

**NPMHU
LOCAL 333
By-Laws**

Effective January 1, 2021

ARTICLE 1

SECTION 1

This Local shall be known as the National Postal Mail Handlers Union, Local 333, A Division of Laborers International Union of North America, AFL-CIO.

This Local shall maintain as its headquarters:

119 19th Street, Suite 204
West Des Moines, IA 50265-4226

ARTICLE II

OBJECTIVES-OBLIGATIONS

SECTION 1

The mission of Local 333 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 333 to comply with all rules, regulations, policies, and practices, where applicable, established by the National Postal Mail Handlers Union, A Division of LIUNA, AFL-CIO.

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.”

The current dues for Local 333 members be modified in accordance with the Uniform Local Union Constitution Article VIII section 4.

SECTION 2

- A. It shall be the duty of all members of Local 333 to abide by the by-laws of this Local.**

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

SECTION 3

- A. Death of a regular Local 333 member or his/her spouse or child – A one hundred-dollar (\$100.00) contribution will be made to a charity designated by the member or survivor. If no charity is designated by the member or his/her survivor, Local 333 will contribute one hundred dollars (\$100.00) to **the member or his/her family**.**
- B. Death of regular Local 333 members parents, spouse or child – when notified the branch president is authorized to spend **one hundred-dollars (\$100.00) on flowers**.**

SECTION 4

This Local Union will have multiple members' events during each calendar year as determined by the Local Executive Board. Expenditures for these events shall be limited to twelve dollars (\$12.00) per member, per installation. The use of union funds for the purchase of alcoholic beverages is prohibited. One event will be scheduled for each installation of the Local. The Local Executive Board will determine the format and details of these events. No EAS personnel may attend these Union sanctioned social events, nor can "non-member" mail handlers attend as guests.

SECTION 5

Holiday Gift Certificates: This is for dues paying members only. The Branch President shall be allotted one certificate for every 15 dues paying members, rounding up to the next certificate. The value of each certificate shall be established by the Local Executive Board and is currently set at \$50.00. 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. Local 333 representatives are not eligible to win.

SECTION 6

Membership will be governed in accordance with Article III of the ULUC.

SECTION 7

A newsletter will be printed and distributed at least quarterly. The position of "Editor" shall be appointed by the Local President with subsequent approval of the Executive Board.

ARTICLE IV

OFFICERS AND SHOP STEWARDS

SECTION 1

Our officers shall consist of the following representatives

Local President,

Vice-President,

Recording Secretary,

Treasurer,

State Executive Board Members, and

Branch Presidents

Branch President positions will be allotted as detailed under Article IV, Section 2 of the ULUC.

SECTION 2

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 Plant Manager, Postmaster, Branch President, and Local Treasurer specifying name, installation and tour of duty.

SECTION 3

Duties of Officers - (Same as Article IV, Section 5, of the ULUC).

SECTION 4

Any full-time Officer of Local 333 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. Any full-time officer shall be compensated at their postal rate of pay for any earned but unused leave by the end of their last term of office. Any full-time officer cannot carry over more than 440 hours of annual leave from one leave year to the next.

SECTION 5

- A. No Officer of Local 333 shall be taken off the Postal clock, in an LWOP status (Code 84) and paid their regular Postal salary on a full-time basis without the approval of the Local Executive Board.**
- B. Any part-time officer or member of Local 333 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

- A. State Executive Board Member shall perform duties as described by the Uniform Local Union Constitution. In addition, a report of activity shall be required upon the written request of the Local President.**
- B. Vacancy – In the event of a vacancy in any office of Local 333, the Local President, with the 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

- A. 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 shall be provided for one's inability to attend such meetings, upon request of the Local President.
- B. Attendance at Union Functions –Any Executive Board Member has a right to attend any function that has been sanctioned by Local 333. Prior approval and/or a formal invitation by members is not necessary.

SECTION 8

Compensation for Union Officials

The salary structure for the elected union officials is as follows:

- A. Council members, excluding any full time Local Union Representative will be compensated at the hourly rate of Level 5, Step P plus thirty cents (\$.30) for conducting council business on their respective non-scheduled days of their regular Postal work schedule.
- B. All Local Representatives will be compensated as follows with prior approval of the Local President:
 - 1.) Level 5, Step P plus thirty cents (\$.30) per hour while on official union business.
 - 2.) Level 5, Step P plus thirty cents (\$.30) per hour (excluding any full time Local Union Representative) while on official union business on a non-scheduled day or off tour of their regular Postal work schedule, not to exceed eight (8) Hours.
 - 3.) Wages for work performed for the union will be paid either in lieu or in addition to postal wages, at the discretion of the representative.
- C. Steward Compensation: To be eligible stewards must serve at least three (3) months of the year. This compensation would be paid quarterly for regular and chief stewards and prorated if the steward does not serve the entire period. Alternate stewards shall be compensated quarterly and prorated for time not served. Steward compensation will be as follows:
 - 1.) Stewards in branches where the Mail Handler complement is in excess of 100 – a flat yearly rate of \$1,200.00, (\$300.00 quarterly) per year.
 - 2.) Branch Presidents
 - a) In offices where the Mail Handler complement is in excess of 100 – a flat yearly rate of \$1200.00 (\$300.00 quarterly) per year.
 - b) In offices where the Mail Handler complement is less than 100 – a flat yearly rate of \$1000.00 (\$250.00 quarterly) per year.
 - 3.) Stewards in branches where the Mail Handler complement is less than 100 – a flat yearly rate of \$1000.00, (\$250.00 quarterly) per year.
 - 4.) Alternates – a flat yearly rate of \$400.00, (\$100.00 quarterly) per year.

