

Constitution & Bylaws  
of the  
Lehigh Valley Area Local  
of the  
American Postal Workers Union,  
AFL-CIO

(as amended May 06, 2007)

**Bold print indicates a change from the previous Constitution & Bylaws**

## **Preamble**

We, the postal workers of America, in order to form a more perfect union, establish this Constitution.

We, who come from diverse crafts, believe that in unity there is strength.

We believe that all postal and all members of labor have the right to economic, political and social justice.

That all men and woman have inherent right to earn a living and to be justly paid for the services they perform.

That all postal workers have the right to expects to have decent shelter, food and clothing. That they have the right to see their children have the best education. The investment of the worker's blood in giving service gives him that right.

We further believe that all men and women are created equal with the right to determine their own destiny and to participate in the forces and events that affect them.

We believe that all postal workers have the right, regardless of race, color, creed, sex, or national origin to hold their high and to have respect for themselves as individuals.

We believe, therefore, that in the spirit of the Declaration of Independence and the United States Constitution, all men and women are free have the right to come together to promote the common cause of all.

We also believe that all members have certain basic rights within our union and shall be secure in those rights. In order to give life to the Preamble of this Constitution and to the Constitution itself, the Members Bill of Rights has been established.

## **Bill of Rights**

1. Every member has the right to be respected as a human being.
2. Every member has the right to be respected as a brother or sister of this Union.
3. Every member has the right to freedom of speech and the right to be heard.
4. Every member has the right to the freedom to listen.
5. Every member has the right to the freedom of the press.
6. Every member has the right to participate in the activities of this Union.
7. No member shall be denied the right to seek any office or the right to vote in the Union because of race, color, creed, sex, age, religion, or physical disability.
8. Every member has the right to support the candidate of his choice and to participate in that right with others
9. Every member has the right to a fair trial, to e represented by an individual of his choice and to proper appeal procedures.
10. Every member has the right to be secure in his or her basic rights without fear of political, economic, physical or psychological intimidation.

## **Article I** **Name**

The name of this organization shall be "LEHIGH VALLEY AREA LOCAL" of the American Postal Workers Union, AFL-CIO

## **Article II** **Objects**

SECTION 1 - It shall be the object of the American Postal Workers Union (hereinafter known as the APWU) to secure through collective bargaining and legislative effort a better standard of living for the members of the APWU and their families.

SECTION 2 - The APWU affirms it's belief in a single union of all postal workers in non-supervisory levels. The APWU will make every effort to bring into being a single union of all postal workers by mergers with other postal unions and initiating all-out organizing campaigns reflecting the APWU philosophy.

SECTION 3 - The APWU will vigorously oppose any labor union outside the Postal Service moving into the Postal Service union field.

SECTION 4 - The APWU will call on the American Federation of Labor - Congress of Industrial Organizations, and its President, to aid in the case of merging all postal unions into one single union.

SECTION 5 - The APWU will continue to "organize the unorganized".

SECTION 6 - To unite within one organization, regardless of sex, race, age, creed, color, political affiliation or nationality, all employees under the jurisdiction of the APWU.

SECTION 7 - To educate our membership in the history of the Labor Movement and to develop and maintain intelligent and dignified membership; to vote and work for the election of candidates who favor the passage of improved legislation in the interest of all labor. To work for the repeal of laws which are unjust to labor and to the postal workers; such as, the denial of the right to strike and the denial of the right to support political candidates of their choice, and to educate all members in the area of economic, political and social justice.

SECTION 8 - To engage in legislative and political education, civic welfare and other activities which further, directly or indirectly, the joint interests of the membership of this union in the improvement of general economic and social conditions of the United States of America.

SECTION 9 - (a) To work as an autonomous union affiliated with the American Federation of Labor - Congress of Industrial Organizations, together with other national and international unions for the solidification of the entire Labor Movement.

(b) The National Executive Board may provide assistance, financial and otherwise, to labor and other organizations in the United States and other parts of the world having the purpose and objectives similar or related to those sought by this organization.

SECTION 10 - The APWU is established as an industrial Union, including in its membership postal workers of all crafts who are not classified as supervisors. Its top leadership shall consist of President, Executive Vice-President, Secretary and Treasurer.

