

APWU 300

AMERICAN POSTAL WORKERS UNION

CENTRAL MICHIGAN AREA LOCAL CONSTITUTION & BY-LAWS



CENTRAL MICHIGAN AREA LOCAL 300

JANUARY 2024

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**CONSTITUTION AND BY-LAWS OF
CENTRAL MICHIGAN AREA LOCAL 300-APWU
*As amended and updated January 2024***

**ARTICLE 1
NAME**

Section 1. The name of this organization shall be the Central Michigan Area Local **300-APWU**. A charter was issued to this Local in accordance with Article XI of the APWU National Constitution.

**ARTICLE 2
OBJECTIVES**

Section 1. The objective of this Local shall be to organize postal employees under the jurisdiction of the APWU; to provide representation and education to improve their social and economic welfare; and to improve working conditions.

**ARTICLE 3
MEMBERSHIP**

Section 1. Any non-supervisory employee in an Installation affiliated with the Central Michigan Area Local is eligible for membership in this organization.

Section 2. Any Member at Large of the APWU at an Installation is the Central Michigan Area Local 300 is eligible for membership in this organization.

Section 3. The membership of any Local in the Central Michigan Area may join this organization by secret ballot of the majority of the members voting from their respective local.

Section 4. Any member against whom written charges have been made shall be dealt with in accordance with Article XV of the National Constitution.

- A. Violating any provision of the constitution or By-Laws of the APWU or of a subordinate body, or failure to perform duties of functions specified or required therein;
- B. Violating the right of members to be free from discrimination on the basis of race, color, creed, sex, sexual orientation, nationality, handicap, political affiliation, age, or religion;
- C. Engaging in conduct that would expose APWU-CMAL to civil liability;
- D. Any member found guilty of any of the foregoing after the filing of charges and the holding of hearings, may be disciplinary action as determined by a special meeting of the Executive Board.
- E. It is understood that any Trial Board will be constituted of the current Executive Board members.

Section 5. Any member of this organization who has assumed a supervisory position may retain his/her membership, for insurance purposes only, at the time they assume the position. The dues of any supervisor retaining the APWU insurance plan shall be the same as a regular member.

Section 6. Any employee from a non-APWU craft may become a member for insurance purpose only. Anon-APWU craft member shall have no voting rights in their organization, nor shall they receive representation for any other purpose.

Section 7. Retired members who desire to maintain their membership in this Area Local may do so by paying **their Full** dues to this organization. The election to maintain membership must be made at the time of retirement. The dues shall be paid six (6) months at a time; January 1st through June 30th and July 1st through December 31st. The dues shall be paid to the Treasurer of this organization. **These dues paying retired members shall have full voice and the right to vote.**

A. Non-Dues paying retired members will not have a voice or vote within the local organization.

B. Retired members wishing to be affiliated with the APWU Hospital Insurance Plan only may do so by the payment of the per capita tax to the National APWU and will not have a voice or vote within the local organization.

Section 8. Any person who desires to nominate someone for honorary membership must present the nomination to the membership at a regularly scheduled General Membership meeting. The nomination will be voted on at the next General Membership meeting. Any honorary member shall have the right of addressing the membership. No honorary member shall be eligible to hold office or be seated as a delegate to a convention, nor shall he/she have the right to vote.

ARTICLE 4 DUES

Section 1. The dues for CMAL 300 shall be **\$26.26** per pay period with any increase in such dues to be assessed by the following formula:

- A. Any contractual increase in salary or cola will be assessed at the rate of 3% as per APWU National Constitution.
- B. Any increase in the amount of State dues shall automatically be added on the Local dues.
- C. **The Dues for the CMAL 300 shall apply to all Full Time Regulars, Part Time Flexible and PSE's**

Section 2. No member shall have to pay more than 2% of their gross income in dues. Any member that pays more than 2% may submit a voucher within thirty (30) days after the end of the calendar year and receive a rebate for the excess amount. A copy of the year-end earnings statement must accompany the voucher. Union earnings count toward gross pay.

Section 3. In honor of their service to the Local, the annual retiree dues of past CMAL Presidents who are members in good standing shall be paid by the Local.

ARTICLE 5 ELECTIONS

Section 1. The election of officers of this organization shall be by referendum vote and by secret ballot. Their term of office shall be **Three (3)** years.

Section 2. The Election Committee and Chairperson shall be appointed by the President during the June meeting prior to nominations with at least three (3) members from two (2) different local installations. No committee member shall be a candidate for office.

