

CONSTITUTION OF THE

WESTERN MICHIGAN AREA LOCAL #281
AMERICAN POSTAL WORKERS UNION,
AFL-CIO



May 6, 2017

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PREAMBLE

We, The Postal Workers of America and the Western Michigan Area Local, in order to form a more perfect Union, establish this constitution.

We, who come from the diverse divisions, 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 they 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 decent shelter, food and clothing, and the right to see that their children have the best of education; the investment of the worker's lifeblood in giving services gives them that right.

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

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

We believe, therefore, that in the spirit of both the Declaration of Independence, and the United States of America Constitution, all people 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 TO THE CONSTITUTION, AND TO THE CONSTITUTION ITSELF, THE MEMBER'S BILL OR RIGHTS HAS BEEN ESTABLISHED

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 the 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 person eligible under the above provisions shall be denied membership because of race, color, creed, sex, sexual orientation, nationality, handicap, political affiliation, age or religion.
8. Every Member has the right to support the candidates of his or her 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 their basic rights without fear of political, economical, physical, or psychological intimidation.

ARTICLE 1
NAME

This organization shall be known as the Western Michigan Area Local #281 of the American Postal Workers Union, AFL-CIO, hereinafter referred to as the WMAL.

ARTICLE 2
OBJECTIVE

Section 1: It shall be the objectives of the WMAL/APWU to secure through collective bargaining and legislative effort a better standard of living for the members of the WMAL/APWU and their families.

Section 2: The WMAL/APWU affirms its belief in a single union of all postal workers in non-supervisory levels. The WMAL/APWU will make every effort to bring into being a single union of all postal workers by mergers within one postal union.

Section 3: The WMAL/APWU will continue to organize the unorganized.

Section 4: To unite, within one organization, regardless of race, color, creed, sex, sexual orientation, nationality, handicap, political affiliation, age or religion all employees under the jurisdiction of the WMAL/APWU.

Section 5: 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 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 6: To engage in legislative, political education, civic welfare and other activities which further, directly or indirectly, the joint of interest the members of the WMAL/APWU in the improvement of general economic and social conditions in the United States of America.

Section 7: To work as an autonomous union affiliated with the American Federation of Labor Congress of Industrial Organizations (AFL-CIO), together with other local and state unions for the solidification of the entire Labor Movement and to have the same rights and benefits, which includes the right to strike.

ARTICLE 3

MEMBERSHIP

Section 1: Any non-supervisory employee, regardless of level or grade, who is employed in the Grand Rapids Area Postal Service, is eligible for membership in this union. Members shall pay whatever dues are required by this Local and will not be not charged an initiation fee for joining this Local. Membership shall be effective from the date that application form is submitted for processing.

Section 2: No person eligible or membership shall be denied membership because of sex, race, age, creed, political affiliation, nationality, or religion.

Section 3: Those employees which this Local cannot represent through the grievance procedures of the national contract will be granted retained membership upon their request.

Section 4: Any member who is promoted to a supervisory position in any unit of Postal Service shall cease to be an active member of this local, but shall be eligible for retained membership.

Section 5: Retained members shall have all the duties, rights and privileges of membership except that they shall have no vote in the proceedings of this Local, and shall not be eligible to hold office or be elected as a delegate to any convention, and they shall have dues of \$1.00 per month, plus national per capita tax.

Section 6: The term, "member in good standing", except as otherwise provided for herein, shall be construed to mean any member who is not under suspension from the Union and who is not an honorary member.

Section 7: Honorary membership may be awarded by a two-thirds majority vote of those members present and voting at a regular meeting. Honorary members shall have no vote in any of the proceedings of the Local, nor shall they be eligible for any elected or appointed office of the Local, nor shall they be eligible to be elected as a delegate to any convention and they shall pay no dues.

ARTICLE 4

LAPSE AND REINSTATEMENT OF MEMBERSHIP

Section 1: Members not on dues withholding shall have active membership unless they become sixty (60) days in arrears on monthly dues, assessments or obligations. The Treasurer shall notify persons when they become thirty (30) days in arrears that they will be dropped from the rolls if dues are not paid in full by DATE, the total elapse being sixty (60) days.

