



AMERICAN POSTAL WORKERS UNION OF MAINE, AFL-CIO

CONSTITUTION AND BYLAWS

As amended April 27, 2024

**PREAMBLE TO THE CONSTITUTION OF
THE AMERICAN POSTAL WORKERS UNIION OF MAINE, AFL-CIO**

We, the postal workers of America, in order to form a more perfect union establish this Constitution.

We, who come from the diverse crafts and divisions, believe that in unity there is strength.

We believe that all members of labor have the right to economic, political, and social justice.

That all men and women have the right to expect to have decent shelter, food, and clothing.

That they have the right to see that their children have the best education. The investment of the worker's lifeblood in giving service gives them that right.

We further believe that all men and women are created equal with the right to determine their own destiny and to participate in the forces and events that affect them.

We believe that all workers have the right, regardless of race, color, creed, sex, sexual orientation, nationality, handicap, political affiliation, age, or religion to hold their heads high and to give respect for themselves as individuals.

We believe, therefore, that in the spirit of the Declaration of Independence and the U. S. Constitution, all men and women are free and have the right to come together to promote the common cause of all.

We also believe that all members have certain basic rights within our Union and shall be secure in those rights. In order to give life to the Preamble to this Constitution, and to the Constitution itself, the Members' Bill of Rights has been established.

OFFICERS' OATH OF OFFICE

I, having been duly elected to office in the APWU of Maine of the American Postal Workers Union, AFL-CIO, do solemnly pledge to uphold the Constitution and Bylaws of the American Postal Workers Union, AFL-CIO and the APWU of Maine.

I further pledge to perform the duties of my office to the best of my ability. I promise that at the conclusion of my term of office, I will turn over to my successor all books, papers, records, and documents that are the property of the APWU of Maine.

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

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

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

MEMBERS' BILL OF RIGHTS

1. Every member has the right to be respected as a human being.
2. Every member has the right to be respected as a brother or sister of this Union.
3. Every member has the right to freedom of speech and the right to be heard.
4. Every member has the right to the freedom to listen.
5. Every member has the right to the freedom of the press.
6. Every member has the right to participate in the activities of this Union.
7. Members shall not be denied the right to seek any office or the right to vote in this Union because of race, color, creed, sex, sexual orientation, nationality, handicap, political affiliation, age, or religion.
8. Every member has the right to support the candidate of his/her choice and to participate in that right with others.
9. Every member has the right to a fair trial, to be represented by an individual of his or her choice, and to proper appeal procedures.
10. Every member has the right to be secure in his or her basic rights without fear of political, economic, physical, or psychological intimidation.

CONSTITUTION

ARTICLE I TITLE

This organization shall be known as the American Postal Workers Union of Maine, AFL-CIO.

ARTICLE II OBJECTIVES

Section 1. The objectives of the American Postal Workers Union of Maine, AFL-CIO shall be to unite Postal employees in one brotherhood for their social and economic advancement, to advance the interest of Postal employees and the United States Postal Service, and to aid all workers in distress.

Section 2. In support of the aforementioned, it shall further be the objective of this organization to organize and affiliate this amalgamated body with the American Federation of Labor, Congress of Industrial Organizations (AFL-CIO), the Maine State Labor Council, and the associated Central Labor Councils.

Section 3. It shall further be the objective of the APWU of Maine to provide support and training for the Locals and Area Locals of the State of Maine on an annual basis.

Section 4. It is recognized by this organization that arbitration is the last resort in the adjustment of our grievances.

ARTICLE III ELIGIBILITY TO MEMBERSHIP

Section 1. Any non-supervisory employee, regardless of level or grade, within the jurisdiction of the APWU is eligible for membership. Those accepted for membership shall pay full per capita tax plus whatever dues may be required by his/her local union. No person eligible under the above provisions shall be denied membership because of sex, age, creed, color, political affiliation, or nationality.

Section 2. A person may be elected to Honorary Membership by a majority vote of the convention.