Section 3. At least thirty (30) days prior to the nominations meeting, the Election Committee shall:

- A. Establish the rules of the election.
- B. Submit a notice of the nominations to the editor of the PACER to be published and mailed not less than twenty (20) days prior to the nomination meeting. This notice will include officer positions to be filled and/or number of delegates to be elected; which officers are automatic delegates by virtue of their office; the time, date and place of the nomination meeting; qualifications for office (per Article 12 of the National Constitution); and the form of nominations.
- C. Post a notice in the PACER and on all APWU bulletin boards, soliciting members to provide the Local with any address or name changes to update the membership list.
- D. Secure two (2) return post office boxes in a post office not within the Central Michigan Area Local for:
 1. Correspondence being directed to the Committee and return of undeliverable ballots.
 2. Marked ballots to be counted (this shall be a locked box).

Section 4. Following the nomination meeting, the Election Committee shall also be responsible for:

- A. Posting a notice on all APWU bulletin boards noting all nominated members and the positions for which they were nominated.
 1. The notice shall also specify the last date and time when a member may accept his/her nomination, and the procedure for acceptance.
- B. Requesting from each candidate how they would like their name to appear on the ballot (including the use of nicknames).
- C. Distributing a written copy of the election rules to all candidates for contested positions.
- D. Posting a notice indicating when postal employees must be a member to receive a ballot.
- E. Checking the membership list for accuracy.
- F. The printing of the ballots and instructions.
- G. Securing the ballots.
- H. Distributing the ballots.
- I. Notifying members on how to contact the Election Committee to request a duplicate ballot, and establishing a cut-off date for such requests.
- J. Counting the ballots.
- K. Reporting the election results.
- L. Investigating and ruling on any grievance to the election process (see Section 6).

- M. Maintaining the election materials for one (1) year after all appeals have been exhausted.

Section 5. The nomination of officers of this organization shall be held at the regular monthly General Membership meeting in September with the election held in November. Attendance at the regular General Membership meeting in September of election year is not necessary for nomination. In the event that a quorum is not achieved at the September nomination meeting, the nomination of officers shall be handled according to the following alternate procedure:

- A. Notice of the lack of a quorum shall be posted at all member offices within 48 hours of the September meeting date.
- B. Any member may nominate themselves for any CMAL office by sending written notice of such nomination by certified mail to the election Committee within **fourteen (14)** days of the September nomination meeting.

Section 6. All nominees present at the nomination meeting in September shall have the option of accepting or declining verbally at that time. All nominees shall have eight (8) days from the time of the nomination meeting to accept or decline in writing to the Election Committee.

- A. The Election Committee Chairperson shall be responsible for informing those nominated who are not present at the nomination meeting of the requirements to accept or decline in writing within the eight (8) day period.
- B. Nominees to contested positions shall have until October 5th to submit a campaign article to the Editor of the PACER, length not to exceed 350 words. Articles must be sent via certified mail or hand delivered to the Editor.
- C. Nominees shall be afforded an equal opportunity to campaign, but all campaigning must be done at their own expense and on their own time. No union funds, including the use of equipment or office supplies, may be used by any candidate for union office, for purposes of campaigning

Section 7. Any member who feels aggrieved in connection with the conduct of a local election shall file his/her grievance with the election committee within seventy-two (72) hours after his/her grievance arises. (For the purpose of this Article, the term "election" shall include nominating procedures). Appeals from the decision of the local election committee shall be filed in writing to the National Election Appeals Committee within five (5) days of the local committee's decision.

Section 8. To be eligible to hold office, a member must have been a member in good standing for nine (9) months prior to the nomination meeting. Any otherwise eligible member who voluntarily holds a managerial, supervisory or EAS position with the responsibility for issuing or recommending discipline, or applying or interpreting the Nation Agreement for any period of time in a year shall be ineligible to hold office for a period of one (1) year after returning to craft. Any otherwise eligible member who has submitted an application (written or verbal) to test for or be considered for any managerial, supervisor, or EAS position with responsibility for issuing or recommending discipline or for applying or interpreting the Nation Agreement shall withdraw such application prior to acceptance of nomination for any office in the CMAL. Written documentation of such withdrawal must be provided to the Election Committee.

Section 9. Ballots shall be mailed not later than November 5th. They must be returned to the Election Committee's locked box by 9:00 a.m. on November 21st. In the event that November 21st falls on a Sunday, the deadline shall be extended to 9:00 a.m. on the following Tuesday.

