3. The 480-481 Area Local shall allow members who retire from employment in an APWU bargaining unit to maintain full membership with all rights of such membership by continuing to pay full dues, in accordance with Article 3, section 4 (c) of the National APWU Constitution. Arrangements for regular dues payments must be made with the Secretary-Treasurer.

Retirees paying full dues are eligible to run for elected office, provided their name appears on DCO / Pay Period 19, 2011, P/P 25, 2014, 2017, 2020 etc. Retirees who do not pay full dues shall not have the right to hold office or vote in the APWU 480-481 Area Local, except currently elected Officers who join the APWU Retirees

Department shall be able to stay in office (with all rights) and finish their current term at the rate of compensation that they are receiving, at that time. New members shall not be charged an initiation fee for joining this local.

Section 5. Members not on dues withholding shall have active membership unless they become sixty days in arrears on monthly dues. The Secretary/Treasurer shall notify persons when they become thirty days in arrears that they shall be dropped from membership rolls if dues are not paid in full by _____(date), the total time elapsed being thirty days.

ARTICLE IV

Meetings and Seminars

Section 1. Area Local meetings shall be in the months of January, February, March, April, June and September on the second Sunday of the month at two o'clock p.m.; in the months of May, October and November on the third Sunday of the month at two o'clock p.m.; except for the year 2011, when the October meeting will be the first Sunday of the month at two o'clock p.m. . With a majority vote of the members at a General Membership Meeting, the meeting dates and/or times may be changed. No regular meetings shall be scheduled for the months of July, August and December.

Section 2. Chief Stewards may hold meetings not more than once per quarter for members of their installation.

Section 3. Special meetings of the Area Local shall be called by the President upon written petition of twenty-five percent of the members in good standing of the Area Local. Notices of duty authorized special meetings must be sent out to be posted on all Union bulletin boards at least ten days (excluding Saturdays, Sundays and Holidays) prior to the date of each meeting to be held. The reason(s) for calling any special meeting must be plainly stated. No business shall be transacted at any special meeting other than that for which said meeting has been called.

Emergency meetings shall be called by the President or a majority of

the Executive Board members whenever warranted. Notices for such meetings will be sent out to be posted on all Union bulletin boards at least five days (excluding Saturdays, Sundays and Holidays) prior to the date of each meeting to be held.

Section 5. A quorum for Area Local meetings, general, emergency or special, shall consist of fifteen members. A quorum for Installation meetings shall be determined by the Chief Steward, as appropriate.

Section 6. The Area Local shall hold at least one, one-day educational seminar per year, and additional seminars may be scheduled as needed. These seminars are to be conducted by a specialist in a field germane to the objectives of the Local. All Chief Stewards, Stewards, and Alternate Stewards will be authorized Union LWOP when the seminar is held on their regularly scheduled day.

ARTICLE V

Representation

Section 1. Automatic delegates to all national and state conventions shall be: The President, Executive Vice President, Vice President, Secretary-Treasurer, Editor, Clerk Craft Director, Maintenance Craft Director, and Motor Vehicle Craft Director. The President and Craft Officers shall be automatic delegates to their respective National Craft Conference; additional delegates may be authorized by the President, and the majority of the Executive Board.

Section 2. The total number of delegates sent to an APWU National Convention by this local shall be based on the recommendation of the Executive Board and then approved by a vote at a General Membership Meeting.

Section 3. To be eligible for the position of elected delegate, members must attend at least five meetings in a calendar year, prior to the nominating meeting. (See Article XVII.)

Delegates to the APWU National Convention shall be nominated at the January meeting and elected at the February meeting of the convention year by secret ballot. If the Convention year coincides with Local Officer Elections, the Convention Delegate Elections will be postponed one month. At the February meeting, any incumbent or challenger in a contested race for an Executive Board

position may have their name placed in nomination for Convention Delegate. The Convention Delegate elections will take place at the March meeting after the results of the Local officer elections are known.

Section 5. All Delegates must attend full daily convention sessions unless excused.

Section 6. Any member in good standing who goes to a National convention at his/her own expense shall be certified by the Area Local as an official delegate, if there are more delegates allotted than are actually attending.

