

MANCHESTER AREA LOCAL CONSTITUTION

(Revised December 2020)

ARTICLE 1: NAME

SECTION 1 : This organization shall be known as the Manchester, N.H. Area Local of the American Postal Workers Union, AFL-CIO and hereafter shall be referred to as the APWU Manchester Area Local.

SECTION 2: The Manchester Area Local shall post for thirty days, and by secret ballot, vote to accept or reject the merger of any Local which has followed the necessary procedure of posting a merger notice for thirty days and votes in the majority to relinquish its Local charter and merge with this Area Local. Such Local shall submit a statement in writing to the effect that they have voted in the majority to merge with this Area Local and the statement shall be signed by an official of the Local. This statement along with the statement from the Area Local to the effect that such action is authorized under our Area Local Constitution and signed by the Area Local President, will be submitted to the office of the General Executive Vice-President for completion of this merger.
11-88

ARTICLE II: OBJECTIVES

SECTION 1: The objectives of this Local shall be to promote the principles and policies as set forth in the National Constitution of the American Postal Workers Union, AFL-CIO.

SECTION 2: It shall also be the objectives of this Local to unite the postal workers under the jurisdiction of the APWU, within the Manchester Area Local into one brotherhood, for their social and economic advancement and to aid in the perfection of the Postal Service.

SECTION 3: It shall be the purpose of this Local to advance, through every lawful and legitimate means, the interest of postal workers and the Postal Service, and to reasonably assist all brothers and sisters in distress.

ARTICLE III: MEMBERSHIP

SECTION 1: Eligibility to membership to this Local shall be as prescribed by the National Constitution of the American Postal Workers Union.

SECTION 2: Membership shall be divided into three classes: active, associated, and honorary.

A. An active member being one who is employed within the jurisdictional claim of the APWU is eligible for membership. 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, military leave, pregnancy leave, lay-off or disciplinary suspension. A retired member who continues to pay full Local dues and National per capita tax may remain an active member. Only active members will be able to vote or hold office in this Local. 11-91 (National Mandate) 09-09, 06-12

B. Associate Membership: Federal classified employees under the jurisdiction of the Manchester Area Local may be accepted as associate members for Health Plan participation only. They shall pay Thirty-Five Dollars (\$35.00) per annum for this privilege, five dollars of which shall go to the Manchester Area Local. Other bargaining unit employees not under the classification of Federal employees are required to pay full dues and full national per capita taxes in order to obtain APWU health plan benefits. 11-91 (National Mandate)

C. Honorary membership may be granted to any person or persons by a two-thirds (2/3) vote of the Union at any General Meeting. (09-97)

ARTICLE IV: MEETINGS

SECTION 1: The regular meetings of this Local shall be held on the first Sunday of each month. The date, time and place of regular meetings shall be posted two weeks in advance for the membership. However, the Executive Board can by majority approval, cancel, change or reschedule the call of regular meetings. 1-81

SECTION 2: Special meetings shall be held at the call of the President or upon written request of twenty-five active members and notice of said meetings must be posted at least twenty-four hours prior to the date of said meeting stating the time, place and purpose of the meeting. If less than twenty of the signatories appear, such meeting will be adjourned by the chairman. No other business shall be transacted except as outlined on the notice. 11-88

SECTION 3: Normally, only active members in good standing of this Local or any National Officer shall be allowed to attend meetings of this Local. Nonmembers, with the approval by the membership at a meeting or by majority vote of the Executive Board shall be allowed to attend meetings of this Local. They will not be eligible to vote on any matters. 11-88

ARTICLE V: GENERAL OFFICERS

SECTION 1: President

A. The President shall be a full-time officer of the Local Union, provided that dues paying membership is five hundred and fifty (550) members or higher. If the number of dues paying members drops below five hundred and fifty members for a period of ninety (90) days, the President will return to his/her bid position of the USPS within thirty days and receive a salary of \$12,000.00. Shall the number of dues paying members exceed six hundred members (600) for a period of ninety days, the President will return to full-time officer of the local within thirty days.

B. The President shall be the chief executive officer of the Local Union and shall exercise supervision over the affairs of the Local Union.