### **Article III** **Membership**

SECTION 1 - This Area Local shall abide by all rules of membership as outlined in Article 3, Section 1 through Section 7 of the National Constitution and Bylaws.

SECTION 2 - Candidates for membership shall be proposed in writing on applications furnished for this purpose. Each application shall be signed by the applicant.

SECTION 3 - Application shall be turned over to the Secretary. All applications will be read by the secretary at the next regular meeting and entered into the minutes.

SECTION 4 - Candidates shall be regarded as members upon the Secretary's receipt of the signed application (PS Form 1187).

SECTION 5 - Any member of this Local who has been promoted within the United States Postal Service to a supervisory position may retain their membership in this Local for the purpose of keeping their hospitalization plan but shall not be eligible to hold any office or to vote or to attend any of the meetings of this local. Also, to retain their membership, they shall pay the National associate dues of \$35.00 a year of any dues assessed by the National APWU office.

SECTION 6 - The good standing status of a member:

(a) On the dues check-off (DCO) procedure shall not be affected by reason of the fact that his / her paycheck for the payroll period in his / her deductions are made is insufficient to permit such dues deductions, by reason of illness, injury, pregnancy leave, lay-off, or disciplinary suspension.

(b) On the cash payee procedure must not be more than three (3) month in arrears for dues and / or assessments. Any member who becomes more than three (3) months in arrears, will be notified by certified letter, signed by the Secretary. Any member who is not paid up to date within thirty (30) days after receiving the certified letter will be dropped from the rolls, except cash payee members who are in a non-pay status.

(c) A cash pay member who was dropped from this local for non-payment of dues and/or assessments, to be reinstated, must pay three (3) months dues in advance.

SECTION 7 - Only members in good standing shall have the right to voice and/ or vote at meetings or elections, and only members in good standing will have the right to hold office or serve as a delegate for any occasion.

SECTION 8 - New members, upon being accepted, shall receive a copy of the Local's Constitution and Bylaws and a membership card and will be informed by the Secretary who their dues collector will be (if not on dues-check off).

SECTION 9 - Members of this Union who retire from the Postal Service may maintain full membership with all rights of such membership by continuing to pay full per capita taxes to the APWU plus whatever local dues may be required by their local union. They shall receive a ballot from the craft last served while on active duty.

### **Article IV** **Dues and Assessments**

SECTION 1 - The dues of this Local shall be nineteen and forty two hundredths (\$19.42) dollars per pay period. In the event the per capita tax to the American Postal Workers Union, AFL-CIO, is increased after the effective date of this amendment, the dues shall be nineteen and forty two hundredths (\$19.42) per pay period plus the amount of such increase.

SECTION 2 - Non-dues check-off members shall be allowed: however, these members must pay their dues by check or money order to the Treasurer. They must also pay at least three (3) months in advance to allow for payment to the National.

SECTION 3 - All retirees who do not desire to maintain full membership may pay that amount determined by the APWU Retiree Department. Such retiree shall have neither voice nor vote.

SECTION 4 - The membership dues of honorary members shall be the cost of the per capita tax per month, payable in advance.

SECTION 5 - The Budget Committee shall prepare and submit a balanced budget for the coming years expenses and income, to be approved at the January Membership Meeting. Adequate LWOP will be allocated by the President to perform these duties. Any expenditure of funds in excess of the amount budgeted for the that account requires a 2/3 vote by the executive board. All such actions must be reported to the membership at the next scheduled membership meeting.

### **Article V** **Meetings**

SECTION 1 – The dates of upcoming general membership meetings will be set by the President. There will be no regular monthly meetings in the months of March, June, July, August, October and December. These meetings shall begin at twelve noon (12:00) p.m. and end no later than two-thirty (2:30) p.m. Smoking will be prohibited in the meeting room while the meeting is in progress.

SECTION 2 - During the months of March, June and October, the President will hold informational meetings for the purpose of allowing members to meet and discuss issues, however, no business of the Union will be conducted.

SECTION 3 - A change of date, day of week, place or time of the regular monthly meeting shall be determined by the membership voting at the previous meeting. This vote must be by a 2/3 majority voting at the meeting.

SECTION 4 – The dates of upcoming general membership meetings will be posted no later than December 15<sup>th</sup> of the preceding year. The notice shall be posted at all stations and branches ten (10) days in advance. It shall state the date, time and place selected.

