



National Postal Mail Handlers Union

***Local 305***

***By Laws***

*As Adopted By Executive Council -2002/2003*



**Maryland, North Carolina, Virginia  
Washington, DC - West Virginia**

"Not One Of Us Alone Is More Knowledgeable Than  
All Of Us Together"

## ARTICLE I

### AFFILIATION AND JURISDICTION

**Section 1.** This Local Union, affiliated with the National Postal Mail Handlers Union, a Division of the Laborers' International Union of North America, AFL-CIO (LIUNA), is hereby established in order to accomplish the goal of gathering under one banner all those who work in the Mail Handlers Union.

**Section 2.** This Local Union shall be known as **Mail Handlers Local Union No. 305** affiliated with the National Postal Mail Handlers Union.

**Section 3.** The territorial jurisdiction of this Local Union shall be that **assigned by the National President, subject to the approval of the National Executive Board** and in accordance with the Constitution of the National Mail Handlers Union. The Territorial Jurisdiction for this Local is as follows and is currently recognized by the National President and the National Executive Board **in accordance with the Constitution of the National Mail Handlers Union.**

1. The entire **District of Columbia**
2. The entire **State of Maryland**
3. The entire **State of Virginia**
4. The entire **State of West Virginia** (with the exception of Wheeling, WV)
5. The entire **State of North Carolina**

## ARTICLE II

### MEMBERSHIP

**Section 1.** Any person employed in the Postal Service within the territorial jurisdiction of this Local Union and within a craft falling within the jurisdiction of the National Mail Handlers Union shall be eligible for regular membership in the Union **regardless of race, religion, creed, age, color, sex, sexual orientation, physical or mental handicap, or national origin.**

**Section 2.** An individual shall obtain membership in this Local Union by exercising and submitting an application for membership or a dues deduction authorization form, and by otherwise meeting the qualifications for membership.

**Section 3.** It shall be the obligation of members of this Local Union:

- A:** To recognize these By-Laws, in conjunction with the Local Constitution and the National Constitution of the Mail Handlers Union as the organic law of this Local Union.
- B:** To observe, conform and comply with all of the terms and provisions of said Constitutions and with all of the By-Laws, rules, regulations, policies, practices, and lawful orders and decisions adopted and promulgated in the furtherance and administration for the provisions of these By-Laws as set forth here in.
- C:** These by-laws may be amended only by the majority vote of the Local Union Council and such amendment(s) shall be effective only after written approval by the National President. These by-laws and any amendment(s) thereto shall not conflict with the Uniform Local Union Constitution and the National Postal Mail Handlers Constitution.

**Section 4.** To recognize and respect the rights of the Mail Handlers and this local Union to adopt and enforce reasonable rules as to the responsibility of every member toward this Union as an institution and to refrain from conduct that would interfere with the performance of its lawful and contractual obligations.

**Section 5.** To refrain from conducting oneself in such a manner as to interfere with the proper and orderly conduct of Union business; to comply with and obey all requests or order by the Local President pertaining to the conduct of meetings or functions.

**Section 6.** Each new member will be issued a copy of the National and Local Constitutions, Local Memorandum of Understanding (LMOU), Local 305's By-Laws, all VEBA forms, a copy of the National Agreement, the LMRDA Summary, and an apron.

**Section 7.** The Branch President will insure that there is a sufficient quantity of all items listed in Section 6 above on hand at all times. When these items are running low, he/she will contact the Local President and the items needed will be supplied in an expeditious manner. The Local will insure that they as well have an ample amount of all items listed in Section 6 to supply the field with when needed.

**Section 8.** The Local Council prohibits the use or consumption of alcoholic beverages during any meeting within which official union business is being conducted in Local 305 (IE Council, Board, Branch Meetings).

**Section 9.** During the second quarter of each year, State Executive Board Members may select a member from their respective State to review the books and financial activity of Local 305. This activity will be coordinated through the Local Treasurer.

## ARTICLE III

### OFFICERS AND THEIR DUTIES

**Section 1.** The officers of this Local Union shall consist of a Local President, Vice President, Recording Secretary, Treasurer, Executive Board Members from each state within this Local's territorial jurisdiction, and Branch Presidents.

**Section 2.** Branches with 25 or more Mail Handlers shall have the right to elect a Branch President within their parent facility. Branch's with 24 Mail Handlers or less shall have an appointed Chief Representative, Chief Steward, Steward and or Alternate Steward. The appointment of the Chief Representative, Chief Steward, Steward and or Alternate Steward shall be done by the President of the Local, after requesting recommendations for the appointments from the State Executive Board Member.