Section 2: Any member or new applicant for membership not on dues withholding shall pay dues semi-annually or annually in advance. Retirees may pay quarterly in advance.

Section 3: A member's good standing status shall not be affected by reason of the fact that his/her paycheck for payroll period in which his/her dues deductions are made is insufficient to permit such dues deductions, by reason of illness, injury, pregnancy leave, layoff or disciplinary suspension.

ARTICLE 5 **DUES AND ASSESSMENTS**

Section 1: The dues to be paid by each member of this Local will be in accordance with the National By-laws and based on the following formula:

Members will pay \$20.85 per pay period and increases will be in accordance with the National By-laws. Fifty (50) cents of each member's dues per month will be appropriated into a contingency fund. The fund will be capped at \$225,000.00 with excess funds placed into General Fund and the fifty cent appropriation discontinued until such time that the contingency fund falls below the cap and the fund replenished as stated above. Funds from the contingency fund may not be spent without a fifteen (15) day notice of such proposed action and must be approved by a two-thirds (2/3) vote of the members at a regular meeting or special meeting.

Section 2: If in any monthly period, any PTF or PTR does not receive at least an average of twenty (20) hrs. of work (can be a combination of work hrs., annual leave or sick leave) per week during a month, he/she shall have 50% of their dues rebated, upon showing proof to the President or his/her designee for each month in question. If he/she does not receive at least an average of 30 hours of work (can be a combination of work hrs., annual leave, or sick leave) per week during a month, he/she shall have 25% of their dues rebated, upon showing proof to the President or his/her designee for each month in question and this will be done once a year in January for the preceding year.

Section 3: This Local may levy special assessments. A majority vote, by secret ballot, at a meeting of this Local or majority vote by secret referendum ballot of the Local shall be necessary to levy any special assessment, but no assessment shall be levied at any meeting unless proposed to do so, together with the purpose for which such assessment is to be levied and a statement from the Treasurer of this Local, showing the insufficiency of available funds, was made a part of and posted with the notice of the meeting at which the levying of such assessment is to come up for action.

ARTICLE 6 **MEETINGS**

Section 1: This organization shall meet at least once each month except that in July and August meetings may be omitted.

Section 2: The regular monthly meeting of this Local shall be held on the first Saturday of each month, but the Executive Board of this Local, by majority vote, may change this date whenever it appears necessary or advisable to do so, Notice of meetings must be posted by the Recording Secretary at least ten (10) days prior to date of meeting.

Section 3: Fifteen (15) members in good standing shall constitute a quorum for the transaction of any business at any meeting.

Section 4: The President may call a special meeting at anytime or upon the written request of not less than fifty (50) members in good standing, he shall be required to do so. Notice of such meetings shall be posted for not less than twenty-four (24) hours.

Section 5: The business for which special meetings are called shall be made part of and posted with the notice of such special meetings.

Section 6: No business shall be transacted at a special meeting other than that for which it was called.

Section 7: The order of business at meetings shall be as follows:

- a) Meeting called to order.
- b) Invocation and pledge to the flag.
- c) Roll call of officers.
- d) Vote on accepting minutes of previous meeting.
- e) Presentations and voting on applications for membership.
- f) Presentation and voting on bills.
- g) Reports of officers.
- h) Reports of committees.
- i) Reading and disposal of correspondence.
- j) Unfinished business.
- k) New business.
- l) Labor-Management.
- m) Adjournment

This order of business may be changed by a majority vote at a regular meeting.

Section 8: The rules contained in the current edition of the “Robert’s Rules of Order, Newly Revised” will govern all questions of order not herein mentioned.

ARTICLE 7 **OFFICERS**

Section 1: The officers of this organization shall be:

- 1) President
- 2) Executive Vice-President
- 3) Recording Secretary
- 4) Treasurer
- 5) Director for each craft as follows:
 - a. Clerk (A)
 - b. Maintenance
 - c. Motor Vehicle
 - d. Clerk (B)
- 6) Sergeant-at-Arms

Section 2: All officers shall be elected by secret ballot except in such cases provided for in Article 8.

Section 3: Officers shall rank as listed in Section 1 of this Article.

