

**CONSTITUTION**  
**AND**  
**BYLAWS**  
**OF**  
**CENTRAL ARKANSAS AREA LOCAL 189**  
**OF THE**  
**AMERICAN POSTAL WORKERS UNION**  
**AFL-CIO**



**As Amended October 18, 2014**

AOPTEED, AS AMENDED, BY CENTRAL ARKANSAS AREA LOCAL 189 OF THE  
AMERICAN POSTAL WORKERS UNION, AFL-CIO AT ITS OCTOBER 18, 2014 MEETING

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# TABLE OF CONTENTS

	<u>Articles</u>	Page
	Preamble.....	4
	Members' Bill of Rights.....	5
1	Title.....	6
2	Objectives.....	6
3	Membership .....	8
4	Jurisdiction.....	10
5	Conventions .....	11
6	Executive Board .....	15
7	Executive Officers .....	16
8	Division Officers .....	18
9	Officer Benefits .....	20
10	Elections .....	22
11	Fiscal Year – Revenues .....	27
12	Prohibited.....	27
13	Charges & Appeals Procedures .....	28
14	Stewards.....	31
15	Succession of Officers.....	32
16	Amendments .....	32
17	Meetings .....	33
	By Laws .....	35

# **PREAMBLE**

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

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

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

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

That all postal workers have the right to expect to have decent shelter, food and clothing, That they have the right to see that their children have the best of education. The investment of the worker's lifeblood in giving service gives them 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, sexual orientation, or national origin to hold their heads high and to have respect for themselves as individuals.

We believe, therefore, that in the spirit of the Declaration of Independence and the U.S. Constitution, all men and women are free and 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 Member's Bill of Rights has been established.

# **MEMBERS' 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 freedom to listen.
5. Every member has the right to 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 this union because of race, color, creed, sex, sexual orientation, age, or religion.
8. Every member has the right to support the candidate of their choice and to participate in that right with others.
9. Every member has the right to a fair trial, to be 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 1**

## **TITLE**

**Section A.** This organization, by virtue of a charter Granted by the American Postal Workers Union, AFL-CIO, shall be known as the Central Arkansas Area Local of the American Postal Workers Union, AFL-CIO, hereinafter referred to as the Central Arkansas Area Local, APWU, (CAAL-APWU).

**Section B.** This title shall change when properly changed in accordance with the Local and/or the National Constitution and By Laws.

# **ARTICLE 2**

## **OBJECTIVES**

**Section A.** The object of this union shall be to unite the employees of the United States Postal Service under the jurisdiction of the Central Arkansas Area Local, APWU, to secure through collective bargaining and legislative effort a safe and healthy work environment, better working conditions and a better standard of living for the members of the Central Arkansas Area Local and their families.

**Section B.** To unite within one organization, regardless of race, color, creed, national origin, political affiliation, sex, sexual orientation, age, or religion all bargaining unit employees under the jurisdiction of the Central Arkansas Area Local, American Postal Workers Union, AFL-CIO.

**Section C.** To educate our membership in the history of the Labor Movement and to develop and maintain an 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 denial of political candidates of their choice; and to educate all members in the area of economic, political, and social justice.

**Section D.** To engage in legislative, political education, civic, welfare, and other activities which further, directly or indirectly, the joint interests of this Union in the improvement of general economic and social conditions in the United States of America.

**Section E.** To work as an autonomous union local affiliated with the American Federation of Labor Congress of Industrial Organizations (AFL-CIO) through the National APWU, together with other local, national, and international unions for the solidification of the entire Labor Movement.

# ARTICLE 3

## MEMBERSHIP

**Section A.** Any non-supervisory employee, regardless of level or grade within the jurisdiction of the CAAL, is eligible for membership. Those accepted for membership shall pay full per capita dues as required by the Central Arkansas Area Local. A member's good standing shall not be affected by reasons 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, (except for members on the automatic rolls or receiving pay for an approved on-the-job-injury from the Department of Labor-Office of Worker's Compensation Programs), military leave, pregnancy, lay-off, disciplinary suspension, lockout or strike.

**Section B.** No person eligible under the above provisions shall be denied membership because of race, color, creed, national origin, political affiliation, sex, sexual orientation, age, or religion.

