



HONOLULU LOCAL 162

CONSTITUTION

&

BY-LAWS

2023

ARTICLE 1

ORGANIZATION

The name of the organization shall be the American Postal Workers Union, Honolulu Local 162, AFL-CIO (hereafter referred to as the Local or the Union in this Constitution & By-Laws).

ARTICLE 2

OBJECTIVES

Section 1. The objectives of this Union shall be to unite and keep united all postal workers in one brotherhood for their social and economic advancement and to aid in the efficiency of the Postal Service.

Section 2. It has been demonstrated in the past that the Trades Union Movement, as exemplified by the AFL-CIO, is the best, most practical and lawful method for advancing the interest of all wage-earners. Therefore, we desire to be in affiliation with that body.

ARTICLE 3

MEMBERSHIP

Section 1. Any postal employee covered under the terms of the American Postal Workers Union Constitution and employed in the Honolulu Installation is eligible for membership.

Section 2. Applications for membership, furnished by the Union, shall be properly filled and signed by the applicant.

Section 3. Members of this Local who retire from the Postal Service may maintain full membership with all rights of such membership by continuing to pay full per capital tax to the National Union plus whatever Local Dues that may be required.

Section 4. Members of this Local who have separated or are promoted from the Postal Service and whose dues were paid up to the time of such separation or promotion may become an honorary member upon filing an application within three (3) months of such separation or promotion.

Section 5. Honorary members, except supervisors, are permitted to attend meetings, but cannot make motion or vote, nor can they hold any office.

Section 6. An Honorary member, who again becomes eligible for full membership, may apply for retirement upon payment of current dues and/or assessment.

Section 7. A member's good standing status shall not be affected by reason of the fact that his/her paycheck for payroll period in which his/her dues deductions are made is insufficient to permit such dues deductions, by reason of illness, pregnancy, leave, lay-off, or disciplinary suspension.

ARTICLE 4

MEETINGS

Section 1. The Union shall have one meeting each month for the membership.

A. The President shall designate the date, time and place, unless otherwise ordered by the Union or by the Executive Board.

B. Meetings via Zoom; Remote Officers must be visible while meeting is in session.

C. There shall be no meeting during the month of December.

D. The Secretary shall send notices of regular or special membership meetings to each station, the Vehicle Maintenance Facility (VMF), to each retiree, and post a notice on the Official Union Bulletin Board in the Main Office.

Section 2. The President shall call a special meeting upon the written request of no less than seven (7) members in good standing or by a majority vote of members present at a regular meeting.

A. A notice of such a meeting stating that date, time, place, and the object for which the meeting is called, shall be posted on the Official Union Bulletin Board in the Main Post Office, and shall be sent to each station, to each retiree, and to the Vehicle Maintenance Facility (VMF) by the Secretary.

B. No business shall be transacted other than that for which such meeting is called.

Section 3. Nine (9) members at any regular or special meeting shall constitute a quorum for the transaction of business.

Section 4. Executive Board Meeting shall be held at least once a month.

A. The date, time and place shall be designated by the President.

B. There shall be no meeting during the month of December.

- C.** The Secretary shall notify the members of the Executive Board of such meetings.
- D.** Five (5) members of the Executive Board shall constitute a quorum for the transaction of business.

ARTICLE 5

OFFICERS, NOMINATIONS & ELECTIONS

Section 1. The Officers of this Union shall consist of a President, Executive Vice-President, Clerk Craft Director, Motor Vehicle Craft Director, Maintenance Craft Director, Secretary, Treasurer, Conductor and three (3) Trustees.

Section 2. All Officers shall serve three (3) years or until their successors are elected.

A. Officers shall be elected by secret ballot during the month of May in the manner described in this Article.

B. The term of office shall commence on the 1st of July and end on the 30th of June three (3) years hence.

Section 3. Nominations for General Elections.

A. The Nomination Committee shall review, process and select candidates for each office and report it to the membership at the regular meeting during the month of March. Members may submit a mail-in nomination to the Nomination Committee, which must be received by the regular meeting in April.

B. Prior to the regular meeting in April, candidates nominated by the Committee shall be informed by the Committee and their names posted on the Union Bulletin Board at the Main Office and mailed to the stations, and the Vehicle Maintenance Facility (VMF).

