

Constitution and By-Laws
Of
Southern Oregon Area Local APWU, AFL-CIO

As Amended
November 2021

Constitution

Article 1

Name

This organization by virtue of a charter granted by the American Postal Workers Union, AFL-CIO, Shall be known as Southern Oregon Area Local APWU, AFL-CIO.

Article 2

Object

The object of this Local shall be to unite the Postal Service employees in Southern Oregon for their economic and social welfare and to aid in bringing the United States Postal Service to a high standard of efficiency.

Article 3

Officers

The officers of this local shall be a General President, General Vice President, Secretary, Treasurer, Directors for Clerk and Maintenance crafts, three (3) Trustees and, Editor. The line of succession for filling unexpired terms of the General President will be as follows: General Vice President, Secretary and Treasurer. The Executive Board shall consist of the officers of the Local as defined under Article 3.

Article 4

Duties Of Officers

Section 1. The General President shall preside at all meetings, fill vacancies, appoint all committees and stewards: which must be confirmed by a majority vote of the Local's Executive Board; sign orders drawn on the Treasurer, sign all contracts and other documents authorized by the organization, and perform such duties as may be necessary to the proper functioning of their office. They shall be an automatic delegate to national and state conventions of the APWU, funds available. They shall be the Union's official spokesperson to management on local policy and chief spokesperson of the Local Negotiation Team.

Section 2. The General Vice President, in order of succession; in the absence of the General President shall be vested with the same authority and power as the General President and shall perform such other duties as may be prescribed by official action of the Local. They shall serve as Parliamentarian at General Membership meetings. They shall be an automatic delegate to national and state APWU conventions, funds available. They shall serve as Director for all Associate Offices and shall be responsible for conducting regular labor/management relations

for all Associate Offices. They shall be a member of the Local Negotiation Team and have primary responsibility for local negotiations in all associate offices. If the President is stationed in the AOs then they shall serve as Director and assume all related duties.

Section 3. All Craft Directors shall perform such duties as prescribed by official action of the Local.

Section 4. The Secretary shall be the official correspondent of the Local and perform such duties assigned by official action of the Local. They shall call the meeting to order in the absence of the General President and Vice President. They shall keep a correct record of official proceedings, keep a roll of all members with their full names, mailing addresses and telephone numbers, read all job related communications in meetings and attend to all job related correspondence of the Local. They shall have charge of all official documents, records and other property of the Local that has been requested for use and/or verification. They shall at the end of their term or until their successor is qualified, deliver to their duly qualified all property of the Local which may be in their possession. The Secretary is authorised reimbursement two hours lost time to edit and type the minutes of each General Membership meeting.

Section 5. The Treasurer shall receive and receipt for all monies received, and shall disburse all monies authorized by official action of the Local. They shall keep a correct account of all receipts and disbursements. They shall make a monthly financial report at the local meeting. They shall keep a record of all property of the Local that has been requested for use and/or verification. They shall, at the end of their term, submit their books for examination and auditing. They shall remit national per capita tax in compliance with Article 8, Section 2 of the National Constitution and By-Laws. They shall, at the end of their term or until their successor is qualified, deliver to their duly qualified successor all property of the Local. The Treasurer shall be reimbursed up to eight (8) hours lost time monthly to complete the tasks and duties associated with the position and will be approved up to 16 hours per month when official union financial preparation is necessary.

Section 6. The Trustees (3) shall verify with the Treasurer, quarterly financial reports and report the findings to the Local. They shall verify annual financial audits and report the findings to the Local membership. Only the financial audit shall be in writing.

Section 7. The Editor of the **Southern Oregon Area Review (SOAR)** shall be responsible for editing and publishing the Local's publication. The Editor shall be appointed by the General President subject to confirmation by a majority vote of the Locals's Executive Board. Editorial policy shall be the responsibility of the Local's Executive Board. The Editor shall be authorized reimbursement up to eight (8) hours lost time per issue to create and edit the **SOAR** publication.

Section 8. All Executive Board members will be able to countersign checks, drawn on the organization account.

Article 5

Elections

Section 1. The Election Committee shall be appointed by the General President with the approval of the majority of members present at the October General Membership meeting. Election Committee responsibilities shall be: Notify the general membership by posted notice 15 days prior to the November general membership meeting of acceptance of nominations; accept nominations at the November meeting; mail out ballots within two (2) weeks proceeding the November meeting; shall not accept any ballots postmarked after December 15th; results posted December 22nd; and then turn the ballots over to the Secretary for retention.

