

**CONSTITUTION AND BYLAWS
TULSA AREA LOCAL
AMERICAN POSTAL WORKERS UNION,
AFL-CIO**

2/10/19 Update

**ARTICLE 1
NAME**

This organization shall be known as Tulsa Area Local of the American Postal Workers Union, AFL-CIO, hereinafter referred to as Local.

**ARTICLE 2
OBJECTIVES**

- Section 1: It shall be the objective of this Local to secure through collective bargaining and legislative effort a safe and healthy work environment, better working conditions and a better standard of living for the member(s) of the APWU and their families.
- Section 2: To continue to organize the unorganized.
- Section 3: To unite within one organization, regardless of race, color, creed, sex, sexual orientation, nationality, handicap, political affiliation, age, or religion, all employees under the jurisdiction of the APWU.
- Section 4: To educate our membership and the general public on the history of the Labor Movement.
- Section 5: To vote and work for the election of candidates who favor the passage of improved legislation in the interest of all labor.
- Section 6: To work for the repeal of laws which are unjust to labor and to the postal workers such as the denial of the right to strike and the denial of the right to support political candidates of their choice.
- Section 7: To educate all members in the area of economic, political, and social justice.

**ARTICLE 3
MEMBERSHIP**

- Section 1: Any non-supervisory employee, regardless of level or grade within the jurisdictional claim of this Local is eligible for membership.
- Section 2: Those accepted for membership shall pay full National Per Capita Tax plus dues as required by the local union. A member's good standing status shall not be affected by reason of the fact that his/her paycheck for the payroll period in which his/her dues deductions are made is insufficient to permit such dues deductions, by reason of illness, injury, pregnancy leave, lay-off or disciplinary suspension.
- Section 3: Members of this Union who retire from the Postal Service may maintain full membership with all rights of such membership by continuing to pay full per capita taxes to the APWU plus dues as required by the local union. They shall receive a ballot from the craft last served while on active duty.
- Section 4: All retirees who do not desire to maintain full membership shall have the option of paying three dollars (\$3.00) per annum to the National Union and can retain his/her APWU health plan benefits, but have neither voice nor vote.
- Section 5: A retiree who does not desire to maintain full membership shall have the option of paying six dollars (\$6.00) per annum to the National Union and can retain his/her APWU health plan benefits. In addition, will receive the APWU National Tabloid. This retiree will have neither voice nor vote.

Section 6: A retiree has the option of paying three dollars (\$3.00) per month or thirty-six (\$36.00) per annum, is entitled to membership in the APWU Retirees Department. This member can retain his/her APWU health plan benefits and receive additional benefits through the Voluntary Benefits Plan, but has neither voice nor vote.

Section 7: Federal classified employees and members who have been promoted to positions exercising supervisory authority (if authorized by the Local) may be accepted as associate members for APWU Health Plan participation only. They shall pay thirty-five dollars (\$35.00) per annum to the national union for this privilege, five dollars of which shall go to the Local in the area where the federal-classified employee is employed. They shall have neither voice nor vote in the Local.

ARTICLE 4 REVENUES

Section 1: The revenues of this Local shall be derived from the dues of each member per pay period. Member dues shall be withheld in accordance to Article 16, Section 2(a) of the APWU National Constitution and Bylaws.

ARTICLE 5 EXECUTIVE BOARD

Section 1: The Executive Board shall consist of:

- A. President/Delegate to national and state conventions
- B. Executive Vice President
- C. Secretary/Treasurer
- D. Division Directors
 - 1. Clerk Division
 - 2. Maintenance
 - 3. Motor Vehicle
- E. Communications/Legislative Director

Section 2: The Executive Board shall meet prior to each general membership meeting, and as scheduled by the President. An emergency Executive Board meeting may be called by a minimum of four (4) members of the Executive Board.

Section 3: The Chief Steward of any associate office may be an advisory member of the executive board with voice, but no vote.

Section 4: The Executive Board, plus one (1) Rank & File member (selected by the President) shall prepare for presentation and approval of the membership at the first meeting of each year a BUDGET for that year.

