



**MERGER IMPLEMENTATION FORMS**  
**of the**  
**American Postal Workers Union,**  
**AFL-CIO**

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## 2.1 Forming an Area Local Implementation Form Guidelines

Form #	Form Name	Description
MF01	Request Form	This form must be signed by <b>both</b> involved Locals and returned to the APWU National Secretary-Treasurer for processing. Sections I, II (A), and III (A, B, C, E, F & G*) must be completed.
MF02	Vote Tally Sheet	Each involved Local must separately complete this form to indicate the results of the vote that was taken at each Local's regular membership meeting. If all members of the involved Local signed Section III(G)* of the Request Form (Form MF01), this form does not need to be completed or returned.
MF03	Local Officer's Update Form	This form is to be used to provide the names, contact information and term dates of the officers of the newly formed Area Local.
MF04	Terminating IRS Letter	This form is to be completed by the president or designee of the outgoing Locals and sent directly to the Internal Revenue Service with a copy provided to the APWU National Secretary-Treasurer within thirty (30) days of receiving notification that the merger has been processed.
MF05	Terminating DOL Letter	This form is to be completed by the president or designee of the outgoing Local and sent directly to the Department of Labor with a copy provided to the APWU National Secretary-Treasurer within thirty (30) days of receiving notification that the merger has been processed.
MF06	Assets Form	This form is to be completed by the president and treasurer of each outgoing Local to indicate that the assets of the outgoing Locals have been turned over to the newly formed Area Local. This form must be returned to the APWU National Secretary-Treasurer within thirty (30) days of receiving notification the merger has been processed.
MF07	List of Intended Offices	This form is to be used to indicate the offices that will be held under the newly formed Area Local.
SMF01	Sample Meeting Notice	The involved Locals may use this notice as a sample of a regular meeting notice to ensure that all necessary information is provided to members regarding the vote. The following language must be used on the notice: "On the question of merging the _____ Local of the American Postal Workers Union, AFL-CIO (APWU) with the _____ Local, APWU to form the _____ Area Local, APWU as per the proposed constitution of the _____ Area Local, APWU."
SMF02	Sample Secret Ballot	The involved Locals may vote at a regular membership meeting by secret ballot or by a show of hands. If the involved Locals choose to vote by secret ballot, a secret ballot must be created using the following language: "On the question of merging the _____ Local of the American Postal Workers Union, AFL-CIO (APWU) with the _____ Local, APWU to form the _____ Area Local, APWU as per the proposed constitution of the _____ Area Local, APWU." Please note that these ballots <b>do not</b> need to be returned to the APWU National Secretary-Treasurer unless specifically requested.

\*Section III(G) is completed only if the involved Local(s) has ten (10) members or less. It may be completed in lieu of conducting a vote at a regular membership meeting.

## 2.2 Local/Area Local Merging with a Local/Area Local Implementation Form Guidelines

Form #	Form Name	Description
MF01	Request Form	This form must be signed by <b>both</b> involved Locals/Area Locals and returned to the APWU National Secretary-Treasurer for processing. Sections I, II (B), and III (C, E, F & G*) must be completed.
MF02	Vote Tally Sheet	Each involved Local/Area Local must separately complete this form to indicate the results of the vote that was taken at each Local/Area Local's regular membership meeting. If all members of the involved Local/Area Local signed Section III(G)* of the Request Form (Form MF01), this form does not need to be completed or returned.
MF03	Local Officer's Update Form	This form is to be used to provide the names and contact information of the officers in the gaining Local/Area Local.
MF04	Terminating IRS Letter	This form is to be completed by the president or designee of the outgoing Local or Area Local and sent directly to the Internal Revenue Service with a copy provided to the APWU National Secretary-Treasurer within thirty (30) days of receiving notification that the merger has been processed.
MF05	Terminating DOL Letter	This form is to be completed by the president or designee of the outgoing Local or Area Local and sent directly to the Department of Labor with a copy provided to the APWU National Secretary-Treasurer within thirty (30) days of receiving notification that the merger has been processed.
MF06	Assets Form	This form is to be completed by the president and treasurer of each outgoing Local/Area Local to indicate that the assets of the outgoing Local/Area Local have been turned over to the gaining Local/Area Local. This form must be returned to the APWU National Secretary-Treasurer within thirty (30) days of receiving notification the merger has been processed.
SMF01	Sample Meeting Notice	The involved Locals/Area Locals may use this notice as a sample of a regular meeting notice to ensure that all necessary information is provided to members regarding the vote. The following language must be used on the notice: "On the question of merging the _____ (Area) Local of the American Postal Workers Union, AFL-CIO (APWU) with the _____ (Area) Local, APWU as per the existing Constitution and Bylaws of the _____ Area Local, APWU."
SMF02	Sample Secret Ballot	The involved Locals/Area Locals may vote at a regular membership meeting by secret ballot or by a show of hands. If the involved Locals/Area Locals choose to vote by secret ballot, a secret ballot must be created using the following language: "On the question of merging the _____ (Area) Local of the American Postal Workers Union, AFL-CIO (APWU) with the _____ (Area) Local, APWU as per the existing Constitution and Bylaws of the _____ Area Local, APWU." Please note that these ballots <b>do not</b> need to be returned to the APWU National Secretary-Treasurer unless specifically requested.

\*Section III(G) is completed only if the involved Locals/Area Locals have ten (10) members or less. It may be completed in lieu of conducting a vote at a regular membership meeting.

