



**San Antonio
Alamo Area Local**

Constitution and By-Laws

As Amended April 20, 2019

**Chris Rincon – President
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San Antonio Alamo Area Local Constitution and By Laws

PREAMBLE

The plague of working people down through the centuries has been an omnipresent fear for their livelihood ... sometimes real, sometimes imagined...

This fear has inhibited the evolution of human dignity and mutual respect to which every worker is fundamentally entitled.

Therefore, we pledge ourselves to fight this fear through strength in Unity, Solidarity of Purpose, and Skillful Organization among postal workers.

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

We believe the worker is entitled to parity with owners and management in the pursuit of human dignity and respect. We therefore dedicate ourselves to strive for this achievement relentlessly.

We further recognize that these goals are possible only through the organized efforts of postal workers. Therefore, we devote our energies to the building of a democratic trade union in the San Antonio Postal Service.

MEMBER'S BILL OF RIGHTS

1. Every member has the right to be respected as a human being.
2. Every member has the right to be respected as a brother or sister of this UNION.
3. Every member has the right to freedom of speech and the right to be heard.
4. Every member has the right to the freedom to listen.
5. Every member has the right to the freedom of the press.
6. Every member has the right to participate in the activities of this UNION.
7. Members shall not be denied the right to seek any office or the right to vote in this UNION because of race, color, creed, sex, sexual orientation, nationality, handicap, political affiliation, age or religion.
8. Every member has the right to support the candidate of his/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 or her 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.

OFFICERS' OATH OF OFFICE

I, _____ (name) _____, having been duly elected to office in the San Antonio Alamo Area Local 195 of the American Postal Workers Union, AFL-CIO, do solemnly pledge to uphold the Constitution and Bylaws of the American Postal Workers Union, AFL-CIO and of the San Antonio Alamo Area Local 195.

I further pledge to perform the duties of my office to the best of my ability.

I promise that at the conclusion of my term of office, I will turn over to my successor all books, papers, records, and documents that are the property of the APWU, San Antonio Alamo Area Local 195.

And I further pledge that once I no longer hold an office with the American Postal Workers Union and am no longer a bargaining unit employee, I will never testify in support of the United States Postal Service in any United States Postal Service arbitration or administrative hearing about internal Union discussions/and/or decisions that are made by the Union or Union leaders in regard to the American Postal Workers Union's contractual positions and/or American Postal Workers Union's internal policies.

I further subscribe and affirm that if I resign or enter into an EAS position, whether detailed or permanent within one year of resignation or completion of term of office, I will subject myself to full reimbursement to the American Postal Workers Union for any and all training I received during the preceding year whether National, State, or Local.

Last but not least, I promise to purchase only union made articles, whenever available. Failure to perform any of the above will mark me as an individual devoid of honor and destitute of integrity.

ARTICLE 1

Name and Objectives

Section 1.

The title of this Organization shall be known as the American Postal Workers Union, San Antonio Alamo Area Local.

Section 2.

The purpose and aim of this Local shall be to unite the American Postal Workers into one brotherhood for their social, economic, and professional advancement and to aid in the perfection of the Postal Service. To assist all postal workers in adjusting grievances and to secure improvements to working conditions through collective bargaining and Legislative efforts.

Section 3.

It is the objective of this Local to be in affiliation with the American Postal Workers Union, AFL-CIO, and any affiliation deemed necessary for the benefit of this Local.

ARTICLE II

Eligibility for Membership

Section 1.

Membership shall be divided into three classes: Active, Ancillary, and Honorary. Active members shall have full voice in all matters pertaining to the Organization. Ancillary and Honorary members shall not have the floor at meetings except by a majority vote of the members present. An Ancillary or Honorary member shall not be able to vote or hold office in this Local. The Ancillary members are eligible to participate in the Health Plan and the Accident Benefit Plan.

Section 2.

Retired Postal Workers may retain their active membership or transfer to an Ancillary membership. If retired members retain their active membership, they will have the rights of any active member of this Local, including a voice, vote, and the right to run for office.

Section 3.

Per capita tax shall be paid to the National APWU and any other affiliation voted on at a General Membership meeting. All Ancillary members shall pay all per capita taxes.

Section 4.

Any career postal service employee or part-time employee not exercising supervisory authority within the postal service shall be eligible for membership. This includes retired postal workers. Should any member of this Local be promoted to supervisory position he/she will automatically become ineligible for active membership, but may become an Ancillary member.

Section 5.

Each applicant for active or Ancillary membership must turn in a completed Form 1187 dues check-off and present it to a member in good standing who must forward it to the Recording Secretary for official action. New applicants will be considered members from the

date of such presentation of the completed Form 1187 to the Recording Secretary or other appropriate Union Official. No new member will be accepted except as above.

Section 6.

Honorary membership may be bestowed on any person rendering outstanding service to the social, economic, and professional advancement of the San Antonio office, the State of Texas, or the United States. Honorary membership may be bestowed by a three-fourths (3/4) majority vote of the membership present at a meeting of the Area Local. A citation of activities and Gold Honorary Membership Card shall be given to such person (s) honored by this Local. Honorary members are exempt from dues, but a record shall be kept of the citation of each member, including a separate membership file.

Section 7.

Any member entering the Active Armed Forces for a period of at least sixty (60) days, not to exceed 120 days, shall retain full membership in this Local, and shall be exempt from payment of dues during said military file.

Section 8.

Any member who is on unbroken sick leave, 28 days or longer, shall not have to pay dues for said period and shall retain full membership in this Local until such time as the member shall return to duty. A member must be on sick leave at least fifteen (15) days of each additional 28 days period to be exempt for full stated period. A member paying dues will be refunded the dues by the Secretary-Treasurer, on approval of membership attending meeting, for stated sick period.

ARTICLE III

Officers and AFL-CIO Delegates

Section 1.