**Section C.** Honorary Membership - The Central Arkansas Area Local may confer honorary membership upon an individual upon the recommendation of the Executive Board and the approval of the membership. No honorary member shall be allowed to hold local office, or be seated as a delegate at a convention. Nor shall they have the right to vote. The CAAL will pay the National per capita for the Honoree(s).

**Section D.** Retention of Membership - The Central Arkansas Area Local shall allow members of this organization who have resigned from the Postal Service or who have been promoted to position exercising supervisory authority the right to maintain their membership by paying full per capita tax without voice or vote.

1. No local officer in CAAL can be removed from his or her office for duly authorized union activities other than through the procedures spelled out in the Local Constitution.

2. Members of this local who retire from the Postal Service may maintain full membership with all rights of such membership by continuing to pay full per capita tax to the APWU plus local dues required by CAAL. They shall receive a ballot from the craft last served while on active duty.

3. All retirees who do not desire to maintain full membership may join the APWU Retirees Department, consistent with Article 3, Section 4(d) of the APWU National Constitution and Bylaws. Such retirees shall have neither voice nor vote.

4. All supervisors who want to be Associate Members for Health Plan purposes may do so in line with Article 3, Section 5 of the APWU National Constitution and Bylaws.

# **ARTICLE 4**

## **JURISDICTION**

The jurisdiction of the Central Arkansas Area Local includes all postal and mail handling operations, including but not limited to all work or operations directly or indirectly related to postal and mail handling operations, whether performed by employees of the United States Postal Service or any other employer, and including any operation that transmits messages by electronic or other means within the Little Rock P&DC, AMF, VMF, Little Rock Post Office all stations, branches, and annexes, AMF, Little Rock District Offices, North Little Rock Post Offices, Conway Post Offices, Morrilton Post Offices, Russellville Post Offices, Malvern Post Offices, Searcy Post Offices, Bryant Post Offices, Jacksonville Post Offices, Alexander Post Offices, Mabelvale Post Offices, Cabot Post Offices, Beebe Post Offices, Des Arc Post Offices; as well as all Associate offices that have been consummated through mergers.

# ARTICLE 5 CONVENTIONS

## **Section A. National and State Conventions.**

1. The Central Arkansas Area Local shall send delegates to the State and National Conventions of the APWU provided the financial conditions of the local permits.
2. There shall be seven automatic delegates to the State and National Conventions. Automatic Delegates to the State and National Conventions shall be: President, Vice President, Secretary - Treasurer, Director - Clerk Division, Director - Maintenance Division. Director - Motor Vehicle Services Division, Editor - Local Items. Therefore these positions shall also have listed on their election ballot delegate to State and National Conventions. Any additional delegates must be elected at a regular membership meeting by the members in attendance pursuant to Article 5. Section A, 3 & 4. The Executive Board shall not elect delegates to either State or National Conventions.
3. Additional delegates may be sent to the State and National Convention of the APWU only if recommended by the Executive Board and approved by the membership. The subject of additional delegates shall be addressed as an agenda item prior to each State and National Convention sufficiently in advance to allow for nominations and election pursuant to Article 5, Sec. A. 4.

4. The nomination and election of additional convention delegates to the National Convention in the convention year shall take place as soon as possible. The nomination and election of additional delegates to the State Convention shall take place in the convention year. Any member of the Election Committee desiring to be a delegate to a convention may not serve on said committee. Voting for the additional delegates to attend the National Convention shall be by secret ballot among the members in attendance at the regular membership meeting.

**Section B. National and State Convention Requirements.**

1. All delegates are expected to be in attendance at all sessions, and on time, unless excused by the President or their designee.
2. All delegates are expected to attend all appointed committee and/or sub-committee meetings, unless excused by the President or their designee.
3. All delegates are expected to attend any called meeting of city, state, regional or facility groups, unless excused by the President or their designee.
4. Any delegate found guilty of violating any of the above provisions will be subject to restore to the local, part or all funds that were allocated for the specified event.
5. The Executive Board will be the determining body as to whether violations exist and the issue brought to the general membership for vote on the infraction and the remedy.

