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PREAMBLE

These By-Laws adopted by the Executive Council of Local 304 are the rules and procedures for this Local Union, as supplemented and controlled by the Uniform Local Union Constitution (ULUC), the National Union Constitution, and the Constitution of the Laborer's International Union of North America.

ARTICLE I - AFFILIATION AND

JURISDICTION Section 1. Refer to ULUC.

Section 2. This Local Union shall be known as **Mail Handlers Local Union No. 304**, affiliated with the National Postal Mail Handlers Union.

Section 3. Refer to ULUC.

Section 4. Refer to ULUC.

Section 4.1 Local 304 was chartered on February 17, 1973, and its jurisdictional territories are Ohio, Indiana and Kentucky.

ARTICLE II - OBJECTS POWERS AND OBLIGATIONS

Refer to the Uniform Local Union Constitution. Hereinafter, referred to as the ULUC.

ARTICLE III - MEMBERSHIP

Refer to the ULUC.

ARTICLE IV - OFFICERS

Sections 1,2,3 and 4, refer to ULUC.

Sections 5. Duties of Officers:

Local President - Refer to ULUC A1-25.

A-26 The duties of the Local President shall be those as set forth by the provisions of ARTICLE IV Section 5A of the ULUC. The Local President shall solicit agenda items from members of the Executive Board and Executive Council for Executive Board and Executive Council meetings. Copies of all agenda items submitted will be disseminated along with the respective Executive Board or Executive Council Meeting minutes. If an agenda item(s) is deemed to be improperly before the Executive Board or Executive Council, he/she will notify the submitter of the item(s) of that fact and the reasoning for that finding.

B. Vice President - The duties of the Vice President shall be those as set forth by the provisions of ARTICLE IV, Section 5B 1 and 2 of the ULUC. **Vice President shall perform such other duties as may be assigned by, and work under the direction of the Local President.**

C. Recording Secretary - The duties of the Recording Secretary shall be those as set forth by the provisions of ARTICLE IV, Section 5C of the ULUC.

D. Treasurer - The duties of the Treasurer shall be those as set forth by the provisions of ARTICLE IV, Section 5D 1-9, of the ULUC.

D-10 Treasurer shall perform such other duties as may be assigned by, and work under the direction of the Local President.

The Union will not incur no additional expenses for Full-Time Officers who choose not to reside in the greater Cincinnati, Ohio area. Any Full Time Union Officer Traveling on official Union Business will be paid Mileage from their place of residence.

Item E (14,15 and 21) are subject to the discretion and direction of the Local 304 President. All other subparagraphs (12-13, 16-20 and 22-28) are subject to the authority and direction of the Local 304 President.

E. Branch President/*Chief Administrative Representative* - The duties of the Branch President shall be those as set forth by the provisions of ARTICLE IV, Section 5E 1-11, of the ULUC.

12. The Local 304 Executive Board has determined that all offices with ten (10) or more Mail Handlers, including MHA's, will hold the positions of Branch President. All elected Branch Presidents will hold the title of Branch President for the entire term (3) years, even if the number of Mail Handlers and MHA's drops below the required number ten (10), unless the Local 304 Executive Board determines otherwise.

13. All Branches are required to hold at least one (1) Branch Membership meeting each calendar quarter. Also, each Branch President/*Chief Administrative Representative* Must chair at least one (1) Shop Steward meeting each calendar quarter. There is no prohibition against holding more Membership and/or Shop Steward meetings than as required above. Any waiver of these quarterly meeting shall not be in consecutive quarters.

14. Branch Presidents/*Chief Administrative Representative* are responsible for appealing all grievances from their Branch to Step 3 of the Grievance Procedure. In addition, Branch Presidents/*Chief Administrative Representative* will be held responsible to ensure that the case file contains sufficient documentation to support the charges and the complete case file must be checked.

15. **All cases appealed to Step 3 (USPS) must have Priority Tracking (clip & ship) or sent to Headquarters for mailing in a timely manner or mailed**

by BP/CAR, certified with a return receipt requested. The certification must be included on the Step 3 appeal form.

16. Branch Presidents/*Chief Administrative Representative* are to forward a copy of the complete case file to the Central Regional Director, or the Eastern Regional Director, Mail Handlers Division of LIUNA.