Section 4: (a) Any postal employee eligible to be a member of the Western Michigan Area Local who voluntarily holds a managerial, supervisory or EAS position with the responsibility for issuing or recommending discipline, or applying 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 any office, either elected or appointed, in the Western Michigan Area Local 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 who has submitted an application to a managerial, supervisory, or EAS position with the responsibility for issuing or recommending discipline or for applying or interpreting the National Agreement shall withdraw such application prior to acceptance of nomination for any office in the Western Michigan Area Local.

b) Any Postal employee who shall voluntarily, after August 31, 1984, holds, accepts or applies for any managerial or supervisory position, EAS position or PASS Program, for any period of time, whether one day or a fraction thereof, either detailed, acting, probationary or permanently, shall immediately vacate any office held (including stewards) by that member in the local or any subordinate body of the APWU which receives financial support or uses the name of the APWU, either appointed or elected.

Section 5:

- a) The President of this local shall receive a salary of \$4,800.00 per year, in addition to sixty (60) days LWOP, to be used for union business. In the event it becomes necessary to exceed the allowable sixty (60) days LWOP, the President shall submit in writing his/her request for additional LWOP, documenting same, to the Executive Board for

approval. The President of this Local shall be compensated by the Local for any loss of annual or sick leave due to the use of LWOP.

- b) The Executive Vice-President of this Local shall receive a salary of \$1,900.00 per year, plus up to eighty (80) hours of LWOP per year, to be used for union business. In the event it becomes necessary to exceed the allowable 80 hours of LWOP, the Executive Vice-President shall submit in writing, his/her request for additional LWOP documenting same to the Executive Board, for approval. The Executive Vice-President of this Local, shall be compensated by the Local for any loss of annual or sick leave due to the use of LWOP.
- c) The Recording Secretary of this Local shall receive a salary of \$1,400.00 per year.
- d) The Treasurer of this Local shall receive a salary of \$2,400.00 per year, plus up to forty (40) hours of LWOP, to be used for union business. In the event it becomes necessary to exceed the allowable 40 hours of LWOP, the Treasurer shall submit in writing, his/her request for additional LWOP documenting same to the Executive Board for approval. The Treasurer of this Local shall be compensated by the Local for any loss of annual or sick leave, due to the use of LWOP.
- e) The Craft Directors of this Local shall receive a salary of \$1,400 per year, plus 40 hours of LWOP, to be used for union business. The Craft Directors of the Local shall be compensated for any loss of annual leave or sick leave due to the use of LWOP for local union business.
- f) The Sergeant-at-Arms of this Local shall receive a salary of \$800.00 per year.

Section 6: The salaries will be paid quarterly in the months of March, June, September and December.

ARTICLE 8

VACANCY IN OFFICE

Section 1: In the event of a vacancy in the office of the president of this local, for any reason whatsoever, the Executive Vice-President shall perform the duties of the President until the Executive Board appoints a new President to serve the remaining term of office.

Section 2: In the event of a vacancy in any office, the Executive Board shall appoint a member in good standing to fill such vacancy for the remainder of the term.

ARTICLE 9

DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of this Local. He/she shall appoint all committees not herein after provided for. He/she shall enforce the Constitution of this Local

and those of the APWU, sign all warrants, have general supervisory power of this Local. He/she shall be President of the Accident Benefit Association, and have his/her dues paid in the ABA by the Local, and perform such duties as pertain to his/her office. He/she shall contribute a minimum of two articles per year to the local newsletter. At the expiration of his/her term of office he/she shall make a written report of his/her office and any progress of this Local.

Section 2: The Executive Vice-President shall in the absence of the President be vested with the same powers and authority as the President and, under the direction of the President, shall perform such duties as the office requires. He/she shall be the Director of Education and Research in which he/she will plan and conduct a comprehensive program of Labor Education for Local members and officers, coordinate local training activities with those of State and National offices, educational institutions and other labor organizations, gather and develop information resource on all matters of concern to Local members including all areas of Union affairs, Postal Service policies and programs, and developments outside the Postal Service which may have value to Local goals and activities. He/she shall also be responsive for establishing a program for organizational activities in this Local. He/she shall contribute a minimum of two articles per year to the local newsletter. At the end of his/her term shall turn over all books, papers and equipment that belong to the Local.

