

Bylaws of the Tucson Area Local #255 APWU



As Amended March 13, 2013

ARTICLE 1. NAME

The name of this organization shall be the Tucson Area Local-255 American Postal Workers Union, AFL-CIO, hereinafter referred to as TAL.

ARTICLE 2. CONSTITUTION

To the extent applicable, the constitution of the American Postal Workers Union, AFL-CIO, including the Preamble and the Members' Bill of Rights, is adopted as the Constitution of the TAL, an autonomous local chartered by the American Postal Workers Union, AFL-CIO.

ARTICLE 3. MEMBERS

SECTION 1. Classes of Members.

- (a) Regular Members: Any non-supervisory employee, regardless of level or grade, within the jurisdictional claim of the TAL is eligible under these provisions and shall not be denied membership because of sex, age, creed, color, political affiliation or nationality. Members of the TAL who retire from the Postal Service may maintain Regular Membership with all rights of such membership, including voice and vote, by continuing to pay the national per capita dues rate. All members of the TAL shall be in their respective craft divisions.
- (b) Fraternal Members: Members of the TAL who resign from the Postal Service, or who have been promoted to positions exercising supervisory authority, are granted the right to maintain Fraternal Membership. No Fraternal Member shall be eligible to hold office or to be seated as a delegate at a convention, nor have the right to voice or vote. Fraternal Members shall pay all per capita dues.
- (c) Retired Members: Members of the TAL who retire from the Postal Service that do not wish to maintain Regular Membership may be carried on the rolls as Retired Members by meeting the requirements of the American Postal Workers Union, AFL-CIO. They shall have the same rights as Fraternal Members.

SECTION 2. Application Procedures.

Application for membership shall be made by completing and signing an Authorization for Deduction of Union Dues (Form 1187).

SECTION 3. Dues

- (a) 1. The revenues of the TAL shall be derived from current rate of dues per member, per pay period, plus all increases in accordance with the National Constitution.
2. A special assessment may be levied in an emergency by a three-fourths vote of all members present, providing written notice has been given each member at least four days before the meeting. The vote shall be by secret ballot.

ARTICLE 4. Officers

SECTION 1. General Provisions

- (a) The officers of the TAL shall be a President, a Vice-President, a Recording Secretary, a Treasurer, a Clerk Craft Director, a Maintenance Craft Director, a Motor Vehicle Craft Director, and a Director of Industrial Relations. These officers shall comprise the Executive Board of this Local.
- (b) With the advance approval of the Executive Board, reimbursement is authorized for leave without pay. LWOP not approved in advance will not be paid except in cases where prior approval was not possible due to scheduling. In this case, LWOP will be paid on the advice of the President and will be discussed and included in the minutes of the next Executive Board Meeting.
- (c) The paycheck for any officer may be withheld by decision of the Executive Board. If monthly articles are required of the office and are not provided, checks will be automatically withheld unless excused by the Executive Board.
- (d) Upon leaving office, each officer shall deliver to the Chairman of The Board of Trustees all books, records, reports, papers, monies and other property belonging to the TAL.
- (e) All officers carrying financial trust shall be bonded.

SECTION 2. Duties and Salaries

Officers shall perform duties prescribed by these By-Laws and by the Parliamentary authority adopted by the TAL. In addition, when so directed by the President, officers other than Trustees shall serve on committees (Trustees are not prohibited from serving on committees).

- (a) President

It shall be the duty of the President to:

1. Preside at all meetings of the TAL and of its Executive Board.
2. Except as otherwise provided, appoint the necessary committees.
3. Fill all officer vacancies, permanent or temporary, from any cause whatsoever, subject to approval by the majority of the Executive Board, until such vacancy is filled by general election.
4. Sign all orders drawn by the secretary and countersign all checks.
5. Submit a monthly report to the Editor by the 20th of each month for publication in the local newsletter.

