

**TWIN CITIES PDC LOCAL APWU 7019  
CONSTITUTION AND BY-LAWS**

**ARTICLE I**

**NAME**

This organization by virtue of a charter granted by the American Postal Workers Union, AFL-CIO, shall be known as the Twin Cities PDC Local APWU 7019.

**ARTICLE II**

**OBJECTIVE**

The objective of this local, through collective bargaining and legislative effort, shall be to unite all Information Technology/Accounting Service Center (IT/ASC) employees in the metropolitan & surrounding areas, secure a safe and amicable work environment, aid in the continuing goals of striving towards member unity and achieving a sound standard of living for the members and their families. Nothing in this constitution shall conflict with the National Constitution and By-Laws.

**ARTICLE III**

**MEMBERSHIP/DUES**

Sec. 1 – Any person employed in a non-supervisory capacity by the IT/ASC Center, regardless of level or grade, within the jurisdictional claim of the APWU, AFL-CIO, is eligible for membership.

Sec. 2 – Application for membership in this Local shall be made in writing, signed by the applicant or on the APWU, AFL-CIO Authorization for Deduction of Dues Form 1187.

Sec. 3 – (a) No person shall be banned because of race, color, creed, sex, sexual orientation, nationality, disabilities, political affiliation, age, or religion.

(b) Each member shall at all times strive to promote the best interest of the Local, comply with the National and Local Constitutions and perform such duties as may be prescribed by action of the Local.

Sec. 4 – Associate Membership – Any non-bargaining unit employee in the Twin Cities area, or any employee in the Fort Snelling area is eligible for Associate membership for Health Plan and local Dental Plan participation only. Associate membership dues shall

be Thirty-Five dollars (\$35.00) per annum for this privilege, of which Five dollars (\$5.00) shall go to the Twin Cities PDC Local. The per annum amount shall be adjusted annually to reflect any increase of the per capita payment to the National APWU.

#### Sec. 5 – Retention of Membership

- (a) Members of this local who are promoted to non-bargaining positions exercising supervisory authority shall have the right to maintain their membership, but without voice or vote.
- (b) 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 National APWU plus whatever local dues may be required by our local union.

### **ARTICLE IV**

#### **OFFICERS**

The Officers of this Local will be elected by the General Membership and shall consist of a President, Vice President, Secretary, and Treasurer; these elected officers shall oversee the fiduciary responsibilities of the local.

### **ARTICLE V**

#### **EXECUTIVE BOARD**

The Executive Board (E-Board) shall consist of President, Vice President, Secretary, Treasurer, Legislative/COPA Director, and Research & Education/Organizing Director. These positions shall be elected by the membership.

### **ARTICLE VI**

#### **DUTIES OF OFFICERS/DIRECTORS**

##### **President**

Sec. 1 – The President shall be the administrative officer of this Local.

- (a) Promote the welfare of the local; be responsible for all work of the Local and all officers of the Local shall work under his/her supervision.
- (b) The President shall preside at all meetings of the E-Board and General Membership Meeting (GMM), appointing a Sergeant-at-Arms at each GMM from among those members present.

- (c) Appoint all committees and their chairperson with the approval of the E-Board: be an ex-officio member of all committees except the Election Committee.
- (d) Counter sign all checks and vouchers properly drawn up by the Treasurer and other documents authorized by the organization.
- (e) Fill all vacancies from any cause whatsoever including all Stewards and Alternate Stewards.

The President shall receive \$350.00 per month for performing his/her duties, plus other authorized expenses. Salary amount will be increased henceforth by the percentage amount of negotiated IT/AS contractual increases, when instituted, with the exception of COLA increases. The President shall by virtue of the office be a delegate to the State and National Conventions. The President, receiving a salary or stipend, with an unexcused absence at one E-Board meeting or one GMM shall not receive salaries or stipends for the month(s) in which the absence(s) occurred. The President must notify the Vice President of the absence.

### **Vice President**

Sec. 2 – The Vice President shall be vested with the same authority and power as the President, in his/her absence.

- (a) Vice President shall oversee Chief and other stewards
- (b) Be a member of the Labor-Management, and Local Negotiation Committees, and other such committees as directed by the President.