- A. All ballots shall be accompanied by a copy of voting instructions. Ballots shall be declared void if the instructions are not followed.
- B. All ballots must be accompanied by two (2) envelopes; one (1) must be blank for the ballot; one (1) must have the return address of the Election committee in the upper left hand corner with postage paid. The word "Ballot" must be printed on the envelope with a space for the member to sign the envelope. All ballots shall be returned to a locked container. The envelopes shall be sent First Class mail.
- C. Per the APWU National constitution Article 12, Section 4(a), "Write-in votes shall not be valid, counted or considered."

Section 10. All officers of this organization shall be elected by plurality (the number of votes cast for one candidate that is greater than the number cast for any other in the election, but may be less than a majority).

Section 11. In the case of a tie affecting the final selection of one (1) or more candidates, only the names of the tied candidates shall be resubmitted to the Election Committee, who shall prepare and mail a ballot to all eligible voters within five (5) days. Voters shall have (15) days to return their ballot.

Section 12. The terms of officers elected will become effective January 1.

Section 13. The officers elected shall be installed at the regular January General Membership meeting.

Section 14. A member may hold only one Executive Board position.

Section 15. Effective January 1st any and all property of APWU-CMAL in the possession of a vacating incumbent including, but not limited to; documents, correspondence, financial records and capital equipment shall be transferred/surrendered to the newly elected incumbent.

Section 16. In the event any office is vacant effective January 1st any and all property as stated in section 15 shall be transferred/surrendered to the current CMAL President effective January 1.

ARTICLE 6 OFFICERS AND OTHER POSITIONS

Section 1. It shall be the responsibility of each officer of this local, elected or appointed, to promote the best interests of the Central Michigan Area Local **300**.

Section 2. The elected officers of this organization in line of succession, shall consist of:

- A. The President
- B. The Executive Vice-President
- C. Secretary
- D. Treasurer
- E. The Director of Research and Education
- F. Human Resources Director
- G. Trustees (in order of number of votes received)
- H. The Craft Directors
 - 1. Clerk Craft Director
 - 2. Maintenance Craft Director
 - 3. Vehicle Maintenance Craft Director
- I. The Associate Office Advocate
- J. The Associate Office Advocate
- K. The Installation Directors (by size of membership in respective offices)

Section 3. Stewards are appointed by the Installation Director in their respective facilities, or by the President in offices that lack an Installation Director, subject to the approval of the Executive Board. Stewards are not members of the Executive Board, and have no authority to modify or take action inconsistent with official CMAL policy.

Section 4. The President shall appoint all Standing Committees at the regular General Membership meeting immediately after election.

- A. The Standing Committees shall consist of the following:
 - 1. **The Editorial Committee** – shall review articles submitted for publication, establish and review editorial policy, and assist the Editor as needed.
 - 2. **The Constitution and By-Laws Committee** – shall review and update the Local Constitution and By-Laws as needed.
 - 3. **The Budget Committee** – shall audit financial records at least quarterly and report the findings to the Executive Board; shall have full responsibility for scheduling and independent audit by an external party no less than once a year.
 - 4. **The Legislative Committee** – shall monitor local, state and national legislation with the purpose of informing the membership of pertinent issues.
 - 5. **The Resolution Committee** – shall aid the president as needed.
 - 6. **The Grievance Committee** – shall aid the president as needed.
 - 7. **The Organization Committee** – shall encourage members to continue their membership shall recruit new members.
 - 8. **The Human Relation Committee** – shall monitor and recognize members' life events (such as births of children, retirements and deaths) as appropriate. Shall promote special events for members' welfare (such as an annual picnic) as appropriate. Shall administer any scholarship programs.
- B. The chairperson of each committee shall be determined by the member of the committee.
- C. The chairperson of each committee will give a report at each General Membership meeting that follows a meeting of the committee.
- D. Standing Committees will meet as needed.
- E. Special Committees shall be appointed by the President.
- F. All committee members are encouraged to submit articles to the PACER to keep the membership informed about committee activities.

**ARTICLE 7
THE EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of:

- A. The President
- B. The Executive Vice-President
- C. The Secretary
- D. The Treasurer
- E. The Human Resources Director
- F. The Editor
- G. The Trustees – 1 trustee per 100 active members – (2)**
- H. The Craft Directors (3)

Section 2. The Installation Directors may attend Executive Board meetings with the privilege of addressing the Executive Board but without voting privileges.