Section 5: The Executive Board may approve expenses up to \$200.00 between membership meetings. Any expenditure above the specified amount must be approved through a special or general membership meeting.

ARTICLE 6 DUTIES OF OFFICERS

Section 1: President/Delegate to national and state conventions

- A. The President shall be Chief Spokesperson for all union affairs and official positions of the Local shall supervise all activities of the Local.
- B. It shall be the duty of the President to be the chief spokesperson at local negotiations.

C. The President shall fill all elected vacancies with the approval of the Executive Board.

D. The President shall be responsible for enforcement and interpretation of this constitution and the policies of the Local.

E. The President shall retain an outside auditor (at a reasonable cost) whenever he/she deems necessary or when requested by the Audit committee. The Executive Board must approve the expense of this audit in advance.

F. The President shall appoint all stewards. Consideration will be given from the recommendations made by the Division Director(s).

G. The President shall appoint all committee members and shall be a member of all committees.

H. The President shall maintain a petty cash fund not to exceed one hundred dollars (\$100.00), to be replenished as necessary, but not more often than once every 30 days.

I. SALARY: He/She shall be paid at the level of PS-10, Step P. Whenever postal employees are granted pay increases, his/her salary shall automatically receive the same increases to match PS-10, top step of the PS pay scale.

J. FRINGE BENEFITS: He/she shall receive all fringe benefits that he/she would have if working for the Postal Service. This shall include the cost of health insurance, life insurance, and the retirement program that he/she had at the start of his/her term of office. He/she shall be allowed the actual expenses of his/her office, such expenses subject to approval of the Executive Board.

The President will be responsible for his/her share of their benefits, including health insurance, life insurance, and retirement by payroll deduction at the Local level.

Any adjustment because of a pay increase, benefit increases or any other reason(s) may be adjusted on a later check if necessary.

K. THRIFT SAVINGS PLAN (TSP): Full-time officers of the Tulsa Area Local enrolled in FERS who participate in the Thrift Savings Plan as Postal employees may continue to do so as union officers. The responsibility of the employer (USPS) is shifted to the Tulsa Area Local. When a full-time officer wishes to change the amount deducted from his or her paycheck, and have the Tulsa Area Local make the employer's corresponding matching contribution, the officer must himself or herself make these changes through the Postal Service. The Officer is responsible by pre-tax payroll deduction to pay for his or her contributions in the same manner as all other Postal Service employees. The Tulsa Area Local will pay one percent to the officers' plan automatically. The Tulsa Area Local will then match the officers' contributions dollar for dollar, one hundred percent (100%) for the next three percent (3%) contributed by the officer to the plan. The Tulsa Area Local will then match the officers' contribution at .50 cents on the dollar, fifty percent (50%) for the officers' next two percent (2%) contributed by the officer to this plan. The officer can contribute up to the amount allowed by the Postal Service as if he/she were employed by the Service. The Tulsa Area Local is only responsible to contribute up to five percent (5%) total to the officers' plan.

L. LEAVE: He/she shall be allowed annual leave and sick leave as if he were still continuously in Postal Employment. Meetings connected with official Union business attended by this office shall not be deducted from his/her annual leave balance. He/she shall be paid for all earned, unused leave at the end of each year.

M. He/she shall be responsible for the administration of the Local Union office to include payment of Union LWOP up to eight (8) hours per day, per individual, payment of office hours at the rate of twelve dollars and fifty cents (\$12.50) per hour, mileage at the current IRS rate, and operating expenses which are defined as existing mortgage payments, utility payments, salaries, office supplies, office equipment limited to telephones and file cabinets, postage, building maintenance limited to existing pest control, lawn care, security, repairs on doors, locks, or windows, cleaning service, existing internet service providers, and the printing of the Drum Major.

N. The President shall present the total hours of LWOP submitted for payment since the last General Membership meeting to the Executive Board.

