

**CONSTITUTION  
AND  
BY LAWS**

**OF THE  
PENNSYLVANIA POSTAL WORKERS UNION  
AMERICAN POSTAL WORKERS UNION  
AFL-CIO**

**REVISED APRIL 18-20, 2008**

## **PREAMBLE**

WE BELIEVE POSTAL EMPLOYEES, AS ALL WORKERS, MUST RELY UPON THEIR OWN ORGANIZED EFFORTS TO IMPROVE THEIR POSITION AND THAT THIS NECESSITATES A STRONG DEMOCRATIC UNION. WE BELIEVE THAT THE MOST EFFECTIVE METHOD OF IMPROVING THE SALARY AND WORKING CONDITIONS OF POSTAL EMPLOYEES AND OF PROMOTING THEIR GENERAL WELFARE IS THROUGH A UNION AFFILIATED WITH THE AMERICAN TRADE UNION MOVEMENT.

## **MEMBERS BILL OF RIGHTS**

1. Every member has the right to be respected as a human being.
2. Every member has the right to be respected as a brother or sister of this Union.
3. Every member has the right to freedom of speech and the right to be heard.
4. Every member has the right to 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 the 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.

## **ARTICLE - 1 - TITLE**

This organization shall be known as the PENNSYLVANIA POSTAL WORKERS UNION, affiliated with the AMERICAN POSTAL WORKERS UNION, ALF-CIO.

## **ARTICLE -2- OBJECTIVES**

- Section 1: To organize and keep united a good labor union accord with the principles of the labor movement and American Postal Workers Union, and through these mediums, to continually strive to secure for postal employees the best possible job security, hours, wages and working conditions, in the best interest of postal employees and good labor unionism.
- Section 2: To endeavor to be, and to remain, in full affiliation with the labor movement.
- Section 3: To seek and adjust our problems through negotiations, arbitration and legislation.
- Section 4: To keep informed and educate our members through state publications, seminars, RAP sessions and whatever other means available.
- Section 5: The PPWU will vigorously oppose any Labor Union outside the Postal Service moving in the Postal Service field.
- Section 6: The PPWU will continue to organize the unorganized.
- Section 7: To work as an autonomous Union affiliated with the American Federation of Labor, Congress of Industrial Organizations, together with other national and international Unions for the solidification of the entire labor movement.
- Section 8: The PPWU will be a member of the Pennsylvania State AFL-CIO. The amount of dues, paid on, will be decided by the PPWU executive board.
- Section 9: The PPWU affirms its belief in a single union of all postal workers in non-supervisory levels. The PPWU will make every effort to bring into being a single union of all postal workers by mergers with other postal unions, and initiating intensive all out organizing campaigns reflecting the APWU philosophy.

### **ARTICLE -3- MEMBERSHIP**

- Section 1: Any local or Member-At-Large of the American Postal Workers Union, in the state of Pennsylvania, in good standing with the national organization, shall be eligible for membership. No member shall be barred because of race, color, creed, sex, sexual orientation, nationality, handicap, political affiliation, age or religion if such affiliation is not in conflict with the American Postal Workers Union Constitution.
- Section 2: Locals in good standing in the national organization may enroll up to the same number of members in the state organization that the Local has paid per capita to the national organization, effective January 1, each year.
- Section 3: All Local Unions and MALs must be in good standing, per capita paid by March 31<sup>st</sup> of the current year, to be entitled to delegation to the state convention. Locals and Members-At-Large becoming twelve (12) months in arrears shall be suspended from the rolls. Suspended Locals and MALs may be reinstated upon payment of the twelve (12) months arrearage plus the current fiscal year.
- Section 4: The Pennsylvania Postal Workers Union encourages and encompasses the Area Local concept.
- Section 5: Honorary membership into the PA Postal Workers Union may be granted to retired local and state officers in recognition for their devotion and dedication to this Union. They shall have no voice or vote in the State Union and/or convention business. Membership shall be limited to two (2) retirees per vote of attending convention delegates. Nominee names and addresses shall be submitted to the Secretary/Treasurer thirty (30) days prior to the convention.
- Section 6: The PPWU shall support a higher education scholarship known as the John T. Boxler Memorial Scholarship. A scholarship will be awarded each year in the amount of \$1000.00 for up to four (4) years of higher education. The PPWU executive board will establish rules and criteria for eligibility.