C. At the regular meeting April, additional nominations may be made from the floor.

1. Members may nominate themselves during the April meeting.
2. Nominations of members not present during the April meeting must be made with written consent of that member and presented by another member in good standing.

Section 4. Eligibility.

- A.** To be eligible for nomination or to hold office, a candidate must be a member in good standing.
- B.** Candidates for any Craft position must be a member of the Craft in which they seek such position, be nominated by a member of that Craft, and be elected only by members of that Craft.
- C.** Any member who is in a management training program or works in a non-bargaining unit position is ineligible to represent the Union in any official capacity, (i.e. delegate to convention, officer, and committee member) so long as the employee continues to serve in such a position and for a period of one (1) year from the time the employee vacates such position. Also, any member who has submitted an application to a managerial, supervisor or EAS position with the responsibility for issuing or recommending discipline, or for applying or interpreting the National Agreement, shall withdraw such application prior to acceptance of nomination for any office in the APWU.
- D.** No Candidate shall run for more than one (1) office during an election.

Section 5. Election Procedures for General Elections.

- A.** Each member in good standing shall be provided with a ballot containing the list of candidates for offices, twenty (20) days prior to the regular meeting in May.
 - 1.** On the ballots for the election of the President, Executive Vice-President, Clerk Craft Director, Maintenance Craft Director, Motor Vehicle Craft Director, Secretary and Treasurer shall include the words "is elected as delegates to the State and National Conventions."
- B.** A separate ballot shall be provided for the restrictive craft positions to those respective Craft employees.
- C.** Each member should designate the choice of candidates by making the sign "X" in the block provided after the name of the candidate on the ballot. The vote will be counted no matter what the mark is, provided the intent of the voter is clear and the ballot is otherwise valid.

- D.** After a member has voted, ballots shall be sealed in a blank envelope; that envelope shall be enclosed in another envelope which will bear the member's signature; then the ballot shall be returned by mail as instructed.
- E.** All voting materials shall be provided by the Union.

Section 6. Ballot Counting.

- A.** The Election Committee shall call the names from the envelope deposited in the ballot box and shall verify the list of eligible voters.
- B.** Ineligible ballots shall be declared void and separated immediately.
- C.** Envelopes bearing the names of eligible voters shall be opened by a member of the Committee and the ballot extracted.
- D.** The Committee Chairperson shall inspect each ballot for any irregularities and pass it on to another Committee member who shall call the names voted on.
- E.** Any candidate or their designee shall witness the calling of the names.
- F.** Four (4) members are to be present in the tallying of the votes.
 - 1.** Three (3) members will tally.
 - 2.** The fourth member shall witness the tally.
- G.** The Election Committee shall void a ballot if the intent of the voter is not clear, and it shall be separated immediately.
- H.** Counted ballots and voided ballots shall be kept in a sealed box for a period of one (1) year by the Trustees, and then destroyed.

Section 7. Results of Elections.

- A.** Election of Officers shall be determined by plurality vote.
- B.** In the event of a tie for any office, members will be furnished a new ballot containing the names of the tied candidates and will have fifteen (15) days to turn in their ballots.
- C.** When there is only one (1) candidate for office, the candidate shall be elected by unanimous consent.
- D.** The Election Committee Chairperson shall be responsible for posting the election results and distributing to all stations immediately.

Section 8. Vacancies.

- A.** In case a vacancy in the office of the President occurs, the Executive Vice-President automatically becomes President for the unexpired term.
- B.** A vacancy in any other office shall be filled by a special election at the regular meeting of those present, following such vacancy.

Section 9. Installation Banquet shall be held for all incoming and outgoing officers, with their guests (one each), during the month of July after the General Election.

ARTICLE 6

DUTIES OF THE OFFICERS

Section 1. The **President** shall:

- A. Preside at all union meetings.
- B. Preserve order and enforce the Constitution & By-Laws of the National American Postal Workers Union and the Local.
- C. Appoints all Committees not herein provided for, with the approval of the Executive Board.
- D. Cast the deciding vote when a tie occurs on any motion.
- E. Announce the results of all votes.
- F. Sign all contracts, vouchers, other documents and countersign checks authorized by the Local.
- G. Not make or second any motion, nor take part in any debate while in the chair.
- H. Be designated chief spokesman for the Union in all negotiations and Labor/Management meetings.
- I. Authorize all amounts of payments for any and all claims for expenses from members with supporting documentation (i.e. Receipts, 3971s, etc) of Official Union Business. Claims for expenses or reimbursement without supporting documentation are subject to approval by the Executive Board.
- J. Shall lead the Local Delegation to all Conventions.
- K. Be the “New-Hire Organizer” or may designate an Executive Board Officer who will be responsible for orientation, assembling and distributing welcome packets for all new members.
- L. Be compensated at two hundred dollars (\$200) per month.