Branch President/*Chief Administrative Representative* responsibility to forward, within five (5) days of appeal, each case file as follows:

1. Original case file(s) to Cincinnati, Ohio Headquarters. (Not required to mail Certified return/receipt. Send through normal mailing)
 2. **All cases appealed to Step 3 can also be scanned and emailed to Headquarters in a timely manner. This is an addition to (16.1).**
 3. One (1) copy to Regional (NPMHU) Office.
 4. One copy to be maintained at the Branch Office. There will be NO EXCEPTION to this area of responsibilities.
17. Branch Presidents/*Chief Administrative Representative* and Shop Stewards must keep a record where each has received and investigated ALL complaints, regardless of whether they have merit or not. Both are charged with keeping the grievant advised at all times of the disposition of his/her case. The grievant must be kept advised at all times of the disposition.
18. Should any Labor Board charges and/or legal actions for “failure to represent” be filed against a Branch, the Branch President/*Chief Administrative Representative* must contact the Headquarters **at once**. Do not attempt to respond to the complaint yourself.
19. Branch Presidents/*Chief Administrative Representative* are responsible for filing a Monthly Report. The report is due by the seventh (7th) day of the following month. If the Monthly Report indicates no activity, such as grievances, union meetings or labor-management meetings over a period of two (2) months, a written explanation must be provided within seven (7) days of the two-month period.
20. Each Branch President/*Chief Administrative Representative* will, submit a “Shop Stewards’ Salary List” to the Local Treasurer prior to the end of each quarter proceeding the effective quarter.
21. Each Branch President/*Chief Administrative Representative* shall be certified as a Shop Steward in his/her respective Branch.
22. Each Branch President/*Chief Administrative Representative* is responsible for visiting ALL tours each quarter. The purpose of this is to become familiar with the Mail Handlers and the different operations they work.
23. Branch President/*Chief Administrative Representative* are to handle inquiries about the MAIL HANDLERS HEALTH BENEFIT PLAN. Those that require assistance should contact the **toll-free** number for Aetna’s Customer Service at **1-877-459-6604**
24. All Branches within Local 304’s jurisdiction must maintain a Post Office Box to receive Union correspondence.

25. Union Officials, including Branch President Chief Administrative Representative are eligible for extra time if they travel over one hundred twenty-five (125) miles.
26. Branch President/Chief Administrative Representative shall receive reimbursement for a loss of Annual and Sick Leave for time spent on LWOP for Union Business. For Union Officers, including Branch President/Chief Administrative Representative to be compensated for loss of Annual and Sick Leave while on Union business, PS forms 3971, and 3972, or related document must accompany their vouchers.
27. Restrict the number of Shop Stewards eligible to receive a Quarterly Shop Steward Salary to coincide with the number of Shop Stewards eligible in accordance with the following breakdown:

01-24	M/H	03	Reg/Stwd	02	Alt	801-900	M/H	16	Reg/Stwd	07	Alt
25-100	M/H	04	Reg/Stwd	03	Alt	901-1000	M/H	17	Reg/Stwd	08	Alt
101-150	M/H	05	Reg/Stwd	03	Alt	1001-1200	M/H	18	Reg/Stwd	09	Alt
151-300	M/H	07	Reg/Stwd	04	Alt	1201-1300	M/H	19	Reg/Stwd	10	Alt
301-400	M/H	09	Reg/Stwd	04	Alt	1301-1400	M/H	20	Reg/Stwd	11	Alt
401-500	M/H	12	Reg/Stwd	04	Alt	1401-1500	M/H	21	Reg/Stwd	12	Alt
501-600	M/H	13	Reg/Stwd	05	Alt	1501-1600	M/H	22	Reg/Stwd	13	Alt
601-700	M/H	14	Reg/Stwd	05	Alt	1601-1700	M/H	23	Reg/Stwd	14	Alt
701-800	M/H	15	Reg/Stwd	06	Alt	1701-1800	M/H	24	Reg/Stwd	15	Alt

28. A voucher must be submitted for ALL out-of-pocket expenses for Union Business with the receipts stapled to the voucher. On the back of the voucher, explain what each expense is for. This must be done in detail. **The voucher must be received at Headquarters NO LATER than Thursday by 11:00 am proceeding the Post Office payday.** Any vouchers received late will NOT be paid until the following payday. Any large expenses (such as lost time) must be approved in advance by Local Headquarters.

F. SALARY GUIDELINES FOR LOCAL OFFICERS

Local President - \$117,727.00 per year.