C. It shall be the duty of the President to:

- (1) Promote the interest of the Local in such ways as seem advisable or as directed by the general membership of the Local.
- (2) Preside over all Executive Board and Membership Meetings of this Local.
- (3) Appoint all committees not hereinafter provided for and perform such other duties as appertain to the office or such as the membership shall assign at general meetings and shall be an ex-officio member of all committees.
- (4) Sign all official documents of the Local.

D. The President shall call a meeting of the Executive Board whenever he/she deems it advisable. He/She shall determine the time, place and agenda and preside over such meetings.

- E. The President shall at his/her option attend the President's Conference, all expenses to be incurred by the Local.
- F. The President shall be responsible for the enforcement of this constitution and all written policy statements of the Local. He/She shall be responsible for all the affairs of the union; and all officers, stewards, and committee members shall work under his/her supervision. The President is vested with the authority to assign duties and responsibilities beyond those itemized in this constitution to any officer, steward or committee members as may be necessary to achieve the objectives of this constitution and Local.
- G. The President at the February meeting of each year shall give a report detailing the progress made toward achieving the objectives and goals of this Local during the previous year and detailing the general condition of the Local. The President shall also outline his/her plan and goals for the following year.
- H. The President shall record all time worked for the Local Union on a timecard. All leave taken by the President shall be indicated on the timecard and supported by a PS Form 3971. The time taken by the President to perform work for the National APWU shall be recorded on the timecard as Leave Without Pay or Annual Leave. On a weekly basis, the President shall submit his/her timecards to the Secretary of the Local who will validate the timecard and then submit it to the Secretary-Treasurer for his/her approval and payment. (01-09)
- I. The President shall be compensated, in bi-weekly installments, equivalent to a Level 11, Step P on the Postal Service Pay Schedule. As of March 4, 2017, this amount is \$70,062. Any contract raises will be added to the President's salary and all negotiated cost of living raises will be paid on a dollar for dollar basis as long as he/she remains a full-time officer of this local. He/ She shall also receive all other monetary compensation received by craft employees (e.g., contractual bonuses, annual leave exchange program) provided that he/she remains full-time officer of this local. A-B-C-D-E-F-G-H-I 10-92 (I 5 - 96) (A-I, 06-12) (I, 04-16) (I, 05-17)

SECTION 2: Benefits

- A. The President while serving in a full-time capacity of this local shall have life insurance and retirement benefits paid by the Local at the same rate as provided by the U.S. Postal Service and the Civil Service Commission Retirement Act. If the President is a member of any Health Plan, only the portion that the Postal Service would pay shall be paid by the Local.
- B. The President while serving in a full-time capacity of this Local shall receive 208 hours Annual Leave and 104 hours Sick Leave per year, and paid holidays as provided in the Collective Bargaining Agreement. He/She may carry over up to 440 hours of accumulated annual leave in a leave year, however, upon leaving office he/she shall not be reimbursed for unused annual leave in excess of 440 hours.
- C. When the President leaves the employment of the Manchester Area Local for the following reasons:
- (1) To hold another full-time union position or,
 - (2) To return to active Postal Service employment, he/she shall be entitled to make a claim for unused accrued Sick Leave provided that he/she remains a member in good standing of the Manchester Area Local within the bargaining unit.
- D. The President while serving in a full-time capacity shall receive all negotiated raises and cost of living increases given APWU represented craft employees during his/her term of office.
- E. The President while serving in a full-time capacity shall receive no overtime. (A-B-C-D-E 10-92) (A-B-C-D-E 06-12)

SECTION 3: Executive Vice President.

It shall be the duty of the Executive Vice-President to perform the duties of the President in case of his/her absence or if the President is recalled, resigns, or leaves office for any reason until the following election. He/She shall, under the supervision of the President, assist in handling grievance matters, organization and legislative matters, and such other duties as may be assigned him/her by the President. By virtue of his/her office, he/she shall be a delegate to all conventions, be they State, Regional, National and/or special conventions with the exception of President Conferences and Secretary-Treasurer Meetings. He/She may, with the approval of the Executive Board be authorized to act as a co-signer of checks drawn on the Local funds in place of either the President or the Secretary-Treasurer. He/She shall receive a salary of \$3,900.00 per year. 5-96 06-01, 4-16

SECTION 4: Secretary - Treasurer.