SECTION 5 - Ten (10) members in good standing shall constitute a quorum for the transaction of business at an regular monthly meeting.

SECTION 6 - Upon written request of twenty-five (25) members in good standing, or by a majority vote, the President shall call a special meeting. This meeting notice shall be posted on the bulletin boards, according to Section 3 of this Article, forty-eight (48) hours or more in advance of the meeting. Special meetings must be held between the hours of nine (9:00) a.m. and nine (9:00) p.m.. No business shall be transacted at a special meeting other than that for which it was called. A special meeting may not be called for the purpose of rescinding, amending or delaying action that has taken place at a previous meeting.

SECTION 7 - Eighteen (18) members who signed the petition calling for the special meeting must be present to constitute a quorum for such meeting.

SECTION 8 - The order of business at all regular meetings shall be as follows:

1. Call to order;
2. Pledge of Allegiance followed by a minute of silence for our departed brothers and sisters, and also for the ill and those with hardships;
3. Roll Call of officers;
4. Reading of the minutes of the previous meeting;
5. Treasurer's report;
6. Correspondence;
7. Nominations and election of officers and/or delegates;
8. Craft reports;
9. Committee reports;
10. Unfinished business;
11. New business;
12. For the good of the Local, Labor - Management agenda;
13. Adjournment.

This order of business may be transposed at any time by a majority vote of the members present.

SECTION 9 - Roberts Rules of Order shall be the authority to decide all questions of order not provided herein. No criticism, reflection, argument, debate or discussion shall be allowed at any meeting of the Union or be published in any of its organs that touch upon any member's race, creed, color, sex, religion, or political belief or national origin.

SECTION 10 - A President Pro-tem shall be elected in the absence of the President and the Executive Vice-President after the Secretary calls the meeting to order. During the absence of any officer, the President shall appoint a member to fill the vacancy Pro-tem.

SECTION 11 - In an emergency, the President may postpone the meeting due to acts of God, with notice through local news media.

## **Article VI** **Officers**

SECTION 1 - The officers of this Local shall consist of:

1. President
2. Executive Vice-President
3. Secretary
4. Treasurer
5. Sergeant-at-Arms
6. Legislative Director
7. Human Relations Director
8. Trustees (4 to be elected)
9. Clerk Craft Director
10. Maintenance Craft Director
11. Motor Vehicle Craft Director

SECTION 2 - Unless disqualified or otherwise stated, officers shall serve for three (3) years.

SECTION 3 - Any member of this Local who is in good standing is eligible for nomination.

SECTION 4 - All officers on full time shall be covered by the American Postal Workers Union Retirement Plan. Contributions shall be made by the officers and the Local union in accordance with provisions of the American Postal Workers Union Retirement Plan.

SECTION 5 - Where the United States Postal Services does not contribute its normal share for union officers because of union activity, to the life insurance and health benefit plans, the Local union will contribute the government's share while the union officer will contribute normal employee's share.

SECTION 6 - The Local union, as an employer, shall withhold all applicable taxes for officer's salaries and LWOP, etc.

SECTION 7 - Any officer absent from more than two (2) membership meetings in a calendar year, unless on military leave or official union business shall forfeit their salary for each occurrence over two meetings. The officer shall give due notice, in writing, to the Secretary within five days after the meeting. The President shall be the approving official for all absences.

SECTION 8 - Officers shall not engage in any private business activities in which the Union, its members, or the Post Office installation are interested parties.

SECTION 9 - No officer shall hold more than one elected office at the same time in this local.

SECTION 10 - A member in good standing, in order to be eligible to be a delegate to the:

- (a) Pennsylvania State Convention must be nominated and elected.
- (b) National APWU Convention must be a member of the executive board and attended at least five (5) of the last six (6) regular meetings of the Local at the time of nomination.

Members not on the Executive Board may attend the National Convention if the opportunity exists to send additional delegates beyond the Board.

The Craft Directors will submit names to the President who will select additional delegates, from those names, within 15 days of the delegate election meeting.

These additional delegates are not required to meet the established attendance requirements for Executive Board members. The additional delegates will be compensated consistent with this Constitution.

(c) Craft Directors shall attend their craft conferences in the non-national convention years. In the national convention year, craft directors shall attend their craft conference immediately prior to the national convention, if they are duly elected delegate to the national convention. These expenditures will be included in the yearly budget presented to the membership.