- O. He/she shall be authorized to pay an accountant for general accounting services.
- P. He/she shall be authorized to pay a reasonable cost for flowers for members and their immediate family who are hospitalized or for their funeral. The President shall decide on a case-by-case basis if another acknowledgment (i.e. personal visit, note, phone call, etc.) would be more appropriate than sending flowers and if so, he/she shall be responsible for taking the appropriate action.
- Q. He/she shall be authorized to pay the amount the National APWU pays as a new member rebate to individuals who sign up new members.
- R. He/she shall be authorized to pay for refreshments at each monthly membership meeting, stewards' meeting, or stewards' training.
- S. He/she shall countersign all checks on the local treasury.
- T. He/she shall appoint one recording secretary, one sergeant-at-arms, and one parliamentarian.
- U. He/she shall be responsible for all work of the Local and all officers of the Local shall work under his/her supervision.
- V. He/she shall perform such other duties as shall devolve upon him/her by virtue of his/her office.
- W. He/she shall be empowered to employ any necessary office staff, subject to the approval of a simple majority of the Executive Board.
- X. He/she shall authorize payment for lost leave due to Union LWOP.

Section 2: Executive Vice President

- A. The Executive Vice President shall perform the duties of the President in the event of his/her temporary absence or inability.
- B. The Executive Vice President shall move up to the position of President as a result of a permanent removal.
- C. The Executive Vice President is authorized to sign checks in the absences or unavailability of the President or Treasurer.
- D. It shall be the duty of the Executive Vice President to render additional assistance to the President as requested.
- E. He/she shall be a member of the labor/management negotiating team.
- F. He/she shall work under the supervision and direction of the President.
- G. The Executive Vice President's salary shall be forty-five dollars (\$45.00) per month and also shall have his/her dues rebated and salary paid quarterly, provided the officer or steward attends at least fifty percent of the business meetings for that quarter, excluding canceled meetings.

Section 3: Treasurer

- A. It shall be the duty of the Treasurer to maintain an accurate accounting of the deposits and disbursements of the Local, and to keep an accounting of the property of the Local, under the supervision of the President.
- B. Authorized signatures for banking purposes shall include the Treasurer and the President. The Executive Vice President shall serve as an alternate signature.
- C. It shall be the duty of the Treasurer to maintain an accurate written record of the minutes of all

regularly scheduled and special meetings and Executive Board meetings of the Local. The minutes and financial reports shall be made available to the membership at each meeting.

D. He/she shall maintain an accurate, updated membership mailing list.

E. The Treasurer shall file all required Department of Labor and Internal Revenue service forms and obtain the appropriate insurance including but not limited to Workers' Compensation and Bonding Insurance.

F. He/she shall submit the books of the Local for a complete audit at least once each quarter and at the termination of his/her term of office.

G. The Treasurer shall write checks for dues rebates and officer salaries quarterly.

H. He/she shall receive and deposit all moneys received by this Local. He/she shall disburse all moneys by check countersigned by the President, or in the absence of the President, the Executive Vice President.

I. The Treasurer's salary shall be forty-five dollars (\$45.00) per month and also shall have his/her dues rebated and salary paid quarterly, provided the officer or steward attends at least fifty percent of the business meetings for that quarter, excluding canceled meetings.

J. He/she shall be the APWU Health Benefits Chairman. All moneys received from the APWU Health Plan shall be paid to the Health Benefits Chairman as salary.

Section 4: Craft Directors

A. The Craft Directors shall be responsible for all matters pertaining to their particular craft, under the direction of the President. They shall channel all grievances for processing to Step 2 through the office of President. The Craft Director shall serve as the Chief Steward for their division.

B. Policy decisions affecting large numbers of craft employees must first be approved by the President.

C. Stewards will be recommended for consideration by the Craft Director(s) and appointed by the President.

D. The Craft Directors shall be members of the craft they represent and shall be elected only by members of that craft.

E. They shall be members of the labor/management negotiating team.

F. The Craft Directors' salary per month is as follows:

1. Clerk Craft	\$45.00
2. Maintenance Craft	30.00
3. Motor Vehicle Service Craft	15.00

All craft directors shall be allowed their dues rebate and salary paid quarterly, provided the officer or steward attends at least fifty percent of the business meetings for that quarter, excluding canceled meetings.