Section 7. The 480-481 Area Local shall maintain affiliation with the Michigan Postal Workers Union, paying on 1200 members or the total membership of the local excluding PSE's, whichever is lower. Executive Board members shall be automatic delegates to the MPWU Convention. All other delegates shall be elected. MPWU Convention delegates shall be nominated at the January meeting of the Convention year, elected at the February meeting, and must fulfill the same meeting attendance requirement as National Convention delegates in order to be eligible. Members or officers will be authorized to go to MPWU District Meetings at the discretion of the Local President. The number and names of people authorized to go to the MPWU Educational Conference will be recommended by the Local President and approved by the Executive Board. If any member or Officer chooses to go to an MPWU function (Convention, Educational Conference, or District Meeting) at their own expense, the Local will pay the registration fee.

ARTICLE VI

Executive Board

Section 1. President

The President shall preside at all meetings of this local. (S)He shall be an ex-officio member of all committees. (S)He shall appoint all committees not herein provided for, enforce the Constitution and By-Laws of this local, countersign checks issued by the Secretary-Treasurer, cast the deciding vote in the event of a tie.

(S)He shall call a meeting of the delegates elected to any convention within ten days following their election and have general supervisory power over the local and perform such other duties as apply to his/her office. (S)He is authorized to attend Regional and National Seminars, Conferences and other functions. (S)he may appoint additional Local Officers/members to attend these functions for the good of the Local. (S)He shall appoint the Human Relations Representative, Legislative Representative, OWCP Representative and the Field Stewards, subject to the approval by a majority of the Executive Board with the President having the deciding vote in the event of a tie. At the end of each fiscal year, it shall be the President's duty to publish a written report showing the progress and condition of the Local. (S)he shall determine the need and approve necessary lost time. He shall be responsible for overseeing the Local's grievance and arbitration activity . (S)He shall fill all vacancies, subject to the approval by a majority of the Executive Board with the President having the deciding vote in the event of a tie . (S)He shall be a full-time officer of the Area Local and be paid the rate of 1 1/2 time **Level 7 Step 0 (effective January 2017)** and be reimbursed for necessary expenses . **(S)he will receive pay increases in accordance with increases negotiated in the National Agreement.**

Section 2. Executive Vice President.

The Executive Vice President shall assume all the duties and responsibilities of the President, in the temporary absence of the President. In the event of the death or resignation of the President, (S)he shall call an Executive Board meeting within ten (10) days of the occurrence of such event for the purpose of selecting a new President. A two-thirds majority vote of the Executive Board members present shall prevail in the selection. If there are more than two candidates running and no selection is possible on the first vote, then the candidate having the lowest amount of votes shall drop out. This process shall continue until a President is elected. (S)He shall assist other officers in

Education and Research, such as seminars, conferences, training, etc. (S)He shall chair the local organizing committee when such committee convenes to conduct business and (S)He shall work with the chief stewards to conduct new employee orientation for all offices represented by the local. (S)He may counter-sign checks issued by the Secretary-Treasurer. His/her salary shall be **\$600 per month** and (S)He shall be reimbursed for necessary lost time /**union time** and necessary expenses. **(S)he will receive a salary increase equal to the contractual rate negotiated in the National Agreement.** (S)He shall attend Labor-Management meetings and assist Directors and Stewards in the processing of grievances, and will assume additional responsibilities as directed by the President. In addition (S)he shall spend an eight hour day per month in the field, to be spent exclusively in visiting offices, signing up new members, etc. (S)He shall give a report at every membership meeting.

Section 3. Vice President.

The Vice President shall attend Labor-Management meetings and assist Directors and Stewards in the processing of grievances. (S)He shall be responsible for holding training classes for Directors and Stewards. *This shall include new steward training and orientation which will be held once every calendar year quarter.* (S)He shall spend one eight hour day per month in the field, to be spent exclusively in visiting offices, signing up new members, etc. (S)He may counter-sign checks issued by the Secretary-Treasurer. (S)He shall give a report at every membership meeting. (S)He will assume additional responsibilities as directed by the President. (S)He shall be paid a salary of **\$500 per month (effective January 2017)** plus necessary lost time /**union time** and necessary expenses. **(S)he will receive a salary increase equal to the contractual rate negotiated in the National Agreement.**

Section 4. Secretary-Treasurer.