The Vice President shall receive \$250.00 per month for performing his/her duties, plus other authorized expenses. Salary amount will be increased henceforth by the percentage amount of negotiated IT/AS contractual increases, when instituted, with the exception of COLA increases. The Vice President shall by virtue of the office be a delegate to the State and National Conventions. The Vice President receiving a salary or stipend, with an unexcused absence at one E-Board meeting or one GMM shall not receive salaries or stipends for the month(s) in which the absence(s) occurred. The Vice President must notify the President of the absence.

### **Secretary**

Sec. 3 – The Secretary shall keep a correct and impartial record of the official proceedings of this Local.

- (a) Counter sign all checks and vouchers properly drawn by the Treasurer and other documents authorized by the organization in the absence of the President and Vice President.
- (b) Keep a register of all members and their addresses.
- (c) Read all communications in meetings, and attend to all official correspondence of the Local.
- (d) Shall have charge of all official documents, records, and other property of the Local, and at the end of the term shall deliver to the newly elected Secretary all property of the Local, which may be in his/her possession.

- (e) The Secretary shall record names of all E-Board that attend any monthly GMM where no quorum is reached in order to preserve the salary of those in attendance.
- (f) Organize the annual Calendar set up and distribution.

The Secretary shall receive \$225.00 per month for performing his/her duties, plus other authorized expenses. Salary amount will be increased henceforth by the percentage amount of negotiated IT/AS contractual increases, when instituted, with the exception of COLA increases. The Secretary, receiving a salary or stipend, with an unexcused absence at one E-Board meeting or one GMM, shall not receive salaries or stipends for the month(s) in which the absence(s) occurred. The Secretary must notify the President of the absence.

### **Treasurer**

Sec. 4 – The Treasurer shall be responsible for all financial reporting procedures.

- (a) Shall receive, receipt, and properly account for all monies received and all monies disbursed for payment through official authorized actions of the Local.
- (b) Shall be responsible for payment, or non-payment as appropriate, to those positions receiving a salary or stipend for attendance or non-attendance of meetings as described under duties of Officers.
- (c) Shall remit national per capita tax in compliance with Article III, Section 1 of the National Constitution and By-Laws.
- (d) Keep a correct account of all receipts and disbursements and periodically submit his/her books and records for examination and audit.
- (e) Shall present a complete financial report including a balance sheet and profit & loss statement at each GMM. This report shall include the balance from the previous month and the expenditures for the current month.
- (f) Shall submit his/her books and records for examination and audit.
- (g) Shall be responsible for the coordination of any and all financial requests from the committees he/she oversees. Financial requests must be submitted to the E-Board and/or GMM for its approval.
- (h) Shall oversee the following committees, which are comprised of volunteers from the Local's membership:
  - Social & Recreation
    - a) Holiday Candy
  - Sunshine
    - b) Holiday Family/Organization
- (i) Shall research and request monies needed by said committees and bring them to the GMM as an agenda item.

The Treasurer shall receive \$300.00 per month for performing his/her duties, plus other authorized expenses. Salary amount will be increased henceforth by the percentage amount of negotiated IT/AS contractual increases, when instituted, with the exception of COLA increases. The Treasurer, receiving a salary or stipend, with an unexcused absence at one E-Board meeting or one GMM shall not receive salaries or stipends for the month(s) in which the absence(s) occurred. The Treasurer must notify the President of the absence.

## **Research & Education/Organizing Director**

Sec. 5 – The Research & Education/Organizing Director shall be responsible for duties and committees as assigned by the President.

- (a) Shall be responsible for conducting research and administering educational opportunities/programs that will serve the best interest of the membership.
- (b) Shall post educational information on the union bulletin boards and shall submit no less than three educational articles in the Data Feedback.
- (c) Shall oversee the following committees, which are comprised of volunteers from the Local's membership:
  - Data Feedback Editor/Distribution
  - Technology/Website
  - Organizing
  - Scholarship
- (d) Financial requests for educational opportunities/programs and all financial requests from the committees he/she oversees must be submitted to the E-Board and/or GMM for approval.