Plus, ordinary and necessary expenses for which proper documentation has been submitted and approved. In addition, the Local President shall be entitled to receive as an addition to his/her salary each year an amount equal to the percentage of cost of living and contractual pay increases as set forth in the National Agreement.

Vice President \$97,502.00 per year.

Plus, ordinary and necessary expenses for which proper documentation has been submitted and approved. In addition, the Vice President shall be entitled to receive as an addition to his/her salary each year an amount equal to the percentage of cost of living and contractual pay increases as set forth in the National Agreement

Treasurer - \$97,502.00 per year.

Plus, ordinary and necessary expenses for which proper documentation has been submitted and approved. In addition, the Treasurer shall be entitled to receive as an addition to his/her salary each year an amount equal to the percentage of cost of living *and contractual pay increases* as set forth in the National Agreement.

Executive Board- The salary for Executive Board Members (Excluding Full-time Officers) will be \$325.00 per day while in session or while serving in Official Capacity.

6. Members/Officers- The salary for Officers/Members while on Official Union Business will be \$300.00 per day or the appropriate portion thereof.

Branch Presidents /Chief Administrative Representatives- The salary for Branch Presidents and Chief Administrative Representatives is as follows:

BASED ON	SALARY	BASED ON	SALARY
10-24 Regular Members	\$290.00	601-800	\$1,040.00
25-50 Regular Members	\$340.00	801-1000	\$1,140.00
51-100 Regular Members	\$470.00	1001-1200	\$1,240.00
101-150 Regular Members	\$510.00	1201-1400	\$1,340.00
151-250 Regular Members	\$600.00	1400-PLUS	\$1,540.00
251-300 Regular Members	\$780.00		
301-400 Regular Members	\$810.00		
401-600 Regular Members	\$940.00		

ARTICLE IV SECTION 6 EXECUTIVE BOARD

Refer to the ULUC.

ARTICLE IV SECTION 7 LOCAL UNION COUNCIL

Refer to the ULUC.

ARTICLE IV, SECTIONS 8, 9, 10, AND 11.

Refer to the ULUC.

ARTICLE V QUALIFICATIONS FOR OFFICE Refer to the ULUC.

ARTICLE VI NOMINATION AND ELECTION OF OFFICERS Refer to the ULUC.

ARTICLE VII MEETINGS

Refer to the ULUC.

ARTICLE VIII DUES

Refer to the ULUC.

ARTICLE IX INCOME AND DISBURSEMENT

Refer to the ULUC.

ARTICLE X CHARGES, TRIALS AND APPEALS

Refer to the ULUC.

ARTICLE XI CONSTITUTIONAL AMENDMENTS

Refer to the ULUC.

ARTICLE XII LOCAL UNION BY-LAWS

Refer to the ULUC.

ARTICLE XIII EXHAUSTION OF REMEDIES/APPEALS

Refer to the ULUC.

ARTICLE XIV SAVINGS CLAUSE

Refer to the ULUC.

APPENDICES

APPENDIX A, B, C, D, E, F, Refer to the ULUC.

**EXECUTIVE BOARD ITEMS
FOR REFERENCE ONLY**

**(NOT A PART OF THE
LOCAL BY-LAWS)**

APPENDIX G:

EXECUTIVE BOARD ITEMS (including, but not limited to)

1. RETIREMENT PLAN (BENEFIT)

The Retirement Plan Benefit shall include the following provision:

- a. The Plan benefit will be effective as of July 1, 1976. Every (regular) Member of this Local Union, in good standing, is eligible to receive a check for the amount of three hundred and four dollars (\$304.00), upon his/her retirement from employment at the USPS. In addition, he/she is eligible for a "watch" to be purchased by the Local on behalf of the retiring Member.
- b. All Retirees eligible for the Plan benefit must be on the Dues Check-Off for four (4) continuous years or cash paying members for four (4) years prior to their effective date of retirement.
- c. Members retiring because of a disability retirement must have four (4) continuous years in good standing in the Local Union to be eligible for the Plan benefit.
- d. This benefit shall be funded solely and entirely from the general assets and operating revenue of the Local Union.