The Secretary-Treasurer shall keep a record of all proceedings and all other records of this local. (S)He shall be custodian of the seal. (S)He shall submit a written report that will be available to members at each local meeting and be subject to an audit at any time, but not less than at the end of each fiscal year and will submit an audit report at the next General Membership Meeting following the audit. (S)He shall disburse all monies of this Local by check, countersigned by the President or other authorized Local officers. (S)He shall oversee all matters pertaining to the office generally and not herein detailed to others and perform such duties as the President may require of him/her. (S)He shall be paid a salary of **\$ 700.00 (effective January 2017)** per month plus necessary lost time/**union time** and necessary expenses. **(S)he will receive a salary increase equal to the contractual rate negotiated in the National Agreement.**

Section 5. Editor. The Editor shall be responsible for the Area Local newspaper, and other aspects of communication as directed by the President . (S)He shall be Editor of the area Local newspaper. (S)He will publish an edition of the paper at least seven days prior to every General Membership Union Meeting. (S)He shall perform other duties as the President may require of him/her. (S)He shall be paid a salary of **\$ 400.00 (effective January 2017) per month** plus necessary lost time/**union time** and necessary expenses. **(S)he will receive a salary increase equal to the contractual rate negotiated in the National Agreement.**

Section 6. Clerk Craft Director.

The Director, Clerk Craft, shall have the responsibility for assisting Chief Stewards in technical problems related to the clerk craft, and be a member of such committees and have other duties assigned as the President may deem necessary. The Clerk Craft Director shall assist the Vice President in his preparation of the local seminar(s) referenced in Article 4, Section 6 of this

constitution. In addition, the Clerk Craft Director shall, within 30 days of new steward training and orientation, have one 8 hour class at the union office with the new clerk craft stewards to discuss and educate them on clerk craft specific issues, as well as providing at least 3 hours of training on due process and how to grieve disciplinary actions. (S)He shall be compensated at the rate of **\$400.00 (effective January 2017) per month** , plus necessary lost time/**union time** and expenses. **(S)he will receive a salary increase equal to the contractual rate negotiated in the National Agreement.** (S)He shall give a report at every membership meeting.

Section 7. Maintenance Craft Director. The Director, Maintenance Craft, shall have the responsibility for assisting Chief Stewards in technical problems related to the Maintenance Craft, and shall be a member of such committees and have other duties assigned as the President may deem necessary. The Maintenance Craft Director shall assist the Vice President in his preparation of the local seminar(s) referenced in Article 4, Section 6 of this constitution. In addition, the Maintenance Craft Director shall, within 30 days of new steward training and orientation, have one 8 hour class at the union office with the new maintenance craft stewards to discuss and educate them on specific maintenance craft issues, as well as providing at least 3 hours of training on due process and how to grieve disciplinary actions. (S)He shall be compensated at the rate of **\$ 400.00 (effective January 2017) per month** , plus necessary lost time/**union time** and expenses. **(S)he will receive a salary increase equal to the contractual rate negotiated in the National Agreement.** (S)He shall give a report at every membership meeting.

Section 8. Motor Vehicle Craft Director.

The Director, Motor Vehicle Craft, shall have the responsibility for assisting Chief Stewards in technical problems related to the Motor Vehicle Craft, and shall be a member of such committees and have other duties

assigned, as the President may deem necessary. The Motor Vehicle Craft Director shall assist the Vice President in his preparation of the local seminar(s) referenced in Article 4, Section 6 of this constitution. In addition, the Motor Vehicle Craft Director shall, within 30 days of the new steward training and orientation, have one 8 hour class at the union office with the new motor vehicle craft stewards to discuss and educate them on specific motor vehicle craft issues, as well as provide at least 3 hours of training on due process and how to grieve disciplinary actions. (S)He shall be compensated at the rate of **\$400.00 (effective January 2017) per month**, plus necessary lost time /union time and expenses. **(S)he will receive a salary increase equal to the contractual rate negotiated in the National Agreement.** (S)He shall give a report at every membership meeting.

Section 9. All Executive Board members shall attend all Board and Union meetings, and will have their dues reimbursed. Failure to attend will result in forfeiture of salary, unless excused by the President.

ARTICLE VII

Executive Council

Section 1. Chief Stewards

Chief Stewards shall be responsible for handling problems and grievances within their respective installations. They shall be a Steward at their installation. They shall work under the direction of the Executive Board .

