

**ARTICLE I**  
**TITLE**

**SECTION 1.** A. This organization shall be known as the American Postal Workers Union, Salt Lake City Area Local.

B. The pronoun "he" is used throughout this constitution for the purpose of uniformity only.

**SECTION 2.** This Area Local may vote by majority to accept the merger of locals that follow the necessary procedures to relinquish their local charter and merge with this Area Local. Such locals should submit a statement in writing to the effect that they have voted in the majority to merge with this local and an official of the local should sign the statement. This statement, along with a statement from the Area Local to the effect that such action is authorized under our Area Local constitution and signed by the Area Local president, will then be submitted to the office of the General Executive Vice President for completion of this merger.

**SECTION 3.** All Changes to this Constitution shall take effect immediately upon approval of the membership, except for changes in term limits for officers, which shall take effect on the next scheduled election year.

**ARTICLE II**  
**Objectives**

The objectives of this Area Local shall be:

**SECTION 1.** To unite the postal employees within the jurisdictional claim of the Area Local in a common association to enhance the dignity, economic, and social interest of its members.

**SECTION 2.** The protection of the just rights and the advancement of the best interests, present and future, individual and collective, of its members.

**SECTION 3.** To improve working conditions locally through negotiations, legislation, and arbitration and to eliminate discrimination against its members.

**SECTION 4.** To aid all members in distress.

**ARTICLE III**  
**Membership**

**SECTION 1.** Any non-supervisory employee within the jurisdictional claim of the APWU is eligible for membership in this Area Local.

**SECTION 2.** A. Applications for membership must be submitted to the Secretary/Treasurer on a standard form 1187 (dues check-off) and signed by the applicant, and an officer of this Area Local.

B. Members enlisting new applicants will be paid \$5.00 from local funds, plus the current rebate from the National Union for each new member, payable after new member is read in at a regular union meeting.

C. During the USPS new hire orientation, rebates from members signed shall be placed in the general operating fund.

**SECTION 3.** Retention of Membership:

A. Members of this Union who retire from the Postal Service may maintain full membership with all rights of such membership by continuing to pay full per capita taxes to the APWU plus whatever local dues may be required by their local union. They shall receive a ballot from the division last served while in the Postal Service.

B. All retirees who desire to become members of the APWU Retirees Department shall pay twenty-four (\$24.00) Dollars per year per capita tax to the Nation Union.

- SECTION 4.** A member who volunteers for or is called to active duty with the Armed Forces will be considered as a non-paying member of the Area Local with full rights of membership while in the Armed Forces.
- SECTION 5.** A member who enters a non-pay status because of injury, sickness, suspension or other situation as approved by this Area Local's Executive Board, will be considered as a member with full rights of this Area Local until he returns to a pay status or until denied this qualification by the Area Local Executive Board.
- SECTION 6.** A member, who owes 3 months dues or an amount equal to or greater than 3 months dues, shall be considered as not in good standing and will be automatically suspended except as provided for in section 4, 5, and 7. Members not in good standing do not have the right to vote nor hold office.
- SECTION 7.** No officer or member shall be expelled or suspended except for non-payment of dues, unless charges have been properly filed and sustained in accordance with Article XVII of this Constitution. Once a member is late in paying dues this Local shall notify them that they will be removed from the rolls unless payment is received no later than thirty (30) days from the specified date.

#### **ARTICLE IV Officers**

- SECTION 1.** The officers of the Area Local will be: General President, Executive Vice President, Industrial Relations Director, Clerk Craft Director, Maintenance Craft Director, Motor Vehicle Service Craft Director, Secretary/Treasurer, REC Site Coordinator, Customer Services Coordinator, Recording Secretary/Information Officer, Editor Six Bits, Insurance Representative, Chief Trustee, Trustee 2, and Trustee 3.
- SECTION 2.** All officers will be elected or appointed for a three (3) year period, and elections will be held every three calendar years starting 1997.
- SECTION 3.** All officers will hold office for the term for which they are elected or until legally disqualified or if they resign or until their successor has been duly elected or appointed and installed.
- SECTION 4.** A. The installation of elected officers will be at the March Installation Party or at the regular March meeting following their election and the new officers will assume their duties on April 1. Financial records will be kept on a calendar year basis beginning January 2005.
- B. The installation of appointed officers will be held at the regular April Meeting.
- SECTION 5.** Should the President and the Vice President both resign or are otherwise absent, the following is the chain of command to establish an acting senior officer to conduct business for the Area Local until the replacement or return of the preceding senior officer.

#### **Chain of Command:**

**President, Vice President, Industrial Relations Director, Clerk Craft Director,  
Maintenance Craft Director, Motor Vehicle Craft Director, Secretary/Treasurer, REC  
Site Coordinator, and Customer Services Coordinator.**

## ARTICLE V

### Nominations

**SECTION 1.** Nominations will be held in January on the day of the regular meeting. Two meetings will be held on this day, one will be held in the daytime at 7:00 A.M. for nominations only, and one will be held in the evening, at 7:00 P.M. This 7:00 P.M. meeting will be designated as the regular meeting and for nominations on that day. Notices of these meetings shall be posted on all bulletin boards at least twenty (20) days prior to the time of the next meeting.

A. Twenty days prior to the January membership meeting, a notice of nominations will be mailed to all eligible voters which states "Election and Nomination Notice," it shall include:

1. Name of positions up for re-election.
2. Eligibility requirements to run for office  
(Article 10, Section 12 of the National APWU Constitution and Bylaws).
3. That candidates must be members in good standing.
4. Place, date, and times of meetings.

**SECTION 2.** No officer will hold more than one office at any one time in this Area Local. If a member qualifies for more than one office on the nominations he will withdraw his name from all but one nomination.

**SECTION 3.** A. All members nominated to an office must show their acceptance in writing to the Secretary/Treasurer, within 14 days of their nomination. The Secretary Treasurer will make note of their acceptance and will present these names and copies of written acceptance to the Election and Ethics Committee in writing. The member nominated may also verbally accept their nomination at the general membership meeting that day. The Recording Secretary/Information Officer, will record the acceptance in the minutes and the chair will reiterate all acceptances prior to the close of the meeting. A copy of general membership meeting minutes will be given to the Election and Ethics Committee for those who accept nomination verbally at the meeting.

B. The Secretary/Treasurer will notify each person of their nomination, in writing; however it is still the responsibility of the individual to give notice of their acceptance even if they do not receive the Secretary/Treasurer's notice. Nominated members who accept their nomination at the general membership meeting will be sent a letter of their nomination and acceptance to their last known address on record.