The Research & Education/Organizing Director shall receive \$175.00 per month for performing his/her duties, plus other authorized expenses. Salary amount will be increased henceforth by the percentage amount of negotiated IT/AS contractual increases, when instituted, with the exception of COLA increases. The Research & Education Director, receiving a salary or stipend, with an unexcused absence at one E-Board meeting or one GMM shall not receive salaries or stipends for the month(s) in which the absence(s) occurred. The Research & Education/Organizing Director must notify the President of the absence.

## **Legislative/COPA Director**

Sec. 6 – The Legislative/COPA Director shall be responsible for duties and committees as assigned by the President.

- (a) Shall keep the membership informed of legislative changes and actions that would affect their economic and/or social welfare through postings on the bulletin boards.
- (b) Shall communicate with membership by submitting at least three articles annually in the Data Feedback.
- (c) Shall oversee the following committees, which are comprised of volunteers from the Local's membership:
  - Audit
  - Election
  - Safety & Health
  - Constitution
  - COPA

The Legislative/COPA Director shall receive \$175.00 per month for performing his/her duties, plus authorized expenses. Salary amount will be increased henceforth by the percentage amount

of negotiated IT/AS contractual increases, when instituted, with the exception of COLA increases. The Legislative/COPA Director, receiving a salary or stipend, with an unexcused absence at one E-Board meeting or one GMM shall not receive salaries or stipends for the month(s) in which the absence(s) occurred. The Legislative/COPA Director must notify the President of the absence.

Sec. 7 – The E-Board has the authority to approve expenditures up to \$1500.00 without prior approval of the membership. Immediately following any financial disbursements, the Treasurer shall report those disbursements back to the membership at the next GMM.

Sec. 8 – No officer shall receive any remuneration for services rendered, except as authorized by the Constitution or by official action of a Local meeting.

## **ARTICLE VII**

### **OTHER PAID STAFF/DUTIES**

#### **Chief Steward**

Sec. 1 – The Chief Steward shall be appointed by the E-Board. The Chief Steward shall be the primary designee for all matters at Step 2 of the grievance procedure, and shall also provide assistance to the Vice President, as needed, regarding the oversight of stewards. The Chief Steward shall receive \$250.00 per month for performing his/her duties. The Chief Steward, receiving a salary or stipend, with an unexcused absence at one E-Board meeting or one GMM shall not receive salaries or stipends for the month(s) in which the absence(s) occurred. The Chief Steward must notify the President of the absence.

#### **Stewards**

Sec. 2 – A Steward representing sections or units of ten or more bargaining unit employees shall receive a stipend equivalent to monthly union dues to be reimbursed quarterly for services provided. This excludes duly elected officers drawing a salary. Local dues shall be adjusted annually to reflect any increase of our per capita payment to the National APWU. The Steward receiving a salary or stipend, with an unexcused absence at one Stewards meeting per month shall not receive salaries or stipends for the month(s) in which the absence(s) occurred. Any challenge regarding unpaid stipends must be made within sixty (60) days of the unpaid stipend, or the right to reimbursement is waived. The Steward must notify the Chief Steward of the absence. If the Chief Steward is unavailable, the Steward must notify the Vice President of the absence. If the Vice President is unavailable, the Steward must notify the President of the absence.

#### **Data Feedback Editor/Distribution**

Sec. 3 – The Editor of the Data Feedback shall receive \$125.00 per issue for performing his/her duties. The duties include bimonthly publication of the Data Feedback; ensuring compliance

with rules and guidelines set forth by the National Postal Press Association; coordinating with the Distribution Committee to ensure timely and accurate delivery of the Data Feedback to all members; and other duties as directed by the President. The Editor shall attend the biannual Postal Press Association National Editors Conference.

### **Technology/Website**

Sec. 4 – The Web Master shall receive \$75.00 per month for performing his/her duties. The duties include maintaining and updating information on the website as needed. The Web Master shall receive training as needed.

### **APWU Health Benefits Representative(s)**

Sec. 5 – The APWU Health Benefits Representative(s) will receive a stipend equivalent to monthly union dues to be reimbursed quarterly for services provided. This position may be held by either one or two members concurrently. This excludes duly elected officers drawing a salary. Local dues shall be adjusted annually to reflect any increase of our per capita payment to the National APWU. The Representative(s) shall communicate to the membership through at least three articles submitted during a calendar year to the Data Feedback.