Effective March, 2002 the President shall be a full time paid officer of this local commensurate with that of the highest level and step represented by TAL, currently Level 9, Step P, but never less than Level 9, Step O. The President shall receive reimbursement of mileage related to the duties of the office at an amount set by the Executive Board. The President shall be paid all necessary and approved expenses. The President shall receive all benefits granted Postal employees and the TAL shall pay the employer's share of all benefits including Civil Service Retirement Plan and/or FERS benefits; all Life and Health Insurance benefits and FICA/Retirement Act as amended. In the event the President is under Civil Service Retirement and required to pay social security, the Union shall compensate the President by adding the required social security percentage into the salary. The President shall be allowed the appropriate number of hours of annual leave as computed by the USPS years of service schedule and sick leave shall be granted at the rate of 4 hours per pay period. Whenever Postal Employees are granted a pay raise, the same dollar increase shall automatically accrue to the full-time paid TAL President, including all cost of living adjustments and contractual bonus.

The President shall not carry over more than 320 hours of annual leave per year. As of PP 1, 1990 the President of the TAL shall be paid for all unused sick leave at the end of each calendar year.

(b) Vice-President

At the direction of the President, it shall be the duty of the Vice-President to be responsible for the activities of all crafts, all associate Offices represented by the TAL and to advise and assist all chief stewards and stewards for all crafts. The Vice-President shall submit a monthly report to the Editor by the 20th of each month for publication in the newsletter. The Vice-President shall assist in the business of the

TAL and act as President in the President's absence. The Vice-President's salary shall be \$350.00 per month plus all necessary and approved expenses.

The Vice President may meet at Step 2 of the grievance procedure for all crafts if necessary. (Effective as of the 2014 election)

(c) Recording Secretary

The Recording Secretary shall record all minutes of the Board Meeting and report action of the Board to the General Membership at the regular Monthly Meeting. Business discussed at the Board Meeting and referred to the General Membership Meeting shall be reported by the Recording Secretary in the form of a motion with the Boards' concurrence.

The Recording Secretary shall keep a record of all members present at the Executive Board and General Membership meetings.

The Recording Secretary shall take all minutes of the General Membership Meeting and type and copy them for distribution at the following meeting. The Recording Secretary shall receive \$125.00 per month plus all necessary and approved expenses.

(d) Treasurer

1. Disburse all monies by check, countersigned by the President or Vice-President.
2. Issue a receipt to each member upon payment of dues, except those who are on a voluntary dues check off.
3. Report the financial condition of the TAL to the membership on a monthly basis, stating the money on deposit, amount received, etc.
4. Keep a regular and systematic book of accounts and submit same to examination whenever desired by the Executive Board or Trustees.
5. Make a full financial report annually as of the end of the year.
6. Report all taxes quarterly and annually.
7. Prepare a yearly budget with assistance of the President, Vice-President and the Trustees. The budget shall be acted upon by the membership during the January meeting. The budget may be altered at any regular meeting by a two-thirds vote of the members present.

The Treasurer's salary shall be \$650.00 per month.

(e) Craft Directors

There shall be a Craft Director for each of the three crafts under the jurisdiction of the APWU. Under the direction of the President, each Craft Director shall submit a monthly report of events in the craft to the Editor by the 20th of each month for publication in the official newsletter. Directors shall provide additional information pertaining to their craft at the monthly meeting.

Craft Directors will make recommendations for appointments of stewards in their respective craft and will assist in training the stewards in their respective crafts. Craft directors will be responsible for tracking the bid jobs in their craft. Shop stewards will report to the Craft Director and/or the President and/or the Vice President. The Craft Directors shall keep a detailed report of the grievances in their craft. **Craft directors will be the contact person for stewards in their craft to assist in grievances and meet at Step 2 of the grievance procedure for offices not having a Step 2 Designee.** (Change effective as of election 2014)

Craft Directors shall receive a monthly salary as follows:

Clerk Craft Director – \$300.00 per month plus necessary and approved expenses.