Section 5: Communications/Legislative Director

A. This officer shall be responsible for all communications with the media in the absence of the President, and be responsible for keeping this Local #1348 up to date on all legislative actions affecting the Postal Service and/or the APWU and shall be under the direction of the President.

B. He/She shall remain in contact with any legislators, or their representatives who he/she deems to be appropriate to address Union and Postal issues. He/She shall report to the membership all knowledge gained from these contacts.

C. The Communications/Legislative Director's salary shall be \$30.00 per month and will also have his/her dues rebated and salary paid quarterly, provided this officer attends at least 50% of the business meetings for that quarter excluding cancelled meetings.

D. He/She shall be the Tulsa Area Local Representative to the Oklahoma State Afl-Cio.

E. He/She shall be responsible for the Tulsa Area Local's Facebook page.

F. He/She shall be the Tulsa Area Local Representative to the Northeast Oklahoma Central Labor Council.

Section 6: Any officer with six absences from regular business meetings within a twelve month period shall be subject to the recall provisions of Article 11 of this constitution.

ARTICLE 7 OTHER OFFICERS/STEWARDS

Section 1: Board of Trustees

A. The Board of Trustees shall consist of three (3) members elected by the membership

B. The Board of Trustees sole responsibility is to oversee the property and finances of this local

C. The Board of Trustees shall conduct an annual inventory of the Local's property. they shall audit the books of the treasurer at least once each quarter and at the termination of office of the Treasurer.

D. The Board of Trustees shall submit a report in writing of the audit to the Executive Board.

E. The Trustees' salary shall be ten dollars (\$10.00) per month and also shall have his/her dues rebated **and salary paid quarterly, provided the officer or steward attends at least fifty percent of the business meetings for that quarter, excluding canceled meetings.**

Section 2: Recording Secretary

A. The Recording Secretary shall be appointed by the President.

B. This officer shall keep a written record of the proceedings of all meetings of this Local and of all meetings of the Executive Board. He/she shall work under the direction of the President. The Recording Secretary's salary shall be ten dollars (\$10.00) per business meeting conducted. The Recording Secretary shall have neither voice nor vote on the Executive Board.

Section 3: Sergeant-at-Arms

A. The Sergeant-at-Arms shall be appointed by the President.

He/she shall maintain order and decorum at all General Membership Meetings.

2. The Sergeant-at-Arms' salary shall be ten dollars (\$10.00) per business meeting conducted.

Section 4: Parliamentarian

A. The Parliamentarian shall be appointed by the President.

B. He/she shall assist the President in all matters pertaining to Parliamentary Procedure.

C. The Parliamentarian's salary shall be ten dollars (\$10.00) per business meeting conducted.

Section 5: Stewards

- A. Stewards shall be appointed by the President; the respective directors shall make recommendation for consideration.
- B. Stewards shall process grievances and work under the direction of the respective director and the President.
- C. Stewards should attend all steward training programs and membership meetings.
- D. Stewards shall take the union's position on issues pertaining to policies, grievances, and contract interpretation on the workroom floor
- E. Stewards shall have their dues rebated and salary paid quarterly, provided the officer or steward attends at least fifty percent of the business meetings for that quarter, excluding canceled meetings.

ARTICLE 8 ELIGIBILITY TO RUN AND HOLD OFFICE

Section 1: Any postal employee eligible to be a member of the American Postal Workers Union who voluntarily holds a managerial, supervisory, or EAS position with responsibility for issuing or recommending discipline, or applying or interpreting the National Agreement for the equivalent of one (1) pay period in a year shall be ineligible to hold office at any level of the American Postal workers Union (APWU) or to be a delegate to any convention held by the APWU or any subordinate body of the APWU, so long as the employee continues to serve in such position and for a period of one (1) year from the time the employee vacates such position.

Any postal employee who has submitted an application to a managerial, supervisory, or EAS position with responsibility for issuing or recommending discipline or for applying or interpreting the National Agreement shall withdraw such application prior to acceptance of nomination for any office in the APWU.