2. DEATH BENEFIT FUND

The Death Benefit shall include the following provisions:

- a. The Plan will be effective October 30, 1975. Every Regular Member of this Local Union, in good standing, with four continuous years immediately preceding death is eligible for his/her family to receive a check for the amount of four hundred fifty dollars (\$450.00), in the event of his/her death.
- b. Branch President/Chief Administrative Representative shall be responsible for notifying the Headquarters in the event of a Member's death within thirty-(30) days by sending notice. The following examples are acceptable: Newspaper obituaries, Post Office Notices and/or Funeral Home obituaries.
- c. That each regular Member and his/her family. *(DEFINITION OF FAMILY MEMBER as stated in the National Agreement MOU BEREAVEMENT LEAVE) is eligible to receive flowers, blanket *and/or chime* and from this Local Union in the event of death. All requests will be handled and purchased by the Local Headquarters. Mail Handlers, or their survivors, who suffer a death in their families can elect to, in lieu of receiving flowers, have Fifty Dollars

***Page 164 of the National Agreement**

(\$50.00) donated to a charitable organization. This provision is contingent on the Local Union receiving proper notification.

3. FLOWER FUND

The Flower Fund shall include the following provisions:

- a. Every dues paying Member in good standing for a minimum of 90 days is eligible to receive flowers from this Local Union, when hospitalized.
- b. Timely notification must come from the designee or the Branch President or his/her designee, to the Headquarters.
- d. There is a cap of One Hundred (\$100.00) that can be spent by Headquarters for any single order.

4. BRANCH ENTERTAINMENT FUNDS

The Entertainment Fund shall include the following provisions:

- A. Appropriation of Entertainment Funds will be **one dollar (\$1.00)** per member, per month, plus one dollar (\$1) per Associate Member. Request for funds for all branches must be made by July 1st of each year. All requests must be sent to the Local 304 Treasurer. Funds will be dispersed in accordance to the time of the request, and based on the Dues Deduction list for that facility at the time of therequest.
- B. There must be a Branch Meeting called with the proper notification, and a majority vote on the use of this fund.
- C. The Branch President must give thirty (30) days notice to Headquarters to withdraw the money for the funds.
- D. Entertainment Funds for Branches of fifty- (50) Members or less will consist of a minimum of one hundred fifty dollars (\$150) plus two dollars (\$2) per Associate Member.
- E. **Branch Presidents must notify the Treasurer by July 1, of each year in order to receive their "Entertainment Funds" each branch will have the opportunity to roll over one (1) year of entertainment fund into the next year.**

This benefit shall be funded solely and entirely from the general assets and operating revenue of the Local Union.

5. **SCHOLARSHIP FUND**-The Scholarship Fund shall consist of \$9,000.00 per year to be issued in increments of \$1000.00 per recipient, (09) recipients. The Scholarship Committee shall be comprised of the Recording Secretary and each State Representative on the Executive Board. (OH, IN, KY). The Recording Secretary shall be designated as the Chairperson, or the Local President may designate the Chairperson.

6. **MEMBERS/ OFFICERS**- The salary for Officers/Members while on Official Union Business will be paid **\$300.00** per day or the appropriate portion thereof.

7. **COMPENSATION FOR QWL COORDINATORS IS \$130.00 PER QUARTER**

8. **COMPENSATION FOR SHOP STEWARDS AND ALTERNATE STEWARDS**

The salary for Shop Stewards is \$250.00 per quarter. The salary for alternate Shop Stewards is \$130.00 per quarter. Restrict the number of Shop Stewards eligible to receive a Quarterly Shop Steward Salary to coincide with the number of Shop Stewards eligible in accordance with the following breakdown:

Regular	Alternate Stewards
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See break down on page 05 item 27.

9. **RAINY DAY FUND**

The Rainy-Day Fund shall include the following provision:

When the budget permits, once a year this Local Union will put \$50,000 in a Rainy-Day Fund.

10. **MILEAGE REIMBURSEMENT**

Compensation for mileage will be set at the current IRS rate.

11. **INCIDENTAL HOTEL CHARGES**

The union will authorize all covered charges while on official union business when it comes to incidentals charges.



**National Postal Mail Handlers Union
A Division of the Laborers'
International Union of North America
AFL-CIO**

The Executive Board of Local 304

Gregory O. Hill, Local President

Conswela McLemore, Vice President

Gloria Ward, Treasurer

Darvis G. Wanton Sr., Recording Secretary

Maria S. Campoli-Nolan, Indiana State Representative

Larlita Lipscomb, Kentucky State Representative

Otis Sturdivant, Ohio State Representative