Section 3. The Executive Board shall meet one and one-half (1½) hours prior to the regularly scheduled General Membership meetings, Executive Board meetings will **only** be held in July and December only if necessary, date and time to be determined by the President.

Section 4. A quorum for the Executive Board meetings shall be 50% of the elected positions on the Executive Board plus one. Any fraction will be rounded up to the next whole number.

Section 5. In the event that the next General Membership meeting does not have a quorum, the recommendations of the Executive Board will become final.

Section 6. In the event it becomes necessary to take Executive Board action prior to the next scheduled Executive Board and General Membership Meetings, the CMAL President shall conduct a poll of all Executive Board members. Any such poll shall be conducted in writing, or when necessary by phone or e-mail with subsequent written confirmation. Any proposal voted on by Executive Board poll shall require a majority of the entire Executive Board to take effect.

Section 7. The Executive Board shall have full veto power over any tentative Local Agreements. No proposed Local Agreement shall take effect until approved by a majority of the voting members of the Executive Board.

Section 8. At each regularly scheduled Executive Board Meeting, the Executive Board will discuss any proposed changes to any stewards list.

**ARTICLE 8
DUTIES OF OFFICERS AND OTHER POSITIONS**

Section 1. The President:

- A. Shall preside at all meetings of this Area local.
- B. Shall appoint all committees not herein provided for, and shall be an official member of all committees, except the Election Committee when the President is a candidate for office.

- C. Shall be responsible for overseeing all work of the local and the execution of all resolutions adopted by the Area Local.
- D. Shall counter-sign all checks issued by the Area Local.
- E. Shall be an automatic delegate to all National and State conventions and shall be fully compensated for, but not limited to travel, accommodations and lost time necessary to fulfill the obligation. In the event that the President shall be unable to attend any of these conventions, the President shall appoint an alternative.
- F. Shall publish an article in each issue of the Local's paper; at the beginning of each calendar year, the President shall publish a State of the Area Local message showing the condition of the Area Local.
- G. Shall appoint a Parliamentarian at each meeting, should the Parliamentarian be absent.
- H. Is authorized to spend no more than One Hundred Dollars (\$100.00) for the good of the Area Local between General Membership meetings. Any expenditure in excess of the specified amount must be approved through a special meeting or General Membership meeting.
- I. Compensation shall include Two Thousand Dollars (\$2,000.00) per year in salary, plus payment for the allowable usage of, but not to exceed Four Hundred (400) hours of lost time per year. In addition the Presidents' dues shall be reimbursed in December of each year.
- J. Shall bring any proposed changes to a stewards list to the next regularly scheduled Executive Board Meeting. Any changes to stewards list will be approved by a majority vote.

Section 2. The Executive Vice-President:

- A. Shall assume the duties of the President and/or Treasurer in the event of a temporary absence or inability of said officers to attend to the duties of their office.
- B. Shall hold the office of President as the result of the permanent removal of the President
- C. Shall render additional assistance to the President upon his/her request.
- D. Shall submit articles to the Local's Editor on a regular basis.
- E. Shall be compensated **One Thousand Two Hundred Fifty Dollars (\$1,250) a year in salary.** The Executive Vice President's dues will be reimbursed in December of each year.
- F. **The Executive Vice-President acts in the capacity of the President or Treasurer shall have his/her compensation prorated accordingly on a daily basis.**

Section 3. The Secretary:

- A. Shall take the minutes at all General Membership meetings, Executive Board meetings, and other meetings per the request of the President.
- B. Shall report the minutes of those meetings at the next General Membership meeting.
- C. As custodian of the official minutes,
 - 1. Shall maintain a signed copy of the minutes in the Recording Secretary's file
 - 2. Shall provide a signed copy to the President, Vice-President and Treasurer.
- D. Shall mail a copy of the minute and notice of the next General Membership meeting to each installation in the Area Local not more than **ten (10)** days, following the General Membership meeting and/or Executive Board meeting.

- E. Shall keep and have at each meeting a copy of the Constitution (Local State, and National), labor laws, and Robert's Rules of Order for consultative purposes.
- F. Shall answer all correspondence as directed by the President.
- G. Shall keep a current list of all members including names and addresses
 - 1. Shall provide a copy of the list to the Editor or the PACER and the Treasurer
 - 2. Shall process all 1187's
- H. Shall publish all proposed constitution changes and notices of upcoming elections, meetings, etc., in accordance with applicable labor laws.
- I. Shall be responsible for dissemination of all information available from the State and National offices relevant to the functioning of the Area Local, **as directed by the President.**
- J. Shall keep an inventory of all office equipment belonging to the Area Local
 - 1. Shall be present at the inventory audit conducted by the Budget Committee.
 - 2. Shall purchase and distribute office supplies
- K. Shall maintain an attendance record of all meetings
- L. Shall perform other duties as deemed necessary by the President.
- M. Shall be compensated Seven Hundred Fifty Dollars (\$750.00) per year in salary and for the allowable usage of, but no to exceed, up to (8) hours of lost time per month in months in which there are scheduled General Membership Meetings, and up to (4) hours of lost time per month in month without scheduled General Membership Meetings. The Secretary's dues will be reimbursed in December of each year.