The elected General Officers of this Local shall be The President, Vice-President, Secretary-Treasurer, and Recording Secretary and Legislative Director.

(a) The elected Craft Officers of this Local shall be:

Clerk Director "A" Plant and Assistant Director "A" - Mail Processing and Distribution (Plant), In-Plant Support, AMF Processing and Distribution, and the Priority Annex.

Clerk Director "B" Stations, and Assistant Director "B" - Customer Service, Stations, Associate Offices, Branches, AMF Windows, GMF Windows, Administrative Offices, District Offices, Customer Support, BMAU, and the Postal Business Center.

Vehicle Service Director and Assistant Director

Maintenance Director and Assistant Director

(b) The elected Trustees of this Local shall consist of three¹ from the Clerk Craft and one (1) each from the others Crafts.

(c) The non-elected officers of this Local include a Health Plan Representative, Editor, Sergeant-At-Arms, Parliamentarian, Chaplain, and Shop Stewards. Additional non-elected officers may be appointed with the approval of the membership during regular meetings.

Section 2.

Delegates to the AFL-CIO shall be elected to serve three (3) years.

Section 3

All representatives listed in section 1 shall verbally take and sign the San Antonio Alamo Area Local 105, APWU oath of office before assuming their duties of office.²

ARTICLE IV

Duties of Officers

Section 1A.

The President shall preside at all meetings, preserve order, enforce the Constitution and By-Laws and fill all interim vacancies subject to the provisions of Article XI (effective January 2000). He/she shall appoint all non-elected officers subject to a majority vote of the members present and voting at a membership meeting with the exception of Shop Stewards who will be appointed only upon the recommendation of the appropriate Craft Directors. These appointments will be announced within 90 days of assuming the duties of President. With approval of the membership the President shall attend, as a delegate of this Local, State and National Conventions, rallies and other functions in the best interest of this Local. These duties may be delegated to other Local Officers as may be required. He/she shall be the Chairperson of the grievance committee and act as the Local's Chief Spokesperson of the negotiating committee. He/she examine all contracts to which the Union is a party, and sign all contracts and other obligations of the Union. He/she shall perform any additional duties as may be required. He/she shall be full-time officer and shall receive an annual salary and fringe benefits equivalent to top Step PS-9³. He/she shall be an automatic delegate to the AFL-CIO Council.⁴

¹ Constitutional Amendment Passed July 15, 2000

² Constitutional Amendment September '05

³ Constitutional Amendment Passed January '08

⁴ Constitutional Amendment September '05

Section 1B.

In the event of President of the SAAAL decides to retire from the USPS whether it be on day one after the election or any time there after during their elected term, the new salary will be a flat salary of \$1000 per month. This will be effective immediately starting their retirement, for the duration of their elected term of office. The salary stated in Section 1A will no longer be offered for any retired officer if such officer is retired however; such officer is still considered a full time officer and will receive 208 hours annually for personal leave. This leave is to be a use it or lose it type of leave and without the ability to cash out any portion of unused leave. The unused portion of leave will be forfeited on April 30th of that use year (No carry over of leave will be allowed).⁵

Section 2A.

The Vice-President shall in the absence or in the incapacity of the President, preside at all meetings and have vested in him/her the same power and authority as the President, and shall assume the duties and responsibilities of the President. He/she shall perform such other duties as the President shall assign for the good of the Union. He/she shall assist and work with the President in all executive responsibilities and duties that pertain to this office. He/she shall be a member of the local negotiating committee. He/she shall be an automatic delegate to all State and National convention.

He/she shall be charged with the responsibility of promoting and administering educational and organizational programs of the local. Shall act as coordinator of all activities in the local as assigned. He/she shall act as Human Relations Programs Coordinator for the Local. He/she shall succeed to the office of the President should the President resign or in any way vacate his/her office prior to the completion of his/her term of office. He/she shall be a full-time officer of the local and shall receive an annual salary and fringe benefits equivalent to Step PS-8 ⁶.

Section 2B.

In the event the Vice-President of the SAAAL decides to retire from the USPS whether it be on day one after the election or any time there after during their elected term, the new salary will be a flat salary of \$750 per month. This will be effective immediately starting their retirement, for the duration of their elected term of office. The salary stated in Section 2A will no longer be offered for any retired officer if such officer is retired however; such officer is still considered a full time officer and will receive 208 hours annually for personal leave. This leave is to be a use it or lose it type of leave and without the ability to cash out any portion of unused leave. The unused portion of leave will be forfeited on April 30th of that use year (No carry over of leave will be allowed).⁷

Section 3.

The Secretary-Treasurer shall keep all Financial Records and accounts of all members of this Local; shall be custodian of all properties and monies of this Local; shall make deposits of monies received and maintain receipts for same; shall keep a complete report of all monies received and disbursed and must submit a financial report at each General Membership meeting with the original report to be given to the President and a duplicate report to each Craft Director and the Chairperson of the Trustees; shall sign all authorized checks for monetary disbursements of this Local; shall keep all time worked by office employees. The Secretary-Treasurer shall be bonded by the national APWU. Upon approval of the membership, he/she shall be reimbursed for LWOP for the purpose of carrying out these duties in the best interest of the Local. Such reimbursement shall be at the prevailing hourly postal rate, at a no gain no loss basis. The Secretary-Treasurer shall be reimbursed up to eighty (80) hour's time per year for leave without pay from the Postal Service for attending convention, seminars, and conferences and for time used in the best interest of the Local. Subject to the approval of the membership⁸. Shall be an automatic delegate to all State and National Conventions.

Section 4.

The Recording Secretary shall keep a correct and impartial account of the proceedings of this Local; shall read all bills and communications at all meetings; shall provide the membership with minutes of all general or special membership meetings; insure that members are notified of all membership meetings.