Maintenance Craft Director - \$100.00 per month plus necessary and approved expenses.

Motor Vehicle Craft Director - \$75.00 per month plus necessary and approved expenses.

(f) Director of Industrial Relations

Under the supervision of the President, the Director of Industrial Relations shall be responsible for providing all crafts and training and information that is not craft specific. The DIR will be responsible for maintaining and updating the reference library, maintaining the grievance log and for reviewing all appealed grievances. The DIR will also serve as Legislative Director for the TAL. The Director of Industrial Relations shall be paid \$150.00 per month plus necessary and approved expenses effective March 2002.

(g) Appointment/Dismissal of Stewards

The appointment and dismissal of Union Stewards shall be determined by the majority of an official panel. The official panel shall consist of the President, Vice-President, Director of the Craft and the Board of Trustees. A vote of at least five panel members constitutes an official vote. In the case of the dismissal of a steward, the specific steward shall have the right to appeal to the Board. The appeal must be in writing not more than 30 days after the dismissal. Both the dismissal and the results of the appeal

will be given to the steward in writing by certified mail within 30 days of the specific action.

Said steward will be notified 10 days in advance of any meeting or hearing for dismissal and will have the right to provide testimony on his/her behalf.

(h) Trustees

There shall be three trustees who shall have general supervision over all the property of the TAL and be responsible for it.

1. They shall audit all accounts and records of the Officers on Committees before the installation of the next Officers and report the results to the members at the next regular meeting.
2. They shall investigate immediately any financial transactions of gravity and report their findings to the membership for final action. For that purpose they are empowered to procure legal advice at the expense of the TAL.
3. They shall hold all agreements, contracts, securities and such other property as the members of the Executive Board may direct and make proper provisions for the safety of same by deposit in a vault of a reliable safe deposit company in the name of the TAL.
4. They shall receive all books, reports, papers, property, etc. from all outgoing Officers' inventory and sign for them and then turn all necessary items of same over to the Officers' successor.
5. The Trustees shall elect a chairman.
6. They shall prepare a budget and financial support for the official organization and funds for the Legislative activities, salaries, health and welfare, Delegates to the State and National Conventions and such other funds that are deemed necessary. The budget shall be acted upon by the membership at the January meeting of the regular membership. The budget may be altered at any regular meeting by a 2/3 vote of the membership present.
7. Each Trustee shall be reimbursed for their dues per month plus necessary and approved expenses.

SECTION 3. Nominations

- (a) Notice that nominations will be held at the January meeting in the election year will be announced in the monthly publication immediately prior to that meeting.

- (b) The President shall appoint an Election Committee, not to exceed three Union members, naming one person as the Chairperson and that Chairperson shall hold nominations for the election as the last order of business at the January meeting of the election year.
- (c) Election Committee Members shall be paid \$100.00 total per person.
- (d) The term of office shall be three years.
- (e) No person may be nominated to appear on the ballot running for more than one office.
- (f) There shall be no write-in candidates. Where only one person is nominated for an office, that person shall automatically be declared elected to that office at the close of nominations and that office will appear at the bottom of the ballot as being nominated and duly elected.

SECTION 4. Elections

- (a) Members wishing to run for office must be a member in good standing and their dues and assessments paid current. No member who has applied for a supervisory position or acted as a 204b in the two years prior to the nominations shall be allowed to run for or hold any office in the Tucson Area Local.
- (b) Election of officers of the TAL shall be by secret referendum ballot mailed within (fourteen) 14 working days after nominations. Incumbents in each office shall be placed first on the ballot in each race. The order of the remaining candidates' names on the ballot will be randomly drawn by the Election Committee. No other identifying information will be placed on the ballot. All candidates will have the opportunity to submit an article of 150 words or less. This article will be due 5 days after nominations and is to be mailed at the same time as the ballots. To permit interested persons to witness the ballot counting, the information as to time and place of the teller's meeting shall be printed on the ballot. All witnesses to the ballot counting shall remain a minimum of five feet away from where the election committee is conducting the count.
- (c) The Election Committee shall determine the time, date and place of the ballot counting not to exceed seven calendar days after the deadline for the ballots to be in the box.
- (d) Outcome: Results shall be announced on all bulletin boards and at the next regular membership meeting. Results shall also appear in the official