It shall be the duty of the Secretary- Treasurer to perform the duties of the President in case of the absence of the President and Executive Vice President. He/She shall receive and get receipt of all monies of the Local. Shall deposit all monies so received in the name of the Local in the bank or banks selected by the Executive Board, and such deposits shall be withdrawn only by check signed by the President and the Secretary-Treasurer. Shall prepare and sign checks for such purposes as required by the Constitution or are authorized by the membership of the Executive Board including the payroll. Shall keep an accurate record of receipts and disbursements and shall submit to the membership a monthly operating statement of the financial transactions of the Local for the previous month. He/She shall receive a salary of \$3,900.00 per year. 5 - 96, 06-01 09-09, 4-16

ARTICLE VI: DEPARTMENT AND ADMINISTRATIVE OFFICERS

SECTION 1: Secretary.

He/she:

- Shall assist the Secretary-Treasurer in the performance of the Secretary-Treasurers duties and in the absence of the Secretary-Treasurer shall attend to the duties of the office.
- Shall turn over to the Secretary-Treasurer all funds received by the Local for deposit in qualified financial institution(s). May be required to sign checks used in the disbursement of Local funds.
- Shall maintain a file of active and honorary members with addresses and phone numbers of all members of the Local.
- Shall check the dues print-out monthly to be updated as needed so that all members are paying appropriate dues.
- Shall type all notices of meetings and shall be responsible for mailing all literature to associate offices and stations as well as mailing all correspondence from union officials.
- Shall record all minutes at the regular meetings or any special meetings called to order by the President of the Local, Executive Board meetings and Labor-Management meetings.
- Shall mail all new member applications to APWU Headquarters.
- Shall be the official American Postal Workers Accident Benefit Association Officer. Must be an active member of the ABA.
- Shall seek members for the ABA and process and submit applications for membership in the ABA.
- Shall assist ABA members processing their individual claims.
- Shall provide the President and all stewards with a complete updated version of the Local Constitution and By-Laws showing date of vote of change.
- Shall also post for fifteen (15) days any approved amendment on the Union bulletin board. Copies of the Constitution and By-Laws and new amendments shall be made available to any Union member that request one.
- Shall act under the direction of the President.
- Shall receive a salary of \$1,500.00 per year.
5-96 06 — 01 09-09 12-15 4-16

SECTION 2: Legislative Director.

The Legislative Director shall be responsible for monitoring all local and national legislation that affects the members and/or their families. He/She shall inform the membership of pertinent legislation via the local newsletter and reports at local membership meetings. He/She shall encourage all members to be registered voters. The Director will communicate the locals concerns to the appropriate legislators. He/She will receive a salary of \$1170.00 per year. 09-96 06-01 (delete Section 5: Organization Director 01-04, delete Director of Industrial Relations, delete Section 5 Trustee's) (delete Human Relations Director 05-17)

ARTICLE VII: CRAFT OFFICERS

SECTION 1: Clerk Craft Division.

The Director of the Clerk Craft shall be responsible for the craft. He/She shall also be responsible for the processing of all grievances in the craft. He/She shall be the Chief Steward of the Craft. He/She shall represent the craft at all Labor-Management meetings. He/She shall perform such other duties as may be assigned him/her by the President. He/She shall receive a salary of \$2925.00 per year. 5-96, 06-01, 04-16

SECTION 2: Motor Vehicle Division.

The Director of the Motor Vehicle Craft shall be responsible for the craft. He/She shall also be responsible for the processing of all grievances in the Motor Vehicle Craft. He/She shall be the Chief Steward of the Motor Vehicle Craft. He/She shall represent the Motor Vehicle Craft at all Labor-Management meetings. He/She shall receive a salary of \$1,950.00 per year. 5-96, 06-01, 09-09, 04-16

SECTION 3: Maintenance Division.

The Director of the Maintenance Craft shall be responsible for the craft. He/She shall also be responsible for the processing of all grievances in the craft. He/She shall represent the Maintenance Craft at all Labor-Management meetings. He/She shall receive a salary of \$2925.00 per year. 5-96, 06-01, 04-16

SECTION 4: Area Business Agents

A. Area Business Agent "A" shall be responsible for the Associate Offices (refer to chart 1) of the Manchester Area Local. To seek election to the position of Business Agent "A", a member must be a member in good standing in these Associate Offices and he/she shall be elected by members in these Associate Offices. He/She shall be the Chief Shop Steward in those offices and will assist in the handling of grievances with the designated representatives. He/She will report to the President or in his/her absence, the Executive Vice President. He/She will receive a salary of \$1950.00 per year. 04-16