(d) Travel outside the Continental United States is not allowed for any conference or convention. This is to include but not limited to the National Convention or Craft Conference.

SECTION 11 - Any office, except the office of President, vacated for any reason may be filled by a successor appointed by the President. Such appointment must receive approval of a majority of the Executive Board. The appointee shall serve in that capacity until the next regular election. If the office of President is vacated for any reason, the Executive Vice-President shall fill this office for the balance of the term.

SECTION 12 - The Executive Board shall consist of all officers listed in Section 1 of this Article; and shall meet at least once a month, and make all recommendations at the next regularly scheduled Union meeting for adoption.

SECTION 13 – The Executive Committee shall consist of the President, Vice-President, and all Craft Directors. The Executive Committee shall have the full authority of the Executive Board between meetings of the Executive Board and as called upon by the President.

SECTION 14- There shall be four (4) trustees.

## **Article VII** **Election of Officers and Delegates**

(The election of Local officers shall be held in accordance with the Labor-Management Reporting and Disclosure Act, 1959)

SECTION 1 – All officers shall be elected every three (3) years by mail ballot. At the September meeting, the Election Committee, hereafter referred to as the Committee, shall be appointed by the President and shall consist of a Judge of Election and at least three (3) tellers, but no more than five (5) tellers.

Members of the Committee shall execute a written statement to the President that they will not become candidates in the upcoming election. The Committee shall meet and the post, no later than fifteen (15) days prior to the November meeting a "Notice of Nomination." Said notice shall include at least the following:

- Time / Date / Place of nomination
- Officer subject to nomination
- Term of office
- Prerequisites of nomination

SECTION 2 (a) – Nominations for all officers shall be made at the November meeting. Rules governing the election shall be provided at the meeting and the Judge of Election shall review them with the members in attendance.

Nominations are made in the order listed in Article 6. No nominee shall be placed on the ballot unless he/she signifies his/her acceptance by providing the exact spelling of his/her name for the ballot and written notification to the Judge of Election within five (5) days after the nomination meeting. Once a nominee accepts his/her nomination he/she becomes a candidate.

Any candidate may submit within five (5) days after the nomination meeting , a typed statement of not more than 200 words. This statement will be published unedited in the local's newsletter. Typographical enhancements, such as the use of bold type, special fonts, or graphics will be removed.

(b) – After all candidates for office have been determined it shall be the duty of the Committee to post a list of all candidates and election rules in all stations and branches.

SECTION 3 (a) – It shall be the duty if the Committee to prepare ballots, have them printed and mailed. The mailing must be done at least fifteen (15) days before the last day on which the ballots must be received in the designated box for counting.

(b) - Ballots shall be mailed in a stamped envelope having the return address of the Election Committee in the upper left-hand corner and containing only the following: voting instructions; a ballot(s); and two (2) envelopes. The first and larger envelope shall be stamped, shall be pre-addressed to the Election Committee at a designated Post Office box and shall contain a pre-labeled voter's name and address in the upper left hand corner. The smaller envelope shall contain the words "SECRET BALLOT ENVELOPE" on it's front. Each voter shall insert his/her completed ballot in the small second envelope without any writing or other means of identification upon it, seal it and enclose this envelope in the larger envelope addressed to the Election Committee.

(c) – To be valid, ballots must be returned at a date and time determined by the Committee at the designated Post Office box no later than midnight on December 21st.

(d) – Only votes for candidates duly nominated and properly on the ballot shall be counted. Unopposed candidates shall not be included on the ballot. The election of officers shall be made by a plurality of the votes cast. In the event of a tie vote, the contested race will be decided by plurality of the members assembled at the January meeting by a secret ballot.

SECTION 4 (a) – Immediately following the election, the Committee will prepare "Election Results" to be mailed to all stations and branches. All officers elected will assume their positions effective January 1st. Unopposed candidates will be elected by acclamation by the Secretary at the January union meeting. Installation of officers shall be made at the January union meeting.

(b) Adequate LWOP will be allocated by the President to perform the above duties and those outlined in Article 12, Section 4.

SECTION 5 - (a) At the regular January membership meeting, in the year of the convention, the membership will determine the number of delegates to the National and State convention upon approval of the yearly budget.