Section 2. Any member in good standing not having voluntarily worked, accepted or applied for any managerial position, EAS position, or PASS program for any period of time in the last 12 months is eligible to run for local office and/or director of their craft. Officers shall be elected for a period of two (2) years commencing on January 1 in even numbered years.

Section 3. Delegates to State and National Conventions shall be elected at a meeting prior to such conventions. The number of delegates shall not conflict with state or national constitutions or by-laws. Any member who is in good standing AND who has attended two (2) of the last six (6) regular membership meetings shall be eligible to be elected as a delegate.

Article 6

Membership

Section 1. Any person who is designated by the Postal Service as an employee within the bargaining unit is eligible for membership.

Section 2. Application for membership must be in writing, signed by the applicant, or signed 1187 dues deduction form.

Section 3. Each member shall strive to promote the best interests of the Local at all times and to perform such duties as may be prescribed by action of the Local.

Article 7

Meetings

Regular meetings shall be held on the third (3rd) Sunday of each month at 1pm. The date of time of the next Regular Monthly Union Meeting may be changed prior to the close of each Monthly Meeting. The Executive Board shall meet one (1) hour prior to the General Membership meeting. Six (6) members shall constitute a quorum. Minutes of the previous meeting will either be posted on the Union bulletin board prior to the start of the General Membership Meeting or published in the monthly **SOAR**.

Article 8

Nothing in this constitution shall conflict with the National Constitution and By-Laws.

Article 9

Amendments

This Constitution and By-Laws may be amended at any meeting by a simple majority vote of those present. The proposed amendments shall be discussed at the previous meeting. Each member shall be notified by mail of the amendment(s) to be voted on and the time and place of the vote. Such notifications can be through the Southern Oregon Area Local newsletter.

Article 10

Dues

Section 1. The local dues shall be \$28.86 per pay period per member. Local dues shall increase by an amount equal to all national escalator clause plus any per capita increases as established by the Oregon Postal Workers Union.

Section 2. Local dues for PSE employees will be 20.49. Subject to raise as with career dues.

Section 3. Any member who fails to pay their dues for three (3) months shall be formally notified, and if not paid, their name shall be dropped from the rolls.

Section 4. A suspended member may be reinstated in this Local upon payment of all past dues, provided however, the Local shall have the power to omit such past dues if in its judgment circumstances warrant.

Article 11

Appeals System Within The Local

The following are procedures that shall apply in the case that charges are levied against the officers or against any members. Those protests on Local elections can be handled with the same procedures with the Election Committee being substituted for the Hearing Committee unless the charges are against the Election Committee itself:

1. The person inferring the charges shall do so by writing specific and detailed charges and presenting those charges to the Hearing Committee.
2. After a reasonable time to prepare a defense, a full and fair hearing shall be conducted by the Hearing Committee.
3. The Hearing Committee shall report to the next meeting of the Local and that meeting shall accept or reject the committee's decision.
4. This decision may be appealed under provisions in Article 14, Section 10 of the National Constitution. Administrative assistance or advice for this appeal shall be provided by the Local, if requested by the appellant.

Article 12

Expenditures of Money

Section 1. No officers or delegates shall receive any salary or wages for services rendered except that up to eight (8) hours monthly may be authorized by the General President for lost time to any officer or member in good standing who is serving as a delegate or on a committee on behalf of the Local Union or unless so approved by a majority of those members present at a general membership meeting, unless otherwise provided herein. Wages will be paid at a no-loss, no-gain basis not to exceed eight (8) hours in a day or forty (40) hours in a work week. The General President shall be authorized up to eight (8) hours lost time per pay period to fulfill the duties of the office.

Section 2. Expenses to attend approved conventions and seminars shall be as follows: authorized mileage and per diem at the current IRS rate, lodging at single room rate.

Section 3. A quorum consisting of at least three (3) members of the Executive Board has the authority vested by the Local to authorize expenditures not to exceed 450 dollars monthly. Any expenditure over 450 dollars must be authorized by a majority vote at a General Membership meeting.

Section 4. The Local President is authorized to spend up to 200 dollars monthly.

Section 5. The Officers and Stewards of the Local shall be compensated for hours and mileage incurred while conducting their official duties with the associate offices. Compensation shall be at their current hourly postal rate and mileage to be reimbursed at the prevailing government rate. Hours used to conduct business at the Associate Offices shall coincide with their workday, or schedule changes shall be justified to carry out said duties.

Section 6. All those on the Executive Board will have the authority to unanimously, by written consent, approve up to two (2) days of lost time per delegate/Steward/Officer to attend functions and training that are planned between General Membership meetings, not to exceed three (3) persons at any one time. The Executive Board may also approve the President or Vice President (in lieu of the President) more than one day of lost time not to exceed three (3) days.