B. Area Business Agent "B" shall be responsible for the Associate Offices (refer to chart 2) of the Manchester Area Local. To seek election to the position of Business Agent "B", a member must be a member in good standing in these Associate Offices and he/she shall be elected by members in these Associate Offices. He/She shall be the Chief Shop Steward in those offices and will assist in the handling of grievances with the designated representatives. He/She will report to the President or in his/her absence, the Executive Vice President. He/She will receive a salary of \$1950.00 per year. 04-16

C. Area Business Agent "C" shall be responsible for the Associate Offices (refer to chart 3) of the Manchester Area Local. To seek election to the position of Business Agent "B", a member must be a member in good standing in these Associate Offices and he/she shall be elected by members in these Associate Offices. He/She shall be the Chief Shop Steward in those offices and will assist in the handling of grievances with the designated representatives. He/She will report to the President or in his/her absence, the Executive Vice President. He/She will receive a salary of \$1950.00 per year. 04-16

<u>Chart 1</u>	<u>Chart 2</u>	<u>Chart 3</u>
<u>Area Business Agent A</u>	<u>Area Business Agent B</u>	<u>Area Business Agent C</u>
Amherst	Atkinson	Alton
Andover	Auburn	Berlin
Brookline	Candia	Colebrook
Concord/	Chester	Exeter
Penacook	Derry	Farmington
Franklin	Dover	Gorham
Georges Mills	Durham	Hampton
Goffstown	East Kingston	Hampton Falls
Henniker	Epping	Intervale
Hollis	Epsom	Milan
Hudson	Greenland	Portsmouth P&DF
Keene	Nashua	Portsmouth
Lebanon	New Castle	Rochester
		Somersworth
Londonderry	Newmarket	Wolfeboro
Merrimack	Plaistow	Wolfeboro Falls
Milford	Raymond	
Mont Vernon	Rye	<u>MAINE</u>
New Boston	Salem	Berwick
New Ipswich	Sandown	Eliot
New London	Seabrook	Kittery
Pelham	Stratham	N Berwick
Tilton	Suncook	S Berwick
Windham		York

SECTION 5: Director-Logistics and Distribution Center.

The Director of the L&DC shall be responsible for the Clerk Craft at the site. He/she shall appoint all clerk craft stewards in the facility and perform those duties that may be assigned to him/her by the President. He/she shall be a Clerk of the L&DC and be elected by the members there. He/she shall receive a salary of \$1,950 per year. 09-02, 03-05, 12-05 (deleted previous Section 6: Remote Encoding Center 09-00)

ARTICLE VIII: STEWARDS

SECTION 1: Full time Stewards. Stewards shall be appointed or removed by the Director of the appropriate craft. They shall take the responsibility of handling grievances at the local level within their area. They shall meet and urge all new hires and other non-members to join the union. They shall help organize and make better union members of the workers. They shall keep them informed of and urge them to attend all union meetings. They shall act as a

link between union officers and the membership of their respective crafts. Stewards in offices of less than thirty-five (35) employees shall be paid \$300.00 per year. In offices of thirty-five (35) or more employees, they shall receive \$1000.00 per year. 5-96
5-01, 06-01, 05-17

SECTION 2: Alternate Stewards. Alternate stewards will be appointed by and be responsible to the Director of their respective crafts. They shall assume the duties of a full-time steward in the event of their absence. The number of alternate stewards shall be determined by the number of full-time stewards.
They shall receive a salary of \$275.00 per year. 02-18-90, 06-12, 05-17

ARTICLE IX: EDITOR

SECTION 1: The Editor shall be responsible for gathering of items, editing, and publishing the Manchester Area UNION POSTAL WORKER, which shall be the official organ of this Local. He/She shall publish the UNION POSTAL WORKER in the months of March, June, September, and December. He/She shall publish special issues requested by the President. He/She shall be a member of the Postal Press Association. He/She shall be appointed by the President. He/She shall receive a salary of \$350.00. 5-96

ARTICLE X: ELECTIONS AND COMMITTEES

SECTION 1: Elections.