### **Section C. Other Conventions, Conferences, Educational Seminars, and Meetings.**

- 1.** The President shall be an automatic delegate to the National Craft Convention/Conferences, Tri-State Convention, and any Regional Convention/Conferences Arkansas is a party to provided the financial conditions of the local permits.
- 2.** The Vice President shall be an automatic delegate from their respective craft to the National Craft Convention/Conferences provided the financial conditions of the local permits.
- 3.** The Secretary - Treasurer shall attend one (1) Secretary-Treasurer Training seminar per term. Additional Secretary-Treasurer Training seminars can be authorized as recommended by the President and approved by the Executive Board, provided the financial conditions of the Local permits.
- 4.** The Craft Directors shall be an automatic delegate to their respective crafts National Craft Convention/Conferences provided the financial conditions of the local permits.
- 5.** Delegates for any other Conventions, Conferences, Educational Seminars, or meetings must be recommended by the President and approved by the Executive Board.
- 6.** A new Trustee-in-Charge shall attend one (1) Secretary-Treasurers Training seminar per term.

## **Section D. Compensation**

**1.** Delegates of this local attending conventions, conferences, seminars or meetings shall have their minimum compensation computed as follows:

- The Executive Board shall determine the amount allowed for travel at least 3 weeks prior to the travel date. Coach airfare where time and distance make this mode of travel practical. If delegates choose to drive then the lesser of the value of either the airfare or mileage shall be paid, and will only be paid to the driver.
- Per Diem shall be based upon current GSA rates at the time of travel for the area traveled to.
- Mileage will be computed at current GSA rates.

**2.** All Officers in Articles 7 & 8 will be paid Union LWOP for lost time for attending authorized conventions, conferences, seminars and meetings.

**3.** Any delegate to the National Convention serving on a paid committee or as Sergeant-at-Arms cannot receive salary from both the Local and the National, or duplicate expense payments.

**4.** Any delegate to the National Convention elected by the Arkansas State Convention, shall have any expenses not covered by the State Organization reimbursed. Submission of State expenses voucher must be provided to Secretary / Treasurer to validate loss.

# ARTICLE 6

## EXECUTIVE BOARD

**Section A.** The CAAL Executive Board shall consist of the President, Vice President, Secretary - Treasurer, Clerk Division Director, Maintenance Division Director, MVS Division Director, *Editor*, Trustee -in-Charge, (3) Trustees-at-Large.

**Section B.** The President shall serve as chairman of the Executive Board and may only vote to break a tie; he/she shall otherwise have no vote. The Executive Board shall meet at least once a month prior to the general membership meeting. A quorum of 7 is needed to conduct business. The Executive Board shall be responsible for the policy and conduct of the union affairs. They will have final approval over all appointed officers. The majority members of the Executive Board, by roll call or at a meeting, can approve expenditures up to \$300.00 between membership meetings. Anything in excess of \$300.00 that warrants immediate authorization can be approved by two-thirds (2 / 3) of the Executive Board, by roll call or by Board meeting.

**Section C.** Executive Board polls may be conducted to approve expenditures between meetings when it is necessary. The issue, date, time, and results of poll will be recorded in the Executive Board minutes book. All polls must be read as part of the Executive Board minutes at regular membership meetings.

# ARTICLE 7

## EXECUTIVE OFFICERS

**Section A. PRESIDENT** - The President shall be responsible for all work of the local, and all officers of the local shall work under his/her supervision. It shall be the duty of the President to preside at all membership meetings and meetings of the Executive Board. He/she shall serve as chief negotiator in all labor management meetings. He/she shall be responsible for all grievances at step 2, and have the authority to delegate a designee for the union at step 2 in his/her place. He/she shall appoint all committees of the CAAL, and shall be a member of all committees except the Election Committee. He/she will be authorized to direct payment for all due bills associated with the day-to-day operations of the local. He/she shall be associate editor of the *Local Items*, and will review and approve all content of the *Local Items*. He/she shall be associate administrator of the local website, and will review and approve all content of the local website. He/she shall sign all orders drawn by the Secretary - Treasurer and countersign all checks drawn on the local's accounts. He/she shall be empowered to authorize payment for LWOP to officers, committee members, stewards, or members for the purpose of carrying on the business of the local upon approval of the Executive Board. He/she shall be authorized to approve expenditures not to exceed \$150.00 to insure day-to-day operations of the local for items such as: e.g. office supplies. The monthly salary of the President shall be \$300.00, plus approved expenses.

