

NPMHU LOCAL 308



BY-LAWS

(Effective March 11, 2011)

BY-LAWS OF LOCAL UNION #308

ARTICLE 1

SECTION 1

This Local shall be known as the National Postal Mail Handlers Union (Division of Laborers North America) AFL-CIO #308.

SECTION 2

The colors of Local #308 will be blue and gold.

ARTICLE II

OBJECTIVES-OBLIGATIONS

SECTION 1

The mission of Local Union #308 shall be to strive to advance the Mail Handlers' Union and the United States Postal Service, and all other Federal Employees (whether or not Postal employees), who wish to affiliate as associate members of this organization.

SECTION 2

It is the obligation of Local Union #308 to comply with all rules, regulations, policies, and practices, where applicable, established by the National Postal Mail Handlers' Union (Division of the LIUNA, AFC-CIO, Local #308).

ARTICLE III

MEMBERSHIP

SECTION 1

Consistent with Article III, Section 3 of the Uniform Local Union Constitution (ULUC), individuals may obtain membership by submitting “an application for membership or a dues-deduction authorization form, and by making at least one full payment of dues.”

SECTION 2

It shall be the duty of all members of Local #308 to abide by the by-laws of this Local.

(2-A) These by-laws will be immediately updated after each council meeting and sent to the National President for action.

SECTION 3

Effective May 1, 1996 any member who enlists a regular member on a dues deduction form will be paid a salary of \$10.00.

(3-A) Local Membership Drive – will be conducted each year specified by the Local President. The salary will be increased to \$25.00, only during this period. Executive Council Members will not receive a salary for enlisting new members, as it is already a part of their regular salaried duties.

SECTION 4

Upon notification of the Branch President or Shop steward when a member in good standing is hospitalized, he/she will receive a fruit basket, flower basket, or plant, if the condition of the member permits.

In the event of a death of a dues paying member, Spouse, Child, or Parent; a spray of flowers will be sent to the family, or be guided by the family’s request if information is received in the office on time.

SECTION 5

This Local Union will have at least two local wide members' events during each calendar year. One event shall be held during the Summer months and one event held during the Fall/ Winter months. The Local Executive Board will determine the format and details of these events.

SECTION 6

Holiday Gift Certificates: This is for dues paying members only. The Branch President may be allotted one certificate for every 25 dues paying members. The value of each certificate shall be established by the Local Executive Board and is currently set at \$25.00. The gift certificates shall be provided to the membership by raffle during the Fall/ Winter months. It shall be the responsibility of each Branch President to arrange with Local Union Headquarters the delivery of his / her gift certificates.

SECTION 7

In branches where the mail handler complement is in excess of 50, there shall be a Branch President. In branches with 50 or less mail handlers, the Executive Board shall have discretion to establish or eliminate Branch President positions.

SECTION 8

Membership will be governed in accordance with Article III of our Local Constitution.

Article IV

OFFICERS AND SHOP STEWARDS

SECTION 1

Our officers shall consist of the following representatives

Local President,
Vice-President,
Recording Secretary,
Treasurer, and
State Executive Board Members.

These positions are provided for each state within this Local's territorial jurisdiction where the Mail Handler complement is in excess of 100. Branch President positions will be allotted as detailed under Article III, Section 7.

SECTION 2

Shop Stewards of this Local will be appointed and certified by the Local President.

(2-A) The Local President shall have the power to appoint, remove and supervise Shop Stewards. Any Steward appointments and/or removals must be submitted in writing to the respective Postmaster, the Branch President, and the Treasurer (Specify name, installation and tour of duty.)

SECTION 3

Duties of Officers - (Same as Article IV, Section 5, of our Local Union Constitution).

SECTION 4

The Local President or any full-time Officer of Local 308 shall receive the same amount of vacation and sick leave as he/she would when he/she was on the clock. Leave usage and union activity shall be tracked and recorded by the Local Treasurer and reviewed by the Local Executive Board quarterly. The Local President or any full-time officer shall be compensated at their

postal rate of pay for any earned but unused leave at the end of their last term of office.