- A.** All elected officers in this local shall be determined by secret ballot for a period of three (3) years at the regular meeting in March of the election year. 11-88
- B.** The elected officers shall consist of
 - 1 - President
 - 2 - Executive Vice-President
 - 3 - Secretary Treasurer 09-09
 - 4 - Director - Clerk Craft
 - 5 - Director - Maintenance Craft
 - 6 - Director - Motor Vehicle Craft
 - 7 - Director - Logistics and Distribution Center 12-07
 - 8 - Secretary 12-07 09-09
 - 9 - Area Business Agent A 12-07
 - 10 - Area Business Agent B 12-07
 - 11 - Area Business Agent C 12-15
 - 12 - Legislative Director 09-96

(delete Remote Encoding Center Coordinator 9-00) (delete Director - Health Plan 5-01)
(delete Organization Director 01-04) (delete Director of Industrial Relations) (delete Recording Secretary 09-09) (delete Human Relations Director 05-17)

C. There shall be an Election Committee of five members appointed by the Executive Board at the December meeting prior to the election year. No member of this committee shall be a candidate for election while serving on such committee. The election committee shall be responsible for the conduct of local elections and shall decide all controversies arising out of the election processes. 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 (hand-delivered, postmarked, or as instructed by the election committee) no later than seventy-two (72) hours after the close of the election. Any appeal received after the 72-hour filing deadline will be considered untimely. Appeals from decisions of the election committee shall be to the National Election Appeals Committee; shall be in writing; shall set forth all relevant facts on which the appeal is based; and shall be filed with the National Election

Appeals Committee within five (5) days from receipt of the decision of the local election committee. The election committee shall also report as expeditiously as possible, the results of the balloting, together with recommendations regarding the conduct of the election. 11-84 01-04 Corrected Copy, 06-12

D. Any member of this Local seeking an elected position shall submit his or her name and title of the position they are seeking, in writing, to any member of the Election Committee prior to the January Meeting. No member shall have his or her name appear on the ballot for more than one elected position. Any member serving in the capacity of a 204B or supervisory position for fourteen (14) calendar days in a calendar year, will be deemed ineligible to seek an elected position of this Local. He/She will not be eligible to serve in the capacity of Steward or Alternate Steward. Any member having applied to be a supervisor or serve in an EAS position within one year prior to the election, shall be deemed ineligible to run for elected position of this Local. To be considered eligible, candidates must have attended or been excused from three (3) general membership meetings during the year prior to the January nomination meeting. Members requesting to be excused from the membership meeting requirement shall do so in advance by submitting a request to the Executive Board in writing prior to that month's meeting. The Executive Board will vote to approve/ disapprove the request for excusal and a simple majority will suffice. The Election Committee shall at the January Meeting read to the membership the names of all members seeking election and the position sought. The membership shall then be permitted to nominate from the floor. All candidates must confirm their candidacies by their presence at that meeting or by written confirmation submitted by that meeting. Any unopposed candidates duly qualified by nominating petition for office, after nomination petitions have been closed for that office shall be declared elected, and his/her name shall not appear on the ballot. Any such unopposed elected offices shall be posted with the Sample Ballot on the Union bulletin board. The Election Committee shall have ballots printed with the names of the nominees and the titles of the positions sought by those respective nominees, and mail one ballot to each eligible member in good standing at their last-known address of record no later than sixteen (16) days prior to the March meeting. To be eligible to vote, a member must be in good standing according to the official records of the Local Union prior to January 1 of the election year. Sample ballots shall be posted on all Union bulletin boards. No write-in votes will be accepted. Return of ballots must be received in the designated Post Office box no later than 11:00 A.M. on the day before the regularly scheduled March Meeting. (11-88 / 10-02-94) (10-00) (09-18) (11-18) (12-20)

E. This committee shall handle all ballots and keep an accurate record of the number of ballots mailed, spoiled and returned. The Election Committee shall open all ballots received by mail in the Post Office box on the date of the election and report the results to the membership at the March meeting. All related records to the election shall be kept in the control of the chairperson of the Election Committee for a period of one (1) year. Any candidate has the right to have an observer at the counting of the ballots. 4-86

F. All duly elected officers shall be sworn in and installed no later than March 31st. They shall assume the duties of their office effective April 1. 1-81

SECTION 2: Committees.