Section 3: The Recording Secretary, under the direction of the President, shall keep a correct record of the proceedings of all meetings of this Local. He/she shall provide a copy of the minutes of all regular meetings to the president within seven (7) days of such meetings and post said minutes on the Local's bulletin boards in the GMF and supply copies of said minutes to all offices that are under the jurisdiction of our local, within the same time frame. He/she shall keep on file all resolutions adopted by this local, and of the original draft of this constitution and shall insert such amendments as may be made the same. He/she shall read all resolutions, when presented at a meeting, and post said resolutions in accordance with Article 13 of this Constitution on the Local's bulletin boards in the GMF and supply copies of said resolutions to all offices that are under the jurisdiction of our Local. He/she shall perform other duties as pertain to his/her office, including the handling of all correspondence. He/she shall keep current files on all Local policy and meeting minutes both Executive Board and General, on a computer disk at the union office. At the end of his/her term of office shall turn over all books, papers and equipment to the Local.

Section 4: The Treasurer, under the direction of the President, shall collect all dues and assessments ordered by this Local. He/she shall receive all monies accruing to this Local by solicitation or other means, and shall deposit all monies in a bank approved by this Local. He/she shall notify all members whose dues are in arrears of their delinquency, and of their suspension, if such arrears are not paid or arrangements made for its payment in the periods stipulated in this Constitution. He/she shall pay by check, countersigned by the President or the person acting in the President's behalf, during the President's absence, all bills authorized by this Local. He/she shall be responsible for filing all necessary forms required by the Internal Revenue Service, Michigan Employment Security Commission and the Department of Labor. He/she shall keep a systematic book account of all monies received and paid out and shall submit the same to inspection upon request of three (3) members of

this Local. In the event the Treasurer is out of the Western Michigan area or is incapacitated for a period of seventy-two (72) hours or more, the President may authorize the Executive Vice- President to prepare and sign checks, in place of the Treasurer in an emergency situation. At the close of his/her term of office, shall render a complete statement of the year's revenues and expenses and turn over to his/her successor all monies, books and papers pertaining to his/her office.

Section 5: Craft Directors, under the direction of the President, shall be responsible for all grievances and matters pertaining to their respective crafts. Policy decisions of Craft Directors must first be approved by the President; contribute as a minimum of two articles per year to the local newsletter, and present a report at the General Membership Meeting each month. At the close of his/her term of office he/she shall turn over all books, papers, and equipment that belong to the Local.

Section 6: The Sergeant-at Arms, under the direction of the President, shall see that no one but members are present at meetings unless otherwise directed by the President, preserve order at all meetings, keep a record of attendance at all meetings, and perform such other duties as directed by the President. At the close of his/her term of office he/she shall turn over all books, papers, and equipment that belong to the Local.

Section 8: The elected officers shall constitute the Executive Board, which between regular meetings shall have the authority to initiate measures as may be most effective in the interest and protection of the membership and have the power to act on all matters pertaining to the Local. A quorum for an Executive Board meeting shall be at least a majority of the Executive Board members.

Section 9: Any officer may be excused from no more than two meetings in any calendar year. Any officer that has missed more than two meetings during the year will only be paid their salary for months in which they attend the scheduled monthly meetings. Those officers working on behalf of the membership or on union business will be considered present for that month's meeting.

Section 10: Stewards shall be appointed and/or decertified with approval of two-thirds (2/3) of the Executive Board.

ARTICLE 10

NOMINATIONS OF OFFICERS

Section 1: Nomination of the election of officers of this local will take place at the October meeting preceding elections that will be held by mail TEN DAYS following the November meeting in the election year, which is every third year. Nominations will be made in the following ways:

- a. Any member in good standing who is present at the October meeting of the election year may nominate any member in good standing, but such nominations must be seconded by another member in good standing.
- b. Any ten (10) members in good standing may nominate any person in good standing in this Local by the presentation of a petition to the election committee at or subsequent to the meeting in which nominations are heard.
- c. Write-in votes are prohibited by this Local.
- d. If there is only one (1) candidate for any office, that person will be declared the winner after all persons shall have had the opportunity to accept or reject their nomination to office in writing. The Chair of the Election Committee will post all such declarations SEVEN (7) days following the October meeting.

Section 2: Nominees will be given SEVENTY-TWO (72) HOURS from the time that they receive written notice from the Election Committee of their nomination to Office, to either accept or decline the nomination to that office.