**Section B. VICE PRESIDENT** - The Vice President shall perform the duties of the President in the event of his/her absence or inability to attend to the duties of his/her office. In the event of the death or resignation of the President, the Vice President shall replace him/her until the next called general election. He/she shall place an editorial in each edition of the *Local Items*. He/she shall be responsible for all research and education on union issues for the local. He/she shall be responsible for the legislative issues of the local through research, education, and promotion of candidates favorable on labor issues. He/she shall be responsible for steward training in conjunction with the divisional directors. He/she shall be responsible for the posting of all agenda items on all union bulletin boards 96 hours before general membership meetings. He/she shall, in long-term absence of either the President or Secretary-Treasurer, be authorized to countersign checks of the local. He/she shall be a member of the Labor - Management Committee, and the Local Negotiating Team. The monthly salary of the Executive Vice President shall be \$175.00, plus approved expenses.

**Section C. SECRETARY-TREASURER** - The Secretary-Treasurer under the supervision of the President shall keep a record of all proceedings and financial transactions of this local. He/she shall be the custodian of the sign-in sheet and the minutes of those meetings. He/she shall maintain the membership list. The Secretary-Treasurer shall receive and deposit all monies for this local. He/she shall be the official custodian of all monies from this local. He/she shall disburse all monies by check, countersigned by the President (or Vice President in lieu of). He/she shall prepare and submit for record a report at each monthly membership meeting, and supply a copy to the Editor for publishing in the *Local Items*. The monthly salary of the Secretary-Treasurer shall be \$225.00, plus approved expenses.

# ARTICLE 8

## DIVISION OFFICERS

**Section A. CLERK CRAFT DIRECTOR** - He/she shall be responsible for the division. He/she shall be responsible for processing all grievances in the Clerk Craft. He/she will oversee the investigation of any problems in the Clerk Craft within any/all offices and facilities within the CAAL. He/she shall place an editorial in each edition of the *Local Items* on issues pertaining to the Clerk Craft. He/she shall appoint stewards and submit their names to the President for certification. He/she shall be a member of the Labor - Management Committee, and the Local Negotiating Team. He/she shall be elected by members of the Clerk Craft. The monthly salary for the Director of the Clerk Craft shall be \$130.00, plus approved expenses.

**Section B. MAINTENANCE CRAFT DIRECTOR** - He/she shall be responsible for the division. He/she shall be responsible for processing all grievances in the Maintenance Craft. He/she will oversee the investigation of any problems in the Maintenance Craft within any / all offices and facilities within the CAAL. He/she shall place an editorial in each edition of the *Local Items* on issues pertaining to the Maintenance Craft. He/she shall appoint stewards and submit their names to the President for certification. He/she shall be a member of the Labor - Management Committee, and the Local Negotiating Team. He/she shall be elected by members of the Maintenance Craft. The monthly salary for the Director of the Maintenance Craft shall be \$100.00, plus approved expenses.

**Section C. MVS CRAFT DIRECTOR** - He/she shall be responsible for the division. He/she shall be responsible for processing all grievances in the Motor Vehicle Services Craft. He/she will oversee the investigation of any problems in the Motor Vehicle Services Craft within any/all offices and facilities within the CAAL. He/she shall place and editorial in each edition of the Local Items on issues pertaining to the Motor Vehicle Services Craft. He/she shall appoint stewards and submit their names to the President for certification. He/she shall be elected by members of the Motor Vehicle Services Craft. The monthly salary for the Director of the Motor Vehicle Services Craft shall be \$50.00, plus approved expenses.

**Section D. EDITOR** - The editor will prepare and edit the local's newspaper. The newspaper shall be called the *Local Items*, it shall be published bi-monthly, with 6 issues per year. The editor shall maintain an updated list of each employee's current address. The monthly salary for the Editor shall be \$75.00, plus approved expenses.

**Section E. TRUSTEES** - There shall be one (1) Trustee-in-Charge and three (3) Trustees-at-Large for the CAAL. They shall audit the books of the local every three (3) months. They will be responsible for keeping and maintaining a record of all property of the local. The Trustee-In-Charge will have total access to any and all union documents during their audits. The Trustee-In-Charge shall report their findings to the membership at the membership meetings in the months of April, July, October, & January. The Trustee-In-Charge will select at least two (2) other trustees to make a quorum to conduct audits. The three (3) trustees shall be paid up to eight (8) hours LWOP for each quarterly audit. The monthly salary of the Trustees shall be \$35.00.