A. Executive Board. The Executive Board shall consist of:

1. President
2. Executive Vice-President
3. Secretary - Treasurer 09-09
4. Director - Clerk Craft
5. Director - Maintenance Craft
6. Director - Motor Vehicle Craft
7. Director - Logistics and Distribution Center
8. Area Business Agent A

9 Area Business Agent B

10 Area Business Agent C

(delete Remote Encoding Center Coordinator 9-00) (delete Recording Secretary 09-09)

The Executive Board shall meet at the call of the President or by the request of four (4) of its members through the President or Executive Vice President to conduct all matters of this Local. When at all possible a notice of such intent will be posted at least 48 hours prior to or immediately following, confirming that a meeting did in fact take place. All minutes of the Executive Board Meetings will be read at the next monthly meeting by the Recording Secretary. One more than half the total membership of the Executive Board shall be necessary for a quorum. 4-6-89

B. In the event of a vacancy other than the President in any elective or appointed position, notification of such vacancy shall be posted on all official bulletin boards for a period of at least seven (7) days. Applications will be accepted in writing to the Secretary within ten (10) days of the posting. Any eligible member as defined in Article X, SECTION 1, may apply. The Executive Board by a majority vote shall fill the vacancy from the list of applicants in ten (10) days. 3-85

C. Budget Committee: The Budget Committee shall consist of the Secretary-Treasurer and four (4) members nominated from the floor and voted on at the April meeting of the local election year. The committee will be responsible for preparing a yearly budget from April 1 through March 31. The budget will be presented at the February meeting and voted on at the March meeting. The membership by a majority vote may make additions and corrections to the budget at the March meeting, prior to a final vote to accept the budget. The committee will also be responsible to keep an inventory of all property and assets of this local. In the event of a vacancy of a committee member, the Executive Board will canvass for a replacement and fill such vacancy.

c. Scholarship Committee: The Scholarship Committee shall consist of five (5) members in good standing. Nominations will be taken from the floor or in writing if submitted to the President or Recording Secretary and voted on at the May general membership meeting. The scholarship Committee will be responsible for determining who, how and when the scholarship will be awarded. The decision of the Scholarship Committee will be final. (09-13-92) (09 -08 - 96) (delete Scheme Committee, Social Committee, Labor-Management Committee, and Retirement Committee 12-5-99)

ARTICLE XI: DELEGATES

SECTION 1: All Executive Board Members of this Local by virtue of their office and having been elected by the membership during local elections will be delegates to the National Convention provided they have attended seven (7) Executive Board and General Membership meetings. The expenditures will be approved at the March meeting by vote of the appropriate line item on the budget. (delete existing language and replace 05-01) 09-09 10-15

SECTION 2: Additional delegates and alternates to the National Convention shall be nominated at the regular March meeting and elected by secret ballot at the April meeting. The names of the delegates and alternates shall be posted fifteen (15) days prior to the April meeting. 1-81 The expenditures will be approved at the March meeting by vote of the appropriate line item on the budget. (05-01)

SECTION 3: All elected officers of this Local by virtue of their office and having been elected by the membership during local elections will be delegates to the State Convention provided they have attended seven (7) general membership meetings. 02-18-90 09-09

SECTION 4: Additional delegates and alternates to the State Convention shall be nominated at the regular meeting 2 months prior to the State Convention and elected by secret ballot the following meeting. The names of the delegates and alternates shall be posted 15 days prior to the meeting of the secret ballot. 02-18-90

SECTION 5: This Local shall not send any delegates to any Convention when the expenses of sending such delegates exceeds one-half (1/2) of the amount of the money in the General Fund. 02-18-90

SECTION 6: All expenses for delegates to the National Convention and State Convention must be voted on by the membership at any regular meeting prior to the date of the Conventions. 02-18-90 (delete sec. 7 10-02-94)

ARTICLE XII: FISCAL YEAR AND REVENUES

SECTION 1: The revenues of this Local shall be derived from membership dues and from any other source which may be approved by a majority vote of the members present at any regular meeting. Any motion for a dues increase shall automatically be tabled and voted on at the next regular meeting. Fifteen days prior to that meeting, a notice will be posted on all bulletin boards advising the Membership of that motion.