Section 2. The Executive Vice-President shall:

- A. In the absence of the President is vested with the same authority in power as the absent officer.
- B. Be Chairperson of the Nominations Committee and Constitution & By-Laws Committee.
- C. Assist the President in all matters and other functions as assigned by the President.
- D. Be compensated at one hundred twenty-five dollars (\$125) per month.**

Section 3. The Clerk Craft Director, under the direction of the President shall:

- A. Be responsible for the Clerk Craft and all matters pertaining thereto.
- B. Be responsible for processing all grievances in the Craft through the Clerk Craft Stewards.
- C. Be responsible for the appointment and training of the Clerk Craft Stewards and must give at least two (2) stewards training per year to their Clerk Craft Stewards.**
- D. Be responsible for appointing an Assistant to the Clerk Craft Director.
- E. Be compensated at one hundred seventy-five dollars (\$175) per month.

Section 3.1. The Assistant Clerk Craft Director (Honolulu Stations), under the direction of the Clerk Craft Director, shall:

- A. Assist and be responsible in processing all grievances in the Craft through the Clerk Craft Stewards.
- B. Be responsible for processing all grievances in the Craft for the Honolulu Stations through the Clerk Craft Stewards.
- C. Assist the Clerk Craft Director in the training of the Clerk Craft Stewards.
- D. Be compensated at one hundred twenty-five dollars (\$125) per month.**

Section 3.2. The **Assistant to the Clerk Craft Director**, under the direction of the Clerk Craft Director shall:

- A. Assist and be responsible in processing all grievances in the Craft through the Clerk Craft Stewards.
- B. Assist the Clerk Craft Director in the training of the Clerk Craft Stewards.
- C. Be compensated at seventy-five dollars (\$75) per month.

Section 4. The **Maintenance Craft Director**, under the direction of the President shall:

- A. Be responsible for the Maintenance Craft and all matters pertaining thereto.
- B. Be responsible for processing all grievances in the Craft through the Maintenance Craft Stewards.
- C. Be responsible for the appointment and training of the Maintenance Craft Stewards and must give at least two (2) stewards training per year to their Maintenance Craft Stewards.**
- D. Be compensated at one hundred twenty-five dollars (\$125) per month.

Section 5. The **Motor Vehicle Craft Director**, under the direction of the President shall:

- A. Be responsible for the Motor Vehicle Craft and all matters pertaining thereto.
- B. Be responsible for processing all grievances in the Craft through the Motor Vehicle Craft Stewards.
- C. Be responsible for the appointment and training of the Motor Vehicle Craft Stewards and must give at least two (2) stewards training per year to their Motor Vehicle Craft Stewards.**
- D. Be compensated at one hundred twenty-five dollars (\$125) per month.

Section 6. The **Secretary**, under the direction of the President shall:

- A.** Keep a correct and impartial account of the proceedings of the Union.
- B.** Read all communications and attend to the correspondence of the Union.
- C.** Have charge of all official documents, records, seals, charter, and other property of the Union.
- D.** At the end of the term of office, turn over to the successor, all property of the Union within fifteen (15) days.
- E.** Notify the Executive Board members and Committee chairpersons of all appropriate meetings.
- F.** Be responsible for sending all regular and special meeting notices to each station, to each retiree, to the Vehicle Maintenance Facility (VMF), and for posting such notices on the Official Union Bulletin Board at the Main Post Office.
- G.** Process all new member applications as they are received, sending the completed documentation to the national APWU for completion.
- H.** Report the names of all new members at the next monthly membership meeting.
- I.** **Be responsible to pick up mail every other day from the PO Box (Honolulu) and disburse mail and/or correspondences to the Executive Board Officers and Stewards.**
- J.** **To have all Executive Board Meeting and General Membership Meeting minutes emailed to all Executive Board Officers, including the three (3) Trustees within one (1) week of the following monthly meeting as well as the prior months minutes with all corrections.**
- K.** Be compensated at one hundred twenty-five dollars (\$125) per month.