C. Candidate's full legal name will be used on the ballot unless they specify differently.

**SECTION 4.** A. Delegates who are nominated to attend any convention, meeting, or gathering of any nature, special or regular, other than the elected officer who is specified in the Constitution to attend such conventions, meetings and gatherings, special or regular must be a member in good standing for at least six (6) months.

B. If this local decides to send more delegates to a convention than is already provided for in this Constitution, a nomination's meeting will be held not less than three (3) months prior to the convention. Nominations will be taken and ballots, if needed, will be sent to all eligible members. Ballots will be returned to the PO Box established by the Elections and Ethics Committee and the Elections and Ethics committee will count the ballots on the day that has been decided on for the counting of ballots.

C. A Delegate is defined as a person who has been given authority to act, vote, or represent this local on any resolution. All other attendees to gatherings will not have authority to act on behalf of this local and need not meet the requirements of a delegate.

**ARTICLE VI**  
**Elections**

**SECTION 1.** A. In November preceding the February election, the President will appoint an elections and Ethics Committee of six (6) members and two (2) alternates who are not candidates for office. One will be named chairperson of the Election and Ethics Committee.

B. To avoid undue harm to the Salt Lake Area Local and its membership. All candidates are respectfully requested to campaign for their office based on their own merits and abilities, and not seek election based on derogatory or slanderous statements against their opponents

C. No union property or money will be used to promote the nomination or election of any individual.

D. All vote counting committees will be appointed by the same procedure and will follow the guidelines in Section 2.

**SECTION 2.** A. Two (2) weeks before the distribution of ballots, the Secretary/Treasurer will submit a list of all members in good standing and eligible to vote, to the Election and Ethics Committee.

B. This official list shall be the IMUS Dues Check Off list received each pay period from National Headquarters. This list shall also contain the 1187s that have been filled out more than 28 days prior to the mailing of the ballots. (The Secretary/Treasurer shall provide copies of the 1187s to the Election & Ethics committee upon request.)

1. A Hard Copy of Membership list

2. A Computer File copy of list on a Disk (excel format)

C. Only ballots of those persons whose names appear in this official list will be counted.

1. The Elections Committee shall promulgate reasonable rules and regulations with regards to the Area Local Election and dissemination of Official Election Mailing list.

D. No person shall be allowed to vote in any election who has become a new member and submitted an 1187 less than 28 days prior to the mailing of the ballots.

E. Any member who does not receive a ballot who can prove that dues are being taken out of their check, or has filled out an 1187 will be given a ballot, if Section 2(D) above is not in affect.

**SECTION 3.** A. This committee will provide eligible members with separate ballots for each Craft and instructions as follows:

B. A ballot printed with the names of persons running for office and two (2) envelopes, one, the outside envelope to be prepaid, and addressed to the "Election and Ethics Committee" and one marked "BALLOTS ENCLOSED" to be used inside the marked envelope. These materials shall be mailed to the last known address of all eligible members at least fifteen (15) days prior to the date of the election.

### Instruction for Completion and Mailing of Ballot

- 1 Mark ballot as you desire: place it in the envelope marked "Ballots Enclosed". Then place the "Ballot Enclosed" envelope inside the stamped envelope marked APWU Election and Ethics Committee, and seal it. (Maintenance Craft employees, Vehicle Maintenance Craft employees, REC employees and Customer Services Employees see #6 below.)
- 2 Do not write on the "Ballot Enclosed" envelope. This is to maintain the anonymity of your votes. If you write on the "Ballot Enclosed" envelope, it will invalidate your ballot.
- 3 To make the ballot eligible to be counted, the voter must print his name or address on the upper left-hand corner of the outside envelope, then mail it to the Election and Ethics Committee in the pre-paid, pre-addressed envelope provided. (If illegible, ballot will not be opened and will be invalidated.)
- 4 No write-in's are allowed.
- 5 Any writing, other than the check marks on ballot, will invalidate the entire ballot.
- 6 Maintenance Craft employees, Vehicle Maintenance Craft employees, REC employees, Customer Services Employees will have two separate ballots, one for General Election, and one Specific Ballot for your Coordinator or Craft Director. Be sure to place both ballots *in "Ballot Enclosed" envelope*.

- C. To make his ballot eligible to be counted, the voter must print his name or address on the upper left-hand corner of the outside envelope, then mail it to the Election and Ethics Committee.
- D. When the Election and Ethics Committee receive the ballot, they will check the name or address against the list of eligible voters. If the name is on the list, they will remove the inside envelope and place it in a separate container until all ballots are checked.

**SECTION 4.** A. The Election and Ethics committee is vested with full power to conduct all elections or balloting. In conducting elections, however, they will comply with every article pertaining thereto in this Constitution and federal law.

*Title IV of the LMRDA entitles a candidate to observe the entire balloting process. Therefore, the Election and Ethics Committee will notify all candidates when they are going to stuff the ballots, mail and pick up the ballots and, count the ballots.*

- B. The Election Chairperson will secure the services of an accounting firm to receive the ballots for the period the polls are open. At least two members of the Election and Ethics Committee will pick up the ballots from the accounting firm. These ballots will not be opened except on the hour, date, and place which are to be set for the counting of ballots and made public by the Election and Ethics Committee. Notice will be placed on the bulletin boards two (2) days prior to the closing of the polls. All six (6) members of the Election and Ethics Committee, or their alternates, must be present before the ballots shall be opened. All other interested parties may be present if they desire.
- C. The ballot counting procedure will be as follows:
  - 1 Two (2) members of the Election and Ethics Committee will check the names against the official list and open and place the inside envelope in a separate container. Two (2) members of the Elections and Ethics Committee will then open, read, count and tally a bundle of twenty-five ballots to another two (2) member team of the Election and Ethics Committee to recount the tally. Should the tally of the two (2) teams be the same, the official vote count will be put on a separate tally sheet, and the counted ballots put in a separate container. Should the vote count be different the twenty-five ballots will be re-counted by both teams until the same count is tallied. They will continue with this procedure until all the ballots have been counted and tallied.

**SECTION 5.** Each member of the Election and Ethics Committee will be allowed six (6) hours pay plus compensation for any loss of pay for each ballot count or any loss of pay due to the election.

**SECTION 6.** It will be illegal for any member to possess, mark or otherwise tamper with the ballot of another member. Any such ballot shall be declared null and void.

**SECTION 7.** The Election and Ethics Committee will have the authority to discard any ballot that does not comply with all rules.