(b) Nominations for the National Convention shall be held at the January membership meeting. Delegates for the National Convention must be Executive Board members. The voting for delegates will be by secret ballot at the February membership meeting. The President will appoint a committee to conduct the election. Expenses for these delegates may include LWOP, travel, lodging, meals, and registration fees and must be decided at the January meeting by the membership.

(c) In the event a duly elected delegate is unable to attend, the President may replace the delegate. The replacement delegate must be the next highest vote receiver in the election. That delegate would receive the same compensation and expenses as the delegate they replaced.

SECTION 6 - The elected President or his/her designee shall serve as a delegate to all meetings, conferences, seminars or other functions that he/she deems necessary for the betterment of the local Union or sanctioned by the membership.

SECTION 7 - Any officer or delegate elected or assigned to represent the Local at a Union affair shall paid his/her expenses for all lost wages to include night differential, Sunday premium and Holiday pay if applicable. Compensation will not include overtime pay for officer or delegate. The President shall have the right, at his/her discretion to authorize the use of LWOP necessary to represent the membership of the Local. All such LWOP will be reported in the Treasurer's report at the next monthly Union meeting.

The Secretary and Treasurer should have the right, at their discretion, to take one day per month, LWOP, to perform or conduct any union business, the Union compensating for all lost wages.

SECTION 8 - (a) Any postal employee eligible to be a member of the American Postal Workers Union who voluntarily holds a managerial, supervisory, or EAS position with the responsibility for issuing or recommending discipline, or applying or interpreting the National Agreement for the equivalent of one pay period in a year shall be ineligible to hold office at any level of the American Postal Workers Union (APWU) or to be a delegate to any convention held by the APWU or any subordinate body of the APWU, so long as the employee continues to serve in such position and for a period of one (1) year from the time the employee vacates such position.

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

(b) Any postal employee who shall voluntarily, after August 31, 1984, hold, accept or apply for any managerial or supervisory position or the PASS Program, for any period of time, whether one day or permanently, shall immediately vacate any office held by that member in the national, local or department of the APWU, the Postal Press Association, or any subordinate body of the APWU which receives financial support or uses the name of the American Postal Workers Union.

## **Article VIII** **Duties of Officers**

SECTION 1 - PRESIDENT: The President shall preside at all meetings of the Local union, preserve the order and enforce the Constitution and Bylaws and conduct the meeting in accordance with Roberts Rules of Order. He/She shall appoint all committee members, not herein provided for, at January Union meeting or when vacancies occur. He/She shall perform all duties as pertain to his/her office and such duties as the members assembled in the meeting shall assign. He/She shall sign all written contracts, agreements, checks and other official documents authorized by members in meeting assembled. He/She shall be on all committees, ex-officio without privilege of a vote. He/She shall cast the deciding vote when a tie occurs, announce the results of all votes and balloting. He/She shall be a duly elected delegate to the National and State Convention. He/She may authorize all expenditures, travel, LWOP for the day to day operation of this local, between executive board / regular monthly meetings. five hundred thirty (\$530.00) dollars per month shall be his/her salary.

SECTION 2 - EXECUTIVE VICE-PRESIDENT: The Executive Vice-President, in absence of the President, shall be vested with the same authority and power as the President and shall perform his/her duties. He/She shall have custody of Roberts Rules of Order and be the Parliamentarian of the Local. He/She shall also be the Director of Research and Education. He/She shall also be responsible for the inserting of changes in the Constitution and Bylaws and maintaining an up-to-date copy of same. He/She shall be the Chairman of the Budget Committee. He/She shall be the custodian of the Local's copy of the United States Postal Service's "Employee and Labor Relations" manual and be responsible to keep current by making the necessary changes. One hundred sixty-five (\$165.00) dollars per month shall be his/her salary.

SECTION 3 - SECRETARY: The Secretary shall keep a correct and impartial account of all proceeding and attendance at the monthly meetings. He/She will also take the roll call of officers at these meetings. He/She shall keep a file of all official papers and documents of the job description book. He/She shall sign all contracts agreements and other official documents. He/She shall keep an accurate up-to-date alphabetical list of the membership and their addresses. He/She shall send and receive all communications and read these communications at the monthly meetings. He/She shall notify all delinquent members after three (3) months. He/She shall be responsible for the collection of all dues, assessments, and all contributions as may be designated by the membership, and turn all monies over to the Treasurer, He/She shall inform all absent members of their appointment to perform any duties and also inform each person of his/her admission to membership. One hundred sixty-five (\$165.00) dollars per month shall be his/her salary.