publication of the TAL. Officers-elect shall be installed at the March membership meeting and assume office immediately thereafter.

- (e) The Election Committee Chairperson shall open a Post Office Box for 6 months giving access only to Election Committee Members. All ballots will stay in Post Office Box until the count. All three Election Committee Members will retrieve the ballots together and bring them back to the place of the ballot count on the night of the count.
- (f) The Election Committee will tally all votes in front of members and never behind closed doors.
- (g) All members will stay five feet away from Election Committee during Ballot count and verification.
- (h) All candidates will conduct themselves and their campaign in good conduct.
- (i) In the event of a tie, affecting the final selection of one or more of the candidates, only the names of the tied candidates shall be resubmitted to the Election Committee who shall prepare a ballot and conduct another election within (fifteen) 15 working days.
- (j) The Election Committee shall read and obey the U.S. Department of Labor, Conducting Local Union Officer elections, A Guide for Election Officials.

SECTION 5. Temporary Supervisors

An officer that exercises supervisory authority will be removed from office by the Executive Board.

SECTION 6. Recall

1. Upon having sufficient proof that a Local Officer or Officers have acted dishonestly or otherwise detrimental to the best interest of the membership, twenty-five (25%) of the members eligible to vote for the Officer(s) can file a petition for recall with the Executive Board. The petitions shall include the EIN (employee identification number) and craft of each signer.
2. A copy of the charges, which shall be made in duplicate form, must be submitted with petitions for recall. The Executive Board shall send one (1) copy of charges to the Officer(s) against whom the charges have been preferred. The Officer(s) who has had recall proceedings filed against him/her shall be given an opportunity for defense at an official hearing by

the Executive Board. Fifteen (15) days shall be allowed him/her to reply to the charges, same to be in writing. If after fifteen (15) days the Executive Board has failed to receive a reply, it shall proceed with the recall election. Copies of the charges and the reply, each of which shall contain no more than one thousand (1,000) words, and a statement from the Executive Board, shall be sent out with each ballot. It shall require two-thirds (2/3) of the votes cast to recall an Officer.

3. In the event that at some time a conflict may arise between any of these provisions and the Recall provisions of the National Constitution and By-laws, the provisions of the National Constitution shall prevail.

ARTICLE 5. Meetings

SECTION 1. The regular meetings of the TAL shall be held on the second Wednesday of each month excluding December, unless otherwise ordered by the members of the Executive Board, as such place and hour as the members of the Executive Board shall decide. Prior to each meeting, notice of the time and place of the meeting will be published in the official publication of the TAL, to be mailed to the members at least one week before the meeting, when possible.

Quarterly meetings for member Associate Offices will be held and attended by the Executive Board if requested by the members in those offices.

SECTION 2. Special meetings may be called by the Executive Board on its own initiative or when requested by any member and shall be called upon the written request of ten members of the TAL. The request must be addressed to the President. The purpose of the meeting shall be stated in the call. A special meeting shall be scheduled no later than (ten) 10 days. No other business shall be transacted except that mentioned in the call of the special meeting. Except in cases of emergency, at least four days notice shall be given.

SECTION 3. Seventeen members in good standing shall constitute a quorum.

SECTION 4. No criticism, reflection, argument or debate touching on any member's race, age, color, nationality, sex or political affiliation shall be allowed at any meeting of the TAL.

SECTION 5. On motions that require a two-thirds vote for adoption, three-tenths of those present and voting may order that a vote be counted.