- a. Any nominee failing to reply after such notice, or unavailable to be notified within SEVEN (7) days of their nomination will be disqualified.
- b. An individual may remain a candidate for only one office. If nominated for more than one office, the individual has SEVENTY-TWO (72) HOURS to accept only one and reject all other nominations for other offices.
- c. At the end of the SEVEN (7) day period, the Election Committee will declare the ballot closed. The ballot will be formulated and sent to the printer for preparation of ballot proofs that will be presented for inspection by the candidates at the November meeting preceding the election for corrections or errors and misspellings. The Election Committee will make changes to correct any errors or misspellings.

Section 3: The Election Committee will be appointed by the Executive Board and will be announced at the September meeting.

- a. The Chair of the Election Committee will be selected by a vote of the Election Committee, after its approval by the membership.
- a. The Election Committee members will be paid **in accordance with local policies on committee's pay** to perform these duties. Once seated, it shall be sole judge of its schedule, meeting at the call of its chair.

Section 4: Duties of the Election Committee and WMAL Officers during the Nominations and Election Process.

- a. The President of this Local will instruct the Election Committee of their duties and responsibilities assuring that all materials and publications necessary for the Election Committee to conduct its business are provided to the Committee at the September General Meeting of the Local during the election year.
- b. The Treasurer will provide a list of all members in good standing, including all members whose applications for membership have been processed and received by the Local at the time of the September meeting will be considered eligible to vote in the November election unless prohibited under Statutory Law.
- c. The Election Committee will prepare and make ready for distribution Ballots for all contested offices after the November Meeting. Ballots will be mailed TEN (10) days following that meeting to every member in good standing with exception of those prohibited from participation by Statue.
- d. It shall be the duty of the Election Committee to mail to each member a ballot with the names of the candidates for the Local Office. The ballot will be accompanied by three (3) envelopes. The smaller envelope will be printed with the words "BALLOT ONLY", ONE (1) OF TWO (2) larger envelopes will have the words "BALLOT OF" on it and be properly addressed to the last known address of the member, including proper postage; the third envelope will include the proper return post Office Box of the Election Committee in the address area of the envelope and will include an unhampered proper last address of the member that will determine the validity of the ballot.
- e. The Election Committee will collect and count the ballots the day before the Date of the December meeting of the Election Year. Following the count, they will announce the results of the election; declaring the winners, and; make a complete report at the December Meeting.
- f. A plurality of votes for any office will determine who is elected to each office. In case of a tie vote, a secret ballot of members present at the December Meeting will determine who serves in that office.
- g. The Secretary will be present during the counting of ballots. After the committee finishes its duties concerning the counting of the ballots, the Secretary will accept, secure and retain the records of the election for ONE (1) YEAR after the election.

Section 5: Craft Directors shall be elected by members from within their craft.

Section 6: Newly elected officers will take office on January 1, following the election year and will serve for a period of three (3) years.

ARTICLE 11

DELEGATES TO CONVENTIONS

Section 1: The number of compensated delegates to be sent from this Local to conventions shall be determined at the time candidates are nominated as delegates to such conventions. Normally, compensation for delegates will include air travel or mileage (which ever is less), lodging, per-diem, registration, ground transportation and applicable taxes. Other members nominated and elected as delegates may attend the convention, as delegates, at their own expense within the quota.

Section 2: The President and Craft Directors of this Local shall be elected a delegate to State and National Conventions of the APWU at the time of election to office. There shall be one delegate from the Associate Offices and an additional delegate from the Clerk, Motor Vehicle and Maintenance Crafts elected within the quota to State and National Conventions of the APWU.

Section 3: Any member in good standing may be nominated and elected as a delegate to the National convention, within the quota, provided such member has attended at least three (3) meetings of this local during the preceding twelve (12) months immediately preceding the date on which nominations are made. Any member in good standing may be nominated and elected as a delegate to the State Convention, within the quota.

Section 4: All nominees who are not elected as compensated delegates to conventions shall be declared alternates in order of the highest number of votes received.

Section 5: The delegates for State and National Conventions will be nominated at the January meeting. The names of those accepting nomination will be printed on a ballot and a secret election will be held at the February meeting.