**Section F. DIRECTOR OF HEALTH PLAN** - To be eligible for this position, the appointee must be a member of the APWU Health Plan. The Director of the Health Plan shall be the liaison between the APWU Health Plan and the local hospitals. He/she shall assist members in filing their claims and help them with problems. He/she shall be responsible for keeping claim forms at all stations and branches. He/she shall be responsible for attending all health fairs to answer question and promote the APWU Health Plan. The monthly salary for the Director of Health Plan shall be \$25.00. He/she shall be appointed by the President, plus approved expenses.

**Section G. DIRECTOR OF HUMAN RELATIONS** - The Director of Human Relations shall be charged with the responsibility to assist members in filing their claims, appeals, and processing all grievances as they relate to the department of workers compensation (OWCP). The monthly salary of the Director of Human Relations shall be \$25.00. He/she shall be appointed by the President, plus approved expenses.

**Section H. INSTALLATION REPRESENTATIVES** - There shall be one Installation Representative elected from each of these offices in the CAAL: North Little Rock, Conway, Malvern, Morrilton, Russellville, and Searcy. Each shall serve as Chief Stewards in their installation. Each shall be a member of the Installation Labor - Management Committee, and the Installation Local Negotiating Team. Each shall be elected only by the members of the installation they work in. Installation representatives domiciled in a work installation further than 30 miles from the Union Hall will be entitled to dues reimbursement without regards to meeting attendance requirements as stated in Article 9. (A) or Article 14 Section (C).

# ARTICLE 9

## OFFICER BENEFITS

**Section A.** All Officers listed in Articles 7 & 8 shall in addition to their salaries be reimbursed his/her paid union dues every six months in July and January for the preceding 6-month period provided they have attended a minimum of 4 completed meetings each period. If any of the Officers resign or are removed from office they shall be entitled to their pro rata share of paid union dues. Serving as a steward does not remove an Officer's obligation to attend meetings in order to receive dues reimbursement.

**Section B.** The President shall be paid for up to 500 hours of Union LWOP used per calendar year at their applicable rate of pay to perform their union duties. The Executive Board must approve any additional Union LWOP used by the President.

**Section C.** All lost time for Union LWOP hours used by any Officers listed in Articles 7 & 8 shall be reimbursed at their applicable rate including night differential & Sunday premium. Officers listed in Articles 7 & 8 shall be compensated for lost sick & annual leave for each 80-hour increment of LWOP used entirely for union business.

**Section D.** Mileage paid for services to the local will not include mileage from home to work on regular scheduled workdays.

## **ARTICLE 10** **ELECTIONS**

**Section A.** Elected officers of this organization shall be elected by secret ballot by plurality vote and shall consist of:

1. *President*
2. *Vice President*
3. *Secretary-Treasurer*
4. *Director Clerk Craft*
5. *Director Maintenance Craft*
6. *Director Motor Vehicle Services Craft*
7. *Editor*
8. *Trustee-in-Charge*
9. *Trustees-at-Large* (3 - receiving the most votes)
10. *Installation Representatives*: (1) each from: Conway; Malvern; Morrilton; North Little Rock; Russellville; Searcy.

## **Section B.**

1. Local Officers shall be elected for a period of two (2) years effective February 1st of the election year.
2. To be eligible for nomination, the candidate must be a member in good standing for one (1) year prior to the nomination meeting..
3. No member holding office in any other organization representing Postal employees can be elected or appointed as an officer of the CAAL, nor can they be seated as a delegate to the National Convention.
4. Candidates for Division Director Positions must be members of the division in which they seek positions and shall be nominated and elected only by the members of that division. Candidates for the Installation Vice Presidents positions must work in the facility in which they seek office and shall be nominated and elected only by members from their facility. Retired members paying full dues may run for positions on the craft and facility where they last worked.
5. In the even there is only one eligible candidate nominated for any position the election committee shall declare the candidate duly elected.