SECTION 6. Any vote related to charges or proposed charges before or after a trial of a member or an officer shall be by secret ballot.

SECTION 7. No alcoholic beverages will be consumed or processed during any officially called TAL Union meeting.

SECTION 8. All officers are required to attend the membership meetings unless excused by the President for extenuating circumstances.

ARTICLE 6. EXECUTIVE BOARD

SECTION 1. The President, Vice-President, Secretary, Treasurer, Clerk Craft Director, Maintenance Craft Director, Motor Vehicle Craft Director and Director of Industrial Relations shall constitute the Executive Board.

SECTION 2. Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held each month, one hour prior to regular membership meetings. Special meetings of the Board may be called by the President and shall be called upon the written request of any member of the Board.

SECTION 3. The Executive Board shall have general supervision of the affairs of the TAL between its business meetings, make recommendations to the members and shall perform such other duties as are specified in these By-Laws. The Board shall be subject to the orders of the membership and none of its acts shall conflict with action taken by the membership.

SECTION 4. Five Executive Board members shall constitute a quorum.

ARTICLE 7. STANDING COMMITTEES

SECTION 1. A Budget Committee shall be comprised of all Executive Board members and three Trustees. This Committee shall convene before the February Executive Board meeting to review the budget as prepared under Article 4, Section 1 D.7.

SECTION 2. An Election Committee consisting of three members shall take charge of conducting all elections including providing necessary ballots; providing for their security and processing election appeals.

SECTION 3. An Entertainment Committee shall be responsible for making recommendations to the membership concerning social events and making arrangements for such events.

SECTION 4. The Grievance Review Committee will meet monthly to review all grievances appealed from the TAL. The committee shall be comprised of the

President, Vice-President, Craft Directors and the Director of Industrial Relations. The committee will have the authority to withdraw/close grievances. Anyone wishing to appeal the decision of the committee will have the opportunity to do so at the next meeting of the GRC.

SECTION 5. A Steward's Committee shall be comprised of all shop stewards.

SECTION 6. A Negotiating Committee that includes representation from each bargaining unit for which the TAL is the local bargaining agent shall be responsible for local negotiations. The Negotiating Committee shall be appointed by the President.

SECTION 7. Such other committees, standing or special, shall be appointed by the President as the members of the Executive Board shall from time to time deem necessary to carry on the work of the TAL.

ARTICLE 8. PARLIMENTARY AUTHORITY

The Rules contained in the current edition of "ROBERT'S RULES OF ORDER NEWLY REVISED" shall govern the TAL in all cases to which they are applicable and in which they are not inconsistent with: (1) these By-Laws, (2) any special rules of order the TAL may adopt or (3) any statues applicable to this organization.

ARTICLE 9. AMENDMENTS OF BY-LAWS

SECTION 1. All proposed amendments to these By-Laws must be in writing and signed by at least three members in good standing. Copies shall be placed on bulletin boards at all units not more than twenty-five days or less than ten days prior to the meeting at which the proposed amendments will be brought before the assembly. Proposed amendments may also satisfy the posting requirements by being published in the Official Organ in the issue preceding the meeting at which the proposed amendment will be read. This proposed amendment will be included on the front page of the paper with the names of those proposing the amendment included.

Proposed amendments shall not be considered at the meeting at which they are brought before the assembly but shall become special orders for the next regular meeting thereafter. These By-Laws shall be amended by a two-thirds vote of all members present at the meeting at which the proposed amendments are considered.

The vote shall be by secret ballot.

SECTION 2. At the meeting at which the proposed amendments are being considered, a two-thirds vote of the members present may put the proposed amendment to a vote by secret ballot.

ARTICLE 10 JURISDICTION

The TAL claims any jurisdiction that it derives from affiliation with the American Postal Workers Union, AFL-CIO.

ARTICLE 11 DELEGATES

SECTION 1.