Section 6: Before attending conventions, the President will see that each delegate signs a statement releasing the Local of claims of any nature.

ARTICLE 12

INTERPRETATIONS

In case of dispute, this Constitution shall be submitted to the National General President of the American Postal Workers Union for interpretation.

ARTICLE 13

AMENDMENTS

Section 1: This constitution may be amended at written request of seven (7) members in good standing and sanctioned by a two-thirds (2/3) vote at a meeting of this organization, provided the proposed amendment was submitted in writing and read aloud at a previous

regular meeting of this organization and was posted at least thirty (30) days prior to the meeting at which it is to come up for action.

Section 2: As required, when posting proposed changes or amendments as provided in Section 1, the Article to be changed or amended shall be posted in full, as it is contained in the Constitution, and then again in the amended form.

Section 3: Proposed Constitution changes are to be submitted at the March regular monthly meeting and voted on at the May regular monthly meeting or submitted at the September regular monthly meeting and voted on at the November regular monthly meeting.

Section 4: All proposed constitution changes will go before the Constitution committee. They will be submitted to the committee within one week (seven (7) days) following the meeting the change(s) were submitted. The committee will provide a written report of their recommendation, along with their reasoning, at the meeting when voting occurs on the change.

ARTICLE 14 **MEMBERSHIP PROTECTION**

Offenses which shall subject any officer or member of the Local to disciplinary action shall be those as listed in Article Fifteen (15) of the National APWU Constitution.

ARTICLE 15 **LOCAL PUBLICATION**

Section 1: This Local may originate and publish a local newspaper.

Section 2: This publication shall belong to the entire membership; its pages shall be open to every member of this exclusive group within this Local. The Editor may delete or edit those portions of submitted articles that he/she considers libelous or not in the best interest of the Union as a whole. Any such action may be appealed to the Executive Board and decided by two-thirds (2/3) vote, and if the appeal is denied by the Executive Board it may be further appealed at a regular meeting of this organization and decided by majority vote.

Section 3: The Executive Board shall appoint, with approval of the members present at a regular meeting, an Editor, who shall have the responsibility of publishing with an annual salary of \$1200.00. The paper will be published within the guidelines established by the Executive Board and the local shall bear the expense.

Section 4: It shall be stated in the publication that opinions expressed by contributors are not necessarily those of the Editor or of the Western Michigan Area Local.

Section 5: Mailing shall be at least bi-monthly, with expenses to be borne by the Union.

Section 6: Publication shall be affiliated with the Postal Press Association.

Section 7: The Editor shall keep a correct record of the names and addresses of the members of this Local.

ARTICLE 16 **COMMITTEES**

Section 1: This Local shall have a standing Audit Committee which shall audit the books of the Treasurer and Accident Benefit Association Representative when so ordered by this Local or the President and at the close of each business year, this committee shall be appointed by the President.

Section 2: This Local shall have a Grievance Committee. In the event of a disagreement as to whether a grievance should be appealed to a higher step, or arbitration, the issue may be appealed to the Grievance Committee which shall decide what action will be taken. The committee shall consist of the President, Executive Vice President, and the Director of the craft involved.

Section 3: The local shall have an Organization Committee, which shall encourage employees of any craft represented by the APWU, which are not members of this local to become members of the Local. The president shall appoint the committee and the Executive Vice President shall be its chairperson.

Section 4: The local shall have a Resolution committee, which shall study and recommend action on all resolutions referred to it. It shall have the power to change the wording of any resolution so as to make its meaning more clear or its form more orderly, but it cannot change the intent of a resolution without the permission of the author. It, can however recommend any amendment it sees fit. The committee will be appointed by the President and will have the Recording Secretary as its chairperson.

Section 5: The local will have a Legislative Committee which shall be responsible for Correspondence with our National Legislators in matters concerning Postal Workers: shall regularly provide material for the Western Michigan Postal Worker and the general news media in regards to legislative matters both State and National, that concern Postal Workers, and shall provide a monthly Legislative Report at the General Membership Meeting.

The committee shall be responsible for collecting any COPA money contributed by anyone and shall forward onto the National APWU COPA fund, shall provide an end of the year report of COPA activities and contributions within the Local at the General Membership Meeting in December of each year. The President will appoint the committee and the Recording Secretary shall serve as its chairperson.