**Section C.** An Election Committee shall be appointed by the President and shall consist of not less than five (5) members and shall post the results immediately after the election and make a report at the following membership meeting. The shall be paid for all lost time and for their expenses, (mileage, phone charges if necessary). Any candidate may have a right to witness the tabulation at his/her own expense. The Election Committee shall provide the rules of the election to all candidates two (2) weeks after the nominations meeting. Such rules shall be consistent with the National Constitution and all applicable Federal

governing Local Union Elections. Election Committee shall follow the ‘Conducting Local Union Officer Elections’ guidelines published by the U. S. Department of Labor.

**Section D.** The Election will be conducted under the supervision of the election committee. No later than January 10th of an election year, the election committee shall mail ballots to each member in good standing at their last known address. Notice must be in the ballot advising the member of the deadline by which the ballot must be received by the election committee in order to be counted. The deadline for receiving the ballots from members in good standing shall be no less than (20) twenty days from the date on which the election committee mailed ballots to members in good standing. To be eligible to vote a member must have completed a signed 1187 no later than December 1 preceding the election. It shall be the duty of the Secretary-Treasurer to furnish the election committee with an updated mailing list within three (3) days of their appointment. No other matter shall be enclosed in either the outer envelope or the ballot envelope, except the printed information. The envelopes must have a union printer trade label to insure union printing and also guard against fraudulent ballots.

**Section E.** The member voting shall indicate his/her choice for each of the officers’ names by making a cross (x) or check (☐) opposite the name of the candidate for whom he/she wishes to vote. The voter shall then seal his or her ballot in the smaller envelope, without any writing or other means of identification upon it and enclose this envelope in the larger self addressed stamped envelope and print and sign their name to the back of that envelope in the space provided.

## **Section F.**

1. Write in votes shall not be valid, counted or considered. Any unopposed candidate shall be declared elected and his/her name shall not appear on the ballot.
2. Members may not qualify to run for more than one Executive Board office.

**Section G.** For ballots to be valid, they must be in the designated postal box not later than 11:00 a.m. January 30th. No less than two election committee members will remove the ballots from the postal box at 11:00 a.m. Candidate observers will be allowed to witness this procedure if requested. In event January 30th falls on a Sunday or Holiday ballots shall be picked up the following day at 11:00 a.m. The Election Committee Chairperson shall be responsible for having printed tally sheets properly prepared showing the candidates names for all observers and election committee members. Counting of ballots must be completed the day ballots are removed from the postal box.

**Section H.** The ballots shall be counted in the presence of no less than three (3) members of the election committee. The candidate or candidates receiving the highest number of votes for each office shall be declared elected. In the case of a tie, the ballots for that race shall be immediately recounted. In case a tie remains, only the names of the tied candidates shall be resubmitted to the election committee who shall prepare a ballot and conduct another election for those candidates that tied. After certification of the election results signed by members of the election committee, it shall be the duty of the Secretary-Treasurer to see that the results are posted at all installations within 3 days after the certification of the election by the election committee.

**Section I.** The Election Committee shall be responsible for the conduct of the local election and shall decide all controversies arising out of the election processes. Any member who feels aggrieved in connection with the conduct of the local election shall file his/her appeal to the Election Committee within 72 hours after his/her grievance arises. All appeals shall be in writing and shall set forth the relevant facts on which the member is aggrieved. The Election committee shall have authority to adopt rules and regulations, as it deems necessary to promptly accomplish the objective of this article. Where the Election Committee finds merit in an appeal it shall have full authority to direct and impose such remedy, as it considers necessary and proper under the Federal Election Laws.

Appeals of the decision of the Election Committee shall be to the National Election Appeals Committee. These appeals shall be in writing; shall set forth all the relevant facts on which the appeal is based; and shall be filed with the National Election Appeals Committee within 5 days from the decision of the Election Committee.

Officers declared elected through applicable procedures of national, local, area local, regional, and state organizations, shall assume and hold office pending final determination, under the appeals procedures provided in this article.

# ARTICLE 11

## FISCAL YEAR-REVENUES

**Section A.** The fiscal year for the CAAL shall begin on January 1st and end December 31st.

**Section B.** The dues of the Local are \$9.17 per pay period, plus the national per capita tax. Union dues will increase consistent with Article 16, Section 16 of the APWU National Constitution and Bylaws.

