

**NPMHU – LOCAL 300
AFL-CIO-CLC**

WOMEN'S CAUCUS

BY-LAWS

****These by-laws are intended to keep internal order among the Committee (hereinafter know as, The NPMHU Local 300 Women's Caucus.)**

These by-laws will not be in conflict with the by-laws of the National or the Local Union, (i.e. as per all National or Local Union contracts.

All Officer/Members serve at the behest of the Ex-Officio.

The seal and insignia (Sister-2-Sister) shall constitute and be the official mark of this Caucus. All subordinate bodies shall be subject to the orders and instruction of the Chair respecting the publication and use of the seal and insignia of the Caucus.

ARTICLE I - MISSION OF THE COMMITTEE

The Mission of the Committee is to encourage the social and productive interaction between women.

- To promote the health, welfare and safety of all the women of Local 300.
- To educate women about the labor laws and their rights under them.
- To provide an opportunity to use collective talents and gifts of the Mail Handler Women in Local 300.
- To provide support to the women of the Local 300 community with programs, special functions and agendas.

ARTICLE II - DUTIES OF THE WOMEN'S CAUCUS

SECTION 1: To transact necessary business in the intervals between Committee meetings and other business as may be referred to it by the Committee.

SECTION 2: To approve or disapprove by majority vote, projects presented to the Committee.

SECTION 3: To present reports at all regular meetings of the Caucus.

ARTICLE III - MEMBERSHIP

SECTION 1: Only members of NPMHU-Local 300, who are in good standing shall be eligible to participate in the business of the Caucus.

SECTION 2: Shall observe, conform and comply with all the terms and provisions of the by-laws, rules, regulations, policy, practices and lawful orders and decisions adopted.

SECTION 3: Shall refrain from interfering with the proper conduct of the Committees' business.

SECTION 4: Shall refrain from conducting oneself in such a manner as to interfere with the proper and orderly conduct of Committee business; to comply with and obey all request or orders to the presiding officer pertaining to the conduct of meetings or functions.

SECTION 5: Shall protect the integrity of Committee.

**ARTICLE IV- OFFICERS and MEMBERS of the
WOMEN'S CAUCUS**

Section 1: Shall consist of Members of the NPMHU- Local 300, who are certified female shop stewards.

Section 2: The Caucus shall consist of a Chair, Treasure, Secretary, and Project Coordinator.

ARTICLE V-OFFICERS/MEMBERS QUALIFICATIONS

Section 1: All Officers and Members of the Caucus shall consist of (Certified) female Stewards.

ARTICLE VI-DUTIES OF OFFICERS

Section 1: CHAIR: Shall preside at all Committee meetings and General meetings. Shall coordinate the work of the Officers and Committees in order that the objectives of the Women's Committee may be promoted.

Section 2: SECRETARY: Shall read the minutes at each meeting, Shall be responsible in performing other duties delegated to her.

Section 3: TREASURER: Shall have custody of all funds of the Committee and keep an accurate record of receipts and expenditures. Shall make a financial report at every meeting. Shall have copies of statements to be submitted for record at these meetings as well as the end of the year.

Section 4: PROJECT COORDINATOR: Shall be responsible for overseeing projects and events. Shall recommendations for any new projects, i.e. fundraisers

ARTICLE VII- OFFICERS TERMS

Section 1: The Officers/ Members of the Caucus shall serve a term (3) years.

1. (a): With the exception of the Chair; appointed by the Local President.
1. (b): Officers will serve 3 years contingent upon performance, participation, and attendance.
1. (c): After 3 years; the Officer/ Member's position will be evaluated; if said Member's performance is deemed to be acceptable, the member will Serve for another 3 years.

Section 2: If a vacancy becomes available; (i.e. resignation/ discharge/ death); The Chair will appoint another member (within) the Committee to fill the unexpired term.

2. (a): After the expired term; if the member (temporarily) serving in the position wishes to retain the position; if after meeting the conditions under; they maintain the position.

2. (b): If the member does not wish to retain the position; the Committee will discuss a successor. A successor will be selected from the Certified Female Shop Steward only.

2. (c): An interview (of the applicant) will determine their appointment to the committee.

Section 3: A majority vote shall elect; with the concurrence of the LP

Section 4: Officers shall assume their official duties at the close of the meeting.

Section 5: Only Certified Female Shop Stewards in good standing of NPMHU-Local 300 shall be eligible for the co

ARTICLE VIII- MEETINGS

Section 1: Regular meetings of the Committee shall be held quarterly.

Section 2: A ten (10) day notice shall be given if a meeting is changed or canceled, whenever possible.

Section 3: In order for the Committee to function effectively all members must be present. Exceptions to the rule will include emergencies and/ or prior commitments. Absent members shall notify the chair as far in advance as possible.

3. (a) If a member of the Caucus misses four(4) consecutive meetings, her duties will cease on the committee , but she will remain as a Caucus member.** Unless excused by the chair or otherwise stated under ARTICLE IX – Long Term Absence/ Illness.

ARTICLE IX

Section 1: In the case of long term absence/illness; the member's situation will be evaluated by the chair. The committee will hold discussions as to the effect the member's absence will have on the committee activity. If said member's absence affect's the committee's activities; the chair will appoint another member (within) the committee to (temporarily) fill the position.

Section 2: If said member's absence is permanent; (i.e. death/ resignation) the person (temporarily) filling the position will hold the unexpired term.

2. (a): After the expired term, if the member (temporarily) serving in the position wishes to retain the position; if after meeting the conditions under, ARTICLE VII; Section 1(c); they may maintain the position.

2. (b) If the member does not wish to retain the position; the Committee will discuss a successor. A successor will be selected from one of the Certified Female Shop Stewards.

2(c): Only members of NPMHU Local 300 who are in good standings shall participate in business of the Committee.

Section 3: A majority vote shall elect; with the concurrence of the LP.

ARTICLE X

Section 1: The committee will adopt the by-laws for the Woman's Caucus. The by-laws will not be in conflict with the by-laws of the National or the Local Union. (i.e. as per all National or Local Union Contracts. (The Local President is the Ex-Officio of all Committees).

Section 2: The by-laws of the Caucus shall include a provision establishing a quorum. A majority (half +1) of the Committee members shall constitute a quorum.

Section 3: These by-laws may be amended at any regular meeting of the Caucus by a 2/3 (two-thirds) vote of the members present and voting, providing a quorum is present.

A notice of the proposed amendment shall be given at least twenty(20) days prior to the meeting at which action to be taken and provided that the amendment is not in conflict with the mandatory Articles prescribed in these by-laws.

****Amended: September 16, 2013**