SECTION 4 - TREASURER: The Treasurer shall keep a record of all monetary transactions of the Local. He/She shall receive and record all funds from the Secretary and deposit same. He/She shall receive all receipts for and disburse all monies of the Local and pay all bills sanctioned by the Local. He/She shall sign all checks with the President. He/She shall keep a regular and systematic account of all receipts and disbursements and shall read and submit a report in writing at the regular monthly meetings. One hundred sixty-five (\$165.00) dollars per month shall be his/her salary.

SECTION 5 - SERGEANT-AT-ARMS: The Sergeant-at-Arms shall have the charge of the door and allow no one entry not entitled thereto. He/She shall take the names of all members as they enter the meeting room and present the list to the Secretary at the close of the meeting. He/She shall preserve the order and make sure all those in attendance act as ladies and gentlemen. He/She shall be responsible to see that the meeting place is left in a presentable order. Seventy five (\$75.00) dollars per month shall be his/her salary.

SECTION 6 - LEGISLATIVE DIRECTOR: The Legislative Director shall keep the membership informed of any and all legislation ending at the National and State Levels which may affect the membership. Seventy-five (\$75.00) dollars per month shall be his/her salary.

SECTION 7 - HUMAN RELATIONS DIRECTOR: The Human Relations Director shall perform his/her duties in accordance with the National Constitution and Bylaws, which reads as follows: "The Human Relations Director shall prepare and direct programs in the area of equal opportunity civic programs, community service programs, retirement programs and other related programs." Seventy-five (\$75.00) dollars per month shall be his/her salary.

SECTION 8 - TRUSTEES: The Trustees shall have the general supervision over all property of the Local. They shall audit the books and records of the officers and committees at the beginning of the year and at such times as deemed necessary. They shall submit a written report of such audit to the Local Union. At the January executive board meeting the President will recommend to the Executive Board his/her selection for chief trustee. Such selection must receive Executive Board approval. they shall receive seventy-five dollars per month as his/her salary.

SECTION 9 - CRAFT DIRECTORS:

(a) The Craft Directors shall be responsible for their crafts. The Craft Director shall be a member of the Labor/Management Committee, negotiating team, and be responsible for processing all grievances in his/her craft. The Craft Directors shall follow the instructions and report directly to the President. He/She must appoint shop stewards in his/her craft, with the approval of the President.

1. The Clerk Craft Director shall receive **two hundred ninety (\$290.00)** dollars per month as his/her salary. The Clerk Craft Director will be an automatic delegate to the State and National Conventions and will have the first opportunity to attend after the General President.

2. The Maintenance Craft Director shall receive one hundred sixty-five (\$165.00) dollars per month as his/her salary.

3. The Motor Vehicle Craft Director shall receive one hundred sixty-five (\$165.00) dollars per month as his/her salary.

(b) Shop Stewards appointed by the Craft director shall receive fifty (\$50.00) dollars per month as their salary. Shop Stewards who are receiving a salary for any other duty within the Local shall be excluded as they can only receive one salary.

SECTION 11 - In addition to the duties assigned each Officer, he/she shall perform duties as an alternate Shop Steward, if designated by the Craft Director, when the regularly designated Shop Steward is not available.

SECTION 12 - Each officer, at the end of his/her term of office, shall surrender to his/her qualified successor or to the Local, all monies, records, books, supplies, equipment and other property of the Local which he/she may have in his/her possession. This shall be done within seven (7) days after the installation ceremony. The Secretary shall have each officer with equipment sign a custody card for such equipment.

### **Article IX** **Charges**

SECTION 1 – All charges of recall against officers of the Lehigh Valley Area Local shall be processed in accordance with Article 15 of the APWU National Constitution & Bylaws

### **Article X** **Amendments of the Constitution and Bylaws**

SECTION 1 - A proposal to amend this Constitution and Bylaws shall be presented in writing and signed by three (3) members in good standing and submitted to the Secretary prior to midnight February 15th of each odd numbered year. The proposal(s) shall be posted no later than March 1st in all stations and branches. The posting shall indicate the date of the next union meeting when the proposals will be voted on. A proposed amendment shall require a majority vote of the members voting for adoption.