- 5.) Local President (part-time) – a flat yearly rate of \$13,000 (\$500.00 bi-weekly) per year
- 6.) Treasurer (part-time) – a flat yearly rate of \$13,000 (\$500.00 bi-weekly) per year

- D. Neither “Sunday Premium” nor “Night Differential” will be paid for time spent performing essential union business or duties, unless such performance is properly authorized.
- E. **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’ earnings statement for each pay period(s) in which the Union LWOP was incurred and compared with the corresponding voucher for that period. Any questions regarding lost leave shall be resolved by the Local Executive Board.
- F. These bylaws shall include the yearly salary of any Full time Local Officer.
Level 5, Step P plus 20%
- G. In any year that contains 27 pay periods (every 19 years) all union officers receive their normal biweekly pay in pay period 27.

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

- A. **Meal Vouchers:** If a Member of Local 333 performs official Union business they shall be entitled to up to \$30.00 for meals, up to a maximum of \$60.00 per day, every four hours worked away from their regular reporting office or facility while conducting Union business. Itemized receipts must be submitted with all meal reimbursement requests. If receipts are not provided, the voucher will be discussed at the next Executive Board meeting for approval or disapproval. The Local President or any other full-time employee as well as the Local Treasurer shall not be entitled to an allowance for meals while performing duties at Local Union Headquarters unless attending an official meeting or training class where a meal is provided.

B. 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

The Local will make available a briefcase/bag for all shop stewards in Local 333.

SECTION 12

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 shall be declared vacant.

SECTION 13

If a voucher is in dispute, it shall be referred to the Local Executive Board for discussion and a ruling will take place at the next Board meeting. Upon identifying a voucher in dispute, the President and/or Treasurer, shall promptly notify the individual the reason(s) the voucher is not being paid as submitted, and when the Executive Board will discuss the disputed voucher. Once a decision is made the submitting member will be promptly notified of the outcome.

SECTION 14

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 15

When a member fails to make financial obligations to Local 333 within the prescribed time limit of ninety (90) days the member shall be deemed suspended and not a member in good standing without further notice. Financial obligations are defined as the "payment of membership dues."

SECTION 16

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

ARTICLE V

MEETINGS

SECTION 1

A.) Council Meetings

- 1.) Such Council shall meet at least once each year upon 30 days' notice.**
- 2.) Any Council Member traveling 60 miles or more, home to destination to attend council meetings will be afforded lodging at the expense of the Local. Council Members traveling less**

than 60 miles may be afforded lodging for other than normal circumstances at the approval of the Local President.

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) Facility Meetings

- 1.) These By-Laws will be available at all Facility Meetings for review.
- 2.) All members of this Local may participate at any facility meetings outside of their own facility with prior approval by the Local President after notifying and consulting with the facility Branch President, as necessary.
- 3.) All shop stewards will attend all facility union meetings unless otherwise excused by the Branch President. Failure to do so may result in removal. Furthermore, quarterly compensation will not be paid for unexcused absences.

D) This Local shall hold at least one (1), Local General Membership Meeting per year. Arrangements for such meeting must receive prior approval of the Executive Board.

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

F) If there is to be either a cash or prize drawing at any state union function, all regular members in good standing from the hosting city must attend to be eligible to win. If there is to be either a cash or prize drawing at any installation union function, all regular members in good standing from that installation must attend to be eligible to win.

ARTICLE VI

QUALIFICATION FOR OFFICE

SECTION 1

In accordance to Article V of the Uniform Local Union Constitution.

ARTICLE VII

NOMINATION AND ELECTION OF OFFICERS/CONVENTIONS

SECTION 1

In accordance with Article VI of the Uniform Local Union Constitution.

SECTION 2

A.) Conventions

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

ARTICLE VIII

DUES

Shall be in accordance with Article VIII of the Uniform Local Union Constitution.

ARTICLE IX

INCOME AND DISBURSEMENTS

SECTION 1

In accordance with the Uniform Local Union Constitution, a financial report will be presented at all meetings of this Local Union. Financial reports shall not be posted on public bulletin boards. The Local Treasurer shall provide a statement of all cash receipts and cash disbursements cited in each quarterly financial report which are based upon authenticated documents on file at Local 333's headquarters. The Local Treasurer will make available at the Facility/Council/Executive Board meetings the completed 990 and 990T Tax Forms to the Local Union Council and the membership of this Local. In addition, he/she shall provide an accounting of all required LIUNA pension payments to the Local Union Council. 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 Uniform Local Union Constitution.

ARTICLE XI

CONSTITUTIONAL 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-LAW AMENDMENTS

SECTION 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, Local 333 (A Division of Laborers International Union of North America, AFL-CIO), 119 19th Street, Suite 204, West Des Moines, IA 50265 via email, fax, or regular mail, 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 the Mail Handlers' Uniform 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 the majority of 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

RETIREES

SECTION 1

Upon retirement, any regular member who has been continuously enrolled for payroll dues deductions for the two (2) years immediately prior to retirement shall receive a gift of a watch or one hundred dollars (\$100.00).

ARTICLE XV

FINANCE - INSURANCE AND SAVINGS

SECTION 1

This Local will ensure 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.