Section 6: The Local shall have a Budget Committee which shall devise ways and means of raising money aside from that raised through dues and assessments of this Local. The President will appoint the committee and the Treasurer will be the chairperson.

Section 7: The budget committee will refer to Article 20 of this Constitution.

Section 8: The Local shall have a Young Members Committee which will devise ways and means of educating the membership on the history of the APWU and getting the new members involved in sustaining the APWU. The President will appoint the committee.

Section 9: The Local shall have committees as needed, appointed by the President with the approval of the Executive Board. The committees will report recommendations to the Executive Board.

Section 10: All sports teams sponsored by the Local must present their programs in writing to the Executive Board for approval or disapproval.

ARTICLE 17

HUMAN RELATIONS REPRESENTATIVE

Section 1: This Local shall have a Human Relations Representative. (S)He shall be appointed by the President, with the approval of the Executive Board.

Section 2: The Human Relations Representative shall be responsible for all information pertaining to the APWU Health Plan, be familiar with all phases of the plan, and shall assist in educating the membership on the plan and encouraging them to join. (S)He shall further be responsible for assisting members with Workman's Compensation problems. (S)He shall become knowledgeable on OWCP regulations, and shall act as a liaison with management in the respective Injury Compensation Departments. (S)He shall be an advisor and troubleshooter for injured members of our Local. An article must be submitted in at least 3 newsletters per year.

Section 3: (S)He must be enrolled in the APWU Health Plan. His/her salary shall be \$600.00 per year, paid quarterly in the months of March, June, September and December, plus lost time and expenses, as approved by the President.

ARTICLE 18

DUTIES OF STEWARDS

Stewards shall wear their steward's badge in plain sight, at all times while representing a union member and while on duty unless in violation of uniform code. They shall organize the workers in their craft and on their tour, get members to attend union meetings, act as liaison between union officers and members, sell the union's program and investigate and

adjust grievances. They must be familiar with the local and national contracts, legislation, regulations, and the people they represent.

ARTICLE 19 **BUDGET**

The Western Michigan Area Local (WMAL) will establish a budget. This budget will be reviewed, and if needed, updated yearly during the month of November, for the following year, by the Budget Committee (to be established by the Local President). If needed, the consulting of a financial advisor is approved.

The Budget Committee will be empowered to, but not limited to, reviewing, adjusting and/or establishing a budget and/or criteria to include but not limited to the following expenses:

- Operating Cost
- Education
- Committees (One Postal Union, Power, A&E and Election)
- Travel (Lodging, Lost Time and Per Diem)
- Charities
- Scholarships
- Conventions
- Gifts (Door Prizes, Holiday Gifts, etc....)

The budget established by the committee will be voted upon by the members at the December General Membership Meeting to authorize the expenditures.

ARTICLE 20 **APWU-WMAL Sponsored 401(k) Plan**

Section 1: The Western Michigan Area Local shall participate in the APWU Nationally Sponsored 401(k) Retirement Plan. All employees (those who receive salaries or LWOP) shall be eligible.

Section 2: The Western Michigan Area Local will not be matching contributions to the APWU Nationally Sponsored 401 (k) Retirement Plan.

Section 3: It shall be the responsibility of the Treasurer to administer the 401 (k) Plan, which shall include submission of all enrollment information to the Plan Committee, withholding employees' contributions and distributing them in accordance with the Plan reporting requirements and Plan Adoption Agreements.

Constitution Revision Dates

June 19, 1989	Oct. 20, 1989
Dec. 08, 1989	Jan. 01, 1992
Apr. 14, 1992	Oct. 02, 1993
Nov. 05 1994	Jan. 05, 1995
Oct. 14, 1995	May 04, 1996
Oct. 05, 1996	Dec. 07, 1996
Feb. 07, 1998	Mar. 14, 1998
April 1, 1998	Feb 06, 1999
May 12, 2000	March 3, 2001
Sept. 5, 2001	Oct. 4, 2003
March 10, 2004	October 6, 2004
March 5, 2005	March 22, 2006
May 5, 2007	May 1, 2010
November 2, 2013	May 10, 2014
May 7, 2016	May 6, 2017