## ARTICLE - 4 - CONVENTIONS

Section 1: The State Union shall assemble in convention bi-annually in a period from the first weekend in April through the third weekend in May inclusive. The convention shall convene at 3:30 PM on Friday and shall be preceded by an educational seminar that shall be from 12:00 - 3:00 PM. All costs associated with the educational seminar shall be the responsibility of the State organization. The convention shall adjourn on Sunday. Convention sites shall be held in the order of Central, West, and East locations beginning in the year 1992. For the purpose of convention rotation, the Central, West and East shall be defined as follows:

Western: 150-154, 156, 160-165, 167

Central: 155, 157-159, 166, 168-179

Eastern: 180-196

(These are zip codes of where the MSCs are located, not the geographical area of the state.)

Section 2: Nominations for host local for the next convention will be conducted immediately following the nominations for officers as provided in the Constitution. An Election, if needed, will be conducted as the last order of business on Saturday afternoon. The Election will be conducted by a show of hands from the delegates in attendance at that time.

Section 3: In the event there are no bids to be host local, the State Executive Board will have the authority to choose a city and date for the next convention. This action will be taken within one year of the set convention date.

Section 4: The Registration fee for delegates and guests/visitors shall be set by the host local after approval by the President. Such fee will be printed in the notification to PPWU members at least four (4) months prior to the convention.

Section 5: With the approval of the State Executive Board, monetary assistance, up to **three thousand (\$3,000)** dollars shall be granted any local to aid them in defraying expenses of the state convention under their supervision, provided a deficit is proven.

Section 6: The President shall appoint three (3) to five (5) delegates to each of the following committees: Rules, Credentials, Constitution & By-Laws, Resolutions (as needed) and Election (as needed).

Section 7: The President, with the majority vote of the Executive Board, shall be empowered to call a special convention if the need arises.

Section 8: All resolutions to be presented at the conventions of this Union shall be in the hands of the Secretary/Treasurer four (4) weeks prior to the opening date of the convention. Resolutions submitted after this date shall be accepted provided 200 copies are furnished to the Secretary/Treasurer.

## **ARTICLE - 5 - REPRESENTATION**

Section 1: Each local shall be entitled to representation at the State convention based on a ration of one (1) delegate for every twenty-five (25) members (or any fraction thereof), based on their pre capita for that year. Additionally, each local will be entitled to alternate delegates who will have voice but no vote on issues on the convention floor. The number of alternate delegates from each local is not restricted.

Section 2: Members-At-Large shall have all the powers of regularly elected delegates. Not more than two (2) MALs shall be permitted to act as delegates from any one office. Should two (2) MALs from any one office act as a delegate in the convention proceeding, they shall be allowed one half (1/2) vote each.

Section 3: No Local shall be entitled to vote by proxy. A delegate must be a member in good standing of the Local he/she represents. Each delegate shall present credentials in regular form, properly attested by the President and/or Secretary, Secretary/Treasurer or Treasurer of his/her Local.

Section 4: Each Local shall be considered entitled to as many votes in the convention as is provided for in Article 5 Section 1. Delegates from each Local present at the convention shall be allowed to cast the whole number of votes to which the local is entitled.

Section 5: Alternate delegates may be seated upon presentation of proper credentials.

Section 6: Every delegate in the State convention shall present his/her credentials to the registration desk at the place of the convention.

Section 7: No Local shall be entitled to representation in any convention until a charter has been procured from the American Postal Workers Union. No postal worker holding membership in any other postal employee organization whose aims are not identical to the American Postal Workers Union can be seated as a delegate to a convention or be elected as an officer of the Pennsylvania Postal Workers Union.

Section 8: A state officer must be a delegate from his/her local to be eligible to vote in officer elections. A state officer who is not a delegate from his/her local will have voice and vote in all other convention issues.

## **ARTICLE - 6 - REPRESENTATION AT NATIONAL CONVENTION**

Section 1: The State delegates to the National Convention shall represent only the unrepresented members of the state and shall submit a written report of their activities to the Secretary, as well as a complete financial report to the Secretary/Treasurer of the PPWU. Two (2) delegates (if financially feasible) will attend the national convention. The incoming President is automatically the first delegate and one other Executive Board Member is automatically the second delegate to attend the national convention. The second delegate shall be determined by the incoming Executive Board.