Section 7. The **Treasurer**, under the direction of the President shall:

- A.** Receive and issue receipts for dues, assessments and other monies due the Union.
- B.** Deposit all dues, assessments and other monies due the Union, in a bank and/or savings institutions, as directed by the Union.

- C. Pay on presentation all proper warrants drawn by the President.
- D. Keep a proper ledger on all money transactions.
- E. Prepare and file all required tax forms with the Internal Revenue Service and Hawaii State Tax Department, in a timely manner.
- E. Report to the Executive Board all delinquent members who are three (3) or more months in arrears.
- F. Make a report of the financial standing of the Union at each regular meeting.
- G. Turn over to the successor all funds, books, and records, within fifteen (15) days of the end of the term of office.
- H. Be a member of the Budget Committee.
- I. **Be responsible for writing checks and paying out bills (rent, utility, taxes, insurances, stipends, etc.) and mailing the bills.**
- J. **Email the Executive Board and the Trustees the prior month Treasurer's Report one (1) week before the next General Membership Meeting.**
- K. Be compensated at one hundred seventy-five dollars (\$175) per month.

Section 8. The **Conductor**, under the direction of the President, shall:

- A. Examine all membership cards and have each member sign the attendance book for all meetings. Shall be responsible for assembling and distributing welcome packets for all new members; will coordinate and make arrangements to provide refreshments at each General Membership Meeting.
- B. Report to the Chairperson all those who are not members of the Union and see that non-members do not remain, except by permission of the Chairperson.
- C. Assist the President in maintaining order at all meetings.
- D. **Be responsible for setting-up and cleaning (vacuuming, emptying trash cans, and wiping down tables and chairs) before and after the meeting.**

E. To attach the monthly zoom meeting attendance to the sign-in log.

F. Be compensated at one hundred dollars (\$100) per month.

Section 9. The Trustees, under the direction of the President, shall:

A. Have general supervision over all properties of the Union.

B. Audit the books of the Union, no less than three (3) times a year.

C. Submit written reports of such audits to the Union.

D. Be responsible to see that all officers turn over all assets and funds to their successors within fifteen (15) days.

E. Be members of the Budget Committee.

F. Be compensated at one hundred twenty-five dollars (\$125) per month.

Section 10. The Executive Board shall consist of the President, the Executive Vice-President, the Clerk Craft Director, the Maintenance Craft Director, the Motor Vehicle Craft Director, the Secretary, the Treasurer, and the Conductor, and shall:

A. Make a report of the proceedings of the Executive Board Meetings to the Union.

B. Have the power to act in all matters concerning the Union, not specifically provided for in the Constitution & By-Laws.

C. Approve all reimbursements and expenses for the president with supporting documents (i.e. Receipts, 3971s, etc.) of Official Union Business. Claims for expenses or reimbursement with supporting documentation are subject to approval by the Executive Board.

Section 11. Any officer who fails to keep in good standing or is absent from any three (3) meetings (per year) without reasonable excuse (unforeseeable or exceptional circumstances to be determined by the President), will be removed from office in accordance with Article 12.

A. Any officer who is unavailable for transaction of Union Business for fifteen

(15) days or more must notify the Executive Board in writing as to the approximate duration of their availability. Notification in writing must be done prior to such absence.

B. Any officer who is unavailable for the transaction of Union Business for thirty (30) days or more in calendar month will forfeit their monthly compensation.

Section 12. All outgoing Officers shall be required to assist incoming Officers with the familiarization of their duties for fifteen (15) days after vacating their office.

Section 13. Any Officer who signs up for or who participates in a management training program or who works in a non-bargaining position shall be immediately removed from office in accordance with Article 12.

Section 14. Webmaster, appointed by the Local President, with the concurrence of the executive board and may be held simultaneously with another office or position.

- A. Webmaster duties to include administration and maintenance of Honolulu Local 162 website.
- B. Website will be kept current and updated as needed.
- C. Other duties will include administration and maintenance of APWU Computers located in plant union room and Dillingham office as well as custody of any associated software.
- D. Be compensated at one hundred fifty dollars (\$150) per month.