SECTION 5

No Officer of Local #308 shall be taken off the clock on a full-time basis without the prior approval of the Local Council.

(5-A) Any part-time officer or member of Local 308 shall not be allowed to work more than 24 hours per week for 12 consecutive weeks without the prior approval of the Executive Board.

SECTION 6

All State Representatives are responsible for contract administration and communication between the Branch President, at the direction of the Local President, and any other duties that he/she deems necessary. Monthly reports are to be submitted on a timely basis to the Local President by each State Representative upon the written request of the Local President.

(6-A) Chain of Command of Officers, Local #308 will be the Local President, Vice-President, PA State Executive Board Member, NJ State Executive Board Member, DE State Executive Board Member, Treasurer and Recording Secretary. Any letter writing will be directed to the Local President. After his review, he will contact the appropriate State Representative.

(6-B) Vacancy – In the event of a vacancy in any office of Local #308, the Local President, with the prior approval of the Executive Board, shall appoint a replacement for the unexpired term of office. Absent the Local President, the Executive Board shall appoint a replacement for the unexpired term of office.

SECTION 7

All Officers, Executive Board Members, Local Union Council Members, and Shop Stewards shall attend all meetings of the bodies in which they function. Appropriate justification must be provided for one's inability to attend such meetings.

(7-A) Attendance at Union Functions –Any Executive Board Member has a right to attend any function that has been sanctioned by Local #308. Prior approval and/or a formal invitation by members are not necessary.

SECTION 8

Compensation for Union Officials

(8-A) The salary structure for the elected union officials is as follows:

The compensation for full-time officers of this Local shall be based on both contractual increases and COLA increases reflected by a percentage effect of the COLA on a level 5, Step P Mail Handler's salary. The compensation for all council members will be based on negotiated contractual increases only.

(Authority: Revised/Approval compensation structure dated 3/2/05, effective January 1, 2004)

This Union Council agrees to forgo any Council and Executive Board salary increases for the year 2009. In addition, the salary will be reduced by fifteen percent for Executive Board Members and five percent for Council members, effective immediately.

(8-B Existing) Council members, excluding the Local President will be compensated at their base rate for conducting council business on their respective drop days.

(8-B Proposed) Council members, excluding the Local President will be compensated at their Postal rate for conducting council business on their respective drop days.

(8-C) When an officer is not working at his/her job because of an illness or injury and works out in the field on union business, he/she should be paid their regular salary the same as the Post Office salary. The only exception is when he/she is receiving ~~Workmen's~~ Workers' Compensation.

(8-D) Elected officers simultaneously holding two elected positions will be compensated appropriately for each position.

(8-E) All Local Members will be compensated as follows with prior approval of the Local President:

- 1.) Regular postal salary while on official union business
- 2.) Postal straight time rate (excluding the Local President) while on official union business on drop day/off tour and will be paid for the total number of hours worked.

(8-F) Steward Compensation: To be eligible stewards must serve at least six (6) months of the year. This compensation would be paid semi-annually for regular and chief stewards and prorated if the steward does not serve the entire period. Alternate stewards shall be compensated annually and prorated for time not served. Steward compensation will be as follows:

- 1.) Chief Stewards -- a flat yearly rate of \$575.00, plus an additional \$25.00 per month.
- 2.) Stewards -- a flat yearly rate of \$575.00.
- 3.) Alternates -- a flat yearly rate of \$290.00.

(8-G) Sunday Premium will be paid.

(8-H) Leave Form - determining appropriate compensation

(8-I) Lost Leave. Union Members shall be compensated at their Postal straight-time rate for lost leave due to Union LWOP. Union LWOP balances shall be documented by the submission of the members' earning statement for each pay periods in which the Union LWOP was incurred and compared with the corresponding voucher for that pay period. Any questions regarding lost leave shall be resolved by the Local Executive Board.