### **Bookkeeper**

Sec. 6 – The Bookkeeper shall be appointed by the elected officers who oversee the fiduciary responsibilities of the Local. He/She is responsible for processing financial transactions on a monthly basis and will serve as a backup for the Treasurer. The duties of the bookkeeper shall include processing incoming payments, assisting in the maintenance of all financial records for the Local, and providing research assistance as needed.

The Bookkeeper shall receive \$140.00 per month for performing his/her duties. The Bookkeeper receiving a salary or stipend, with an unexcused absence at the GMM shall not receive salary or stipend for the month(s) in which the absence(s) occurred. The Bookkeeper must notify the President of the absence.

## **ARTICLE VIII**

### **PAYMENTS**

Sec. 1 – The E-Board has the authority to approve expenditures up to \$1500.00 without prior approval of the membership. Immediately following any financial disbursements, the Treasurer shall report those disbursements back to the membership at the next GMM.

Sec. 2 – Any requests for reimbursements for lost wages or expenses incurred for Union business must be made within sixty (60) days, with the exception of extraordinary circumstances to be defined by the Executive Board, of the event, or the right to reimbursement is waived. If a cash advance has been given, it must be repaid in sixty (60) days.

Sec. 3 – No officer shall receive any remuneration for services rendered, except as authorized by the Constitution and By-Laws or by official action of a Local meeting.

## **ARTICLE IX**

### **MEETINGS**

Sec. 1 – The Executive Board shall meet every other month prior to the General Membership meeting.

Sec. 2 – General Membership meetings shall be held once a month, day and time to be determined by the Executive Board, with at least one week advance notice to the membership. Nine members shall constitute a quorum. Special meetings may be called by the President upon two days advance notice of the time, place, and purpose of the meeting.

## **ARTICLE X**

### **AUDIT PROCEDURES**

The fiscal year for the Local shall be from January 1 to December 31. An audit shall be taken annually, and shall be performed no later than May 30<sup>th</sup> of one year by an outside auditing firm, with an audit performed the following year by our Local's Audit Committee. The report shall be due no later than June 30<sup>th</sup>, following the yearly audit. There will be an internal audit any time there is a change in Treasurer. The audit report shall be due no later than 30 days from the election/appointment. The Treasurer will be responsible for providing all Executive Board, Stewards, and General Membership meeting sign-in sheets to match those salaries/stipends paid to Officers and Stewards at the time of the audit. The President shall appoint an Audit Committee consisting of three members in good standing who shall submit their report to the President on the above specified dates. The Audit Committee shall submit their report to be approved by the majority vote of those members voting at a General Membership meeting.

## **ARTICLE XI**

### **ELECTIONS**

Sec. 1 – Any member in good standing is eligible to be a candidate and to hold office.

Sec. 2a – Officers shall be elected biannually in odd numbered years by secret ballot and by majority vote of members in good standing. Voting will be at the following times: 6:45 – 7:45 AM, 11:30 AM to 1:00 PM, and 4:00 PM to 5:00 PM on the day of the



regularly scheduled General Membership meeting in April, and installed at the following month's meeting. Officers shall assume all rights and responsibilities of their positions effective on June 1.

Sec. 2b – Additional delegates to the State and National Conventions shall be elected in February the year of the convention by secret ballot and by majority vote of members in good standing. Voting will be at the following times: 6:45 – 7:45 AM, 11:30 AM to 1:00 PM, and 4:00 PM to 5:00 PM on the day of the regularly scheduled General Membership meeting in February. The President and Vice President shall, by virtue of their offices, be delegates to the State and National Conventions to be sent at the Local's expense; the Executive Board will recommend, prior to the election, the number of other delegates to be sent at the Local's expense, based on a financial review of the books. This recommendation will be voted on by the general membership. The election will determine other delegates that may be sent at the Local's expense.