**SECTION 8.** Any member who feels aggrieved in the conduct of the local election will fill his grievance with the Election and Ethics Committee within 72 hours after his grievance arises.

**SECTION 9.** A. The election balloting will be held no later than the twenty-fifth day (25) of February.

B. A candidate for any office must receive the greatest number of votes cast in the election. Where the voting results in a tie, the Election and Ethics Committee will prepare another ballot with only the names of the tied candidates and conduct another election.

C. When the written report of the Election and Ethics Committee is accepted in the March meeting, the President will declare the candidates who receive the greatest number of votes, duly elected.

**SECTION 10.** Ballots and other election records must be preserved for one year and kept under lock and key by the Election and Ethics Committee.

**SECTION 11.** Vacancies occurring in between elections:

A. The President may call a special meeting for the purpose of nominating and electing candidates to the vacant office(s), or he may appoint a nominee with the approval of the Executive Board.

B. In the event of an election, the candidate(s) receiving the greatest number of votes cast by members present will be declared elected and will be installed.

**SECTION 12.** A. All Shop Stewards will be appointed by the President, with the approval of the Executive Board.

B. All Shop Stewards can be decertified for cause, by the President or the Vice President, with approval of the Executive Board.

**ARTICLE VII**  
**Duties of the officers on the Executive Board:**

**SECTION 1. President:**

- A. He will preside at all meetings of this Area Local and the Executive Board. He may assign other officers to conduct meetings. He will be a member (ex officio) of all committees except the Election and Ethics Committee. He will appoint all committees not otherwise provided for herein.
  - 1. He will cast the tie breaking vote in Executive Board Meetings.
- B. He will, with the Secretary/Treasurer, sign all written contracts and other official documents authorized by the members in meetings assembled.
- C. He will sign all checks drawn by the Secretary/Treasurer for authorized expenditures. Except that in his absence the Vice President is authorized to sign checks in his place.
- D. He will perform other duties that pertain to the office or such duties as the members in meeting assembled assign to him.
  - 1. He will be responsible for training and certification of all Shop Stewards.
  - 2. He will supervise and coordinate the activities of the Recording Secretary/Information Officer.
- E. He will have the power to veto such action of a policy forming nature and the expenditure of funds voted in a regular meeting. In case he decides to veto an action he must do so before the meeting adjourns. The meeting may then by a 2/3 majority vote, override the President's veto.
- F. The President will report to the members at the next regular meeting on all minutes of Labor-Management Meetings.
- G. The President shall be a full time paid officer of this local commensurate with that of the Highest APWU negotiated Craft Level and step, . The President shall be reimbursed for all necessary expenses incurred on the union's behalf. The Salt Lake Area Local shall pay all necessary moneys towards the President's Civil Service Retirement, Federal Employee Retirement, or Social Security as amended. The Salt Lake Area Local shall contribute towards the President's Health and Life Insurance premiums equal to those provided by the USPS and FICA Retirement Act as amended. The Salt Lake Area Local will contribute to the Thrift Savings Plan, if applicable, at the same rate as the USPS. The President shall be allowed the same number of hours of annual leave as computed by the USPS years of service schedule, and sick leave shall be granted as necessary upon approval of the Executive Board. Whenever Postal Employees are granted a pay raise, the same dollar increase shall automatically be granted to the full time officers of the Salt Lake Area Local.
  - 1. The President shall be paid an additional 15 hours per month, at his Presidential rate, for his salary, payable quarterly.
  - 2. The President shall not carry over more annual leave than the USPS allotted number of hours per year. As of pay period 1 1995 the President shall be paid for all unused sick leave at the end of each calendar year.
- H. He will be a delegate to all conventions, meetings or gatherings of any nature, special or regular, where the local votes to send a delegate. He may assign another to take his place if he decides not to attend a meeting or gathering.
- I. If funds are available, after receiving the approval of the Executive Board when deemed necessary, the President may retain the services of legal counsel to help with problems confronting the union.
- J. Proviso
  - 1. If for any reason the membership of the Salt Lake Area Local 6 falls below 750 members, the Executive Board will convene to discuss and determine the enactment of This Proviso

Suspending ARTICLE VII G . The President may be reverted to the Status of a Part-Time President and:

- (a) Twenty (20) hrs pay at the Presidents pay rate established in Constitution, per month, payable at the end of the quarter for his salary.
  - (b) He will be allowed One Hundred Thirty (130) days per year to conduct union business. This is to compensate him for time taken in a leave without pay status. He will submit a statement of justification for this compensation to the Treasurer. The compensation will be payable on the same date that he would have been paid for this time by the Postal Service, if the statement is submitted to the Treasurer at least seven (7) days before the date.
2. Should the membership be brought back up to 875 members, the Executive Board will reconvene and review the financial well being of the local and vote to restore the Full Time President.

**SECTION 2.** The Vice President:

- A. He will in the absence of the President be vested with the same authority and power as the President and will perform his duties.
- B. He may be a delegate to all National, Regional, and State Conventions, meetings or gatherings of any nature, special or regular, where the local votes to send a delegate.
- C. He will be member of the Labor-Management Committee.
- D. He will supervise and co-ordinate the activities of the Editor of the "Six-Bits" and Insurance Representative.
- E. He will supervise and coordinate the activities of the Craft Directors.
- F. He will be allowed fifteen (15) hours of pay at his current pay rate or former rate if retired, per month, payable at the end of the quarter for his salary.
- G. He will inform the Shop Stewards of any and all action taken on their grievances.
- H. He will be allowed fifty (50) days per year to conduct union business. This is to compensate him for time taken in a leave without pay status. He will submit a statement of justification for this compensation to the Treasurer. The compensation will be payable on the same date that he would have been paid for this time by the Postal Service, if the statement is submitted to the Treasurer at least seven (7) days before the date.

**SECTION 3.** The Industrial Relations Director:

- A. He will be the Health and Safety Officer.  
He will attend the quarterly safety meetings.  
He will review and maintain accident histories.  
He will make recommendations to Union and management leadership that will insure the safety and good health of employees.
- B. He will be a member of the Labor-Management Committee.
- C. He will be allowed twelve (12) hours pay at his current rate, or former rate if retired per month, payable at the end of the quarter for his salary
- D. He will be responsible for developing programs to recruit and retain members. He will provide new members a packet; including but not limited to, a letter of welcome signed by the President, a Local Constitution, a National Contract, and Local Memo of Understanding when these items are available.