ARTICLE 7

CONVENTIONS

Section 1. National Convention of the American Postal Workers Union:

A. Delegate Selection:

1. Selection will be done by secret ballot at the October regular meeting prior to the convention year by those who are present. In the event of a tie, another secret ballot shall be cast to rank those individuals.
2. Candidates for Delegates receiving the highest number of votes shall be declared elected.
3. Remaining candidates in order of the highest number of votes received, in case of vacancies, shall substitute for the elected delegate unable to attend.

B. Eligibility Requirements:

1. Candidates for Delegates must be members in good standing.
2. Must have attended at least ten (10) meetings within the past twenty-four (24) months, commencing September 1 and ending August 31 prior to the convention year.
3. Must not hold, accept, or apply for any managerial or supervisory position, for any period of time, whether one (1) day or a fraction thereof, for a minimum of one (1) year.

C. Nominations:

1. All members who have attended at least ten (10) meeting of the Union within the past twenty-four (24) months, commencing September 1 and ending August 31 prior to the convention year shall automatically be considered nominees for Delegate to the National Convention of the American Postal Workers Union (APWU). The Nomination Committee will review all nominations for eligibility.

2. A list of candidates will be posted on the Official Union Bulletin Board of the Main Post Office and mailed to all stations fifteen (15) days prior to the October Election.

D. Expenses:

1. Each delegate's transportation directly to and from the convention shall not exceed the coach class air fare.
2. Travel reimbursements and expenses will be paid in accordance with the most recent membership approved Honolulu Local 162 Travel and Expense Reimbursement Policy.
3. All registration fees shall be paid by the Union.
4. An expenditure not to exceed five hundred dollars (\$500) shall be provided to the delegation to sponsor an "Open House" night.

E. All delegates are required to give a report of the National Convention at the next regular meeting.

Section 2. State Convention of the Hawaii American Postal Workers Union (HAPWU)

A. Delegate Selection:

1. Selection will be done by secret ballot at the October regular meeting prior to the convention year by those who are present. In the event of a tie, another secret ballot shall be cast to rank those individuals.
2. Candidates for Delegates receiving the highest number of votes shall be declared elected.
3. Remaining candidates in order of the highest number of votes received, in case of vacancies, shall substitute for the elected delegate unable to attend.

B. Eligibility Requirements:

1. Candidates for Delegates must be members in good standing.
2. Must have attended at least ten (10) meetings within the past twenty-four (24) months, commencing September 1 and ending August 31 prior to the convention year.
3. An Executive Board Officer must be an officer six (6) months prior to the delegate selection to attend the State Convention no later than August 31.
4. Must not hold, accept, or apply for any managerial or supervisory position, for any period of time, whether one (1) day or a fraction thereof, for a minimum of one (1) year.

C. Nominations:

2. The Nominations Committee will review all nominations for eligibility.

D. Expenses:

1. Conventions on Oahu:
 - a) Each delegate shall be compensated thirty dollars (\$30) for expenses.
 - b) All registration fees shall be paid by the Union.
2. Convention on islands other than Oahu:
 - a) Each delegate's transportation directly to and from the Convention shall not exceed the coach class air fare.
 - b) The Executive Board shall decide how much each delegate shall receive in order to cover single room rates, meals and expenses.
 - c) All registration fees shall be paid by the Union.

3. All delegates are required to give a report of the State Convention at the next regular meeting.

Section 3. Size of the Delegation to the State Convention and National Convention shall be decided by the Executive Board by July based on the availability of funds.

ARTICLE 8

FEES, DUES AND ASSESSMENTS

Section 1. The dues of a member shall escalate with each negotiated pay increase or according to the National APWU guidelines and regulations.

Section 2. Members are encouraged to execute a payroll deduction plan, Form 1187.

Section 3. Three (3) months dues in advance shall be collected from members not on the payroll deduction plan.

Section 4. The dues of an honorary member shall be not less than the National Per Capita tax, payable in advance semi-annually for the current fiscal year.

Section 5. The Local shall have the power to levy assessments against all its members, provided that no such assessment shall become effective until a majority vote of members in good standing, voting in a membership referendum conducted by secret ballot.

Section 6. Any Member, Officer, Trustee, Delegate to a Convention or Representative of the Honolulu Local APWU who resigns within six (6) months after completion of a Union paid-for function, must reimburse the Union in full for the monies expended on said function.