Sec. 2c – Data Feedback Articles – Any and all delegates from the Twin Cities PDC Local to any convention (be it State, National, or any body sanctioned by the APWU) as well as any and all members sent by the Local to training sessions, seminars, or conferences shall be required to submit an article, within 60 days of the event, for publication in the Data Feedback. An exception is made in the case of members participating in in-house (i.e. local) Steward Training.

Sec. 3 – Notification. Forty-five days prior to an election meeting, members shall be notified either by special mailing or by publication in the union paper. The notice shall contain the titles of the officers; designation of State and National Conventions for which delegates are to be elected; and information as to how nominations are to be made.

Sec. 4 – Nominations shall be made in either of the following methods:

- (a) On the floor of the GMM immediately prior to the election meeting.
- (b) A member may submit a written letter to the Secretary stating the office he/she seeks or the convention for which he/she wishes to be a delegate, provided such letter is received by the Secretary fifteen days prior to the election meeting.

Sec. 5 – Safeguards that ensure a fair election shall be provided including the right of any candidate to have an observer at the polls and at the counting of the ballots.

Sec. 6 – Absentee Ballots will be available from the Election Committee Chairperson one week prior to the Election Day. Absentee ballots will be given to any member in good standing who is on approved leave the day of the election. Absentee ballots will also be given if Election Day falls on the member's regular scheduled day off.

Sec. 7 – The President, with the approval of the Executive Board, shall establish an Election Committee (of 3 or more members), no member of which shall be a candidate for election while serving on such Committee.

Sec. 8 – The Election Committee shall have the authority to adopt rules and regulations. The Election Committee shall distribute the rules and regulations to the candidates no later than fifteen days before Election Day.

Sec. 9 – The Election Committee shall deposit with the Secretary of the Local all ballots and other records pertaining to each election. Said documents shall be preserved for one year following each election.

## **ARTICLE XII**

### **ELECTION APPEALS**

Sec. 1 – The Election Committee shall decide all controversies arising out of the election processes. Any member who feels aggrieved in connection with the conduct of a Local election, including nomination procedures, shall file his/her grievance with the Election Committee within seventy-two hours after his/her grievance arises. If the Election Committee finds merit in a grievance, it shall have authority to direct and impose such a remedy it deems necessary or proper.

Sec. 2 – A member may appeal the decision of the Election Committee to the National Appeals Committee under Article XII, Section 9 of the National Constitution. The appeal must be in writing; shall set forth the relevant facts on which the appeal is based; and shall be filed with the National Elections Appeals committee within five days from the date of the appealed decision. Pending appeal, the decision of the Local Election Committee will not be in effect.

Sec. 3 – Officers and delegates elected through the election procedures of the Local shall assume and hold office pending final determination under the appeals procedures of this article and of Article XII, Section 9 of the National Constitution.

## **ARTICLE XIII**

### **APPEALS SYSTEM WITHIN THE LOCAL**

Sec. 1 – The following are procedures that shall apply in the case that charges are levied against an officer or against the officers or against any members.

Sec. 2 – The person preferring the charges shall do so by writing specific and detailed charges and presenting these charges to the Secretary who shall notify the President.

Sec. 3 – The President shall appoint a Hearing Committee consisting of three members who are not involved in any way with the circumstances of the charges.

Sec. 4 – After a reasonable time to prepare a defense, a full and fair hearing shall be conducted by the Hearing Committee.

Sec. 5 – The Hearing Committee shall report to the next meeting of the Local and that meeting shall accept or reject the committee's decision.

Sec. 6 – The decision of the Local in matters other than protests concerning Local elections may be appealed under the provisions of Article XV, Section 4 of the National Constitution. Administrative assistance or advice for this appeal shall be provided by the Local, if requested by the appellant.

## **ARTICLE XIV**

### **AMENDMENTS**

This Constitution and By-Laws may be amended at any General Membership meeting.

The following requirements must be met:

- Proposed amendments must be presented at a General Membership meeting.
- These proposed amendments, and the purpose of the meeting, must be posted at least fifteen (15) days prior to the next General Membership meeting.

To pass, the proposed amendments must have at least two-thirds majority vote of those voting.

Constitution amended:	1/16/2019
	12/19/2018
	8/15/2018
	2/16/2011
	3/18/2009
	9/24/2005
	6/19/2002