Section 3. The local union shall be granted the right to allow members of their organizations, who have separated themselves from the Service or who may have been promoted to

supervisory grades, the right to retain their membership provided that members promoted to the supervisory grades shall not be eligible to hold National or State office and cannot be seated as delegates at conventions. They must pay the per capita tax.

ARTICLE IV TIME OF CONVENTION

Section 1. The American Postal Workers Union of Maine, AFL-CIO shall convene at such place as shall be determined by a majority of delegates assembled in convention. All locals are encouraged to bid for the convention, with the intent to utilize more areas of the state. The successful local shall be responsible for the convention arrangements with final approval as to the dates of the convention. The State Executive Board shall meet prior to the opening of the state convention.

Section 2. Money spent by convention locals for entertainment of visiting delegates and guests shall be reimbursed by the State Union up to one thousand dollars provided receipts of expenses are provided to the State Treasurer.

Section 3. It shall be the responsibility of the State Organization to assist host locals to invite guests and speakers.

Section 4. A decision by the delegates to participate in the New England States Convention does not eliminate the call for an Executive Board meeting prior to the opening of the Convention, monetary assistance to a host State or Local Body, nor assistance where needed to invite guests and speakers to said Convention.

ARTICLE V RERESENTATION AND VOTING

Section 1. At least a thirty-day notice will be mailed to all Members-At-Large and to all member locals that there will be an election of officers, including information on how to receive credentials.

Section 2. No Local shall be represented by proxy. A delegate must be a member in good standing of the Local which he/she represents and must not be employed in any office other than that of the local he/ she represents.

Section 3. Election of Officers shall be by secret ballot.

Section 4. One or more delegates shall cast the full number of votes to which the local is entitled, on a roll call vote. At offices where Members-At-Large are located, and no local exists, such office shall be entitled to one vote. Locals will be eligible to cast votes under this section according to the following formula: 5% of the total State dues for the previous fiscal year with any percentage over one full vote being counted as another full vote.

Section 5. Representation shall be based upon the average membership paid for one year, provided, however, that any Local upon originally joining this State Union will be entitled to representation at the next following State Convention. Locals or Members-At-Large who are delinquent will not be entitled to representation at conventions.

Section 6. Alternate delegates may be seated in the absence of regular delegates upon presentation of proper credentials.

Section 7. Locals are entitled to representation at State Conventions at the ratio of one delegate for each five paid members or portion thereof.

Section 8. Voting for Officers, for delegate or delegates to the National Conventions, and on Amendments to the Constitution, shall be in accordance with Section 4 of this Article, except that when there is no contest for an officer or delegate, the Secretary shall cast one ballot for such position. Voting on the routine business of the convention shall be by the members assembled, except that upon motion made and seconded, if one third or more of the delegates desire it, the procedures of Section 4 of this Article shall be followed on the subject then under debate.

Section 9. Each delegate in Committee shall have one full vote.

Section 10. Any delegate while conducting Union business for this State will not be mandated on any vote.

ARTICLE VI COMMITTEES

Section 1. Prior to the start of the convention, the President shall select and name from among the attending delegates, members to serve on the committees necessary to conduct the business of the convention.

Section 2. An ELECTION COMMITTEE will prepare a slate of officers and/or delegates considered qualified to run for office by including the name of any member who has expressed such an interest to any committee member. Before having the name placed in nomination, committee members shall poll the named individual as to their willingness to accept a nomination. The committee shall not be comprised of anyone desiring to run for delegate or office thus avoiding a potential conflict of interest. They shall be responsible for preparing, distributing, and tallying all ballots.

Section 3. The CONSTITUTION COMMITTEE, as one of their duties, shall select a qualified member in good standing to act as Parliamentarian for the convention who shall serve in accordance with Robert's Rules of Order, and it shall be their duty to review all submissions

forwarded to them by the Resolutions Committee. It shall be their duty to review and present to the Convention all submitted Constitutional Amendments.