Section 4. The Treasurer:

- A. Shall have the duty to maintain an accurate accounting of the deposits
 - 1. disbursements of the Area Local
 - 2. Keep an accounting of property of the Area Local
- B. Shall provide the Secretary with a written copy of the financial report one week prior to every General Membership and Executive Board Meeting.
- C. Authorized signatures for banking purposes shall include the Treasurer, the President, and the Vice-President
- D. Shall maintain an accurate written record of the minutes of all regularly scheduled and special General Membership Meetings as well as Executive Board Meetings.
- E. Shall file all required Department of Labor and Internal Revenue Service forms via certified mail with a return receipt addressed to the President of the CMAL.
- F. Shall have all books audited by the Budget Committee quarterly
 - 1. Shall prepare in conjunction with the Budget Committee a budget for each upcoming fiscal year (January 1st through December 31st)
- G. Shall process vouchers in a timely manner and in accordance with all legal requirements.
- H. Shall verify the dues check-off and provide the Secretary and Editor with current membership lists.
- I. Shall be compensated One Thousand five Hundred Dollars (\$1,500.00) per year in salary and for allowable usage of, but not to exceed, Two Hundred Eight (208) hours of lost time per year. The Treasurer's dues shall be refunded in December of each year.

Section 6. The Human Resources Director:

- A. Shall educate all stewards and interested members on OWCP, FMLA, Sick Leave for Dependent Care, Retirement, and Light/Limited Duty requests.

- B. Shall plan and conduct training and educational seminars as needed.
- C. Shall publish an article in each issue of the Local's paper.
- D. The Human Resources Director shall notify the Director of Research and Education when planning/Scheduling training seminars (to allow for addition input)
- E. Shall conduct all business in connection with the Health Plan.
- F. Shall be responsible for the dissemination of all information concerning the Voluntary Benefits Plan to the membership.
- G. Shall be responsible for the dissemination of all information concerning the APWU Health plan to the membership.
- H. Shall be compensated Seven Hundred Fifty Dollars (\$750.00) per year in salary. The Human Resources Director's dues shall be reimbursed in December of each year.

Section 7. The Editor:

- A. Will edit, publish, and distribute the paper (PACER).
- B. This paper shall include an editorial column.
- C. The Editorial Committee shall consist of the Editor and two (2) officers or trustees plus other interested members as approved by the **President**.
- D. Will update and maintain a current, accurate mailing list.
- E. Compensation to the Editor shall be Five Hundred Dollars (\$500.00) per year in salary, plus payment of lost time not to exceed sixteen (16) hours per issue. The PACER will be published a minimum of **four (4) but not to exceed six (6) times** per year. The Editor's dues will be reimbursed in December of each year.
- F. Shall follow the rules for nomination notice as described in Article 5, Section 3.B and will publish and mail an Election Issue of the PACER no later than October 30th of each election year.

Section 8. the Trustees:

- A. Shall perform duties as directed by the President.
- B. The trustees shall be responsible for auditing the local's finances quarterly.
- C. Each trustee shall be appointed to at least one standing committee, with the exception of the Grievance Committee.
- D. Shall submit at least one (1) article per year to the Editor.
- E. Shall be compensated Two Hundred Fifty Dollars (\$250) per year in salary. Each trustee's dues shall be reimbursed in December of each year.

Section 9. The Craft Directors:

- A. Shall be responsible for handling problems relating to their craft
 - 1. Shall initiate Step one grievances on adverse job actions.
- B. Shall maintain a written updated file of all jobs within their respective craft.
- C. Shall work with the Step Two Advocates to ensure that the Advocates are not overburdened with grievances.
- D. Shall act as a liaison between the various crafts and the President.
- E. Shall perform other duties deemed necessary by the President.
- F. Shall submit articles on a regular basis to the Editor.
- G. Shall be compensated per year in salary as follows:
 - 1. Clerk Craft Director – Seven Hundred Fifty Dollars (\$750.00)
 - 2. Maintenance Craft Director – Five Hundred Dollars (\$500.00)

3. Vehicle Maintenance Craft Director – Two Hundred Fifty Dollars (\$250.00)
The Craft Directors' dues shall be reimbursed in December of each year.