- (a) Conventions. All delegates to the State and National Conventions shall be elected by the membership except for the President who shall be ex officio a delegate and each Craft Director who shall be a delegate to the respective Craft Conventions. Determination of the total amount of monies to be spent for each Convention shall be made by the Budget Committee during the February Budget meeting.
- (b) Assemblies/Conferences/Training Seminars. All potential attendees to assemblies, conferences and training seminars shall be notified no later than 5 months prior to the event when possible. Approved 3971s for the time of the event must be submitted within 30 days of notification. The total amount of monies for each assembly, conference or seminar shall be made by the Budget Committee during the February Budget Meeting.

SECTION 2. One month prior to the election of Delegates, the President shall notify all members who have attended at least six meetings in the twelve months immediately prior to the month of the election that they are eligible as a Delegate. Notification will be made at the Union meeting one month prior to the election. Those wishing to be a delegate shall sign the official delegate list. Delegates shall be elected by a majority of the members present and voting at said meeting. Each member notified must submit their letter requesting to be placed on the ballot to the President no later than one week prior to the meeting at which elections are held. No member holding office in any other Union representing Postal Employees may be elected or appointed as a Delegate to any convention (this clause does not refer to State and National offices in the American Postal Union, AFL-CIO. Elected delegates will have 60 days after the election to notify the President in writing of their intention to serve as a delegate for the event for which they were elected. After 60 days, elected delegates may notify the

President that they do not wish to attend the event; however, any delegate who did not notify the President in writing of their intention to attend within the 60 day period will not be allowed to be a paid delegate.

ARTICLE 12 APPOINTEES

The President shall appoint the following officials:

- (a) Editor – The President shall appoint an editor for the local newsletter. The Editor shall receive a monthly salary of \$100.00. The editor or assistant editor may be sent to all necessary training classes held by the APWU and the PPA. Necessary and approved expenses for this training shall be paid by the TAL.
- (b) Deaf/Hard of Hearing Liaison – The President shall appoint a Deaf/Hard of Hearing Liaison to assist as intermediary to the Deaf/Hard of Hearing members. The Deaf/Hard of Hearing Liaison must be fluent in American Sign Language (ASL). The Deaf/Hard of Hearing Liaison shall have their dues rebated. NOTE: Language concerning compensation for delegates traveling to training seminars and conferences is contained in Article 12 Section 1.

ARTICLE 15 EMPLOYEES

SECTION 1. Office Secretary

The President shall have the authority to hire an office secretary who will work at the direction of the President. The office secretary shall not perform any Executive functions. The office secretary will be paid at a rate set by the Executive Board at the budget meeting in February. The office secretary will work up to the hours per week as set by the Executive Board at the budget meeting in February.

ARTICLE 14 ORDER OF BUSINESS

SECTION 1.

- (a) Opening Ceremonies
- (b) Roll Call of Officers

- (c) Reading and Approval of Minutes
- (d) Reports of Officers, Boards and Standing Committees
- (e) Application for Membership
- (f) Reports of Special Committees and Delegates
- (g) Special Order
- (h) Unfinished Business and General Orders
- (i) New Business
- (j) Good of the Union
- (k) Announcements
- (l) Program
- (m) Adjournment

SECTION 2. Reports under agenda items (d) and (f) above shall be published in the Official Organ to the maximum extent possible. Reports during meetings shall be limited to items which were not included in the written reports and, on request of a member, to clarification of a written report.

SECTION 3. The order of business may be transposed at any time by a majority vote of the members present.

ARTICLE 15. AFFILIATION

The TAL will disburse on the first day of each month a check in the amount of .10 cents per member (currently approximately \$60 dollars) to be paid to the AZPWU for the purpose of belonging to the state organization. The money to be used by the AZPWU to offset the costs associated with organizing, training, and representing MALs (members at large) and small locals within the State of Arizona.