ARTICLE 9

STEWARDS

Section 1. Clerk Craft Steward shall:

- A.** Be trained, appointed, and/or relieved by the Clerk Craft Director.
- B.** Be responsible and answer to the Clerk Craft Director.
- C.** Be responsible for disseminating Union information to the members the stewards represent.
- D.** Ensure that the members the steward represents receives the proper Union directed representation.
- E.** Uphold the National Agreement in the carrying out of their duties.
- F.** Return all Union property within fifteen (15) days of being decertified.
- G.** Be compensated at one hundred ten dollars (\$110) per month.

Section 2. Maintenance Craft Stewards shall:

- A.** Be trained, appointed, and/or relieved by the Maintenance Craft Director.
- B.** Be responsible and answer to the Maintenance Craft Director.
- C.** Be responsible for disseminating Union information to the members the stewards represent.
- D.** Ensure that the members the steward represents receives the proper Union-directed representation.
- E.** Uphold the National Agreement in the carrying out of their duties.
- F.** Return all Union property within fifteen (15) days of being decertified.
- G.** Be compensated at one hundred ten dollars (\$110) per month.

Section 3. Motor Vehicle Craft Stewards shall:

- A.** Be trained, appointed, and/or relieved by the Motor Vehicle Craft Director.
- B.** Be responsible and answer to the Motor Vehicle Craft Director.
- C.** Be responsible for disseminating Union information to the members the stewards represent.
- D.** Ensure that the members the steward represents receives the proper Union-directed representation.
- E.** Uphold the National Agreement in the carrying out of their duties.
- F.** Return all Union property within fifteen (15) days of being decertified.
- G.** Be compensated at one hundred ten dollars (\$110) per month.

Section 4. The Chief Steward shall:

- A.** Be appointed by the President with the approval of the Executive Board.
- B.** Be responsible and able to handle any grievance or grievances so designated by the President.
- C.** Uphold the National Agreement in the carrying out of their duties.
- D.** Return all Union property within fifteen (15) days of being decertified.
- E.** Be compensated at one hundred ten dollars (\$110) per month.

Section 5. All Craft Stewards shall:

- A.** Notify their respective Craft Director if he/she will be unavailable for the transaction of Union Business for thirty (30) days or more in a calendar month or will forfeit their monthly compensation.
- B.** All Craft Stewards shall attend the monthly general membership meeting or be excused by the president.
- C.** All Craft Stewards shall attend all mandatory meetings requested by the President or their Craft Director.

ARTICLE 10

STANDING COMMITTEES AND DUTIES

Section 1. The Budget Committee shall:

- A.** Consist of the President, Treasurer, and Trustees.
- B.** Prepare and present a budget for the next fiscal year to the Executive Board and the regular membership for approval in October of each year.

Section 2. The Nomination Committee shall:

- A.** Consist of a Chairperson and four (4) members.
 - 1.** The Chairperson shall be the Executive Vice-President of the Local.
 - 2.** The four (4) members shall be members in good standing and appointed by the President.
- B.** Run all nomination processes for all Union nominations as outlined in Article 5.

Section 3. The Election Committee shall:

- A.** Consist of a Chairperson and five (5) members.
 - 1.** They shall be appointed by the President.
 - 2.** They shall be members in good standing.
 - 3.** They shall not be elected Officers or Candidates for office or the Local.
- B.** Run all Election processes for all Union elections as outlined in Article 5.

Section 4. The Legislative Committee shall:

- A.** Consist of a Legislative Director and two (2) members.
 - 1.** The Legislative Director shall be a member in good standing and be appointed by the President.
 - 2.** The two (2) members shall be members in good standing and come from the different U.S. Senatorial Districts.
- B.** Keep the membership informed on all pertinent legislative information.
- C.** Be responsible for informing the Hawaii Congressional delegation of APWU positions on all pertinent legislative information.

Section 5. The Constitution & By-Laws Committee shall:

- A.** Consist of a Chairperson and committee members.
 - 1.** The Chairperson shall be the Executive Vice-President of the Local.
 - 2.** The members, one (1) from each craft, shall be appointed by the President.
 - 3.** The members shall be members in good standing.
- B.** Be responsible for receiving all proposals to amend the Constitution & By- Laws of the Local and to prepare them for presentation to the Local at the February regular meeting of each year.

Section 6. All Committee appointments shall occur as deemed necessary by the President and will be announced when they are established, or as vacancies occur. All expenses for each committee will be included in the month of October when the Budget is approved for the next year.