Section 4. A FINANCE COMMITTEE, consisting of three members, shall be responsible to audit the books of this organization. They shall examine and verify all records and assets of this organization.

Section 5. A CREDENTIALS COMMITTEE shall be responsible for verifying the accuracy of the credentials for all delegates assembled in convention. They shall be required to give at least two daily reports which shall include at least the following information: # State Officers, # Delegates, # Alternates, # MALs, # Offices represented, # Locals represented, and # Guest present.

Section 6. A CONVENTION COMMITTEE shall be responsible for soliciting bids for future host locals for conventions and/or seminars and shall be responsible for presenting this information to the assembled delegates.

ARTICLE VII ORGANIZATION

Section 1. Officers of the American Postal Workers Union of Maine, AFL-CIO shall consist of a President, Executive Vice President, Secretary, Treasurer, and four (4) Area Vice Presidents, At-Large. All officers shall be duly elected by accredited delegates at conventions during even-numbered years. A majority vote upon written ballot shall be necessary to elect. Officers elected shall hold office for two years or until their successor is elected. No candidate may be nominated for or hold office in the American Postal Workers Union of Maine, AFL-CIO who is in an acting supervisory position. Any elected officer of the APWU of Maine who commences to act in a supervisory position shall relinquish that office.

Section 2. The Executive Board of the Union shall consist of all the elected officers of the Union. The President shall serve as Chairperson of this Board.

Section 3. The President shall submit all requests for attendance to out-of-state functions, meeting, seminars, etc. to a majority vote of the Executive Board except as provided in ARTICLE VII, Section 7 and ARTICLE VIII, Section 1.

Section 4. National Delegates – The State organization may be represented at the National Convention by one or more delegates as recommended by the Executive Board and subject to the will of the convention delegates. The Delegate(s) shall submit a written report to the Secretary of the State organization covering his/her activities. A copy shall be published in the edition of the MAINE STATE POSTAL WORKER following the convention. All legitimate expenses of the delegate(s) shall be paid by the State Organization, a copy of which must be filed with the State Treasurer.

Section 5. The Treasurer shall be authorized by the President to pay any reasonable expenses incurred by any member of the Executive Board while on this Union's business. Mileage payment will be at the current IRS rate.

Section 6. All delegates in attendance at the state convention are encouraged to wear clothing and other articles, in as far as possible, bearing the union label and/or "Made in the USA".

Section 7. The Executive Board of this body will be deemed delegates to the next State Convention and expenses and lost time will be paid for such.

ARTICLE VIII DUTIES OF OFFICERS AND COMMITTEES

Section 1. (PRESIDENT). It shall be the duty of the president to preside at all conventions and meetings of the Executive Board. He/she shall appoint all the necessary committees at each convention. He/she shall be a member ex-officio of all committees. He/she shall fill any vacancies for any cause whatsoever, subject to approval of the Executive Board, until such vacancy is filled by election. He/she shall submit to each convention a written report of his/her official acts during his/her term and perform such other acts as this Organization may require of him/her. The State President shall be a delegate to the National Convention, providing funds are available.

He/she shall designate territory to any state officer of the Organization for the specific purpose of organizing and furthering the aims and growth of this organization. It shall be his/her responsibility to publish the state newsletter with whatever help he/she may feel necessary to appoint. He/she shall be allowed all expenses incurred in the administration of this office and shall be allowed such additional sums as agreed upon at convention. His/her salary shall be \$3,000 annually, providing the funds are available.

Section 2. (EXECUTIVE VICE PRESIDENT). The Executive Vice President shall perform the duties of the President in case of his/her absence or inability to attend the duties of his/her office. He/she shall, under the supervision of the President, assist in handling grievance matters, organization, legislative matters, and such other duties as may be assigned to him/her by the President. His/her salary shall be \$2500 annually, providing the funds are available.