Shall provide a copy of all minutes to the President, Craft Directors, Chairperson of the Board of Trustees, Secretary-Treasurer and Editor and all stations of the area local within seven (7) days following any meeting. Shall be a member of the local negotiating team (effective January 2000). Upon the approval of the membership shall be reimbursed for LWOP for the purpose of carrying out these duties in the best interest of the Local. Such reimbursement shall be at the prevailing hourly postal rates, at a no gain no lost basis. Be responsible for the preparation, printing and mailing of all election ballots to the membership in strict accordance with the provisions of Article V of this Constitution.⁹

Section. 5

- (a) The Craft Director shall coordinate all activities and functions within their craft and be directly responsible to the President. Shall act as the Chief Representative to their craft and shall perform other such duties that may be required to the office; shall be a member of the Local negotiating team.

⁵ Constitutional Amendment passed April 20, 2019

⁶ Constitutional Amendment passed January '08

⁷ Constitutional Amendment passed April 20, 2019

⁸ Constitutional Amendment passed 05/19/07

⁹ Constitutional Amendment passed 01/15/05 deleting the Recording Secretary as an automatic delegate effective SAAAL Elections 2006.

- (b) Craft Directors shall name all stewards for their own Craft and give such names to the President for appointment, removal or replacement.
- (c) Craft Directors shall be reimbursed up to eighty (80) hours time per year for leave without pay from the postal service for attending conventions, seminars, and conferences and for time used in the best interest of the Local. The Assistant Director shall be reimbursed up to forty (40) hours time per year for leave without pay from the postal service for attending seminars, and conferences and for time used in the best interest of the Local. The Secretary-Treasurer shall be authorized to pay Craft Directors, or Assistant Craft Directors, for such time. The Craft Director/ Assistant Craft Director must report such time used at the next General Membership meeting.¹⁰

Section 6.

The Assistant Craft Directors shall perform such duties as may be assigned by the Craft Director and shall perform the duties of the Office of Craft Director in his/her absence or inability. Shall succeed to the Craft Director if the office is vacated. Upon the approval of the membership shall be reimbursed leave without pay for the good of the Union.

Section 7.

The Trustees shall have general supervision of all records of this Local. They shall audit the books on a quarterly basis. They shall check the expenses, receipts, and procedures of all business, social, entertainment, recreational and welfare functions given or sponsored by this Local. The Trustees shall have the responsibility of verifying receipted expenses. Any monies outstanding shall be determined by the Trustees. They may recommend any action that may be in the best interest of the Union. Such proposals may be accepted or rejected by vote at the General Membership Meeting. They shall divide their duties amongst themselves and elect their own Chairperson. The Chairperson of the Trustees shall be a non-voting member, but shall have a voice, on the Executive board¹¹. They shall perform such duties as may be required.

Section 8.

The Editor shall be responsible for publication of the newspaper, he/she shall recommend a staff and submit the appointments to the President for consideration.

Section 9.

The Sergeant-at-Arms shall be under the direction of the Chairman at all times and shall preserve order, secure a list of the members in attendance and present same to Recording Secretary for a permanent record of this Local.

In the absence of the Sergeant-at-Arms, the President shall appoint a temporary Sergeant-at-Arms to perform the stated duties at the meeting.

Section 10.

The Parliamentarian shall be familiar with the rules of parliamentary procedures in the Robert's Rules of Order, newly revised, and the Constitution and By-Laws of this Local. The chair shall refer all questions regarding parliamentary procedure to the Parliamentarian for decision. Unless over-ridden by a 2/3 vote of the members present and voting, as provided in the Robert's Rules of Order, the decision of the Parliamentarian shall stand. During the absence of the Parliamentarian, the President shall rule on parliamentary procedures unless over-ridden by the above stated procedures.

Section 11.

The Chaplain shall give the invocation at all meetings sponsored by this Local unless a visiting clergyman is present.

Section 12.

The Legislative Director shall be charged with the responsibility of directing all activities of the Union with regard to legislation of interest to the members and their families. He/she shall develop publicity programs, news bulletins, and work in cooperation with the AFL-CIO and other National and International Unions in regards to legislation. The Legislative Director shall be reimbursed up to eighty (80) hours time per year for leave without pay from the Postal Service for attending convention, seminars, and conferences and for time used in the best interest of the Local. Subject to the approval of the membership. Shall be an automatic delegate to the AFL-CIO Council.¹²

ARTICLE V

Nominations, Elections

Section 1.

Nominations of officers and delegates to the State and National Conventions, shall be made at the General Membership meeting in January of the election year. Nominations and Election of delegates to the San Antonio AFL-CIO Council shall be held at the General Membership Meeting in April of the election year. The number of delegates shall be determined by the dues amount paid to the San Antonio AFL-CIO Council. The candidate(s) receiving the highest votes total shall be declared elected.¹³

A notice of nominations shall be posted at least fifteen (15) days prior to such meeting. Any member of this Local in good standing can nominate any other member to any elected General Office in this Local or as a delegate to the AFL-CIO Council.

Craft Officers must be nominated by a member in good standing from the Craft. Any member in good standing may be nominated for

¹⁰ Constitutional Amendment Passed 11/21/2015

¹¹ Constitutional Amendment January 15,2000

¹² Constitutional Amendment passed September '05

¹³ Constitutional Amendment passed September '05

office. A Nominating Committee shall be appointed at the General Membership meeting in November to nominate at least one candidate for each office. Nominating Committee shall consist of at least one member of each craft. Floor nominations for each elected office shall be held at the regular membership meeting in January. All candidates must give their approval to run for office within ten (10) days of the nomination. No candidate shall be on the ballot for more than one elected office except as a delegate to the State and National Conventions.¹⁴ Article V, Section I through 5 shall be read by the Recording Secretary before nominations. Any unopposed candidate duly qualified by nominating petition for elected office, after nomination petitions have been closed for that office shall be declared elected, and their name shall not appear on the ballot. Write in votes shall not be valid, counted or considered.