Section 2: Any postal employee who shall voluntarily, after August 31, 1984, hold, accept, or apply for any managerial or supervisory position, EAS position, or the PASS Program, for any period of time, whether one day or a fraction thereof, either detailed, acting, probationary, or permanently, shall immediately vacate any office held by that member in the national, local, area local, district council, state, or regional organization, any department of the APWU, the Postal Press Association, or any subordinate body of the APWU which receives financial support or uses the name of the American Postal Workers Union.

Section 3: A member may hold only one (1) elected office at a time and also hold one (1) appointed office at the same time.

ARTICLE 9 ELECTION OF LOCAL OFFICERS AND DELEGATES

Section 1: Elections and Terms

- A. Election and terms of office shall be every three (3) years. (Officers elected are President, Vice President, Treasurer, Editor, Craft Directors, Industrial Relations Director, and three (3) Trustees.)
- B. An Election Committee shall be appointed by the President in November preceding the election year. Elections will be conducted every three years.

C. Twenty (20) days prior to the January membership meeting, a notice of nominations will be posted at all facilities represented by the Local which states "Election and Nomination Notice," it shall include:

1. Name of positions up for reelection.
2. Eligibility requirements to run (Article 10 of the APWU National Constitution and Bylaws).
3. Place, time, and date of meeting.
4. Date(s) of election.
5. Date(s) and time ballots must be returned to have members' votes counted.

D. All elected officers of this Local shall be elected by mail ballot of the members.

E. At the January membership meeting, nominations will be open from the floor.

1. Those nominated will have within five (5) days after the meeting to accept candidacy, in writing, for the position they have chosen to run for. (They can also do this verbally at the nomination meeting.)
2. Additional names may be added to the ballot within five (5) days after said meeting if petitioned in writing by at least twenty-five members in good standing.
3. Candidates can only run for one Executive Board position.

F. Nominee names will be mailed within three (3) days to be posted on all APWU bulletin boards in the Local.

G. The order in which candidate's names shall be placed on the ballot shall be by the drawing of names from a receptacle. All names of candidates shall be written on slips of paper of uniform size, folded, and place in a receptacle, and when drawn, shall be placed on the ballot in the order in which they were drawn. Such drawing shall be held at a time and place as determined by the Election Committee at the nominations meeting. All members are allowed to be present at this meeting.

H. Candidates names will be mailed within four (4) days of the drawing meeting to be posted on all APWU bulletin boards in the Local.

Section 2:

- A. The election shall be conducted by secret ballot.
- B. All candidates will be notified in advance where the ballots will be tallied. Candidates can be their own observers or select an APWU member to observe for them.
- C. Results will be mailed for posting following the local election committee certifying the results.

Section 3: The Election committee shall prepare or cause to be prepared, ballots as provided in the following rules:

A. The Treasurer shall update the membership roster from the Postal Data Center printout and his official records. The updated roster shall then be turned over to the Election Committee. Upon receipt of said roster, the Election Committee shall prepare, or cause to be prepared, the official ballots and shall mail, or cause to be mailed, such ballots to all members eligible to vote.

B. Ballots shall be accompanied by two envelopes. The smaller envelope shall have printed upon it the words "Ballot Only." The larger envelope shall have printed on it, in the upper left-hand corner, for the purpose of identification, the words "Ballot Of" (voter's name only shall be placed here). The postage paid, self-addressed envelope for return of the ballot shall be addressed to a pre-determined Post Office Box number. Such Post Office Box shall have no keys issued.

C. The outer envelope in which ballot and return envelope are mailed shall be prepared as follows: (1) Printed in the upper left-hand corner shall be the words "After 5 days return to sender: with the Local's official Post Office Box number. (2) The word "Ballot" shall be printed in bold letters in the lower left-hand corner of the envelope.

D. The member voting shall indicate his/her choice for each of the offices by marking the ballot opposite the names of the candidate for whom he wishes to vote. The voter shall then seal his ballot in the small envelope, without writing or other identification on it, and enclose this envelope in the larger one and mail in accordance with instructions printed on the ballot.

