

LOCAL CONSTITUTION

The NEW CASTLE LOCAL of the American Postal Workers Union, AFL-CIO (APWU) has been organized and chartered to unite all postal employees within the jurisdiction set forth in the local union charter to secure for the membership the economic and social benefits of collective bargaining, and through fraternal association, insure the social and legislative welfare of all postal employees and their families.

**ARTICLE 1
NAME**

This organization shall be known as the NEW CASTLE LOCAL, American Postal Workers Union, AFL-CIO. Local number #0227.

**ARTICLE 2
JURISDICTION**

The jurisdiction of the NEW CASTLE LOCAL, APWU is all non-supervisory employees of the United States Postal Service (USPS), working within the certification established under the Postal Reform Act of 1971.

**ARTICLE 3
MEMBERSHIP**

- A. Membership in the NEW CASTLE LOCAL, APWU is open to any non-supervisory employee of the USPS who is employed within the jurisdiction of this organization and has executed a "Request for Authorization for Voluntary Allotment of Compensation for Payment of Organization Dues" PS Form 1187.
- B. A member in good standing shall be defined as any member who is current in the payment of national and local per capita and who is not serving a prohibition from holding office as a result of a local or national action against the member.
- C. Retirees may maintain full membership status in the local by meeting the requirement of Article 3, Section 4(a) of the National Constitution within thirty (30) days of effective date of their retirement. Failure to do so will prohibit them from acquiring full membership, unless they are re-employed by the USPS in an area within the jurisdiction of the APWU.
- D. Associate Membership shall be available to all members who have taken a position within the USPS, outside the jurisdiction of the APWU. They shall be required to pay the prescribed per capita tax of the National for Associate Members. They shall be entitled to benefits as allowed for fraternal privilege.

ARTICLE 4 OFFICERS

A. The officers of the NEW CASTLE LOCAL, APWU shall be as follows:

- President
- Executive vice-president
- Secretary
- Treasurer
- Clerk Craft vice-president
- Maintenance/Vehicle Maintenance vice-president
- Legislative Director
- Editor
- Trustees (Three)
- Stewards, as allotted by the provisions of the National Bargaining Agreement. Motor Vehicle Steward was eliminated effective October 18, 1992.

The following officers shall constitute the Executive Board of the NEW CASTLE LOCAL, APWU:

- President
- Executive vice-president
- Secretary
- Treasurer
- Clerk Craft vice-president
- Maintenance/Vehicle Maintenance vice-president
- Legislative Director

A majority of the Executive Board officers shall constitute a quorum for the transaction of business. In the event an Executive Board position is vacant, a quorum will be based on the number of Executive Board members remaining.

B. Duties of Officers

1. **PRESIDENT.** This officer shall serve as the administrative officer of the local and shall be charged with carrying out the policy of the local; serve as the local's official representative with the USPS; appoint all committees, unless the action in establishing the committee of the general membership shall indicate otherwise.
2. **EXECUTIVE VICE-PRESIDENT.** This officer shall perform the duties of the President in his absence; shall perform such other duties as may be prescribed by official action of the local.
3. **SECRETARY.** This officer shall be responsible for all communications of the local; shall keep a correct record of all proceedings; shall call roll at each meeting; shall call an emergency election to fill the positions of President and Executive vice-president in the event of resignation, retirement, or other cause of both officers.

4. **TREASURER.** This officer shall deposit and collect all monies due the local; promptly pay all authorized bills of the local and submits the books and records for examination and auditing at the end of the term.
5. **VICE-PRESIDENTS.** These officers shall be responsible for all duties and grievances assigned to them by the President; shall perform such duties as may be prescribed to them by official action of the local.
6. **EDITOR.** Shall be responsible for the publication of a union newsletter. The Editor shall be responsible to publish six (6) newsletters per year. The first edition will start in January and will be bi-monthly thereafter. The Editor shall be responsible for publishing all phases of the newsletter, including typing and copying. Articles may be received from many sources including (but not limited to) union officers, members, national publications, etc. The Editor shall be paid at the rate of a steward for each paper published. The Editor shall be a union officer.
7. **STEWARDS.** These officers shall rally members behind union goals; explain to members the terms of the contract, the goals of the union and why they should attend meetings. These officers shall initiate and investigate grievances as directed by the President.
8. **TRUSTEES.** These officers shall make an annual audit of the financial records of the local; make a report of them upon completion to the President. The audit shall be made at the end of each fiscal year and shall have general supervision over the physical assets of the local.
9. **LEGISLATIVE DIRECTOR.**

C. Vacancies of Officers

1. The Executive Board shall fill all permanent vacancies.
2. The Executive Board shall post notice of a special meeting to fill any vacancy at least fifteen (15) days prior to that meeting.

ARTICLE 5
REVENUES

The revenues of the NEW CASTLE LOCAL, APWU shall be derived from the local dues of \$18.98 per member, per pay period. Each member currently employed by the USPS will have to complete a PS Form 1187 (Dues Check-Off).

ARTICLE 6
EXPENDITURES

- A. The President shall be empowered to make expenditures on behalf of the Local of up to \$250.00 with a \$500.00 per month limit with the approval of the Executive Board. Expenditures in excess of \$500.00 can be made only within the approval of the General Membership at a regularly scheduled meeting.