Section 2.

All elected officers and delegates of this local shall be elected by referendum vote for three (3) years effective the 2nd Saturday of April of the year they were elected to office.

Section 3.

Any member who shall voluntarily hold, accept, or apply for any managerial, supervisory, or EAS program in the Postal Service for any period of time, whether one day or fraction thereof, either detailed, Acting, probationary, or permanently shall be ineligible to be a convention delegate. Shall immediately vacate any office held by that member in the national, local, area local, district council, state or regional organization, any department of the APWU, the Postal Press Association, or any other subordinate body of the APWU which receives financial support or uses the name of the American Postal Workers Union. That upon termination of such supervisory status, such member shall be ineligible for election to any office or delegate position for two (2) years. Upon nomination, the candidate must certify that he/she has not served in a managerial or supervisory capacity for the 24-month period prior to the nomination.

Section 4.

Elected delegates will be as follows: Clerk Craft, 4 delegates¹⁵; Motor Vehicle Craft, one delegate; Maintenance Craft, one delegate.¹⁶ All candidates in each classification shall be listed on one ballot and the candidates receiving the most votes in each classification shall be the elected delegates. Alternates will be dictated by referendum vote of the last election. Only these alternates shall be considered elected except that no craft shall be unrepresented at a state or national convention.

Expense allowances for all delegates shall be determined by a majority of members present and voting at a General Membership Meeting. Delegates to any Union function requiring local expenditures shall be allowed round-trip airfare or mileage by car. When traveling by car, delegates shall be paid mileage not to exceed airfare.

Section 5.

The President, Vice-President, and Craft Directors by virtue of their office shall be automatic delegates to the State and National Convention, or Conference. The Craft Directors shall also be automatic delegates to their respective National Craft Convention or Conference. On even years, when the Texas Postal Workers Union, AFL-CIO holds their Educational Conference, the Craft Directors will select the Stewards to attend the Conference. Attendees requiring expenditures shall be allowed round-trip airfare or mileage by POA. Traveling by car, attendees shall be paid mileage not to exceed airfare. The total expense shall not exceed a normal expense of a state convention.

Section 6.

All delegates to any Union function requiring local expenditures shall make a written report of the proceedings to the President within (10) days. They shall combine these reports and they shall be made available at the first General Membership meeting. All reports will become official records of this Local.

Section 7.

Delegates attending Texas AFL-CIO conventions shall be chosen from the automatic and elected delegates to the San Antonio AFL-CIO Council. Such delegates must be approved at a General Membership meeting and must be subject to the rules governing the regular delegation. If a delegate is unable to attend the Texas AFL-CIO Convention the President shall appoint a member to attend. If a delegate resigns, or is dropped for non-attendance or other reasons, the President shall appoint a member for the rest of the delegate's term.¹⁷

Section 8.

The Election Committee shall mail ballots to each member in good standing at their last known address 14¹⁸ days prior to the second Monday in March. All ballots must be received at the postage due section by 9:00 AM of the Saturday following the second Monday in March. Notice shall be enclosed with 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 ballots shall be counted by the Election Committee on the closing date of the voting period and shall continue until completed. Results of the election will be sent out to all Postal facilities of the San Antonio Area Local.

Section 9.

All referendum elections shall be by secret ballot, with the ballots being sent out as follows: A letter addressed to the member with two envelopes and a ballot with the candidates names and/or amendments or either issues to be voted on. One envelope will have only the

¹⁴ Constitutional Amendment passed September '05

¹⁵ Constitutional Amendment Passed January, 2008

¹⁶ delete "Special Delivery Craft, one delegate." No longer a Special Delivery Craft

¹⁷ Constitutional Amendment passed September '05

¹⁸ Constitutional Amendment passed January '06

words "official ballot" printed on it, the other envelope with a postage due envelope addressed to the election committee of this Local. The completed ballot will be placed in the official ballot envelope and sealed and in turn placed in the postage due envelope. The election committee shall separate all official ballot envelopes from the postage due envelopes before the official ballot envelopes are opened and counted. No candidate's name shall appear on any balloting material except as a legal candidate for office. Any candidate may have a right to witness the tabulation at his/her own expense and or have a reasonable number of observers present. The observers must be members of APWU in good standing.

Section 10.

The order in which the names of candidates for office shall appear on the ballot for the office designated shall be determined by drawing the names from a receptacle in the presence of the candidates or their duly authorized representative; and each name arranged on the ballot, under their respective titles, in order drawn.

Section 11.

The candidate receiving the highest number of votes shall be declared the winner.

Section 12.

The Secretary-Treasurer shall furnish the Recording Secretary with information of dues standing of all candidates according to the provisions of this Constitution.

Section 13.

The Recording Secretary shall furnish the Chairman of the Election Committee with a letter of identification for presentation to the Foreman of the Window Service Division of the San Antonio Postal Service when the Chairman of the Election Committee picks up the ballots for counting. The Recording Secretary shall notify the foreman of the Window Services Section to hold the ballots in the postage due section until the Chairman of the Ballot Committee presents a check payable to the Postmaster for amount of postage due for the ballots. The Secretary Treasurer shall be authorized to make out a check for such amount.

Section 14.

No ballots shall be mailed to anyone except a member in good standing.

Section 15.

The Election Committee shall consist of at least one member from each craft. No member shall be on the Election Committee who is a candidate for any office. The President shall name the members of the Election Committee with the approval of a majority of the members at the General Membership meeting in February. The Recording Secretary shall hold the ballots for two (2) years after the official count of the ballots in a locked container before destroying them.

Section 16.

All candidates must be treated fairly as to any official publication of a paper as well as being permitted to examine official membership list of the Union within 30 days prior to election giving a minimum 24 hours advance notice to the Union business office. Any privilege extended to one candidate must be extended to all.