Their salaries shall be computed on the following basis:

- 1 - 15 Members..... **\$170** per year plus dues returned
- 16 - 25 Members..... **\$350** per year plus dues returned
- 26 - 49 Members..... **\$650** per year plus dues returned
- 50 - 99 Members..... **\$1000** per year plus dues returned
- 100 - 399 Members..... **\$1400** per year plus dues returned
- 400 - Up Members..... **\$2400** per year plus dues returned

Chief Stewards' salaries shall be payable quarterly. (amended Jan 2017)

Section 2. Stewards

Stewards or Alternates shall work under the direction of the Chief Steward

They shall be compensated by having their dues returned, payable quarterly.

Section 3. Chief Stewards and Stewards shall attend at least 66 2/3% of General Membership Meetings and/or Steward Training classes. Failure to attend this required percentage in any quarter (starting with January, every three months will equal a quarter) shall result in forfeiture of salary / *and/or dues rebate* for that quarter.

Article XVII of this constitution may be utilized for satisfying the meeting requirements concerning salary / dues *rebates*, if prevented from attending the membership meeting.

If a Steward or Chief Steward attends the September Union Meeting they shall be credited with the months of July and August. If they attend the November meeting they shall be credited with the month of December (this applies strictly for salary / *dues rebates* and not for election eligibility).

Section 4. Human Relations Representative

The Human Relations Representative shall prepare and direct programs in the areas of equal opportunity, community services, civic programs, and other related programs as authorized by the Executive Board. His/her salary shall be \$50.00 per month, payable quarterly, plus necessary lost time and expenses, as approved by the President. (S)He may give a report at every membership meeting. (See Article XVII.)

Section 5. Legislative Director

The Legislative Director may prepare a report for each edition of the Area Local newspaper. (S)He shall coordinate programs to protect our interest in matters pertaining to pending legislation. (S)He shall receive copies of all

communications relating to legislative matters. His/her salary shall be \$50.00 per month, payable quarterly, plus necessary lost time and expenses, as approved by the President. (S)He may give a report at every membership meeting, (See Article XVII).

Section 6. OWCP Representative

The OWCP Representative shall be responsible for assisting members with Workman's Compensation problems. (S)He shall become knowledgeable on OWCP regulations, and shall act as a liaison with the management people in the respective Injury Compensation Departments. (S)He shall be an advisor, troubleshooter, and problem solver for injured members of our Local.

(S)He shall receive a salary of \$100.00 per month payable quarterly and shall be paid necessary lost time and expenses, as approved by the President. (See Article XVII.)

Section 7. Field Stewards (3)

There may be up to three (3) Field Stewards who may work in any Post Office represented by this Local. Field Stewards may be used to handle Step 1 and Step 2 grievances for any office not having a steward. They may be assigned to other duties as needed. They shall be appointed by, and work under the direction of the President. They shall be compensated at the rate of \$50.00 per month, payable quarterly, plus necessary lost time and expenses, as approved by the President.

Section 8. Veterans' Director

The Veterans' Director must be, or have been, a member of a branch of the United States Military or their respective Reserves, and hold an honorable discharge. The duties of the Veterans' Director shall be to assist Union Members and their families in obtaining access and information, in regards to the numerous benefit programs available for Veterans and their families. The Veterans' Director may prepare a report for each edition of the Area's (sic)

newspaper, The Communicator, and may also give a report at every membership meeting (Amended 11-18-15)

ARTICLE VIII

Nominations and Elections

Section 1.

At the regular meeting in October of 2011, the nomination of officers shall be Held, “However, beginning with the election 3 years after 2011, the nominating meeting shall be in January (2015, 2018, 2021, etc). The ballots shall be counted on the Friday prior to the March General Membership meeting. The term of the officers of this local shall be three years, except that those Officers elected in the year 2011, will serve three years and three months.” Elective offices shall be: President, Executive Vice President, Vice President, Secretary-Treasurer, Editor, Clerk Craft Director, Maintenance Craft Director, Motor Vehicle Craft Director, Legislative Director and Chief Stewards. Craft Directors shall be nominated and elected by their respective crafts. Chief Stewards shall be nominated and elected by the members of their respective installations.

A candidate must be a member in good standing according to the printout for *DCO / Pay Period* 19, 2011, P/P 25, 2014, 2017, 2020 etc . to run for office.