Section 3. (AREA VICE PRESIDENTS, AT-LARGE). Area Vice Presidents, At-Large (A, B, C, D) shall be employed and/or retired from any district. They shall be elected by all delegates. The Area Vice Presidents, At-Large shall act at the discretion of the President and be assigned as needed. Their salaries shall be \$2000 annually, providing funds are available.

Section 4. (SECRETARY). The Secretary shall keep and maintain a record of correct membership of each local and Member-At-Large, as well as name and address of each member. He/she shall keep a record of all meetings and all other records of this Union. He/she shall submit a written report to the convention showing the number of locals and Members-At-Large of all changes in

the Constitution and Bylaws within (60) days of the convention. In the event of death or resignation of the President, the Secretary shall call a meeting of the entire Executive Board for the purpose of selection of a new President. A majority of the Executive Board shall prevail in the selectin, by secret ballot. He/she shall further be responsible for all communication transpiring within the State Organization. He/she shall be allowed all expenses incurred in the administration of his/her office and shall be allowed such additional sums as agreed upon at the convention. His/her salary shall be \$1000 annually, providing funds are available.

Section 5. (TREASURER). The Treasure shall receive and deposit all money from all of the locals of the Union and Members-At-Large. He/she shall be the official custodian of all moneys of this Organization. He/she shall disburse all money by check. He/she shall submit a written report to the convention and to all Executive Board members and Local Presidents on a quarterly basis of all monies received and disbursed. He/she shall notify all locals and Members-At-Large who become three (3) months in arrears. At least thirty (30) days prior to the annual convention, he/she shall notify each local of the number of delegates to which it is entitled. He/she shall present copies of the Treasurer's report to all delegates at the point of registration. Expenses incurred in the administration of his/her office shall be allowed. His/her salary shall be \$2000 annually, provided funds are available.

Section 6 (EXECUTIVE BOARD). (a) The Executive Board, consisting of all elected Maine Union Officers, shall oversee all business of the Union not otherwise called for. The President shall serve as Chairperson of the Board. The actions of the Executive Board shall be determined by a majority vote of its members present.

Section 6 (b) The entire Executive Board will be required to meet, at a minimum, on a quarterly basis, and may meet more frequently, if needed.

Section 6 (c) It shall be the duty of the Executive Board to administer all property of the Union. They shall have the power to invite a limited number of guests. Members of the Executive Board shall be allowed all necessary expenses and lost time for attendance at Board meetings and conventions that such Board members are authorized to attend. A quorum for all Executive Board meeting shall be two-thirds of all elected officers.

Section 7. State officers shall be reimbursed at their current applicable straight-time rate for LWOP used on official business for the State organization. If LWOP exceeds 79.99 hours, that affected officer will be reimbursed lost leave.

Section 8. All officers' salaries will be paid semi-annually, on April 1st and October 1st, providing the funds are available.

ARTICLE IX REVENUES AND CHARTERS

Section 1. The fiscal year of this Union shall begin on April 1st and end on March 31st.

Section 2 (a) **The dues for each Active member shall be Thirty Dollars and Seven cents (\$30.07) per pay period effective April 27th, 2024, plus any future increases by the National Union. The dues for each Active non-career member shall be Twenty Dollars and Forty-eight Cents (\$20.48) per pay period effective April 27th, 2024, plus any future increases by the National Union.**

Section 2 (b) Dues from participating locals will be \$3.00 per represented member, payable annually.

Section 3. Special assessments shall be voted on by delegates at convention. A 2/3 majority vote of all delegates present shall be required for approval of the assessment before it shall be levied.

Section 4. Any local which becomes delinquent in payment of dues shall be notified in writing by the Treasurer of this delinquency and given thirty (30) days to rectify this delinquency. If the delinquency is not rectified within thirty (30) days, they shall be suspended from membership.

Section 5. A suspended local may be reinstated in this State Organization upon full payment of all arrears.

Section 6. No local shall be assessed more than \$300.00 per fiscal year.