ARTICLE 11

AMENDMENTS

Section 1. Proposed amendments to this Constitution & By-Laws shall be presented to the Constitution & By-Laws Committee commencing September 1 and no later than December 1 of each year.

Section 2. Each proposed amendment must be presented in writing and signed by ten (10) members in good standing.

Section 3. Each accepted proposed amendment will be presented and read during the February regular meeting.

Section 4. Each accepted proposed amendment will be posted on the Official Union Bulletin Board at the Main Post Office and mailed to all stations.

Section 5. Each accepted proposed amendment must be voted on separately during the March regular meeting and must receive a two-thirds (2/3) vote of the members present at the regular meeting in order to be adopted.

Section 6. An up to date copy of the Constitution & By-Laws will be presented to all members in good standing.

Section 7. The Executive Board has the authority to amend this Constitution & By-Laws as necessary to remove any conflict between its provisions and those of any applicable federal or state laws, or the APWU National Constitution & By-Laws.

ARTICLE 12

CHARGES

Section 1. Article 15 of the National Constitution & By-Laws of the APWU shall constitute the proper procedure for the disciplining of any officer or member of the APWU Honolulu Local.

ARTICLE 13

FUNDS

Section 1. Retirement:

- A.** Upon retirement of a member being in continuous good standing for fifteen (15) or more years, one hundred twenty-five dollars (\$125) shall be presented to such member.
- B.** Upon retirement of a member being in continuous good standing with a minimum of five (5) years up to fifteen (15) years, seventy-five dollars (\$75) shall be presented to such member.
- C.** A retirement party shall be included with the Installation Banquet for all incoming and outgoing officers, for the retiree(s) and his/her guest, during the month of July after the general election, starting year 2000.

Section 2. Upon the death of an active member in good standing, a five hundred dollars (\$500) death benefit shall be disbursed to other beneficiaries of the late member of record with the Union.

Section 3. An amount of one hundred dollars (\$100) shall be given to a member upon the death of an immediate family member (father, mother, spouse, or dependent child).

Section 4. Any donations of funds exceeding seventy-five dollars (\$75) shall be at the discretion of the Executive Board.

Section 5. Any compensation for Territorial-Cost of Living Adjustment (T-COLA) would be based on attendance being required (vs. voluntary) as determined by the Executive Board.

ARTICLE 14

FISCAL YEAR

Section 1. The fiscal year of this Local shall be from January 1st to December 31st.

ARTICLE 15

AMERICAN POSTAL WORKERS UNION HOSPITAL PLAN, HONOLULU

Section 1. The President shall appoint a Representative to represent the American Postal Workers Union Hospital Plan, Honolulu.

Section 2. The Representative shall be a member in good standing and a participant of the American Postal Workers Union Hospital Plan.

Section 3. The Representative shall be responsible for caretaking the Hospital Plan Members' needs in regards to Hospital Plan business.

Section 4. The Representative's expenses shall be paid by the Plan's rebate.

ARTICLE 16

HONOLULU CHAPTER AMERICAN POSTAL WORKERS ACCIDENT BENEFIT

Section 1. The Accident Benefit Association will function independently from the Honolulu Local, APWU.

Section 2. The Accident Benefit Association shall not conduct business in conjunction with regular membership (Local) meetings.

ARTICLE 17

PROHIBITIONS

Section 1. No criticism, reflection, argument or debate, touching any members' race, color, creed, sex, sexual orientation, nationality, handicap, political affiliation, age or religion.

ARTICLE 18

ORDER OF BUSINESS

Section 1. Robert's Rule of Order, Revised Edition, shall be authority to the order in conducting membership meetings.

Section 2. Agenda for Membership Meetings.

- A.** Meeting called to order.
- B.** Roll call of officers.
- C.** Adoption of minutes, and Executive Board notes.
- D.** Report of Treasurer.
- E.** Application for membership.
- F.** Elections.
- G.** Committee reports.
- H.** Communications and Bills.
- I.** Unfinished Business.
- J.** New Business.
- K.** Good of the Union.
- L.** Adjournment.

ARTICLE 19

SEPARABILITY

Section 1. Should any part or provision of this Constitution & By-Laws be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by a court of competent jurisdiction, such invalidation of such part or provisions of this Constitution & By-Laws shall not invalidate the remaining portions of this Constitution & By-Laws and they shall remain in full force and effect.

NOTES

[illegible]