Section 2.

The nominating process shall begin after the reading of the minutes and financial report. The nomination process shall be as follows. Any member wishing to nominate a candidate shall stand and remain standing until called upon; when called upon they shall state their name, craft and home installation; they will then submit the name of the nominee for the office in question. Self-nomination is permitted. Nominations shall remain open until every member standing has had an opportunity to submit their candidate for nomination. Nominations will not be official unless the candidate accepts the nomination by the conclusion of the nominating meeting. The chair of the meeting will take nominations for a specific office (President, Executive Vice President, etc.)

When the nominations for that office are closed, before going to the next office, the chair will ask each person nominated whether they accept the nomination. At that point, each candidate will say “I accept.” “I decline” or “I defer until the end of the meeting.”

A candidate’s declaration to accept or decline is final, with one exception. If subsequently nominated for another position, the candidate may accept the other position and decline the position previously accepted (either when nominated for the other position or by deferring that decision to the end of the meeting. After nominations have been taken for all elective offices, the business of the meeting shall resume. Prior to adjournment, the chair shall read back the names of the candidates who deferred their decision. Candidates must accept or decline at that point by writing down their decision and handing it to the Election Committee Chair. The Chair will read all these responses aloud after everyone has made their decision. Any candidate who accepts nominations for more than one elective office shall be declared ineligible for all of them.

If a candidate is not present at the meeting, a signed statement from the candidate accepting the nomination for a specific position will be accepted, if presented by a member in good standing at the time the candidate is nominated.

A candidate who is unable to attend the meeting due to an emergency shall leave a message on the answering machine at the Local Union Office no later 3:00pm the same day, stating the position for which s(he) accepts nomination. After this process is completed, all candidates may submit their commonly known name as they wish it to appear on the ballot to the Secretary/Treasure and the Chair of the Election Committee. Immediately after the meeting adjourns, a blind draw will be conducted by the Election Committee chair to determine the order in which names shall appear on the ballot. Each candidate may observe or have an observer during this process. Any candidate who calls in for an emergency will be placed last.

Section 3. No officer, delegate or representative shall be in the capacity of an acting Supervisor (in accordance with Article 10 Section 2b of the APWU National Constitution).

Section 4. The Election of officers shall be conducted by an Election Committee appointed by the President under the following rules:

A. Election Committee of seven (7) compensated at \$75.00 per person, Chairman to receive \$125.00. Each shall also receive necessary lost time. (Active members and/or retirees may serve on this committee) B.

It shall be the duty of the Secretary-Treasurer to inform the election Committee to delete from the official printed ballot the names of any candidates, who may be, promoted to supervisory positions, or otherwise disqualified from serving as officers.

C. Following the meeting at which nominations were made, it shall be the duty of the Secretary-Treasurer to publish a bulletin containing the names of all nominees for office as they will appear on the official ballot.

1. This bulletin shall be mailed to each installation of the APWU 480-481 Area Local for posting on their respective bulletin boards.

2. The Election Committee Chairman will order the printing of a sufficient number of official ballots to cover the enrolled membership of this Area Local in accordance with such information supplied to them by the Secretary-Treasurer.

D. It shall be the duty of the Election Committee chairman to procure from a Union printer all printed envelopes and ballots required in an election of a proper size and design and in sufficient numbers to allow for one to be addressed and mailed to each member in good standing.

1. In placing an order for election ballots, the Election

Committee shall be guided by the following rules:

a. All ballots shall be headed in bold-face type "OFFICIAL

BALLOT, AMERICAN POSTAL WORKERS UNION,
AFLCIO, 480-481 AREA LOCAL” “ELECTION OF
OFFICERS”

as the case may be, including the date on which balloting will be concluded.

- b. A notice shall be enclosed with the ballot(s) advising the member in good standing of balloting instructions and the deadline by which the ballot(s) must be received by the Election Committee in order to be counted. A member must be in good standing on DCO / P/P 19, 2011, DCO / P/P 25, 2014, 2017, 2020 etc. to be eligible to vote. No other matter shall be enclosed in either the outer envelope or the ballot envelope, except the printed information.
- c. The names of all candidates for general offices shall be arranged in the following sequence: President, Executive Vice President, Vice President, Secretary-Treasurer, Editor, Legislative Director.

