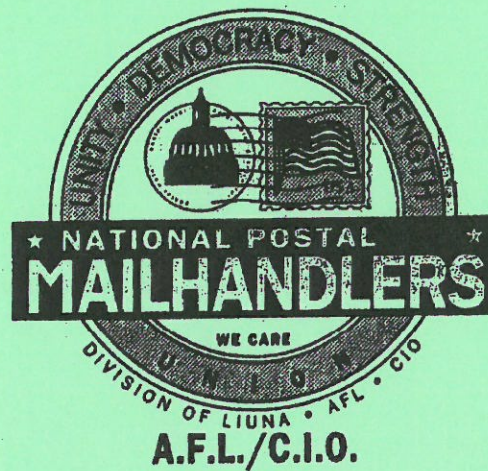


National Postal Mail Handlers Union

LOCAL 305
By-Laws

As adopted by the Executive Council - 2006



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 Union-Local 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 Postal 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 Postal 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 Union 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 or chief steward/rep. (CSR) 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 &/or 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 steward representative(CSR), chief steward, steward and or alternate steward.

Section 3. Branches with 24 or less mail handlers 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/chief steward reps.(CSR) 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 the union 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 SEBMs' and advocates.

Section 6. The branch president/chief steward reps.(CSR) is responsible for submitting requests for retirement benefits to the local headquarters in a timely manner. In addition, the branch president /chief steward reps. (CSR) 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.

Section 7. Branch presidents/Chief steward rep.'s (CSR) shall reasonably post all notices of scheduled branch meetings and/or cancellations/postponements. The notice shall, at a minimum, include a general agenda and also give notice that there will be discussion on labor management relations, terms or conditions of employment and other matters related to the negotiations or administration of contracts and/or the filing or processing of grievances, and as such, any mail handler(s) detailed to a supervisory or managerial position or employed by the postal inspection service; or as a confidential informant are prohibited from attendance.

Section 8. Chief steward reps. (CSR) in an installation/facility of twenty-four (24) or less, where such chief steward representative is the sole and/or highest ranking union official responsible for representation in such installation or facility, shall be responsible for and have the following rights:

- (1.) Shall file the appropriate and complete monthly reports to the local president, updating the local office of grievance activity and items of concern.
- (2.) Shall be committed to labor management meetings within his/her facility, per Article XXXVIII, of the National Agreement.
- (3.) Shall be entitled to submit agenda items to the SEBM for consideration before the executive board/council meetings.
- (4.) Shall be responsible for notifying the local office to request retirement benefits, in a timely manner, and submit acceptable Postal OPM documentation to support the claimed retirement.
- (5.) Shall ensure that each member in his/her installation or facility be issued copies 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 LMDRA summary and an apron.
- (6.) Shall ensure that there is sufficient quantity of all items in Section 5, above, on hand at all times. When these items are running low, he/she will contact the local headquarters for supply replenishment.

Section 9. It shall be the duty of all branch presidents/chief steward reps. (CSR) to submit reports to the local president as required under item number 8, Article IV, Section 5E of the Uniform Local Union Constitution. Such monthly reports is to be completed as truthful and as accurate as reasonable possible. Such monthly report is to contain no vulgarity or profanity.

Section 10. It shall be the duty of all branch presidents/chief steward reps. (CSR) and stewards certified within this local to advise another union representative of their choosing within their respective chain of command, in the event of their unexpected "long term" absence. This notice is to be provided, as reasonably as possible, when reasonably anticipated to be "long term" and where the representative is capable of forwarding such notice. Such notice should also include notification of any outstanding grievances that may need attention due to time limits during the period of such absence. In the event the individual representative is

incapable of giving such notice, all efforts should be made to have a family member or friend to forward such notice to this organization,” if possible. *Long term is defined as a duration of more than ten (10) work days when not anticipated in advance, (ie., other than vacations, conventions, etc.)

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 deviations are at the discretion of the local president. The monetary allowance for the annual affair shall be based upon the current monthly dues and shall be kept concurrent with any subsequent changes in monthly dues.

- A. Branch presidents/chief steward reps.(CSRs’) 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, branch presidents/chief steward reps.(CSRs’) 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/chief steward reps.(CSRs’) 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 branch president/chief rep. (CSR) affected by the deviation.
- F. All expenditures must be fully documented on expense reports with full explanation and receipts.

- G. Rules for attendance at annual affairs must be strictly enforced, without exception. All guests must be accompanied by the official sponsoring dues paying member. Only members listed on membership list provided by the local headquarters, will be issued a raffle ticket.

ARTICLE V

BENEVOLENCE

Section 1. A comfort book will be sent to the family of any member at the time of death. Flowers may also be sent, in addition or in lieu of the above, at the discretion of the local president.

Section 2. A comfort book will be sent to a member in the event that someone in their immediate family passes. Immediate family will include: MOTHER AND/OR GUARDIAN, FATHER AND/OR GUARDIAN, SPOUSE, CHILDREN, SIBLINGS OF THE MEMBER. (SPECIAL CIRCUMSTANCES WILL BE CONSIDERED BY THE PRESIDENT.)

Section 3. A member will receive a fruit basket or flowers, costing approximately \$35.00, if they are out of work due to illness or injury for three weeks or more. The branch president will submit documentation (clock rings, etc.) and a current phone number to the Local 305 headquarters to initiate the issuance of a fruit basket or flowers, which is limited to one time per year.

ARTICLE VI

UNION VEHICLE

Section 1. The union will maintain the current single vehicle. Only gas receipts will be reimbursed for the use of this vehicle

Section 2. Any further purchases of new vehicles must be brought before a vote at an Executive Board meeting.

ARTICLE VII

VACANCIES

Section 1. Vacancies will be filled for the remainder of a term within 30 day's of the vacancy. The vacancy will be filled using the prescribed guidelines contained herein by the executive board.

Section 2. In the event that the vacancy is in the office of the local president, the vice president shall be notified at the earliest possible time by the treasurer or a member of the office staff. The vice president will immediately call a meeting of the executive board. The executive board will select and vote on a replacement to fill the remaining term of the local president.

Section 3. In the event of a vacancy within the executive board, the local 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 steward reps. (CSRs') in facilities with twenty-four(24) mail handlers or less. The local president may consider the recommendation of the appropriate SEBM, where and when an appointment is necessary. A chief steward reps.(CSR), in an installation/facility of twenty-four(24) or less, where such chief steward reps.(CSR) is the sole and/or highest ranking union official responsible for representation in such installation or facility, shall be responsible for and have the following rights:

1. Shall file the appropriate and complete monthly reports to the local president, updating the local office of grievance activity and items of concern.
2. Shall be committed to Labor Management meetings within his/her facility,

per Article XXXVIII, of the National Agreement.

3. Shall be entitled to submit agenda items to the appropriate SEBM for consideration before the Executive Board/Council meetings.
4. Shall be responsible for notifying the local office to request retirement benefits, in a timely manner, and submit acceptable Postal OPM documentation to support the claimed retirement.
5. Shall ensure that each member in his/her installation or facility be issued copies of National and Local Constitutions, Local Memorandum of Understanding(LMOU), Local 305's by-laws, all VEBA forms, a copy of the National Agreement, the LMDRA summary and an apron.
6. Shall ensure that there is sufficient quantity of all items in Section 5, above, on hand at all times. When these Items are running low, he/she will contact the local headquarters for supply replenishment.