E. No less than two members of the Election committee shall secure the ballots the first day after the election is closed, bring them to a predetermined place and publicly count the votes cast. The ballots, after being checked against the membership roster furnished by the Treasurer, will then be opened and the inner envelope marked "Ballot" will then be taken out, combined and thoroughly mixed before this ballot envelope is opened.

F. The failure on the part of a member to place his/her name on the larger envelope which contains the returned ballot or the placing of any identification marks or any other marks except for that showing his/her choice, on the ballot shall render that ballot void and it shall not be counted.

G. Any member who fails to receive a ballot shall notify the Election committee chairman in writing, upon verification of the eligibility of such member, the Chairman of the Election Committee shall take the proper steps to insure the receipt of a ballot by said member.

H. All candidates shall be allowed to observe or to have one observer at the counting of ballots. Such observers must be a member of the APWU.

I. Write-in votes shall not be valid and shall void the entire ballot.

Section 4: **Elected officers shall take office the first day of the second full pay period in March.**

Section 5: Election of National Convention Delegates

A. The Executive Board shall recommend to the general membership meeting in January of even numbered years the number of delegates who will be sent to represent the Local.

B. Nominations and elections will occur at the January general membership meeting.

C. Notice announcing nominations and elections shall be posted on all official APWU bulletin boards at least fifteen (15) days prior to the January general membership meeting.

D. The amount of money for expenses to attend any convention or seminar must be approved in advance by the general membership. The President will attend at actual expenses.

Section 6: Election of State Convention Delegates

A. The Executive Board shall recommend to the general membership meeting, in February of each year, the number of delegates who will be sent to represent the Local.

B. Nominations and elections will occur at the February general membership meeting.

C. Notice announcing nominations and elections shall be posted on all official APWU bulletin boards at least fifteen (15) days prior to the February general membership meeting.

D. The amount of money for expenses to attend any convention or seminar must be approved in advance by the general membership. The President will attend at actual expenses.

ARTICLE 10 MEETINGS

Section 1: This Local shall convene for the monthly membership meeting at the union hall. The time and date will be determined quarterly, by the membership, at the December, March, June and September meetings.

Section 2: The Executive Board may alter the date fixed for a meeting, upon two (2) days written notice posted on the Local's bulletin boards when in their estimation, such action is deemed necessary and expedient.

Section 3: Special Membership Meetings

Special meetings for any purpose may be scheduled by a majority of members present at a regularly scheduled general membership meeting, or by a majority of the Executive Board, or by selection of twenty-five percent (25%) of the membership. The President must call the special meeting to order within five (5) days after receiving Executive Board or membership's petition, unless a general membership meeting is scheduled within ten (10) days from date petition is received, and then special meeting will be held immediately, prior to the general membership meeting. At least forty-eight (48) hours advanced written notice must be posted on all bulletin boards announcing the special meeting, with the specific issue to be acted on at the special meeting to be included on the notice. (No other issue can be discussed.)

Section 4: Quorum

A. A quorum of **four (4)** members, excluding officers, must be present to transact business at a general **membership** or special meeting. If quorum does not exist within fifteen (15) minutes of the beginning of the meeting, the meeting shall be canceled.

B. Executive board shall establish the date and time of the next general membership meeting in the event of a general membership meeting being canceled due to lack of quorum.

C. A general membership meeting is canceled due to lack of quorum; the Executive Board recommendations shall be adopted.

ARTICLE 11 APPEALS SYSTEM

Section 1: The following procedures shall apply in the event that charges are levied against an officer or any member:

A. The person preferring the charges shall do so by writing specific and detailed charges and presenting them to the President. (If the President is being charged, it should be submitted to the Vice President and Treasurer.)

B. The President shall appoint a Hearing Committee consisting of three (3) elected officers who are not involved in any way with the incident. (If the charges are against the President, the Vice President and the Treasurer shall each select one member of the Hearing Committee and shall jointly select a third.)

C. After a reasonable time to prepare a defense, a full and fair hearing shall be conducted by the Hearing Committee.

D. The Hearing Committee shall report to the next general membership meeting. A guilty verdict shall then be submitted to vote for acceptance or rejection by the general membership.

Section 2: This decision may be appealed under the provisions of Article 15 of the APWU National Constitution and Bylaws.