Section 10. The Installation Director:

- A. Shall be elected by a majority vote of the APWU members in their respective installation.
- B. Shall be responsible for handling problems and grievances in their respective installations.
- C. Shall appoint and remove all stewards in their respective installations with the consent of the Executive Board as directed by Article 8 Section 1. The installation Director will also be responsible for providing management with a current steward list.
- D. Shall schedule and chair steward meetings of their respective installations as necessary.
- E. Shall submit the agenda for Labor/Management meetings and be the chief Union spokesperson at those meetings.
- F. Shall conduct Local Negotiations including the authorization of the Negotiation Team for their respective installations. No tentative Local Agreement shall take effect until ratified by the CMAL Executive Board.
- G. Shall work under the direction of the President.
- H. Shall be compensated per year in salary as follows:
 1. In installations with one (1) to forty-nine (49) employees in the bargaining unit – One Hundred Fifty Dollars (\$150.00)
 2. In installations with fifty (50) or more employees in the bargaining unit – Three Hundred Dollars (\$300.00).
 3. In installation with over two hundred (200) employees in the bargaining unit – Seven Hundred Fifty Dollars (\$750.00).
- I. Shall notify the President of any proposed changes in the stewards list. These changes will be temporary until voted on the next regularly scheduled Executive Board Meeting.

Section 16. Stewards:

- A. Shall be the representative of the Union at the workroom level who handles grievances at the first and/or second step of the grievance procedure as deemed appropriate by the Installation Director.
- B. If authorized by the President, they may appeal Grievances to Step Three of the grievance procedure.
- C. Stewards' (including Step 1 Advocates) and Arbitration Advocates' dues shall be reimbursed in December of each year.
- D. One half of each alternate Stewards' dues shall be reimbursed in December of each year.

Section 17 Vacancies

- A. In the event any elected office becomes vacant for any reason, **the vacating former officer shall transfer/surrender all property of APWU-CMAL in their possession including but not limited to; documents, correspondence, financial records and capital equipment to the current CMAL President effective immediately. The newly vacated position shall be filled at a regular**

Executive Board/General Membership meeting. (The only exception to this provision is the office of President, which shall be filled by the Executive Vice-President pursuant to Article 8, Section 2.B above.) Notice of the vacancy and date of the Union meeting at which the position shall be filled will be posted no less than fifteen (15) days nor more than thirty (30) days prior to such meeting.

- B. Any member in good standing can apply for a vacant position by mailing a written letter of interest to the CMAL President. Such letter must be postmarked no later than seven (7) days prior to the Executive Board/General membership Meeting at which the vacancy is to be filled.
- C. The person or persons selected to fill vacant positions must receive a 2/3 majority vote of the Executive Board members present and of the members present at the General Membership meeting. In the event that there is no quorum for the General Membership meeting, the vote of the Executive Board will become final. In the event that no applicant receives a 2/3 majority, the above procedures shall be repeated.

Section 18 Any officer not fulfilling his/her duties shall be dealt with according to the procedure established in the National Constitution.

Section 19 To be eligible for compensation as specified above, all officers who are members of the Executive Board must attend no less than seven (7) regularly scheduled Executive Board and General Membership Meetings each calendar year. Exceptions to this requirement may be granted by 2/3 vote of the Executive Board, as follows:

- A. Any officer seeking exception to the meetings requirements must provide suitable documentation as to the reason for additional absences. Such documentation shall be provided to the President and reviewed by the Executive Board at the November meeting.
- B. When an officer serves less than a full term, the meetings requirements shall be 70% of the meetings they were eligible to attend that year.

ARTICLE 9 COMPENSATION

Section 1. For the positions referenced in Article 8, payment will be made for loss of annual leave and/or sick leave due to an adjustment by the USPS on lost time approved by a local certifying officer or this Constitution.

Section 2 Officers or representative of this organization shall receive payment of lost time and expenses for union business in accordance with the following:

- A. The CMAL President shall be authorized to Approve payment of lost time not to exceed a total of **one hundred seventy-five (175) days or fourteen hundred (1400) hours** per fiscal year, to union members for conducting of union business.