SECTION 2: Fiscal year of this Local shall be January 1 through December 31. 1-81

SECTION 3: The assessment fees for the American Postal Workers Accident Benefit Association (Low option) shall be included in dues, for active and honorary members only. Any retired member who belongs to the APWU/ABA shall pay the assessment. 01-05-92 - 09-7-97

SECTION 4: The Manchester Area Local shall belong to the New Hampshire American Postal Workers Union, AFL-CIO and pay the appropriate dues required to maintain the Area Local's membership in good standing. 7-84

A. The Manchester Area Local shall belong to the New Hampshire AFL-CIO and pay the appropriate dues required to maintain the Area Local's membership in good standing. 10-14-90

SECTION 5: Any member of this Local who holds more than one salaried position will be compensated only for the higher of the two positions. 02-18-90

SECTION 6: This Local shall retain the services of an accountant, who shall conduct periodic audits of the Local finances. The results of these audits shall be reported to the membership at regular monthly meetings upon request. 11-88

SECTION 7: If a Full-Time Regular, Part - Time Flexible, or PSE does not maintain 2080 hours per year. He/She may apply for a dues rebate of the Local's portion of the per capita. The rebate will be based on the number of hours in the previous 12 months from the start of dues deduction and calculated accordingly. He/She must submit pay stubs within 60 days of the beginning of the first pay period of the year to be eligible for a rebate. 11-88, 09-96, 10-98
Change to take effect on September 1, 1999 (10-98) (06-12)

SECTION 8: The President and in the absence of the President, the Executive Vice-President, shall have the authority to approve individual expenditures not to exceed one thousand dollars (1000.00) between general meetings. Such expenditures shall have proper documentation. He/She shall be authorized to approve union business leave for any member of this local as He/She deems necessary.
(02-18-90 / 10-02-94)

SECTION 9: The Secretary shall maintain a petty cash account of two hundred fifty dollars (\$250.00). This account is to be utilized for postage and supplies. All expenditures must be accompanied by a receipt. 02-18-90 06-02-96

SECTION 10: If a member, at any regular monthly meeting, makes a motion to allocate funds for any reason that is not considered union business, it will not be acted on unless two-thirds (2/3) of those voting members in attendance agree to do so. If not, the motion will be automatically tabled and voted on at the next regular meeting. Fifteen days prior to the meeting, a notice will be posted on all bulletin boards advising the membership of the motion and its purpose. (10-02-94)

SECTION 11: At the option of the individual, any person granted Honorary membership in accordance with Article III if this constitution will have his/her lifelong national per capita paid by the local. They will have the same membership rights as an Active member. (09-07-97)

SECTION 12:

Upon the death of any active member in good standing, and providing that he or she has been a dues paying member immediately prior to his or her death, a benefit in the amount of \$250.00 shall be paid to the member's next of kin. (12-99)

ARTICLE XIII: RECALL AND APPEALS

There shall be no recall provision in this Constitution and Bylaws. Article 15 of the National Constitution and Bylaws governs removal of Officers.

(delete Section 1: Recall 12-5-99, delete and change 11- 03)

ARTICLE XIV: AMENDMENTS

This constitution may be amended by a two-thirds (2/3) vote of the members present and voting at any regular meeting, by secret ballot providing however, that the proposed amendments shall be presented in writing and read at a previous meeting. Notice that action upon said amendment is to take place shall be posted fifteen days prior to the next regular meeting. All notices/amendments shall be posted on the Local230 website (apwulocal230). Posting on the website shall be considered sufficient to satisfy the language herein. 1-81 (11-18)

ARTICLE XV: AUXILIARY

This Local recognizes an Auxiliary Union of this Local, American Postal Workers Union, AFL/CIO.

BY – LAWS

SECTION 1: ORDER OF BUSINESS

- A. Meeting called to order.
- B. Pledge of allegiance to the flag.
- C. Roll call of officers.
- D. Reading of minutes by Secretary (Regular and Executive Board meetings)
- E. Communications.

- F. Secretary's report.
- G. Treasurer's report.
- H. Craft reports.
- I. Committee reports.
- J. Old business.
- K. New business.
- L. Adjournment. 3-85

SECTION 2: The order of business may be transposed at any time by a majority vote of the members assembled at the meeting. Fifteen active members of this Local shall be necessary for a quorum. 11-88 9-14

SECTION 3: Rules of Order.

In the absence of other authority; the deliberations of this Union shall be governed by "Robert's Rules of Order". 3-85

SECTION 4: Amendments.

Amendments to these By-Laws may be made in the same manner as prescribed for amendments to the constitution. 3-85