ARTICLE 12 ORDER OF SUCCESSION

Section 1: If by reason of death, resignation, or removal, the President is unable to perform the duties of his/her office, the Vice President shall become President. In the event of inability or absence, the Vice President shall fulfill the duties of the President.

Section 2: If the Vice President is unavailable the Treasurer shall act in his/her place.

Section 3: If the Treasurer is unavailable then the officer of the Local who is highest on the following list who is available shall act as the President:

- Clerk Craft Director
- Maintenance Craft Director
- Motor Vehicle Craft Director
- Communications/Legislative Director
- Trustee elected with the most votes
- Trustee elected with the 2nd most votes
- Trustee elected with the 3rd most votes

ARTICLE 13 AFFILIATIONS

Section 1: The Local shall be an affiliate of the State of Oklahoma APWU, and pay per capita tax on *all members up to one hundred and twenty (120) members.*

Section 2: *The Local shall be an affiliate of the Oklahoma State AFL-CIO and pay per capita tax on full membership.*

Section 3: *The Local shall be an affiliate of the North Easter Oklahoma Central Labor Council (NEOCLC) and pay per capita tax on all members up to one hundred (100) members.*

ARTICLE 14 INTOLERANCE AND POLITICS

No criticism, reflection, argument, or debate touching on any members creed, color, nationality, political party, race, sex, sexual orientation, handicap, religion, or age shall be allowed at any meeting of this Local.

ARTICLE 15 AMENDMENTS

Section 1: All amendments to this Constitution must be presented, in writing, read at one (1) general membership meeting, and then posted for a minimum of seven (7) days following the meeting. Discussion and vote is to be taken at the next general membership meeting following the reading of the proposed change. A two-thirds (2/3) vote of the membership present and voting is required for adoption.

Section 2: The Local's Executive Board has authority to amend this Constitution as necessary to remove any conflict between its provisions and those of any applicable federal or state laws, or the APWU National Constitution and Bylaws.

ADOPTED DATE:
AMENDMENT DATES:
ARTICLE & SECTION:
AMENDMENT DATES:
ARTICLE & SECTION:

BYLAWS

ARTICLE 1 ORDER OF BUSINESS

Section 1: The Order of Business shall be as follows:

- A. Call To Order
- B. Prayer
- C. Pledge of Allegiance
- D. Roll Call of Officers
- E. Officers' Reports
- F. Read Previous Business Meeting Minutes
- G. Read Executive Board Recommendations
- H. Committee Reports
- I. Unfinished Business
- J. New Business
- K. Open Floor
- L. Vote on Next Meeting Time and Place
- M. Adjournment

Section 2: The Order of Business may be transposed at any times by two-thirds (2/3) vote of members present and voting.

ARTICLE 2 REPORTING PERIOD

This Local will be one calendar year reporting period from January 1 through December 31 for all records and reporting to the Internal Revenue Service or the Department of Labor.

ARTICLE 3 GOVERNING RULES

Section 1: The Local shall abide by all rulings of the APWU National Executive Board. All rules shall be consistent with the APWU National Constitution and Bylaws, the Landrum-Griffin, and all applicable federal and/or State laws.

Section 2: The rules contained in the current edition of the "Robert's Rules of Order, Newly Revised," shall govern the Local in all cases to which they are applicable and which they are not inconsistent with this Constitution and Bylaws.

**ARTICLE 4
AMENDMENTS**

- Section 1: All amendments to these Bylaws must be presented, in writing, read at one general membership meeting and posted for a minimum of seven (7) days following the meeting. Discussion and vote is to be taken at the next general membership meeting following that meeting. A two-thirds (2/3) vote of the membership present and voting is required for adoption.
- Section 2: The Local's Executive Board has authority to amend these Bylaws as necessary to remove any conflict between its provisions and those of any applicable Federal or State laws, or the APWU National Constitution and Bylaws.

ADOPTED DATE: February 10, 2019

AMENDMENT DATES: January 6, 2019

ARTICLE & SECTION: Article 9, Section 4: Elected officers first official day