Section 17.

No candidate or supporter of a candidate shall use the Union files to misrepresent the facts of the minutes of this Local, or use the name of our Union or our publication as a heading in print as a political or personal issue in accordance with the Landrum Griffin Act.

ARTICLE VI

Salaries of Officers

The salaries of officers of this Local shall be determined by 2/3 majority vote of members present and voting at the first General Membership meeting after the new officers assume their office. The Executive Board shall make a recommendation of such salaries to the General Membership. The salaries of officers shall be reviewed annually.

ARTICLE VII

Meetings

Section 1.

All General Membership meetings shall be held the third Saturday of each month. No General Membership meeting shall be held in the months of June¹⁹ and December, unless a special meeting is called for a specific purpose. The time of the meeting shall be 11:30 a.m. The time, place, and date of a General Membership meeting may be changed temporarily by a majority vote of the membership at a General Membership meeting for the convenience of the Union, or in an emergency by a majority vote of the Executive Board. The President may call special meetings stating purpose, time, place, and date when the President considers it in the best interest of the Union. A notice shall be posted on all bulletin boards at least five (5) days prior to such changes. Twenty-five (25) members in good standing may petition, in writing, the President to call a special meeting if they state the purpose, time, place, and date of the meeting.

Section 2.

Fifteen (15) members shall constitute a quorum, one of whom must be the President or a Craft Director. A total of five (5) officers must be present for transaction of business. Less than fifteen (15) officers and members may register in attendance and adjourn for a lack of quorum.

¹⁹ Constitutional Amendment passed March, 2004

Section 3.

Persons, other than members of this Union, may attend the meeting for the purpose of addressing the meeting, provided it is approved, and a time limit set by a majority of the members present. All written excuses shall be submitted to the Recording Secretary prior to the start of the general membership meeting for which the excuse is intended, for approval by a 2/3 majority vote of the members present and voting at the regular general membership meeting. No excuse will be accepted if verbal or if submitted after the end of the following monthly membership meeting.

Section 4.

Within ten (10) days following a General or Special General Membership Meeting, the Recording Secretary, any member of the Executive Board or the Tour Chief Steward will post the Minutes on the GMF workroom Union Bulletin Boards.

ARTICLE VIII Executive Board

Section 1.

The Executive Board of this Local shall consist of the President, Vice-President, Secretary-Treasurer, Recording Secretary, Craft Directors and Assistant Directors. They shall be the only voting members of the Executive Board.

Section 2.

The Executive Board shall meet once a month prior to the General Membership meeting. Special Executive Board meetings may be called upon the request of four (4) members of the Board or upon call of the President. The Recording Secretary shall act as secretary of the Executive Board. Five (5) Executive Board members shall constitute a quorum.

The President shall notify the Recording Secretary, whose duty it will be to send out notices to all Executive Board members in advance of the time, place, and date of the Executive Board meeting.

Section 3.

The Executive Board shall, during the interim of the General Membership meeting be vested with emergency power to initiate such measure that may be in the best interest and protection of the membership. No action shall be initiated on items that can be postponed until the next General Membership meeting. The Executive Board may recommend such transactions that may be in the best interest of the Union. Such proposals may be accepted or rejected by vote at the General Membership meeting. All business transacted at the board meeting shall be reported at the next General Membership meeting of the Local.

Section 4.

When it is deemed necessary, the Executive Board may propose to reduce or increase the work hours of the President / Vice President by a 2/3rd majority vote. The proposal shall be presented at the following General Membership Meeting for a majority vote. The President / Vice President will only be compensated for those hours authorized at their pay rate.²⁰

ARTICLE IX Standing Committees

Section 1.

Upon assuming office the President may appoint the following committees: Constitution and By-Laws, Entertainment, Safety, Welfare, and Human Relations Committee, and Scholarship Committee, Social & Recreation Committee and Power Committee.

Section 2.

All committees shall perform the duties assigned, and will report their activities to the union within a reasonable time. No member shall be appointed without his/her consent and willingness to perform the duties assigned, nor shall a member be compelled to serve on more than one committee.

Section 3.

The Constitution and By-Laws Committee shall check and correct the wording of all amendments to the Constitution and resolutions when needed. They shall also draw up a new constitution if the present one becomes obsolete or if other crafts merge in our Union. The Constitution Committee shall consist of at least one (1) member from each craft.

Section 4.

The Entertainment Committee shall be responsible for entertainment provided for the members of this Local; shall promote socials, banquets, dances, and other entertainment approved by the Union. The committee shall make a partial or complete financial report to the General Membership meeting within (30) days following the entertainment. If the committee is unable to furnish a complete financial report within thirty (30) days, they will be allocated an additional fifteen (15) days. If the committee is unable to furnish a complete financial report within the allotted forty-five (45) days, they will turn over all bills, receipts, and materials pertinent to the function to the Secretary-Treasurer for final assessment. The Secretary Treasurer shall furnish a complete financial report within 30 days after receiving such materials. A copy shall be given the Recording Secretary and Chairman of Trustees for file.

Section 5.

The Safety & Health Committee shall see that all Safety and Health Standards are in compliance. They shall attend all Safety and Health meetings and report such meetings to the Union.

²⁰ Constitutional Amendment passed March, 2013

Section 6.

The Social & Recreation Committee shall serve with the Postal Service Social & Recreation Committee, and shall make such written reports that the local considers necessary at the General Membership meeting.

Section 7.

The Human Relations Committee shall prepare and direct programs in the area of Equal Opportunity, Civic Programs, Community Service Programs, Retirement Programs, and all other related programs.

Section 8.

The Election Committee shall see that a fair and unbiased election is held. They shall count all ballots and report the results to the Union.

Section 9.

Each Committee will be responsible for their own activities or functions as prescribed in this Constitution and are subject to the provisions within our Local's Constitution and the Constitution of the American Postal Workers Union.