- E. He will be allowed twelve (12) days pay per year to conduct union business. This is to compensate him for time taken in a leave without pay status. He will submit statement of justification for his compensation to the Treasurer. The compensation will be payable on the same date that he would have been paid for this time by the Postal Service, if the statement is submitted to the Treasurer at least seven (7) days before the date.

**SECTION 4.** The Clerk Craft Director:

- A. He must be a member of the Clerk Craft. He will be elected to office by members of the Clerk Craft only.
- B. He will assist in grievances and other union activities within the Clerk Craft.
- C. He will be a member of the Labor-Management Committee.
- D. He will be allowed twelve (12) hours pay at his current rate or former rate if retired, per month, payable at the end of the quarter for his salary.
- E. He will be assist the Vice President and perform duties as directed by him.
- F. He may be a delegate to all National, Regional, State and Clerk Craft Conventions.
- G. He will be allowed Twelve (12) days per year to conduct union business. This is to compensate him for time taken in a leave without pay status. He will submit a statement of justification for his compensation to the Treasurer. The compensation will be payable on the same date that he would have been paid for this time by the Postal Service, if the statement is submitted to the Treasurer at least (7) days before the date.
- H. He will meet monthly with the REC Coordinator and the Customer Service Coordinator, to discuss items and or concerns to be presented at the next Executive Board meeting

**SECTION 5.** The Maintenance Craft Director:

- A. He must be a member of the Maintenance Craft. He will be elected to office by members of the Maintenance Craft only.
- B. He will assist in grievances and other union activities within the Maintenance Craft.
- C. He will be a member of the Labor-Management Committee.
- D. He will be allowed twelve (12) hours pay at his current rate or former rate if retired per month, payable at the end of the quarter for his salary.
- E. He may be a delegate to all National, Regional, State and Maintenance Craft Conventions.
- F. He will be allowed twelve (12) days per year to conduct union business. This is to compensate him for time taken in a leave without pay status. He will submit statement of justification for this compensation to the Treasurer. The compensation will be payable on the same date that he would have been paid for this time by the Postal Service, if the statement is submitted to the Treasurer at least (7) days before the date.

**SECTION 6.** The Motor Vehicle Craft Director:

- A. He must be a member of the National Motor Vehicle Service Craft. He will be elected to office by members of the Motor Vehicle Service Craft only.
- B. He will assist in grievances and other union activities within the Motor Vehicle Service Craft.
- C. He will be a member of the Labor-Management Committee.
- D. He will be allowed twelve (12) hours pay at his current rate or former rate if retired, per month, payable at the end of the quarter for his salary
- E. He may be a delegate to all National, Regional, State and Motor Vehicle Craft Conventions.
- F. He will be allowed twelve (12) days per year to conduct union business. This is to compensate him for time taken in a leave without pay status. He will submit statement of justification for this compensation to the Treasurer. The compensation will be payable on the same date that he would have been paid for this time by the Postal Service, if the statement is submitted to the Treasurer at least (7) days before the date

**SECTION 7.** Secretary/Treasurer

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- A. He will keep a correct record of all financial transactions of this Area Local according to a bookkeeping method approved by the Executive Board.
- B. He will see that all moneys that are collected are promptly deposited to the credit of this Area Local in a savings institution approved by the Executive Board.
- C. He will prepare and countersign all checks for authorized expenditures in behalf of this Area Local.
- D. At each regular meeting he will present a written financial report covering the financial transactions since the last meeting. Copies of this report, if approved, will be furnished to the Secretary/Treasurer to be filed in the permanent file.
- E. He will process applications for membership (standard form 1187).
- F. He will notify in writing each member who is three (3) months in arrears in his dues that if his dues become one (1) more month in arrears he will be automatically expelled from membership. He will provide the Secretary/Treasurer with a list of such persons.
- G. He will be allowed fifteen (15) hours of pay at his current rate, per month, payable at the end of the quarter for his salary.
- H. At the close of his official term in office he will turn over to the Board of Trustees all local property in his possession and he will be held accountable for all of his financial responsibilities until his accounts are audited, approved and released by the Board of Trustees.
- I. He will be advisor to the Entertainment Committee.
- J. He will collect and process payments from retired members and members not on payroll deductions.
- K. He will be chairman of the Budget Committee.
- L. He will prepare the following reports on time:
  - 1. LM 2 Labor Department Report (June, 30)
  - 2. LM 1 constitution Report (January 31).
  - 3. Quarterly IRS Tax Report Form 941
  - 4. Quarterly State Tax Form TC-90.
  - 5. Fiscal Year IRS Form 990.
  - 6. W2/W3 calendar year reports.
  - 7. Quarterly Job Service report.

- M. He will be allowed twenty-six (26) days pay per year to conduct Union business. This is to compensate him for time taken in a leave without pay status. He will submit a statement of justification for this compensation to the President. The compensation will be payable on the same date that he would have been paid for this time by the Postal Service, upon the President's approval of the statement, at least seven (7) days before that date.
- N. He will act as Secretary to the Executive Board. He will notify each board member by telephone of the time and place of all special board meetings.
- O. He will be responsible for the correctness of the Constitution of this Area Local. All proposed constitutional changes must be routed through the Secretary/Treasurer.
- P. He will be responsible to see that the constitution is up-dated within twenty days after each constitutional change has been approved by the membership of this local and is responsible to supply a copy, on request, of the constitution.
- Q. He will be responsible to see that there is an up-to-date constitution of this Area Local at every meeting and the master copy will remain in the office.

**SECTION 9. REC Site Coordinator:**

- A. He must be member of the Clerk Craft. He will be elected to office by members of the REC Site only.
- B. He will assist in grievances and other union activities within the clerk craft and will report directly to the Clerk Craft Director.
- C. He will be a member of the Labor-Management Committee.
- D. He will be allowed seven (7) hours of pay at his current rate or former rate if retired, per month, payable at the end of the quarter for his salary.
- D. He will assist the Clerk Craft Director and perform duties as directed by him.
- E. He may be a delegate to any Clerk Craft Conventions when requirements are met per Article V, Section 4A.
- G. He will be allowed seven (7) days per year to conduct union business. This is to compensate him for time taken in a leave without pay status. He will submit statement of justification for his compensation to the Treasurer. The compensation will be payable on the same date that he would have been paid for

**SECTION 10: Customer Services Coordinator:**

- A. He must be a member of the Clerk Craft. He will be elected to office by members of the Customer Services only.
- B. He will assist in grievances and other union activities within the Clerk Craft and will report directly to the Clerk Craft Director.
- C. He will be a member of the Labor-Management Committee.
- D. He will be allowed seven (7) hours of pay at his current rate or former rate if retired, per month, payable at the end of the quarter for his salary.
- E. He will assist the Clerk Craft Director and perform duties as directed by him.
- F. He may be a delegate to all Clerk Craft Conventions when requirements are met per Article V, Section 4A.