E The election Committee shall mail a ballot(s) to each member, in good standing, fifteen days prior to the deadline by which the ballot(s) must be received.

F. The Election Committee shall have available a master list, computer and/or otherwise, of eligible members of the Area Local so that they can record every member was sent a ballot. This list must be certified by the Secretary/Treasurer, who will make arrangements for mailing labels to be available to candidates. Candidates may receive as many labels as they desire for identifiable sets of members that are relevant to the position they are seeking (e.g., all members, all stewards, all people responsible for bulletin board postings, all members in a particular Craft or

Installation). The first set of labels will be free; candidates will be charged 75 cents for each sheet of labels requested after the first set. These labels are provided for the sole purpose of disseminating 480-481 Area Local election campaign material.

- G. All candidates will be granted access by the Local, to APWU bulletin boards at each installation, to post one (1) 8 1/2 x 11" sheet of campaign literature at any time. The posting may be changed at the candidate's discretion.
- H. The Election Committee has the right make any additional rules necessary to conduct the election.
- I. All notes, ballots, records, etc., used in the election by the Election Committee are property of the Area Local.

Section 5. A member desiring to cast said ballot in any election shall mark their choice with an "X" or "√" in the square provided for that purpose opposite the name of the candidate(s), fold and seal ballot(s) in the small envelope, without any writing, marked "BALLOT" and enclose this envelope in the larger one and complete the address in accordance with the instructions enclosed with the ballot(s) and mail in reply envelope in sufficient time to ensure its delivery in the lock box provided for that purpose. Ballots received after the polls have been declared closed under this Constitution shall not be counted.

Section 6.

- A. At 1:00 p.m. on the Friday preceding the November Union meeting in 2011, and on the Friday preceding the March meeting in 2015 and thereafter , the polls shall be declared closed. The Election Committee shall count and record the total number of ballots received at the time of receipt.
- B. Ballots will be picked up at this time by the Election Committee, who will then return to the Union Office to count the ballots immediately.

Section 7. In the event of a tie in the election of any office, a special election shall be held in accordance with Section 4 of this Article.

Section 8. A plurality of legal votes cast in any election shall be sufficient for the election as an officer.

Section 9. The Election Committee is hereby instructed to accept and tally any part of a legal ballot, which was correctly voted, and reject the part or whole of a ballot, which is incorrectly voted.

Section 10. No candidate in any election shall be a member of the Election Committee having supervision over such election.

Section 11. When the Chairman of the Election Committee reports the names of the nominees to the Election Committee, they shall send a certified letter to all candidates running for a contested office. The letter shall state the names of all candidates running for office and also the date, time and place for the following events: the assembly and mailing of the ballots; the picking up at the Post Office of the returned ballots and the counting of the ballots. Each candidate shall have the right to have one observer present at these events, provided that such observer is a member in good standing of the Area Local. No candidate in a contested race shall act as Observer.

Section 12.

A. When all votes have been tabulated, the Election Committee Chairman shall prepare a written report of the results for submission to the scheduled meeting, this report shall also include the total number of legal ballots cast in said election for delivery to the Secretary-Treasurer for insertion in the minutes.

B. In the event of lack of opposition for any elective office of this local, the Election Committee Chairman shall cast a unanimous ballot for

unopposed candidate and the Election Committee shall certify and sign the results of the unanimous ballot. All election results shall be posted in a conspicuous place in the local union office and in every installation.

Section 13. All ballots, including used, unused, and challenged ballots, envelopes used to mail ballots in, tally sheets, and related election documents shall be preserved, by the election committee Chairman, for one year from the date of election.

Section 14. Election appeals will be governed by Article 12 Sec. 8, of the APWU National Constitution.

Section 15. The newly elected officers shall assume the duties of their respective office effective January 1, 2012 (after the 2011 elections) and on April 1st in subsequent election years . The newly elected officers will work with the outgoing Officers in a transition period. The incoming Officers will be paid necessary lost time. Outgoing Officers that are retired from the Postal Service will be compensated for actual hours spent in transition assistance at their last postal rate of pay prior to retirement.

ARTICLE IX Structure

Section 1. The Executive Board of the APWU 480-481 Area Local shall consist of:

- President
- Executive Vice President
- Vice President
- Secretary-Treasurer Editor
- Clerk Craft Director
- Maintenance Craft Director
- Motor Vehicle Craft Director

Section 2. The Executive Board shall fill all newly established elected positions until the next General Local Election.