Such union business may include, but is not limited to, the following:

- 1. Steward meetings
- 2. Research projects
- 3. Informational projects
- 4. Educational projects
- 5. Visits to associate offices

6. Appointments with union attorney or business agents
7. Other union activities

Such authorized lost time shall be in addition to lost time presently authorized in Article 8 and Article 9 Section 2, Paragraph B below. Payment of any lost time in excess of that described in Articles 8 and 9 of the Constitution shall require approval by the President and approval by a 2/3 vote of the Executive Board

- B. All officers, stewards, and Installation Directors shall be authorized lost time, not to exceed a total of **six hundred (600) hours** per annum, for attendance at regular General Membership meetings, special meetings, and/or Executive Board meetings, provided they are eligible to attend such meetings. Any lost time must be taken either on the date of the meeting/authorized union business on which the employee is regularly scheduled to work. Exceptions may be granted at the discretion of the President.
- C. CMAL officers and stewards may apply for compensation for mileage for attendance at authorized union business and meetings. The reimbursement of mileage shall be at the APWU mileage rate per the Accountability newsletter published by the National APWU.

Section 3. It shall be compulsory for all members of the CMAL to return to the Area Local receipts for all approved monies spent for travel and expenses whether the Local has advanced moneys or the individual is seeking reimbursement. It shall also be compulsory for all unused moneys to be returned to the Area Local within thirty (30) days of the individual's return from travel.

Section 4. When it becomes necessary to submit a voucher for advance or reimbursement of expenses relating to the operation of the Area Local, such voucher must be submitted by the Thursday of the last week in the pay period in order to be processed for payment of payday. It is necessary to complete the form and attach all pertinent documentation. For example: 3971 with an original approving signature, receipts for supplies purchased, beginning and ending odometer readings, air ticket stubs, etc. Request for payment must be made within thirty (30) days of the actual expense.

Section 5. Any voucher for those eligible in Article 8 above, presented for the purpose of claiming salaries shall be turned in to the Treasurer within the thirty (30) day period from December 1 through December 31.

Section 6. Vouchers for expenses or salaries not presented within the thirty (30) day limit of the actual expense shall need approval of the Executive Board prior to reimbursement.

ARTICLE 10 MEETINGS

Section 1. The General Membership meetings of this organization will be once each month with the exception of July and December.

- A. Meeting will be held at 7:00 p.m. on the third (3rd) Wednesday of each month (except in July and December when there will be no meetings).

- B. If no quorum is achieved within 20 minutes of the scheduled start time of the meeting, such General Membership or Executive Board meeting is automatically canceled.
- C. In case of need, the meetings of this organization may be changed by the membership meeting or by the majority of the Executive Board.

Section 2. Those regular monthly meetings that fall on a holiday, shall be held one week (7 days) later.

Section 3. Any Installation Director may call, as needed, an Installation meeting. Any cost to the Area Local shall require advance approval from the President, his/her designee, or the Executive Boards.

Section 4. Special Meetings may be called by:

- A. The President his/her designee.
- B. A majority of the Executive Board.
- C. A 2/3 vote of the membership present at a regular General Membership meeting.
- D. A petition signed by at least twenty (20) members in good standing.

Such special meetings shall be held for a specifically stated purpose. No business other than that stated in the original motion, petition, or meeting notice shall be transacted at such meetings. Notice to the membership of special meetings must be posted on all union bulletin boards at least five (5) days prior to the meeting.

Petitions or motions for such meeting shall be turned in to a member of the Executive Board. The legality of the said petition or motion shall be ruled on by the Executive Board.

Section 5. A quorum for a regular General Membership meeting or a special General Membership meeting shall be **ten (10)** members in good standing.

Section 6.

- A. The Area 6 Director will be an automatic delegate to all District meetings.
- B. Members wishing to attend a District Meeting shall submit a letter of interest to the CMAL President who will select any additional delegates.

ARTICLES 11 ORDER OF BUSINESS

Section 1. Robert's Rules of Order shall be the authority used to decide all questions not herein provided for. The order of business shall be as follows:

- A. Meeting called to order.
- B. Roll call of officers.
- C. Reading of the minutes of the previous meeting.
- D. Reading of the minutes and recommendations of the previous Executive Board Meeting (s)
- E. Reading of bills and communications.
- F. Recognition of new members.

- G. Closing of the Official Attendance Record.
- H. Reports of officers and committees. Reports of officers and committees shall be allowed a maximum of three (3) minutes each.
- I. Good of the Federation.
- J. Unfinished business.
- K. New business.
- L. Adjournment.