- G. He will be allowed seven (7) days per year to conduct union business. This is to compensate him for time taken in a leave without pay status. He will submit statement of justification for his compensation to the Treasurer. The compensation will be payable on the same date that he would have been paid for this time by the Postal Service, if the statement is submitted to the Treasurer at least seven (7) days before the date, would have been paid for this time by the Postal Service, if the statement is submitted to the Treasurer at least (7) days before the date.

**SECTION 11.** Payment of Lost Time Annual Leave and Sick Leave.

- A. Any individual who loses annual leave or sick leave because of a leave without pay status from the Post Office while conducting Union business shall be paid for lost sick leave at his current pay rate. Annual leave lost hours shall be paid from one of two options:
- B. Reimbursed at his current rate for all lost hours of annual leave. Paid for leave without pay from the Post Office for all lost hours for his own personal use.

**SECTION 12.** Payment of retirement benefits for part time officers.

- A. The Salt Lake Area Local 6 will make a matching contribution for Participant's Elective Deferral Contributions , 401(k), during each pay period, up to:
- B. FERS Employees – the local will match the current USPS contribution rate. In addition the participant may elect to contribute from his pay the same percentage or dollar amount that is currently being withheld by the USPS.
- C. CSRS Employees – the participant may elect to contribute from his pay the same percentage or dollar amount that is currently being withheld by the USPS.
- D. It shall be the responsibility of the Treasurer to administer the 401(k) Plan, which shall include submitting all enrollment information to the Plan Committee, withholding employees' contributions, and distributing them in accordance with the Plan reporting requirements and the Plan Adoption Agreement.

**ARTICLE VIII**

Duties of the Other Officers

**SECTION 1.** The Recording Secretary/Information Officer.

- A. He will keep a correct and impartial record of all proceedings of this local and will perform such other duties that pertain to this:
  - 1. Reading the minutes of the preceding regular meeting for the membership present to approve.
  - 2. Keeping a testified record of all members present at all meetings.
- C. He will have charge of official documents and records and will keep them properly filed and under suitable lock, which may be opened to inspection to any member upon written request to the President, except personal and confidential records.
- C. *Duties moved to the Secretary/Treasurer*
- D. He will be allowed ten (10) hours of pay at his current rate or former rate if retired, per month, payable at the end of the quarter for his salary
- E. He will attend both the nominations meetings and the regular meeting in January to accept and record nominations. He will notify, in writing, every member nominated and request a written acceptance or rejection of their nominations. He will provide to the Election and Ethics committee a list of all members accepting their nominations.

- F. He will be responsible to send cards, flowers and/or books to sick members, members who have had a death in their immediate family or, families of members who have died, when notified of such.
- G. He will check the local P.O. Box at least three times a week, and distribute the mail to the officers.
- H. *Duties moved to the Secretary/Treasurer*
- I. *Duties moved to the Secretary/Treasurer*
- J. *Duties moved to the Secretary/Treasurer*
- K. He will be responsible for keeping a history of this Area Local showing progress of the union locally and where it affects the union nationally, keeping records of pay raises, new positions gained or positions upgraded.
- L. He will assist the Industrial Relations Director in preparing programs to recruit and retain members.
- M. He will keep members informed on all legislative programs concerning this Area Local, elected Congressmen and Senatorial representatives of Utah.
  - 1. Assist Editor and other officers in maintaining a communications network, with elected Congressmen and Senatorial representatives of Utah.
  - 2. Shall oversee the Entertainment Committee in preparing, developing, and implementing social events that are requested by the membership (i.e.: Christmas Party, Steak Fry, Installation Dinner, etc.)
  - 3. Shall prepare postcards to be sent to the membership to sign and send to our elected representatives on any issue that is of interest to the welfare of our Union.
- N. He will distribute new service bulletins, information posters, correspondence notices, brochures and all other material to be posted to all stations and sections within the jurisdictional claim of this local. He will maintain the locked bulletin boards at the Main Office. He should be notified of all literature to be distributed and posted on all bulletin boards, except that of the Secretary.
- O. He will give an annual report of the local's activities as stated in Section 1, Paragraphs a and b, at the February meeting. Such a report will also be published in the "Six-Bits".
- P. He will notify members of all meetings. He will distribute notices to be posted, at least ten (10) days prior to all meetings, at all stations and sections within the jurisdictional claim of this Area Local.
- Q. He will update and maintain the Salt Lake Area Local 6 Web Site.  
*(Web site is currently under construction)*

**SECTION 2. The Editor of "Six-Bits":**

- A. He will assemble and publish monthly the local paper consisting of articles of:
  - 1. Union Information
  - 2. Interest and good taste
  - 3. Health and welfare of union members.
- D. He will maintain a record of advertising and submit same to the Treasurer for billing. The charge for advertising will be established by the Editor with approval of the Executive Board.
- C. He will be furnished the necessary articles and supplies for publication and distribution of the local paper, these items to include, but not limited to, a typewriter, paper, envelopes, masters, staples reproduction pens and pencils and postage.

- D. He will be furnished with a camera with which to obtain snapshots of these occasions and he will be responsible for the care and keeping of this camera and will turn all union property in his possession over to the Board of Trustees at the end of his term.
- E. He will be allowed six (6) hours pay at his current rate or former rate if retired, per month, payable at the end of the quarter for his salary.
- F. He will mail a copy of the "Six-Bits" to each member in good standing as well as the following persons:
  - 1. The National Secretary and Treasurer
  - 2. The National Vice President
  - 3. He will be allowed to trade papers with other unions of his choice all over the United States for information and ideas.
  - 4. Any other person or local will be able to receive this paper provided they furnish an address and a fee to cover the current cost of printing and mailing.
- G. Articles will be submitted to the editor by the 25th of each month. The paper will be published and mailed on or before the 5th of each month except for the month of March, which will be March 7th.
- H. He will be allowed two (2) days per month to publish, fold and prepare for mailing the "Six-Bits". This is to compensate him for time taken in a leave without pay status. He will submit statement of justification for his compensation to the Treasurer. The compensation will be payable on the same date that he would have been paid for this time by the Postal Service, if the statement is submitted to the Treasurer at least seven (7) days before the date.