SECTION 2 - When a proposed amendment is taken up for action, it may be amended in any manner by a majority vote. If the amendment increases the change proposed in the original proposal, the amendment proposal shall be again posted on all boards, between meetings, and shall be taken up for action at the following monthly meeting.

SECTION 3 - Upon final approval of the Constitutional and Bylaws change, the following line will appear on the first page of the updated Constitution and Bylaws: Constitution and Bylaws of the Lehigh Valley Area Local of the American Postal Workers Union, AFL-CIO as amended. . . (followed by the final date of approval).

SECTION 4 - Constitution and Bylaws amendments required due to National Convention or National Executive Board action or other reasons as deemed to be in the best interest of the Local may be submitted by the Local Executive Board. Such submission shall require a 2/3 vote of the Executive Board. Amendments must be posted on all Union Boards in all stations and associate offices 15 days prior to the taking of any vote. It shall require a majority vote of the members present at the Union meeting for adoption.

### **Article XI** **Seniority**

That it is the policy of this local union that seniority rights be respected, within each craft, and will be the basic factor in all our decisions and actions. That all Tour postings, annual leave and any other privileges that may arise in the future will be bid on and granted according to the standing of members on the office seniority roster.

### **Article XII** **Committees**

SECTION 1 - The President shall have the authority to establish committees in the best interest of the Lehigh Valley Area Local. The President shall allocate the necessary funds to perform the duties of any such committees established.

SECTION 2 - BUDGET COMMITTEE: The Budget Committee shall consist of the Vice President as Chairperson, the Treasurer, and no more than two other persons as appointed by the President. The Budget Committee shall present a budget as outlined in Article 4, Section 5.

SECTION 3 - PUBLICATION COMMITTEE: (a) It will be the responsibility of this Committee to publish at least bi-monthly newsletters, for distribution to all dues paying members and retirees. Adequate LWOP will be allocated by the President to perform these duties.

(b) This Committee shall consist of the President as Editor and at least one Associate Editors.

(c) The salary of the associate editor(s) shall be fifty (\$50.00) dollars per month (Effective 1/01/2002)

SECTION 4 - ELECTION COMMITTEE: The Election Committee shall be established in accordance with Article 7 of this Constitution. It shall be the duty of the Committee to safeguard the secrecy and honesty of the election, to count and announce the results of the election in a signed statement and decide all controversies arising out of the election. The Election Committee shall seal the ballots from the election and place them in trust with the union Secretary to be

preserved for a period of one (1) year. If for any reason the ballots must be opened, the Secretary shall turn over the sealed packet to the Election Committee for disposal of the question.

**SECTION 5 - CONSTITUTION AND BYLAWS SCREENING COMMITTEE:** The Constitution and Bylaws Screening Committee [s]hall consist of one Chairperson and at least two (2) other members. This committee will meet after the March meeting where all submitted proposals are read without discussion but prior to the April Meeting where proposed amendments are voted on for adoption.

The purpose of this committee will be to facilitate the amending of the Constitution and Bylaws. It shall screen all resolutions submitted in an effort to consolidate identical resolutions and identify similar resolutions. This committee will be responsible for clarifying resolution language but may not alter any resolution from it's original intent. A Full report must be given at the April meeting of the committee's action regarding consolidation, identifying similar resolutions and clarifying language of any resolution.

The committee will be responsible for the posting of the proposal(s), in original form, in all stations and/or branches. If necessary, this committee will be responsible for posting any amended proposal(s) where the change proposed increases the original posting.

The Executive Vice-President will be responsible for the inserting of changes in the Constitution and Bylaws and maintaining an up-to-date copy of same. Adequate LWOP will be allocated by the President to perform all duties listed in this section.

### **Article XIII** **Scholarship**

**SECTION 1 -** The Lehigh Valley Area Local will present two yearly scholarship awards in the amount of \$500.00 per year, for up to four (4) years of higher education. At no time will the expense of the two scholarships be more than \$4,000 per year. The names of such award will be the "Phil Killen Memorial Award" and the "Moe Biller Scholarship Award"

**SECTION 2 -** The rules will be established by the executive board and any issues arising from this award be resolved by the executive board.