(8-J) These bylaws shall include the current salary of all elected union officials.

Local President:	\$101,337.08
Vice President:	\$11,910.34
Treasurer:	\$16,244.02
PA State Rep:	\$10,827.18
NJ State Rep:	\$10,827.18
DE State Rep:	\$10,827.18
Recording Secretary:	\$10,827.18
Branch Presidents:	\$7,261.54

SECTION 9

Severance Pay

As Amended By the National Convention
August 17-19, 1992
Resolution No. 1 of the 1992 National Convention
(Passed August 19, 1992)

This labor organization will no longer consider proper nor tolerate the existence of severance pay, monetary awards or incentives, or bonus plans for elected leaders, officers or representatives, at either the National Union or any Local Union. No such person shall receive severance or bonus payments. Any funds set aside for such purposes which have not already been paid to any individual, shall be returned and become the property of the National or Local Union, as appropriate.

SECTION 10

Meal Vouchers: If a Member of this Local works on official union business he or she shall be entitled to \$25.00 for meals for every four hours worked in the field on business up to the maximum of \$50.00. Receipts must be submitted with all vouchers. If no receipts are provided, the voucher will be discussed at the next Executive Board meeting for approval or disapproval.

(10-A) For the purpose of expediting union business, meals will be paid by the Union for Council members, Executive Board members, and Shop Stewards attending training classes or meetings.

SECTION 11

Local 308 “Unit” Affairs: Executive Board Members and one guest are exempt from paying for any function sponsored by Local #308.

SECTION 12

The Local will make available shop steward badges for all shop stewards in Local 308.

SECTION 13

Upon acceptance of or application for a management position, any elected or appointed Union Representative shall resign his/her position with the union. Upon failure to do so, the position will be declared vacant.

SECTION 14

If a voucher is in dispute, it will be sent to the Executive Board for discussion and a ruling will take place at the next Board meeting. Upon dispute the President and Treasurer, will notify the individual in writing why the voucher is not being paid in full, and when the Executive Board will discuss and determine as to whether such voucher will be paid.

SECTION 15

The Local President shall be authorized to spend up to \$5,000.00 without first polling the Executive Board subject to the ULUC requirement that expenditures for office rent, equipment costing in excess of \$1,000, etc., must have prior approval of the Executive Board.

SECTION 16

When a member fails to make financial obligations to Local #308 within the prescribed time (90 Days) the member shall be automatically suspended without further notice.

SECTION 17

No overtime rates will be paid to any union member for any union-related activity.

ARTICLE V
MEETINGS

SECTION 1

The Union will not pay for any air travel to any Local meeting.

A.) Council Meetings

- 1.) Such Council shall meet at least once each year upon 30 days notice
- 2.) All Council Members in attendance at council meetings will be afforded lodging at the expense of the Local.

B) Executive Board Meetings

The Executive Board shall meet at least once every three months, *or* more frequently at the discretion of the Local President or when requested to do so by a majority of the Executive Board of this Local Union.

C) Unit Meetings

- 1.) These By-Laws will be available at all Unit Meetings for review.
- 2.) All members of this Local may participate at any unit meetings outside of their own Branch, pending prior approval by the Local President with reasonable notification to the unit's Branch President.
- 3.) All shop stewards will attend all unit union meetings unless otherwise excused by the Local Branch President. Failure to do so may result in removal. Furthermore, quarterly compensation will not be paid for unexcused absences.

D) Mileage rate will be in accordance with the IRS index. The Local's Treasurer will update the index on an as-needed basis.

ARTICLE VI

QUALIFICATION FOR OFFICE

SECTION 1

In accordance to Article VII of the Local Union Constitution.

ARTICLE VII

NOMINATION AND ELECTION OF OFFICERS/CONVENTIONS

SECTION 1

In accordance with Article VI of the Local Union Constitution.