**SECTION 2A.** Assistant Editor of "Six-Bits":

- A. He will be chosen by the Editor from the members in good standing, with the approval of the Executive Board.
- B. He will be allowed two (2) hours pay at his current rate or former rate if retired, per month, payable at the end of the quarter for his salary.
- C. He will be allowed one (1) day per month to assist the Editor in publishing, folding, and preparing the "Six-Bits" for mailing. This is to compensate him for time taken in a leave without pay status. He will submit statement of justification for his compensation to the Treasurer. The compensation will be payable on the same date that he would have been paid for this time by the Postal Service, if the statement is submitted to the Treasurer at least seven (7) days before the date.

**SECTION 3.** Insurance Representative:

- A. He must be a member of the Union Insurance Plan and will be **appointed** to assist members with their insurance problems.
- B. He will handle all correspondence necessary to coordinate the attendance of the APWU health plan at the various Health Fairs.
- C. He will keep informed on the changes to the health plan. And coordinate with the Industrial Relations Director, on information packets outlining the benefits of the APWU health plans, presented at the new employee orientation.
- D. He may attend Health Benefits training as voted on at the general Union Meeting.
- E. He will be allowed two (2) hours of pay at his current rate or former rate if retired, per month, payable at the end of the quarter.
- F. He will be furnished with stamps, envelopes and other items necessary to the office.

**SECTION 4.** The Board of Trustees:

- A. They will have official custody over the property of this Area Local.
- B. Financial Responsibilities
  - 1. They will be responsible to see that there is an audit, by an outside accountant, of the financial records of the Treasurer every three (3) years, in April after the general elections, and will submit a written report of this audit to this Area Local at its regular meeting.
  - 2. They will be responsible to see that an audit is done whenever the Treasurer resigns, or there is a change in the position not occurring in conjunction with the general elections.
  - 3. They will themselves audit the financial records of this Area Local on a quarterly basis and submit a written report to the Executive Board.
- C. Record Keeping
  - 1. The Chief Trustee (A member appointed by the Executive Board from the elected members of the Trustees) will keep a full and accurate inventory of all property belonging to this Area Local, and
  - 2. Will submit a written report every March to the Executive Board.
  - 3. Any funds, documents, records, and books belonging to this Area Local must be relinquished to the Board of Trustees upon written demand of its Chief Trustee, when any officer vacancy is established. Except the records of the Secretary/Treasurer's Constitutional records which will be turned over to his successor.
  - 4. They will oversee the method and time of transferring property from the Recording Secretary/Information Officer and Secretary/Treasurer at the end of their respective term to successor.
- D. They will be directly responsible to the President.
- E. They will be allowed three (3) hours pay at their current rate or former rate if retired, per month payable at the end of the quarter for their salary, except for the Chief Trustee who shall receive four (4) hours.

**SECTION 5.** The Shop Stewards:

- A. They will report directly to their Chief Shop steward or to Craft Director or Coordinator where no chief shop steward exists.
- B. They will protect the worker's rights in the shop by enforcing and policing the National Agreement.
- C. The Shop Stewards salary will be twenty-five (\$25.00) dollars for each meeting attended during the quarter, if they attend a minimum of two (2) regular Union meetings. This will include all applicable taxes required by law, present the future.
- D. Shop Stewards attending regular union meetings will be paid two (2) hours.
- E. To remain certified, Shop Stewards must attend training sessions as required by the President unless they submit, in writing, a valid excuse.
- F. Shop Stewards will be appointed by the President, with the approval of the Executive Board.
- G. All Shop Stewards can be decertified for cause, by the President or the Vice-President, with approval of the Executive Board.

**SECTION 6.** Chief Shop Stewards: One Chief Shop Steward may be appointed for each tour.

- A. They will report directly to their Craft Director or Coordinator.

- B. They will assist other Shop Stewards on their tour as required to insure the protection of workers rights. They may represent any employee on their tour as required.
- C. The Vice President will appoint his choice from among the appointed stewards. The Executive Board must then confirm the appointments by a majority vote of board members present at the June board meeting.

**SECTION 7.** Negotiators:

- A. The number of negotiators for a local agreement will be dependent upon the number agreed on by the Local and management.
- B. They will be members of the Labor-Management Committee plus any other Committee or outside experts to act as advisors, as deemed necessary by the Executive Board and the President as in accordance with the Provisions of Article VII, Section 1-i.
- C. The union members will be paid for any work they miss during such meetings or negotiations.

**SECTION 8.** No officer or shop steward of the Area Local may become a part of management by acting as a clerk in charge or in any other supervisory position. Any officer or shop steward of this Area Local who wishes to fill such assignments must turn in his resignation from his office. If he does not he is automatically removed from such office by acceptance of a position, regardless of how temporary.

- SECTION 9.**
- A. Any officer or shop steward of this Area Local who fails to report to two (2) regular meetings during any quarter will not receive his salary for the quarter involved and may have his office declared vacant, unless a written explanation is submitted to the Recording Secretary/Information Officer in advance for the absence to be counted. The Executive Vice President may appoint a successor to fill the vacant steward position.
  - B. Any officer attending union meetings will be paid two (2) hours pay.
  - C. Executive Board members will be paid three (3) hours for lost time to compensate them for the regular meeting and the Executive Board meeting prior to the regular meeting.
  - D. The pay for the last quarter for officers will be paid prior to December 15th each year.

**ARTICLE IX**  
Executive Board

**SECTION 1.** The Executive Board of this Area Local will be composed of the President, Vice President, Industrial Relations Director, Clerk Craft Director, Maintenance Craft Director, Motor Vehicle Service Craft Director, Secretary/Treasurer, REC Site Coordinator, and the Customer Services Coordinator.

**SECTION 2.** The Executive Board will meet at the call of the President at any time, however; they will meet no less than once each month. At such meetings the good and welfare of this Area Local and its members will be discussed and such action taken is not required to be referred to the membership. The Secretary/Treasurer will notify the members of the time and place of the Board meeting.

**SECTION 3.** The Executive Board will act in all matters inviting its immediate attention and will have the authority to extend moneys for normal office expenses and for emergency situations. All other expenditures will be with advice and consent of the General Union Meeting.

**SECTION 4.** Five (5) members of the Executive Board constitute a quorum. A quorum must be present to conduct official business of the board.

**SECTION 5.** The Executive Board will have power to act upon petitions from members in good standing.



**ARTICLE X**  
**Standing Committees**

**SECTION 1.** The Entertainment Committee:

- A. Will be appointed by the Recording Secretary/Information Officer with the approval of the Executive Board.
  - 1. The Secretary/Treasurer will act as an advisor.
  - 2. The Committee will be composed of at least three (3) members.
  - 3. The Recording Secretary/Information Officer will oversee this Committee.
- B. This committee will provide and arrange for entertainment for the members of this Area Local as directed and when necessary, including the Installation Party.