ARTICLE X

Fiscal Year and Revenues

Section 1. The fiscal year of this Area Local shall begin January 1, and end December 31.

Section 2.

A. The revenues of this Area Local shall be derived from membership dues currently \$25.07 per member per pay period and will be adjusted in accordance with Art. 16.2 of the National APWU Constitution.

Portions of these dues will be allocated as follows:

Allocation of dues money.

1. 35 cents per pay period dues paying member will be allocated to the Benefit Membership Committee.

1A. The Benefit Membership Committee (MBC) will consist of three to five setting members. They will plan events for members and their families. Money for flowers, retirement etc. will come from the MBC fund. Any member(s) of the Executive Board wishing to attend MBC meeting may do so by notifying the Chairman of the MBC. It is recommended that a member of the Executive Board be a member of MBC.

1B. The Treasurer of the MBC will keep records of all money spent for events by MBC and give those records to the Secretary-Treasurer.

1C. Secretary-Treasurer will have the responsibility to keep track of all money spent by MBC.

2. \$1.65 per pay period per dues paying member will be allocated for a Contingency Fund.

2A. Contingency Fund will be used for training and education of Officers, Stewards and Members and also for sending Officers, Stewards and Members to APWU, MPWU seminars, conventions and conferences.

3. 25 cents per pay period for dues paying members will be allocated to the Building Fund , which will be used for repairs and renovations to the Local Union office and/or to build or purchase a new building.

4. Fund for MBC and Contingency Fund for 2011 will be base on 2010 dues paying member and every year hence forth will be based on the preceding year.

5. It will be the responsibility of the Secretary-Treasurer to insure that sufficient funds to be held for all accrued leave. Accrued leave is all annual and sick leave owed to all officers, representative and employees.

C. Starting in 2002, Part-time Flexible members that are forced to work less than a full-time schedule may apply for partial dues rebate at the conclusion of the pay year (pay period 26 or 27). The number of hours worked will be measured by Sick Leave hours earned during the course of the year. The following formula will apply:

* Those who earned 52 hours or less of Sick Leave will get a 50%dues rebate.

* Those who earned 53 to 78 hours of Sick Leave will get a 25%dues rebate.

It will be the member's responsibility to provide the Secretary/Treasurer with a copy of their final pay stub of the year, no later than March 1st of the following calendar year. The formula will be prorated for those that come into or leave a part-time status in mid-year.

Section 3. The books of this local shall be submitted to an appointed committee and/or a Certified Public Accountant for auditing every twelve months. A report of such audits shall be submitted at the following membership meeting. A full audit by a CPA shall be conducted during the first quarter of every third year, beginning in 2012, 2015, 2018 etc.

Section 4. Any current member or retiree not signing on dues withholding shall pay local dues semi-annually in advance. All new members must be on dues withholding.

Section 5. The Executive Board or a majority of members at a General Membership meeting may levy an assessment if absolutely necessary.

ARTICLE XI
Prohibitions

Sections 1. No criticism, reflection, argument or debate touching on a member's craft, creed, age, color, nationality, sex, handicap, sexual orientation, religion, or a political affiliation shall be allowed at any meeting of the APWU 480-481 Area Local.

Section 2. Credit cards may be issued to Executive Board members of the Area Local. They shall be used for official union business only. All receipts and billing statements shall be submitted to the Secretary-Treasurer who shall have the authority to disallow any expenses that are deemed unofficial.

Payment of unofficial expenditure shall be the responsibility of the individual maker of said expenditures. It shall be prohibited for Executive Board credit card holders to use such credit cards for personal use.

Section 3. No article will be printed in the Local Newsletter that promotes or speaks against a candidate in a Local or National APWU Union election.

ARTICLE XII
RECALL

Refer to the Constitution and Bylaws of the AMERICAN POSTAL WORKERS UNION, AFL – CIO as AMENDED AUGUST 27, 2004, Article 15.

ARTICLE XIII
Amendments

Section 1. It shall require a written request of three members in good standing to propose an amendment to this Constitution.