Section 2: The President, or his/her designee, shall serve as the only delegate to special conventions.

Section 3: The expenses of the state delegates to the national convention shall be paid by the State Union. The State delegates shall be allowed up to seven (7) days of LWOP, transportation, hotel room, registration fee and \$50.00 a day. The delegates shall be permitted to arrive one day prior to the opening of the Craft Conference and depart one day after the closing session. The delegates shall attend all business sessions of the Craft Conference and convention. If not, the PPWU executive board will decide whether to pay that delegate expenses for the convention.

## **ARTICLE - 7- OFFICERS**

Section 1: Officers of the State Union shall consist of a President, Executive Vice President, Secretary/Treasurer, Director of Legislation & Publicity, Director of Organization and Human Relations, five (5) Area Business Agents and three (3) Craft Directors, and one (1) Support Services Division Director all to be

elected by the convention delegates. Said Area Business Agents shall be from either an office located in the zip codes represented or from a Local representing members within the specific zip codes, and will be elected by duly accredited delegates attending the convention from the zip codes which he/she represents.

Section 2: For the purpose of electing the five (5) Area Business Agents (ABA), the State shall be divided as follows:

- South West Area Business Agent - Zip codes 150-157
- North West Area Business Agent - Zip codes 158, 160-165, 167
- Central Area Business Agent - Zip codes 159, 166, 168-172, 177-178
- South East Area Business Agent - Zip codes 173-176, 179, 189-196
- North East Area Business Agent - Zip codes 180-188

Section 3: Craft and Division Directors shall be elected within their crafts or division, one vote for each delegate.

Section 4: The State Executive Board shall be composed of all elected officers of the State. The Executive Board shall be empowered to take whatever action is necessary between conventions. Executive Board meetings will be open to observers, with no voice or vote. Seven (7) executive board members shall constitute a quorum for executive board meetings.

Section 5: The outgoing President may act as a consultant to the Executive Board and shall be reimbursed for necessary expenses.

Section 6: Any state officer making application, in writing, for a position of management shall within 10 days of the application resign his/her position with the PPWU and if such resignation is not forthcoming, the State Executive Board upon conclusive evidence shall declare said office vacant.

Section 7: MALs and members of Locals in good standing shall have the right to hold office in the PPWU. If a Local decides to drop from the PPWU then that officer=s position must be declared vacant. Any member who has been dropped from his/her local for nonpayment of dues and is a state officer, that position will be declared vacant. Members of this Union who retire from the U.S. Postal Service may maintain full membership with all rights of such membership, by continuing to pay full per capita to the National Union.



## **ARTICLE - 8 - DUTIES OF THE OFFICERS**

- Section 1: The PRESIDENT shall preside at all conventions and meetings of the Executive Board. He/she shall be a member of all committees. He/she shall appoint the necessary committees at each convention. He/she shall appoint from the delegates a Sergeant At Arms to serve throughout the sessions of the convention. He/she shall be a duly elected delegate to the National Convention. He/she may authorize all expenditures, travel and LWOP for day to day operation of this organization, between executive board meetings. Capital expenditures in excess of \$1,000 must be approved by a majority of the executive board. He/she shall appoint all vacancies on the PPWU executive board. She/she shall approve warrants drawn on the Treasurer and shall perform other such duties as this Union may require of him. The salary of the President shall be (\$4,680.00) dollars per year, payable quarterly.
- Section 2: The VICE PRESIDENT shall perform the duties of the President during his/her absence or inability to discharge the duties of his/her office, and shall assist in handling all other organizational matters at the direction of the President. He/she shall direct the Research and Education programs. The salary of the Vice President shall be (\$3,136.00) dollars per year, payable quarterly.
- Section 3: The SECRETARY/TREASURER shall keep a record of the number of members of each local and the name and location of each Member At Large. He/she shall issue statements to Locals and MALs showing the amount of per capita due. He/she shall mail all the necessary number of credentials to all Locals and MALs prior to the convention. He/she shall receive and deposit all monies collected and disburse monies only upon a warrant from the President. He/she shall have all accounts posted and ready for examination at the State Convention and at other times that the State Executive Board may require. Semi-annual audits will be conducted by an audit committee comprised of three (3) individuals in addition to the Treasurer. The audit committee will be appointed by the President with the approval of the Executive Board. The second yearly audit may be no sooner than six (6) months after the first audit. The most recent Audit Committee report will be presented by the Secretary/Treasurer during the Report of other committees at the State Convention. He/she shall keep an accurate account of all receipts and disbursements and shall render monthly reports to the President showing the financial condition of the Union, and shall submit to the convention a written report showing an itemized statement of all

monies received and disbursed. He/she will make a quarterly financial report available to the members upon request. He/she shall be custodian of the official seal. The salary of the Secretary/Treasurer shall be (\$3,744.00) dollars per year, payable quarterly.