**SECTION 2.** The Labor-Management Committee:

- A. Will be composed of the President, Executive Vice President, Industrial Relations Director, and all Craft Directors.
- B. Members of this committee will be required to submit agenda items for consideration at the monthly Labor-Management meetings by the third Wednesday of each month.
- C. The President, if he determines it necessary, may call a committee meeting on the third Tuesday of each month.

**SECTION 3.** The Budget Committee:

- A. Will be composed of three (3) members appointed by the President with the approval of the Executive Board, with the Treasurer serving as Chairperson.
- B. They will be appointed for the term of the current administration.
- C. They will meet quarterly to review the budget.
- D. They will meet in October to plan a yearly budget for the Calendar year January 1 through December 31, to make recommendations and adjustments in the budget.
- E. They will submit a written report to the General Membership in the November meeting.

**SECTION 4.** Constitution Committee:

- A. Appointed by the President with the approval of the Executive Board.
- B. This committee will remain in place until the next general elections.
- C. This committee will serve as advisors and arbitrators on any local constitution issue.

**SECTION 5.** The President may make such other appointments to a special committee, which the Area Local might instruct him to make.

**ARTICLE XI**  
**Meetings**

- SECTION 1.** The regular meetings of this Area Local will be held on the second Thursday of each month, except December, with the times of meetings rotating monthly, the times being 7:00 A.M., 1:00 P.M., and 7:00 P.M., except as provided for in Article V, Section 1.
- SECTION 2.** Fifteen (15) members, including officers, will constitute a quorum, which must be present at any meeting before any business can be conducted on behalf of this local.
- SECTION 3.** All members in good standing and their bona fide guests will be permitted to enter. However, only members have voice or vote.
- SECTION 4.** A special meeting may be called by a majority vote at any regular meeting, or by three (3) members of the Executive Board, or by a petition signed by twenty (20) members in good standing, such petition must state the purpose of the meeting.
- SECTION 5.** A regular meeting may be postponed by a two-thirds (2/3) majority vote of the Executive Board in case of emergency.

**ARTICLE XII**  
**Constitution:**

- SECTION 1.** Each member of the Union will be furnished with a copy of this constitution, upon request. New members will receive a copy automatically.
- SECTION 2.** It will be the member's responsibility to update his personal copy of the constitution with the changes printed in the "Six-Bits".
- SECTION 3.** The Secretary/Treasurer will be required to maintain two (2) current copies of the constitution. One copy will be available at all meetings of this Area Local and one copy will remain in the office.
- SECTION 4.** If there are no changes made in the Constitution in any fiscal year, it will be so noted in the minutes of the last meeting of the fiscal year.

**ARTICLE XIII**  
**Amending the Constitution:**

- SECTION 1.** Any article or section of this Constitution may be considered for amendment or stricken out at the written request of fifty (50) members in good standing.
- A. Any member in good standing who wishes to propose a Constitutional Amendment will submit his proposal with the necessary fifty (50) signatures, to the Secretary/Treasurer.
- SECTION 2.**
- A. The proposed amendment or changes will then be sent by Certified Return Receipt Requested to the on-site Shop steward to be posted on the APWU bulletin board. The on-site Shop steward will mail or email to the Secretary/Treasurer with the date and time of notice being posted. At the locations without on-site Shop stewards the Secretary/Treasurer will make the postings. The Changes will be posted, for at least ten (10) days on all APWU bulletin boards within our local, prior to the designated Union Meeting, with the dates and time of the meeting on the notice. The proposed amendment or change will then be brought before the members at the designated Union meeting.
- B. Any corrections or additions to the original proposal will then be discussed, with additions and corrections accepted by a majority vote.
- C. The amendment change with corrections and additions will then be discussed at the meeting and if accepted by two thirds (2/3) majority vote, will at that time become part of this Constitution.

**ARTICLE XIV**  
**Initiative**

- SECTION 1.** Any member of this Area Local after having submitted a question, resolution or amendment at any meeting of this Area Local, the same or parts thereof having failed to be accepted, may prepare and circulate a petition for the purpose of causing said questions, resolutions or amendments to be brought to vote of the entire membership.
- SECTION 2.** Before a member may circulate a petition, the Secretary/Treasurer must be notified in writing of such action and must be furnished with two (2) copies of the proposed question, resolution or amendment, one will be reproduced so it may be posted on the Bulletin Board of all sections, stations, and branches, and one copy will be for the permanent file.
- SECTION 3.** Only upon securing the number of signatures equal to thirty (30) percent of the members in good standing, as certified by the Treasurer, must a referendum vote be taken.
- SECTION 4.** Said petition must be filed with the Secretary/Treasurer at least ten (10) days before the regular meeting of the local so that the Treasurer may have time to certify that the proper percent of members in good standing have signed the petition.
- SECTION 5.** The Secretary/Treasurer must read said petition, if valid, at the next regular meeting of the local. The method of deciding the question will be the same as outlined in Article XV.

**ARTICLE XV**  
**Referendum:**

- SECTION 1.** Only upon securing the number of signatures equal to thirty (30) percent of the members in good standing, as certified by the Secretary/Treasurer, must a referendum vote be taken.
- SECTION 2.** A majority of votes cast will decide the issue.
- SECTION 3.** An Election and Ethics Committee will be appointed by the President. They will follow the procedures outlined in Article VI.
- SECTION 4.** Any member will have the privilege to post any written argument for or against the question upon the APWU bulletin boards, which will be permitted to remain upon such boards until the balloting is closed. Arrangements for posting will be made through the Secretary/Treasurer.
- SECTION 5.** No question decided by a referendum vote will be repealed or amended by a vote of any meeting until after the lapse of one year from the date of the referendum vote.

**ARTICLE XVI**  
**Delegates:**

- SECTION 1.** The Executive Board will set the amount of money a delegate or attendee will receive for expenses based on a careful analysis of transportation, food, lodging, and registration fees, subject to approval of the membership at a General meeting preceding the meeting or convention involved. The delegate will be reimbursed for lost time from the Postal Service, travel time, and approved expenses.
- SECTION 2.** Each delegate or attendee to any convention, meeting or school, regular or special, must give a written report of the proceedings, for publication, to the Editor of the "Six-Bits" within five (5) days after his return.
- Any delegate or attendee failing to submit a written report to the Editor of the "Six-Bits" will not receive his lost time reimbursement until said article is submitted.