**Section C.** This Local's Executive Board may recommend to the membership a special assessment whenever it becomes absolutely necessary to carry on the work of the organization. A two-thirds (2 / 3) majority vote of the membership shall be required to approve the assessment before it can be levied. Any assessment levied by the membership may not be considered permanent, but effective only for the duration of its purpose.

# ARTICLE 12

## PROHIBITED

**Section A.** No criticism, reflection, argument or debate touching on a member's creed, color, nationality, sex, sexual orientation, handicap, age, religion, or political affiliation shall be allowed at any meeting of the Central Arkansas Area Local.

# ARTICLE 13

## CHARGES & APPEALS PROCEDURES

The following shall constitute offenses, the commission of which shall subject any officer or member of the Central Arkansas Area Local to disciplinary action as set forth herein:

### **Section A.**

1. Violating any provision of the APWU or Central Arkansas Area Local Constitution and By-Laws, or failure to perform duties or functions specified or required therein:
2. Engaging in a movement, which has for its purpose the fostering of a rival organization.
3. Violating the right of members to be free from discrimination of the basis of creed, color, nationality, sex, sexual orientation, handicap, age, religion, or political affiliation
4. Engaging in conduct that would expose the CAAL to civil liability.
5. Joining or lending support to any organization or movement, whose purpose and objectives are contrary to the fundamental principles of the Government of the United States.
6. Any officer or member of the CAAL found guilty of any of the foregoing after the filing of charges and the holding of hearings and other procedures as prescribed in this Article, may be disciplined by probation, suspension, expulsion or other appropriate disciplinary actions.

## **Section B.**

- 1.** The Central Arkansas Area Local Executive Board shall have the jurisdiction to hear and determine all charges under this Article.
- 2.** All charge(s) that a member(s) has violated the APWU National Constitution or Bylaws or the Constitution or Bylaws of a Local, State or Regional Organization must be specifically set forth in writing and signed by the member(s) making the charge(s). For each alleged offense, the charge shall state (1) who is being charged; (2) the exact nature of the alleged offense; (3) the period of time during which the alleged offense took place; and (4) the constitutional provision allegedly violated. Attached to the charge(s) will be evidence and/or, if there are witnesses, a signed statement from at least one (1) witness.
- 3.** Any member of the CAAL may initiate proceedings under this Article by filing charges with the Secretary - Treasurer.
- 4.** The Secretary-Treasurer shall promptly transmit by certified mail, a copy of the charges to the accused at his/her last known address. Copies of the charges shall also be transmitted to the National APWU Secretary-Treasurer. Accompanying the charges shall be written notice of time and place of the hearing, which shall be held not less than two (2) weeks after the date of mailing the notice.
- 5.** The accused shall be accorded a full and impartial trial, with the right to appear personally and be represented by any member of the CAAL. Whether an accused shall be represented by an attorney or not shall be left to his/her discretion.
- 6.** Hearing may be held on a charge notwithstanding the failure of the accused, after being given notice thereof pursuant to the provisions of this article.

7. The Central Arkansas Area Local Executive Board shall appoint one (1) of its members who shall be impartial to act for it as a hearing officer for the purpose of holding hearings, in which case such hearing officer shall hold such trial under such trial procedures as determined by the CAAL Executive Board; shall make findings of fact and conclusions of law in respect to such charges; and shall recommend to the Executive Board what disciplinary action if any is to be taken by the Executive Board, but the Executive Board shall determine what disposition would be made of the charges.

8. Any decision or disposition of charges by the Executive Board shall be reduced to writing and submitted as a report to the Secretary-Treasurer of the CAAL, including a synopsis of the testimony introduced at the trial, together with the ‘guilty’ or ‘not guilty’ verdict, and the recommended disciplinary action, if any. Upon receiving the report the Secretary-Treasurer shall read it at the next regular union meeting; and in the event of a guilty verdict, submit first the question of sustaining the report as to guilt or innocence and, if guilt is determined, then the question of accepting or rejecting the recommended disciplinary action.

### **Section C.**

1. Any person against whom disciplinary action has been taken or whose charges have been dismissed in whole or in part, shall have the right to appeal the decision to the National Office and the National Convention as per the APWU Constitution and By-Laws.