SECTION 2

A.) Conventions

1.) Guidelines for Delegates at the Convention: Will be prepared for each convention by the Executive Board and the Local Union Council.

2.) Observers: Will attend conventions only after the Local Council Board has determined this disposition is necessary.

3) Effective January 1, 2009, the Local shall establish a savings fund to attend future National Conventions, beginning with the 2011 convention. The Local shall deposit up to \$500.00 in this savings fund every month.

ARTICLE VIII

DUES

SECTION 1

In accordance with Article VII of the Local Union Constitution.

ARTICLE IX

INCOME AND DISBURSEMENTS

SECTION 1

In accordance with Article IX of the Local Union Constitution. A financial report will be sent to the Branch Presidents and Chief Shop Stewards in charge of a unit and will be read at Unit meetings. (Financial Reports should not be posted.) Subsequent to the annual audit all such financial reports shall be signed and dated by the Treasurer of Local 308, which includes the statements of all cash receipts and cash disbursements cited in each financial report which based upon authenticated documents on file at Local 308's headquarters in Philadelphia, PA. The Treasurer will draft disbursements only when funds are available.

ARTICLE X

CHARGES, TRIALS AND APPEALS

SECTION 1

In accordance with Article X of the Local Union Constitution.

ARTICLE XI

CONSTITUTION AMENDMENTS

SECTION 1

This Uniform Local Union Constitution shall be subject to amendments at the National Convention of the National Mail Handlers' Union. Between such National Conventions, amendments may be enacted by the National Executive Board, with the approval of two-thirds of the Local Presidents, and shall be subject to review at the next National Convention.

ARTICLE XII

BY-LAWS AMENDMENTS

SECTIONS 1

These By-Laws shall be subject to Amendments by the Local Union Council.

- A.) All proposals must be sent to the National Postal Mail Handlers' Union (Division of Laborers International Union of North American, AFL-CIO), Local #308, 5301 Tacony Street, Box 126, Philadelphia, PA 19137, for approval.
- B.) The Local Union Council shall formulate the By-Laws of this Local Union. However, such By-Laws shall be effective only after written approval by the National President. Such By-Laws shall not conflict with this Uniform Mail Handlers' Local Union Constitution and the National Mail Handlers' Constitution.

- 1.) These Local By-Laws shall be subject to amendments at the Local Council Meetings. Revisions can be made only if two thirds of the total Council Members vote in favor of the revisions.

ARTICLE XIII

HEALTH PLAN REPRESENTATIVES

SECTION 1

Mail Handlers' Health Plan – The Health Plan Representative will be appointed by the Local President, on an as-needed basis, to provide assistance regarding the Mail Handlers' Health Plan to all members and associate members. Local Branch Presidents are responsible for ensuring representation at the health fair in their own facility.

ARTICLE XIV

RETIREEES

SECTIONS 1

The Union shall give a retiree's watch to all Mail Handlers' retirees who are members in good standing for ten years or more at the time of retirement. The Branch President of the Unit must fill out a Retiree's form for each member and submit it to the union office. The ten-year requirement can be waived due to extenuating circumstances.

ARTICLE XV

FINANCE - INSURANCE AND SAVINGS

SECTION 1

This Local will insure Officers on leave full-time from the Postal Service, paying full premium on their life insurance, retirement and health benefits at the same rates as if they were employed on a full-time basis with the Postal Service.

SECTION 2

Part-time Officers who exceed 1,040 hours (LWOP) due to union-related business will have their retirement credited at the appropriate rate by this Local provided the union-related business has been approved by the Local Executive Board in accordance with the provisions of the ULUC.

ARTICLE XVI

OFFICE STAFF

SECTION 1

The Local Office Staff will report directly to the Local President.

- A.) The office staff's salary and other benefits will be granted upon the approval of the Executive Board.

NOTE: These By-Laws incorporate Council Meeting Minutes from May 1975 through December 2010 (inclusive)