Section 10.

All Committees shall have at least one (1) member from each craft, unless otherwise authorized by the Craft Director.

Section 11.

The Power Committee, known as Post Office Women for Equal Rights, shall encourage the involvement and participation of all women in the APWU, and work in cooperation with the Local to promote Unionism.

ARTICLE X

STEWARDS

The Craft Directors shall preside over all stewards of their craft. The Stewards shall be primarily responsible for enforcing the National Agreement and the Local Memorandum of Understanding. They shall present and adjust grievances. The stewards shall perform their duties in the best interest of the Union.

ARTICLE XI

SUCCESSION OF OFFICERS AND VACANCIES

Section 1.

The President shall fill all vacancies of general officers, and non-elected officers within 90 days, subject by a majority of the members present and voting at the General Membership Meeting.

If the nominee is disapproved by a majority of the members present and voting at the General Membership Meeting the President shall present another nominee at the next General Membership Meeting.²¹

Section 2.

In the Clerk, Motor Vehicle, and the Maintenance Crafts, the respective Directors shall fill all vacancies within ninety (90) days subject to the approval of a majority of members of the individual Craft at the General Membership Meeting.

ARTICLE XII

REVENUES

Section 1.

The monthly dues of this Local shall be determined in accordance with Section 2 of this article and payable under the dues check off system.

Section 2.

The dues of this Union Shall be raised by the following methods:

- (a) By a motion at a General Membership meeting and a second to the motion, with a notice posted at least 15 days before the next General Membership meeting, and a majority vote of the members present and voting by secret ballot the dues may be raised or lowered. This action shall not be repeated within six months following the voting.
- (b) By an automatic increase of twenty-five (25) cents for each one hundred (\$100.00) dollars salary increase not to exceed one-dollar dues increase a year.
- (c) Any increase in per capita tax by action of the Executive Board or Convention by any organization to which this local is affiliated shall be levied automatically on all members of this Local 30 days after effective date of increase.

ARTICLE XIII

CONTROL EXPENSES

Section 1.

Except under the provisions of Article VIII, the members of this Local will have control, exercising their control at a General Membership or Special meeting by a majority vote of the purchase of equipment, supplies, and other expenditures not authorized in this Constitution.

²¹ Constitutional Amendment passed Nov. 2004

Section 2.

Unauthorized expenditures of Union funds or unauthorized use of Union equipment and resources is prohibited by this Constitution. The use of funds, equipment or resources appropriated by this local cannot be used to the benefit of any non-member unless specifically authorized by a majority vote of members present during a General Membership or Special Meeting of this local.

Section 3.

At the January membership meeting all craft officers must submit a list of events that will require expenditures for the year. (National conventions, Craft Conferences, Educational Seminars/Conferences, PPA's, Deaf Hard of Hearing Conferences etc...etc...etc). Special consideration will be given to other events as Local, State and National events are scheduled.

Section 4.

Expenditures of \$500.00 (Five Hundred Dollars) or more associated with section 3 must be submitted at a general membership meeting with debate and vote to be held at the next general membership meeting. This expenditure must be posted as part of the agenda on the monthly meeting notice.²²

Section 5.

Charitable contributions shall not exceed seventy-five (\$75.00) on any given General Membership meeting. In addition contributions to "special interest groups" shall not exceed seventy-five (\$75.00). Special interest group is any organization not affiliated with the APWU.²³

ARTICLE XIV SPECIAL FUNDS

Section 1. - Research and Education Fund;

- (a) The Secretary Treasurer shall deposit not less than ten (10) cents a month per member to a separate account for a fund to be known as the Research, and Education Fund of this Local.
- (b) This fund shall be used to finance the Research, and Education programs of this Local. The use of such funds shall be voted by a majority of the members present and voting at a General Membership meeting. The President may authorize expenditures, not to exceed one hundred and fifty dollars (\$150.00) for any month. A report of such expenditures must be given at the next General Membership meeting of this Local.
- (c) This fund shall not be used to defray any expense to the State or National Conventions of this organization or any other organization and/or functions except as stated within this article; or for the payment of per-capita tax, or for the indebtedness of this Local, except indebtedness that occurs on behalf of Research and Educational programs or rallies.
- (d) The Research and Education Fund shall not be allowed to accumulate over Two Thousand Five Hundred Dollars (\$2500). All monies over Two Thousand Five Hundred (\$2500)²⁴ shall be transferred to the General Fund.

Section 2. - Emergency Expense Fund

- (a) The Secretary-Treasurer shall deposit not less than five (5) cents a month per member to a separate account to be known as the Emergency Expense Fund. This fund shall not be allowed to accumulate over a one thousand dollars (\$1000) balance. All money over one thousand dollars (\$1000) shall be transferred to the General Fund.
- (b) This fund shall only be used to send the President or designee to a special meeting or seminar called by the American Postal Workers Union where it is imperative or of great interest that our Local be represented.
- (c) This fund shall be used only in the event that time makes it impossible or impractical to vote the funds at a Special or General Membership meeting of this Local. If funds are voted at a Special or General Membership meeting, the emergency expense fund shall not be used. If funds are voted on a rejected at a Special or General Membership meeting for such meetings called by the American Postal Workers Union, the Emergency Expense may not be used to defray any expense to such meeting.
- (d) The President may authorize expenditures of this fund with the written approval of at least five (5) members of the Executive Board.
- (e) If the Emergency Expense Fund is used, the President shall make a report at the next General Membership meeting of this Local.