ARTICLE X MEMBERS-AT-LARGE

Section 1. Any APWU bargaining unit employee eligible for membership in this State Organization may become a Member-At-Large (MAL) provided, however, that no local union exists in that office where employed.

ARTICLE XI PROHIBITIONS

Section 1. No criticism, reflection, argument or debate touching any member's creed, color, sex, nationality, or political party discussions shall be allowed at any meeting of this State Organization or any of its Executive Committee meetings.

ARTICLE XII INITIATIVE AND REFERENDUM

Section 1. Any local or state convention assembled of the American Postal Workers Union of Maine, AFL-CIO may prepare and circulate a petition for the purpose of causing a question of importance or amendment to the Constitution to be brought to the vote of the whole

organization. The question or amendment may be wholly new or be one rejected, only the rejected part shall be brought to a vote.

Section 2. Before circulating such a petition, the Secretary of this Union shall be notified in writing of such action and furnished a copy of draft of the proposed question, resolution, or amendment. If such petition is subscribed to by a majority vote of the delegates in convention assembled or by signatures of two locals in good standing, the Secretary must submit such question or amendment to a referendum vote.

Section 3. Said petition shall be filed with the Secretary at least sixty days before referendum election. The Secretary shall notify the different locals so that the secretaries of each local may obtain record of the vote of his/her local. He/she shall also submit a ballot to each Member-At-Large in good standing.

Section 4. All elections shall be held by the locals according to their constitutions and the results shall be forward to the State Secretary in sealed and attested envelopes not later than ten days after the election has been ordered. Locals shall vote by referendum. The Secretary shall turn the seal and attested envelopes over to the President intact. The President shall open and tabulate the contents in the presence of the other members of the Executive Committee. The Secretary shall then notify all members of the Union as to the final results.

Section 5. It shall require a majority of votes to decide all questions other than amendments to the constitution, which shall require a 2/3 affirmative vote to carry and decide.

Section 6. The referendum election shall be held during the first week in November of each year.

Section 7. Each local shall be considered as having cast as many votes as are cast by their respective membership. Members-At-Large shall be entitled to a 1/3 vote each.

Section 8. No question, resolution, or amendment adopted by a referendum vote of the State membership may be repealed or amended within one year after election except by a referendum election.

ARTICLE XIII RECALL

Section 1. All charges of misconduct against an officer or member of the State APWU shall be processed in accordance with Article XV of the American Postal Workers Union, National Constitution and Bylaws.

**ARTICLE XIV
STATE PAPER**

Section 1. The official publication of the American Postal Workers Union of Maine, AFL-CIO shall be known as the MAINE STATE POSTAL WORKER. It shall give adequate publicity to the policy formulated by the convention: to advance our legislative aims, to disseminate information of general interest, and to publicize all activities sponsored by the Union. It shall be sent out to all APWU offices, branches, and stations throughout the state.

**ARTICLE XV
AMENDMENTS**

Section 1. This constitution shall not be amended except by a 2/3 majority vote of all vote cast at the State Convention or by referendum of the whole membership.

Section 2. Changes to this constitution shall become effective at the end of each convention.

BYLAWS

ARTICLE I ORDER OF BUSINESS

1. Roll call of officers
2. Report of Committee on Credentials
3. Roll call of delegates
4. Present and read minutes
5. Report of Officers
6. Report of Finance Committee
7. Report of Special Committees
8. Unfinished business
9. Report of Standing Convention Committees
10. Naming of place of next Convention
11. Election of Officers
12. Adjournment

ARTICLE II QUORUM

Fifteen Delegates shall constitute a convention quorum, but less than that number may adjourn to meet at a later, future specified time.

ARTICLE III RULES OF ORDER

In the absence of other authority, the deliberations of this Union shall be governed by Robert's Rules of Order.

ARTICLE IV AMENDMENTS

Amendments to these Bylaws may be made in the same manner as prescribed for Amendments to the Constitution.