- B. The Treasurer shall pay, upon receipt, normal expenditures; such as rent, utilities, postage, office supplies, payroll deductions such as FICA, Federal Income Tax, and PA State Tax except city wage tax. All expenses must be processed within 30 days from the conclusion from when they were used.
- C. There shall be only five sources of authority to spend money:
 - 1. Local constitution and by-laws
 - 2. General membership meeting
 - 3. Executive board – authority to spend and guidelines
 - 4. Statutory – required by law; taxes, workers comp.,etc.
 - 5. Budget – authority to spend and guidelines
- D. Only the President, Executive Vice President and Treasurer have the authority to sign checks. Two out of three signatures are required on each check at all times.

ARTICLE 7

FISCAL YEAR

The fiscal year of the NEW CASTLE LOCAL, APWU shall be April 1 through March 31.

ARTICLE 8

APPEAL RIGHTS

- A. Any member may bring charges against any other member or officer for violating the provisions of the National APWU Constitution or the Local Constitution and By-Laws.
- B. The individual pressing the charges shall deliver, by certified mail, a detailed statement of charges, citing the Article(s) of either the National or Local Constitution and By-Laws alleged to have been violated, and the action(s) which constitutes the violation.
- C. The Secretary shall deliver a copy of the charges to the President who within five (5) days shall call a special meeting of the Executive Board for the purpose of appointing a Hearing Committee (Three members as appointed by the President with the approval of the Executive Board)
- D. The Hearing Committee shall deliver to the charged member/officer a copy of the charges and shall offer the charged party no less than fifteen (15) days to prepare a response.
- E. The Hearing Committee will have authority to dispose of the charges, and in the event the charges are upheld, the Committee will have authority to suspend or remove that member/officer from membership and/or office.
- F. Appeals of Hearing Committee. A member/officer found guilty of charges may appeal the decision of the Hearing Committee to a special called membership meeting upon serving notice of such a request within five (5) days of receiving the decision of the Hearing Committee.

ARTICLE 9
AMENDMENT

This document may be amended in the following manner:

1. Two copies of the proposed amendment shall be submitted to the Secretary at least ten (10) days prior to a regularly scheduled membership meeting.
2. The Secretary will provide sufficient copies of the proposed amendment for the membership meeting.
3. The proposed amendment may be modified or amended by the membership at the regularly scheduled meeting.
4. The proposed amendment, as amended (if amended), must be read by the Secretary at two (2) consecutive membership meetings.
5. The amendment must be amended by a vote of two thirds of those present at the membership meeting.

ARTICLE 10
COMMITTEES

- A. The President shall appoint the following Standing Committee:
1. **GRIEVANCE.** All stewards and the chief steward will constitute this Committee.
 2. The President, with the concurrence of the majority of the Executive Board, shall designate the Chairperson of all Standing Committees.
 3. The President shall appoint all other Committees and their Chairpersons unless the action of the Membership establishing such committee directs to the contrary.
 4. The President may establish any special committee to study and make recommendation action to be taken on a specific area/item to the membership.
 5. **REMOVAL.** The President may remove for “just cause” any Committee Member with the consent of a majority of the Executive Board.
 6. The President shall be an ex-officio member of all committees with voice, but no vote.

ARTICLE 11
CONVENTION OR BUSINESS EXPENSES

The NEW CASTLE LOCAL, APWU will provide registration fees, transportation, room and board for members attending conventions or on official union business. Transportation costs for privately owned vehicles will be paid at the prevailing Federal Standards. Annual/Sick leave will be reimbursed to those officers who lose it due to using more than eighty (80) hours LWOP on official union business. The President shall be an automatic delegate to the APWU National Convention, PA Postal Workers State Convention and the Trine Council Meetings. Anyone attending WVU or other facility for Postal Labor Studies summer school at the expense of the union shall put in for a vacant union position within one year of school completion or they will have to reimburse the union for monies spent.

ARTICLE 12
SALARIES

A. The following is a list of the officer salaries:

President	-	\$150.00 per month
Executive VP	-	\$100.00 per month
Secretary	-	\$100.00 per month
Treasurer	-	\$100.00 per month
Clerk Craft VP	-	\$ 75.00 per month
Maint/VMF VP	-	\$ 75.00 per month
Legislative Dir	-	\$ 55.00 per month
All Stewards	-	\$ 75.00 per month
Editor	-	\$ 75.00 per paper published

- B. Any member holding more than one office shall receive the salary for the highest paid office.
- C. A steward will be paid for one month after going on a sick leave and then receive no pay after that. An alternate steward will be paid while serving as a steward.
- D. Any Executive Board member or steward shall be reimbursed if they are to use LWOP to attend the regular membership meeting, grievance meeting and Executive Board meetings.
- E. Each retiring member shall receive a one-time gift of Fifty Dollars (\$50.00).
- F. Upon the death of a current union member, (or member's mother, father, spouse, son, or daughter), flowers will be sent not to exceed \$50 and a bible shall be presented to the family. The family may request that a donation to a charity be given, in lieu of flowers, not to exceed \$50.
- G. A progressive drawing will be held at all monthly general membership meetings. The pot for the drawing will start at \$50 and progress each meeting by \$10 up to a limit of \$200 until a member wins it, at which time it will start over again at \$50. The last dues check off received from National will be used for the number drawn. All members, to include officers and stewards, must be physically present at the meeting to win the pot.

ARTICLE 13
ENABLING ARTICLE

This Constitution having been adopted by a majority of the membership of the NEW CASTLE LOCAL, APWU on February 10, 2005, shall become effective on that date. It replaces any and all other governing documents of the NEW CASTLE LOCAL, APWU—save those applicable areas of the National Constitution of the APWU.

Those areas of this document which shall be in conflict with future National Constitution provisions or applicable Federal laws shall be null and void, but the remaining Articles shall stay in full force and effect.

Original signed 02/10/2005