Section 3. - Leave Fund – Annual Leave and / or Sick leave²⁵

- (a) The Treasurer shall deposit the appropriate²⁶ hours of pay per full-time officer each pay period to the leave fund.
- (b) **At the end of their term of office (3 years), the unused portion of sick leave accrued by full-time officers shall be paid to them at their postal rate of pay. The Trustees shall review all leave records prior to payment.**
- (c) **The President and Vice President shall receive an annual allotment of 208 hours or the hours earned as per the employees leave status. If not retired, they shall receive an additional 104 hours of sick leave. No officer can receive any additional annual or sick leave for working a holiday. However, any officer may elect to work any holiday without compensation.**

²² Constitutional Amendment Passed February 2000

²³ Constitutional Amendment Passed Sept. 15, 2001

²⁴ Constitutional Amendment Passed July 15, 2006

²⁵ Constitutional Amendment Passed April 21, 2019

²⁶ Constitutional Amendment Passed March 2013

- (d). Any officer retired from the Postal Service will not receive or be paid for sick leave.
- (e). The Treasurer shall notate on the monthly financial report the amount of leave used for the month for the full-time officers of the local, to include whether it was annual leave or sick leave used. In the event the officer receives no sick leave due to their retirement status, no sick leave earned and used should be on the Financial Report for such officer.
- (f). Annual leave shall be in a "use it or lose it" status. The full-time officers must use their annual leave each year (April 30) unless such officer motions at a general membership meeting to carry over their unused annual leave into the next year and such motion passes.²⁷

Section 4. - Convention Fund.

- (a) Amounts to be determined by the Executive Board with the approval of the membership on a yearly basis.
- (b) This fund will be used to finance the State and National Conventions, the State Educational Conference and the National Craft Conferences.
- (c) The use of such funds will first require such expenditure be placed on the meeting agenda. The approval/disapproval of such funds shall be voted by a majority of the members present and voting at a General Membership meeting.

Section 5. - Building Fund.

Amounts to be determined by the Executive Board with the approval of the membership on a yearly basis.

Section 6. - Scholarship Fund.

- (a) This fund will be used annually to finance three (3) \$500.00 Scholarship Awards.²⁸
- (b) The Scholarship Award will be known as the "Jonell MacKay Memorial Scholarship"
- (c) The award of such scholarships shall be placed on the meeting agenda.²⁹

Section 7. - Legislative Fund

- (a) The Treasurer shall deposit not less than ten (10) cents a month per month per member to a separate account for a fund to be known as the Legislative Fund.
- (b) This fund shall be used to finance the legislative efforts that are critical to the issues of postal workers and to defray any expenses incurred by the Legislative Director or any officer or member performing such legislative efforts.
- (c) The Legislative Fund shall not be allowed to accumulate over fifteen hundred dollars (1,500). All monies over fifteen hundred dollars (1,500) shall be transferred to the General Fund.
- (d) The use of such funds shall be voted on by a majority of the members present at a General Membership meeting

Section 8. - Union Building Fund

- (a) Amounts to be determined by the Executive Board with the approval of the membership on a yearly basis.
- (b) This fund will be used to finance a new or existing building.
- (c) The use of such funds will first require such expenditure to be placed on the meeting agenda. The approval/disapproval of such funds will be voted by a majority of the membership present and voting at a General Membership meeting³⁰.

ARTICLE XV
Amendments

Section 1.

Any proposition to repeal, annul, or alter any part of this Constitution shall be submitted in writing to the Recording Secretary at a membership meeting, signed by at least twenty-five (25) members in good standing or passed by a majority vote of the Executive Board.

The Constitution and By-Laws Committee shall check and correct the wording of all amendments to the Constitution and resolutions when needed. It must be read at the following two consecutive membership meetings and published in the Union newspaper.

It must receive a two-thirds (2/3) vote of the members voting at the second consecutive membership meeting in order to be adopted. Debate shall take place only at the second reading. The proposed amendment shall have been advertised as part of the order of business for this meeting.

Section 2.

A defeated amendment is hereby prohibited from being presented for a period of six (6) months after it has been defeated.

ARTICLE XVI
Code of Ethics

Section 1.

This Local adheres to the Bill of Rights of the American Postal Workers Union as adopted by our National and any further amendments

²⁷ Constitutional Amendment Passed April 21, 2019

²⁸ Constitutional Amendment Passed July, 2006

²⁹ Constitutional Amendment Passed July, 2001

³⁰ Constitutional Amendment Passed July, 2001

added thereto at any future National Convention.

Section 2.

Each member of this Union shall have the right to full and free participation in Union self-government.

Section 3.

Each member of this Union should have the right to fair treatment in the application of Union rules and law.

Section 4.

Each member of this Union has the responsibility to:

Loyally support this Union. This right of an individual member to criticize the policies and personalities of his Union officers does not include the right to undermine the Union as an Institution, to advocate dual unionism, to destroy or weaken the Union as a collective bargaining agency, or to carry on Slander and Libel.

ARTICLE XVII
Appeals System

Section 1.

The following are procedures that shall apply in the case that charges are levied against any officer, steward or member of this Local.