**Section 3.** Branches with 24 or less shall, for the purposes of attending Branch Meetings and or being involved in an annual affair, be combined with the closest office with a Branch President within their geographical location. Any deviations must be approved in advance by the Local President.

**Section 4.** Branches with 24 or less Mail Handlers shall, for the purposes of the grievance procedure, fall under the assistance and guidance of the State Executive Board Member, or any Union representative designated by the Local President.

**Section 5.** The President/Treasurer will be authorized to use MasterCard, VISA, and American Express for official union business only; in accordance with the Local Constitution. At the discretion of the Local President, credit cards for "official union business" only; may be issued to SEBM and advocates.

**Section 6.** The Branch President/Chief Representative is responsible for submitting requests for retirement benefits to the Local Headquarters in a timely manner. In addition, the Branch President/Chief Representative is required to submit official Postal/OPM documentation to support the claimed retirement. The documentation must reflect the effective date of retirement and the current address of the retiree. All benefits are mailed to the retiree unless a deviation is specified at the time the request for benefits is made.

## ARTICLE IV

### ANNUAL AFFAIRS

**Section 1.** Every branch is entitled to have an annual affair, which may include family members. No branch shall receive less than \$100.00. Any unused money may be spent for the benefit of the members of the branch, subject to the advance approval of the Local President. The monetary allowance shall be based upon the current monthly dues and shall be kept concurrent with any subsequent changes in monthly dues.

- A. Branch Presidents must post notices to the membership that discussion of the annual affair will be on the agenda of the next scheduled branch meeting.
- B. The latest dues check-off list will determine the eligibility and amount for all branch and member benefits. The amount allowable for each branch after eligibility has been determined, shall be based upon the current monthly dues, times those eligible. This total shall be a minimal amount allowable.
- C. After the branch members have finalized the social function, the Branch President shall notify the Local President and request permission for the social function as agreed upon by the branch members, and the funds for said function.
- D. Any combining of Annual Affairs must be approved by all Branch Presidents concerned and in coordination with and approval of the Local President.
- E. Any deviation from the above requires advance approval of the Local President, and the "BP" affected by the deviation.
- F. All expenditures must be fully documented on expense reports with full explanation and receipts.

## ARTICLE V

### BENEVOLENCE

**Section 1.** Flowers and a Comfort Book or Bible will be sent to a member at the time of death.

**Section 2.** A Comfort Book or Bible will be sent to a member someone in their immediate family passes. Immediate family members: **MOTHER, FATHER AND/OR GUARDIAN, SPOUSE, SIBLINGS OF THE MEMBER. (SPECIAL CIRCUMSTANCES CONSIDERED BY THE PRESIDENT.)**

**Section 3.** A member will receive a fruit basket or flowers costing \$35.00 if they are out of work due to illness or injury for three weeks. Branch President will contact Local 305 Headquarters to send the basket which is limited to one time per year.

## ARTICLE VI

### UNION VEHICLE

**Section 1.** The union will maintain the current single vehicle. One member will be reimbursed for the use of this vehicle.

**Section 2.** Any further purchases of new vehicles must be brought to the Executive Board Meeting.

## ARTICLE VII

### VACANCIES

**Section 1.** Vacancies will be filled for the remainder of a term with the same person. The vacancy will be filled using the prescribed guidelines established by the Executive Board.

**Section 2.** In the event that the vacancy is in the office of the Local Union Vice President shall be notified at the earliest possible time by the Local Union member of the office staff. The Vice President will immediately call the Executive Board. The Executive Board will select and vote on a replacement for the remaining term of the Presidency.

**Section 3.** In the event of a vacancy within the Executive Board, the President shall call a meeting of the remaining Executive Board members within 30 days of the vacancy. The Executive Board will then select and vote on a replacement to fill the remaining term of the vacant position.

**Section 4.** In the event of a vacancy in the position of a Branch President, the Local President shall contact the State Executive Board Member from the same state in which the vacancy exists. His or her recommendations for a replacement shall be solicited. The Local President shall within 30 days call an executive board meeting for the purpose of filling the vacancy. The recommended replacement made by the State Executive Board Member where the vacancy exists shall be given the utmost consideration. Other recommendations shall be solicited from the Executive Board Members prior to any vote. Then a vote shall be conducted and a replacement for the vacancy will be determined by said vote.

**Section 5.** The Local President has the authorization to appoint Chief Representatives, Chief Stewards/Representatives in accordance with the Local Constitution. The individuals holding these appointed positions do not carry a vote during Local Council Meetings.