2. Appeals shall be taken within a reasonable time not to exceed 30 days from the disposition of charges at the regular membership meeting. The appeal shall be in writing and state the reason for the appeal.

3. Individuals or subordinate bodies against whom disciplinary action has been taken shall be obliged to exhaust remedies provided for in this Article and in the APWU Constitution before resorting to a court of law or other tribunal.

## **ARTICLE 14**

### **STEWARDS**

**Section A.** Craft Directors have the authority to certify and decertify stewards within their respective crafts. The President will then notify the Postal Service of those certifications. If there is more than one steward on a tour the division director may name a chief steward.

**Section B.** All non-salaried official stewards of this organization, whose regular tour of duty comes during the regular scheduled monthly membership meetings of this local, shall be authorized to take one-hour union LWOP to attend the monthly meeting. They shall be compensated for this lost time at their regular base rate of pay plus any night differential.

**Section C.** Each steward attending (50) percent or more of the regular monthly membership meetings shall be compensated by reimbursement of his/her full union dues provided he/she has served as a steward for the full year.

**Section D.** After certification, each steward who does not serve the full year shall be compensated by reimbursement of his/her pro rata share of the full union dues provided he/she has attended (50) percent or more of the regular monthly membership meetings while certified.

## **ARTICLE 15**

### **SUCCESSION OF OFFICERS AND VACANCIES**

**Section A.** The President shall fill all vacancies of officers, administrative, departmental and divisional directors which occur for any reason, subject to a majority approval of the Executive Board to serve out the remainder of term of the vacant office until the next CAAL general election. If the Presidents office is vacated, the Vice President shall assume the role of President until the next CAAL general election.

## **ARTICLE 16**

### **AMENDMENTS**

**Section A.** The Constitution of the Central Arkansas Area Local may be amended anytime by reading & submitting in triplicate the proposed changes at a regular membership meeting and submitting them to the Constitution Committee. Once a year in September, the Constitution Committee will submit for publication all changes submitted to be published in the Local Items newsletter and voted on by members in attendance at the next membership meeting. Amendments receiving a two-thirds (2/3) majority vote at a regular membership meeting become

**Section B.** The Central Arkansas Area Local Executive Board shall have the authority to amend this Constitution and By-Laws as necessary to remove any conflict between its provisions and those of any applicable Federal or State laws. The Executive Board is also empowered to modify such provisions as necessary to conform to amendments adopted at National Conventions.

## **ARTICLE 17**

### **MEETINGS**

**Section A.** The date, time, and place of the regular membership meetings of the Central Arkansas Area Local will be established by the Executive Board each February at the Executive Board meeting. Meetings will be held monthly on an alternating Saturday morning / Monday evening basis. Notices must be posted at all facilities by the end of February.

**Section B.** Twelve members of the local shall constitute a quorum to conduct business of the local. If at anytime during a meeting the number of members present drops below 12, the meeting shall be declared adjourned.

**Section C.** The Executive Board may change the following months meeting date and time when necessary. Changed meeting dates or times must be posted (7) seven days prior to the new meeting.

**Section D.** Agenda items must be presented to the Executive Board prior to being posted for the general membership. Other items will be considered under new business. Agenda items must be posted 96 hours prior to the membership meetings at all facilities. All new expenditures outside of normal day to day operations must be presented to the membership as an agenda item excluding items covered by Articles 6.B & 7.A.

**Section E.** Special meetings may be called upon presentation to the President, a petition signed by 20 members in good standing. The President shall call a Special Meeting within 7 days of receipt of said petition. The petition must have the proposed items listed and explained. Special Meetings will only deal with items listed in the petition.

# **BY LAWS**

## **Section A. ORDER OF BUSINESS**

1. Roll Call of Officers
2. Reading of the Minutes of the Previous Meeting
3. Reading of the Minutes of the Executive Board Meeting
4. Consideration of Applications for Membership
5. Report of Trustees
6. Report of Committees
7. Report of Officers
8. Unfinished Business
9. Agenda Items
10. New Business
11. Adjournment

## **Section B.**

1. Order of business shall only be altered by a 2 / 3-majority vote of members present.
2. All meetings shall be limited to a 2-hour duration unless 2/3 of members present vote to extend time limits.
3. In absence of other authority, the deliberations of the local shall be governed by Roberts Rules of Order, newly revised.