Section 4: The DIRECTOR OF PUBLICITY & LEGISLATION shall direct the publicity and legislation programs of the State Union. He/she shall serve as the Editor of the official publication, be responsible for its editing, publishing and distribution. The salary of the Director of Publicity and Legislation shall be (\$1,685) dollars per year, payable quarterly.

Section 5: The DIRECTOR OF HUMAN RELATIONS AND ORGANIZATION shall prepare and direct programs in the area of equal opportunity, civic programs, community service programs, retirement programs and all other related programs. The salary of the Director of Human Relations and Organization shall be (\$1,591.00) dollars per year, payable quarterly.

Section 6: The AREA BUSINESS AGENT shall be under the direction of the President and assist in handling grievances and other organizational matters within their Districts. The Area Business Agent shall not be designated numerically. The salary of the Area Business Agent shall be (\$1685.00) dollars per year, payable quarterly.

Section 7: The Craft and Division Directors shall be under the direction of the President and assist in handling grievances and other organizational matters within their crafts. The salary of the Craft and Division Directors shall be (\$624.00) dollars per year, payable quarterly.

Section 8: All officers shall submit to each convention a written report of his/her activities (official acts) during their term of office. Such reports shall be in the hands of the Secretary/Treasurer at least four (4) weeks prior to the convention. At the end of their term of office they shall turn over to the Union all monies, books and properties of the Union.

Section 9: All officers of the union shall be reimbursed for the necessary expenses (actual) based on prevailing IRS rate for mileage, up to forty dollars (\$50.00) per day for meals and incidentals, overnight lodging, registration fees and actual LWOP time. All of the above expenses must be authorized by the President.

Section 10: If the office of the President becomes vacant prior to the expiration of the term, the Vice President will fill the position for the remainder of the term.

### **ARTICLE - 9 - FISCAL YEAR REVENUES**

Section 1: The fiscal year of this Union will be January 1<sup>st</sup> through December 31<sup>st</sup>.

Section 2: The revenues of this Union shall be derived from a per capita tax paid by Members At Large of \$10.45 per pay and will include all future automatic adjustments. All Locals shall pay per capita tax of three dollars (\$3.00) per member per year.

Section 3: Special assessments may be levied by the Executive Board, whenever it becomes necessary to carry on organizational and grievance work, of not more than twenty-five cents (\$.25) per member in one year. An audit which shall include one member of each dissenting Local may be called for.

### **ARTICLE - 10 - RECALL**

Section 1: All charges of misconduct against an officer or member of this State Union shall be processed in accordance with Article 15 of the American Postal Workers Union, AFL-CIO, National Constitution and By Laws.

### **ARTICLE - 11 - AMENDMENTS**

Section 1: This Constitution shall not be altered or amended except by two thirds (2/3) vote of all delegates present at any State Convention.

Section 2: All proposed Constitution and By-Law changes to this Constitution to be presented at the State Convention shall be in the hands of the Secretary/Treasurer four (4) weeks prior to the opening date of the convention.

Section 3: Any amendments that change the Pennsylvania Constitution and By-Laws that are passed at a convention must be sent with the revised edition of the Constitution to each Local or Member-At-Large of the American Postal Workers Union, in the state of Pennsylvania within six months of the change.

## **BY-LAWS**

### **ARTICLE - 1 - ORDER OF BUSINESS**

- 1 - Convention prayer and salute to flag
- 2 - Tribute to departed members
- 3 - Roll call of officers
- 4 - Report of Rules Committee
- 5 - Report of other committees
- 6 - Unfinished business
- 7 - New business
- 8 - Nomination of officers will be the first order of business at the Saturday afternoon session.
- 9 - Election of Officers
- 10 - Adjournment

### **ARTICLE - 2 - QUORUM**

Section 1: Eight (8) Locals shall constitute a quorum, but less than that number must adjourn to meet at a future time.