Section 2. The proposed amendment must be presented for a first reading at a regular monthly meeting, and voted upon at the next monthly meeting by the

general membership. The proposed amendment shall be posted at each installation, fifteen days prior to the date of the voting meeting. Discussion may be held at any the regular Local Union meeting.

Section 3. It shall require a two-thirds majority of the membership present and voting at the specified meeting to amend. Defeated amendments may not be reintroduced within three months of the date at which it came up for the final action.

ARTICLE XIV

Special Benefits Any member who signs up a new member on dues withholding form shall receive a minimum of \$25.00 per application that results in a new member for this Local. No person shall be counted as a new member more the two times with regard to the rebate.

ARTICLE XV

Membership Protection

Offenses, which shall subject any officer or member of the local to disciplinary action, shall be those listed in Article XV of the National APWU Constitution.

ARTICLE XVI

Benefits

Section 1. The local shall pay to full-time officers who remain on the active USPS rolls the same life insurance, health and retirement benefits that would be paid by USPS. Full- time officers who are retired shall pay for their own benefits except the matching portion the Local paid for 401k plan.

Section 2. President of this local shall receive twenty-six days annual leave and thirteen days sick leave per year beginning 2012.

Section 3. Any local officer who, after using LWOP, enters a status where they lose benefits provided by the government on their job shall submit to the Secretary-Treasurer a statement of what has been denied them, and the Local

shall pay said benefits to the officer. The Local will compensate Part-time Officers for any lost benefits.

Section 4. Officers will be credited with annual and sick leave at the rate they earned it at the USPS for all Union LWOP. All retired officers except the President will earn their annual and sick leave at one half that of non-retired officer. Unused annual and/or sick leave may either be carried over for use in future years or paid for during the year in which it is earned at the option of the Officer or representative in question. However, no Officer or representative shall carry over more than 440 hours annual leave into a new year. Officers will be credit for all hours of annual / sick leave use on Union LWOP; they will not be credited for annual / sick leave hours they buy back. All unused annual or sick leave earned shall be paid to the officers upon leaving office.

Section 5. The President shall be paid for all leave earned as President at the rate he/she is being paid upon leaving office, any earned leave that the President may have carry over will be paid at the prevailing wage for the Level and Step that President had before taking the office of President.

Section 6. Beginning in January, 2012, any part-time Officer who is retired will be paid for hours worked that would be considered "lost time" at the Level and Step they achieved at the time they retired, provided that this does not excess Level 5 Step 0 shall be the ceiling for payment of such officers .

Section 7. Wherever in this Constitution there is a reference to stewards or officers having their "dues returned," that refers only to the Local portion of the dues.

ARTICLE XVII

Attendance Excuse Provision

Section1. A member of this local prevented by the requirements of his/her job or by other compelling reasons from attending a membership meeting may, within fourteen (14) days after such meeting, file with the Secretary-Treasurer, by certified mail, e-mail or fax, a written request including all the relevant facts that the absence be excused and that for the purpose of satisfying the meeting

attendance requirement of Article V Section 3 and Article VII Section 3, be credited with having attended such meetings. Such requests shall be considered at the next meeting of the Executive Board, and if approved, members shall be so credited. If the Executive Board disapproves the request, the Secretary/Treasurer shall notify the member in writing. The member may then within five

(5) days after receipt of such notice by certified mail addressed to the Secretary/Treasurer, require the Executive Board to bring the issue before the next General Membership meeting to hear the explanation from the member in person. After hearing the member, the general membership shall make its final decision by a secret ballot vote. Pending such final decision, the member shall not be recorded as having attended the meeting at issue.

BY-LAWS OF THE 480-481 AREA LOCAL

1. At any regular meeting, fifteen members in good standing shall constitute a quorum.
2. Three members of the Executive Board shall constitute a quorum of that body.
3. In the absence of a quorum of the general membership, at a regularly scheduled business meeting, the Executive Board shall conduct the business of the Area Local.
4. The President is authorized to spend no more than \$2,000, excluding necessary and routine office expenses, each month, for the good of the Area Local, without referral to the membership.
5. The Area Local shall maintain a business office at a location to be determined by the Executive Board.
6. These By-Laws may be changed or amended by a two-thirds vote of members in good standing at any business meeting.
7. In the absence of other authority, the rules outlined in Robert's Rules of

Order, Revised Edition, shall prevail at all business meetings of this Local.