**ARTICLE XVII**  
**Trial Board**

- SECTION 1.** Charges against an officer or member of this Area Local must be made in writing and signed by a member and filed with the Secretary/Treasurer. The Secretary/Treasurer with whom such charges are filed will promptly transmit by registered mail a copy of the charges to the accused at his last known address. Accompanying each charge will be a written notice of the time and place of the hearing, which will be held not less than fifteen (15) days after the date of mailing the notice.
- SECTION 2.** The accused will be accorded a full and impartial trial with the right to appear personally and be represented by any member of the Area Local, but whether the accused shall be represented by an attorney in such trial will be left to his own discretion. The hearings may be held on a charge notwithstanding the failure of the accused, after being given notice, to appear.
- SECTION 3.** The Executive Board is the Trial Board before which the charges shall be brought. The Trial Board may appoint one of its members who shall be impartial to act for it as a hearing officer for the purpose of holding hearings, in which case such examiner will hold such trial procedure as shall be determined by the Trial Board, will make finding of fact and conclusions of Law concerning such charges, and shall recommend to the Trial Board what disciplinary action, if any, is to be taken by the trial Board. The Trial Board will determine for itself what disposition should be made of the charges. Any disposition or decision of charges by the Trial Board of this Area Local will be reduced to writing and submitted as a report to the Secretary/Treasurer of this Area Local, 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 Secretary/Treasurer of this Area Local will read it at the next regular union meeting and in the event of a guilty verdict, submit first the question of accepting or rejecting the recommended disciplinary action.
- SECTION 4.** Art 15, Sec 4 from National Constitution.
- (a) Any person or body, against whom disciplinary action has been taken or whose charges have been dismissed in whole or in part, shall have the right to appeal as follows:
  - (b) From the disciplinary action of or dismissal of charges by a local union, (1) to the President, (2) to the National Executive Board, and (3) to the national convention.
  - (c) From the disciplinary action of or dismissal of the charges by the National Executive Board to the national convention.
  - (d) From the disciplinary action of the President (1) to the National Executive Board and (2) to the national convention.
  - (e) An acting as an appeal board, the National Executive Board may appoint one (1) or more National Union Officer(s), who shall be impartial, to act for it for the purpose of reviewing any appeal, in which case the member so named shall make recommendation to the National Executive Board concerning the disposition of the appeal, and it shall determine for itself what final disposition shall be made of the appeal.
  - (f) Appeals shall be taken within a reasonable time not to exceed thirty (30) days from the date that notice of disposition of the charges or disposition of any intermediate appeal is received; provided, however, that the appellate body may, in its discretion, extend such time for appeal if circumstances so warrant. Appeals shall be in writing and shall state the basis of the appeal. The appellant shall be permitted to present such appeal in person before any appellate tribunal, provided, however that in the case of an appeal to a National convention, such personal appeal shall be limited to appearance before the Convention Committee established to deal with appeals unless such appeals committee or the convention itself determines to permit a personal appearance before the national convention.
  - (g) Individuals, or subordinate bodies against whom disciplinary action has been taken shall be obliged to exhaust all remedies provided for in this Article and in the Constitution before resorting to a court of law or other tribunal.

**ARTICLE XVIII**  
**Fees, Dues and Assessments:**

- SECTION 1.** The monthly membership dues for this Area Local will be the current dues as set by the national Convention. Any future raise in dues will not be more than 1.5% of any base pay negotiated nationally.
- SECTION 2.** Special assessments may be made by a two thirds (2/3) majority vote, by secret ballot, of those present at a special meeting called for that purpose. A notice of the proposed assessment must be posted in all sections, stations and branches at least ten (10) days in advance of the meeting.
- SECTION 3.** The accounts should be set up to reflect current Department of Labor - OLMS regulations. Accounting practices should follow acceptable bookkeeping practices to allow for proper and correct filing of forms LM-2 (Department of Labor) and Form 990 (IRS).
- A. The Treasurer will at each monthly meeting report on income and expenses by these categories:
1. Income received for the period(s) being reported.
  2. Operating expenses to include normal office supplies, utilities, and wages necessary to running the day to day business of the local.
  3. Legal expenses if any, including wages for arbitrations and any legal fees incurred by this local.
  4. Travel expenses if any, to include wages, rooms, registrations, airfare and any other expenses approved by the membership.
  5. Entertainment expenses to include wages, catering, restaurants or other expenses approved by the membership.
  6. A beginning bank account balance and an ending bank account balance for all bank accounts currently held by this local for the period(s) being reported.

**ARTICLE XIX**  
**Parliamentary Authority:**

Robert's Rules of Order, Newly Revised will be the Area Local's authority on all questions of procedure and parliamentary law not covered by this Constitution and By-laws.

- SECTION 1.** A. During the absence of any officer, the General President may appoint a member to fill the vacancy protem.
- B. Any member desiring to speak on a subject under consideration must arise and address the Chair and no member will proceed until officially recognized by the Chair.
- C. No member will speak twice on the same question before the meeting, if another member wishes to be heard.
- D. All motions must be stated by the Chair before they can be debated.
- E. A motion to lay a question on the table is not debatable.
- I. At the request of any member a secret ballot will be used for voting on any matter before the meeting.
- J. The membership can overrule a decision by the General President by a two-thirds (2/3) majority vote.
- K. The President will appoint a Sergeant at Arms at the beginning of each meeting from the attending members. The Sergeant at Arms will maintain order at all times during all meetings and remove persons disrupting any activity at the request of the chair.
- L. All members will be treated with dignity, consideration, and respect at all times.

**SECTION 2. ORDER OF BUSINESS**

Meeting Called to Order  
Appointment of Sergeant at Arms  
Pledge of Allegiance  
Reading of Minutes  
Treasurer's Report  
Reading of New Members  
Officers Reports and Communications  
Committee Reports  
Unfinished Business  
New Business  
Adjournment

**ARTICLE XX  
Building**

**SECTION 1.** Upon dissolving the building association the building located at 3555 West 3100 South, West Valley, Utah, shall become the sole property of the Salt Lake City Area Local.

**SECTION 2.** The above said property shall not be sold without approval of a referendum vote. Two thirds (2/3) of the majority of the votes cast will decide the issue.

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THE  
AMERICAN  
POSTAL  
WORKERS  
UNION  
AFL-CIO

SALT LAKE CITY AREA LOCAL 6



CONSTITUTION AND BYLAWS

ADOPTED APRIL 10, 2008