Section 2. The order of business may be transposed or suspended by 2/3 vote of the members present and voting.

ARTICLE 12 CONVENTIONS

Section 1. The nomination of delegates to the National and State convention shall be held at the regular General Membership meeting in November. The members nominated shall be posted on all union bulletin boards and may be printed in the Area Local's paper. The election of said delegates shall be held at the regular General Membership meeting in January. It shall be determined by a majority vote of the membership present at the regular General Membership meeting in January, with consideration to available finances and cost, the number of delegates this Area Local will send to conventions. The elected delegates receiving the highest number of votes shall be the ones sent first. In the event an elected declines, the next highest alternate delegate shall attend.

Section 2. In the event that a quorum is not achieved at the November nomination meeting, the nomination of delegates to the National and State Conventions shall be handled according to the following alternate procedure:

- A. Notice of the lack of quorum shall be posted at all member offices within 48 hours of the November meeting date.
- B. Any member wishing to be a delegate to the State and/or Nation Convention shall submit a letter of interest by certified mail to the CMAL President within ten (10) days of the November meeting date.
- C. In the event a quorum is not achieved at the January meeting to elect delegates to the Nation and State Conventions, the MAL President shall select such delegates.

Section 3. Elections of delegates who will attend a convention at which there will be an election of officers must be by secret ballot.

Section 4. The rules for acceptance and eligibility for nomination of delegates shall be the same as those described in Article 5, Sections 6 and 8.

Section 5. All convention delegates must attend all business sessions and/or meetings as directed by the President. Failure to be in attendance shall result in mandatory return of any union monies received by the delegate for that convention. All delegates will be required to submit a written report to the President or the PACER within thirty (30) days from the last day of the convention or give an oral report to the General Membership at the next scheduled meeting. Exceptions to the above may only be authorized by the Executive Board.

Section 6. The delegates elected to any convention of this organization shall immediately and automatically become part of the Local's Resolution Committee.

ARTICLE 13 CONSTITUTIONAL AMENDMENTS

Section 1. This Constitution and By-Laws, any article or section thereof, may be amended or removed upon the written request of fifteen (15) members in good standing from at least three (3) area installations. It shall be presented to the Secretary at the regular General Membership meeting, who will read it aloud to the membership present. It shall be posted on all APWU bulletin boards in the Area Local for the period not to exceed thirty (30) days, but not less than twenty (20) days prior to the vote. It may also be printed in the Local's paper (PACER) prior to the vote. The discussion and vote to approve or disapprove at the next regular General Membership meeting at which there is a quorum shall be by 2/3 majority vote of the members present.

ARTICLE 14 CONFLICT OF INTEREST

Section 1. Any member, delegate, steward, elected or appointed, who accepts and/or fills a managerial or supervisory position, EAS position, ASP or other management training program position, for any period of time, whether one day or a fraction thereof, whether in a detail, acting, probationary or permanent capacity, will be immediately removed from any office or position held in the CMAL. Any member who has submitted an application (written or verbal) to test for or be considered for any managerial or supervisory position, EAS position, ASP or other management training program, will be immediately removed from any office or position held in the CMAL. Such person will no longer represent the CMAL in any capacity from the date he/she applies for, and/or accepts and/or fills any of the management positions noted above.

The individual will be ineligible to hold office for so long as the individual continues to serve in the management positions described above and for a period of one (1) year from the time the individual vacates such a position. Exceptions to the one-year period of ineligibility may only be made by a 2/3 vote to the Executive Board.

ARTICLE 15 AFFILIATIONS

This Area Local shall affiliate with the Michigan Postal Workers Union and any appropriate AFL-CIO central body.

ARTICLE 16 LOCAL NEGOTIATIONS

Section 1. Installation Directors shall conduct local negotiations and shall select the negotiating team for their respective installations.

Section 2. In Installations lacking an Installation Director, the CMAL President shall appoint a Chief Negotiator to conduct local negotiations.

Section 3. The Installation Director/Chief Negotiator shall have full authority to negotiate the terms of the Local Agreement, pursuant to Article 30 of the National Agreement (“Local Implementation”),

- A. The CMAL Executive Board shall be given full veto power over any proposed Local Agreement.
- B. President shall appoint a three-member panel of members to review all tentative LMOU’s and make recommendations to the Executive Board.
- C. If a majority of the proposed agreement, such action shall be considered a mandate to the Installation Director/Chief Negotiator to reopen negotiations.

Notes

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