- (a) The person preferring the charges shall do so by writing specific and detailed charges citing the exact nature of the alleged offense outlining the constitutional provision that is alleged to be violated in either the Local Constitution and Bylaws, or the APWU Constitution and Bylaws, and presenting these charges to the President or other member of the Executive Board within 120 days of the time the charging party(ies) first became aware, or reasonably should have been aware, of the alleged offense(s). Said charges will then be forwarded to the Chairman of the Trustees. The Union's material, equipment and postage shall not be used for the purpose of filing charges.
- (b) The Trustees of the Local will serve as the Hearing Committee. The chairperson of the Trustees will select the Committee from within themselves.
- (c) A full and fair hearing shall be conducted by the Hearing Committee within thirty (30) days.
- (d) The Hearing Committee shall submit it's report to the Recording Secretary including a synopsis of the testimony introduced at the trial, together with the verdict "guilty" or "not guilty", and the recommended disciplinary action, if any. Upon receiving the report the Recording Secretary shall read it at the next General Membership Meeting.
 - (1) If the Hearing Committee's findings are "not guilty", no discussion or vote is taken by the membership.
 - (2) If the Hearing Committee's findings are "guilty", and the "guilty" verdict is a motion before the membership, the chair shall give a representative from each side of the issue 3 minutes to give a presentation with the charging party going first, no questions will be allowed. The membership is then to vote on whether or not to accept the recommendations of the committee. It takes fifty percent (50%) plus one (1) for the motion to be adopted.
 - (3) If the membership finds the charged party (parties) "guilty" then the membership will vote on the penalty, if any, recommended to be imposed. The "guilty" party (parties) may be disciplined by probation, suspension, expulsion or any other appropriate disciplinary action recommended by the Hearing Committee. The membership is then to vote on whether or not to accept the recommendations of the Hearing Committee. It takes fifty percent (50%) plus one (1) for the motion to be adopted.
 - (4) If the recommended disciplinary action is expulsion, suspension without pay in excess of sixty (60) days or termination of an incumbent elected officer then a referendum vote shall be held in accordance with Article 15 Section 3(k) of the Constitution and Bylaws of the American Postal Workers.
 - (5) Any issues not specifically covered by the above Article XVII shall refer to the APWU National Constitution and Bylaws Article 15.
- (e) The charging or charged party (parties) have the right to appeal the decision of the Hearing Committee or the membership, including the special referendum vote if one is required to take place, to the National Executive Board (NEB) under the provisions of the National Constitution.
- (f) If the "guilty" party appeals the decision of the Hearing committee or the membership, no adverse action will be taken until the appeal is acted upon by the National Executive Board.

Section 2.

The election committee shall be responsible for the conduct of local elections and shall decide all controversies arising out of the election processes. Any member who feels aggrieved in connection with the conduct of the local election shall file his/her grievance with the Election Committee within 72 hours after his/her grievance arises.

Those protests on local elections can be handled as per Article 12, Section 8 of the APWU National Constitution.

Section 3.

Local appeal procedures must be exhausted before an appeal can be taken to another forum outside the Local.³¹

³¹ Amended as by APWU Sec/Treas. Ltr Dated 01/05/2005

ARTICLE XVIII

Recall

There shall be no recall provision in this constitution and Bylaws. Removal of officers is governed by Article XVII.³²

ARTICLE XIX

Publication of Paper

Section 1.

The official publication of this Local shall be known as the Alamo Area Local Dispatch, and shall have as its objective the promotional interest and welfare of this Local, and the policies of the American Postal Workers Union. The said publication shall be printed in a union establishment, and must bear the Allied Printing Trades Council Label, as long as the publication is printed. The name of the official publication of this Local may be changed by a union sanctioned contest.

Section 2.

No adverse publication shall be made against any member of this Local or any Local Union affiliated with AFL-CIO.

Section 3.

A complete list of nominees shall be published prior to any election.

- (a) Any candidate running for office may have their qualifications, proposed program, and picture published in the local publication at no charge provided that the outline of the proposed program does not exceed two hundred and fifty (250) words and that the picture does not exceed four by four inches in size. Candidates will assume the cost of the picture and cut, along with any additional expenses necessary to prepare the picture for the printing process. Any additional space or wordage must be paid advertisement.
- (b) No supporter of a candidate shall make any statement for or against any candidate for office except by paid advertisement.
- (c) No candidate or supporter shall attach or otherwise make defamatory remarks against another candidate's qualifications, ability, or their union activity in this publication regardless of whether it is paid advertisement or by utilization of free space provided. All candidates will submit all articles and paid ads to the Editor by the Friday following the January membership meeting.

The results of all elections will be printed in the next edition of the Local union paper.

Section 4.

The Executive Board shall act as publishers of this newspaper. It shall take a 2/3 majority of the members present and voting at a General Membership meeting to override the decision of the Board on publication matter.

ARTICLE XX

Union Label

Section 1.

In-so-far as possible this Local shall trade only with those businesses or firms recognizing unions where such businesses or firms are organized within the metropolitan area of this city.

All material and supplies used by this organization shall be made by AFL-CIO union labor, and must bear the union label whenever possible.

Section 2.

The union label shall be promoted by this Local at all times.

ARTICLE XXI

Master Constitution Amendments

Section 1.

The Recording Secretary and the Chairman of the Constitution and By-Laws Committee shall each keep a master copy of this Constitution and By-Laws, and shall file amendments and alterations with same. The Constitution and By-Laws shall be reviewed by the Constitution Committee at least once every two (2) years. All amendments to the Constitution and By-Laws shall be published for the information of the membership.

Section 2.

All Constitution and By-Laws and amendments to same prior to the effective date of the Constitution and By-Laws are void.

ARTICLE XXII

By-Laws and Procedures

Section 1. Rules and Order:

- (a) Roberts Rules of Order, newly revised, shall govern the chair in all parliamentary procedure unless otherwise stated in this Constitution.
- (b) The regular order of business may be suspended by a 2/3 majority vote of the meeting at any time.

³² Constitutional Amendment passed November, 2003.

- (c) When a member wishes the floor, the member shall rise, respectfully address the chair, and when recognized by the chair, shall have the floor.
- (d) Members may speak twice on any one issue and will be limited to five (5) minutes each time.
- (e) When a motion has been debated more than fifteen (15) minutes, it will be automatically tabled, unless debate is extended by a majority vote of the members present and voting.

Section 2.

The order of business of this Local shall be as follows:

1. Call to Order
2. Invocation and Pledge
3. Roll Call of Officers
4. Reading of the minutes
5. Financial Report and Allowances
6. Unfinished Business
7. New Business
8. Bills and Communications - Action Thereon
9. Reports of Officers
10. Reports of Regular and Special Committees and delegates
11. Good of the Union
12. Adjournment

Produced Locally by the San Antonio Alamo Area Local