### 2.3 Member-at-Large (MAL) Mergers with a Local or Area Local Implementation Form Guidelines

Form #	Form Name	Description
MF01	Request Form	This form must be completed by both the involved MAL office and Local/Area Local and returned to the APWU National Secretary-Treasurer for processing. Sections I, II (C), III (E, F & G*) must be completed.
MF02	Vote Tally Sheet	The involved Local or Area Local must complete this form to indicate the results of the vote that was taken at the regular members meeting. If all members of the involved Local or Area Local signed Section III(G*) of the Request Form (Form MF01), this form does not need to be completed or returned.
SMF01	Sample Meeting Notice	The involved Local or Area Local may use this notice as a sample of a regular meeting notice to ensure that all necessary information is provided to members regarding the vote. The following language must be used on the notice: "On the question of merging the _____ MAL office of the American Postal Workers Union, AFL-CIO (APWU), Finance Number _____ with the _____ (Area) Local, APWU as per the existing Constitution and Bylaws of the _____ Area Local, APWU."
SMF02	Sample Secret Ballot	The involved Local or Area Local may vote at a regular membership meeting by secret ballot or by a show of hands. If the involved Local/Area Local chooses to vote by secret ballot, a secret ballot must be created using the following language: "On the question of merging the _____ MAL office of the American Postal Workers Union, AFL-CIO (APWU), Finance Number _____ with the _____ (Area) Local, APWU as per the existing Constitution and Bylaws of the _____ Area Local, APWU." Please note that these ballots <b>do not</b> need to be returned to the APWU National Secretary-Treasurer unless specifically requested.

\*Section III(G) of the Request Form (Form MF01) must be signed and approved by a majority [fifty (50%) percent plus one (1)] of the members in the MAL office wishing to merge with the involved Local or Area Local.

\*Section III(G) is completed by the involved Local or Area Local only if it has ten (10) members or less. It may be completed in lieu of conducting a vote at a regular membership meeting.

## 2.4 Member-at-Large (MAL) Disaffiliations Implementation Form Guidelines

Form #	Form Name	Description
MF01	Request Form	<p>This form must be completed by the MAL office wishing to disaffiliation from a Local or Area Local and returned to the APWU National Secretary-Treasurer for processing. Sections I, II (D), and III (D, E, F &amp; G*) must be completed.</p> <p>This form must also be completed by the involved Local or Area Local after receiving notification from the APWU National Secretary-Treasurer that the Local or Area Local is to initiate action to conduct a vote on whether or not to allow the disaffiliation. Sections I, II (D), and III (E &amp; F) must be completed.</p>
MF02	Vote Tally Sheet	The involved Local or Area Local must complete this form to indicate the results of the vote that was taken at the Local or Area Local's special membership meeting.
SMF01	Sample Meeting Notice	The involved Local or Area Local must use this notice as a sample of a special meeting notice to ensure that all necessary information is provided to members regarding the vote. The following language must be used on the notice: "On the question of permitting the _____ MAL office of the American Postal Workers Union, AFL-CIO (APWU), Finance Number _____ to disaffiliate from the _____ (Area) Local, APWU and become members-at-large with the APWU State Organization."
SMF02	Sample Secret Ballot	The involved Local or Area Local must vote at a special membership meeting by secret ballot or by a show of hands. If the involved Local/Area Local chooses to vote by secret ballot, a secret ballot must be created using the following language: "On the question of permitting the _____ MAL office of the American Postal Workers Union, AFL-CIO (APWU), Finance Number _____ to disaffiliate from the _____ (Area) Local, APWU and become members-at-large with the APWU State Organization."

\*Section III (G) must be completed and approved by a majority [fifty (50%) percent plus one (1)] of the members in the MAL office. If a majority of the members fail to sign or fail to sign in approval of the disaffiliation, the matter is considered closed.

## 2.5 Disaffiliation by a Former Local or Area Local Implementation Form Guidelines

Form #	Form Name	Description
MF01	Request Form	This form must be completed by the former Local or Area Local wishing to disaffiliate from a Local or Area Local and returned to the APWU National Secretary-Treasurer for processing. Sections I, II (D) and III (D, E, F & G*) must be completed.
MF02	Vote Tally Sheet	The involved Local or Area Local must complete this form to indicate the results of the vote that was taken at the Local or Area Local's special membership meeting.
SMF01	Sample Meeting Notice	The involved Local or Area Local must use this notice as a sample of a special meeting notice to ensure that all necessary information is provided to members regarding the vote. The following language must be used on the notice: "On the question of permitting the former _____ (Area) Local of the American Postal Workers Union, AFL-CIO (APWU), Finance Number _____ to disaffiliate from the _____ (Area) Local, APWU and reconstitute the former _____ (Area) Local, APWU."
SMF02	Sample Secret Ballot	The involved Local or Area Local must vote at a special membership meeting by secret ballot or by a show of hands. If the involved Local/Area Local chooses to vote by secret ballot, a secret ballot must be created using the following language: "On the question of permitting the former _____ (Area) Local of the American Postal Workers Union, AFL-CIO (APWU), Finance Number _____ to disaffiliate from the _____ (Area) Local, APWU and reconstitute the former _____ (Area) Local, APWU."

\*Section III (G) must be completed and approved by seventy-five (75%) percent of the membership of the former Local or Area Local wishing to disaffiliate.

## 2.6 Dissolving a Local to Become Members-at-Large (MALs) Implementation Form Guidelines

Form #	Form Name	Description
MF01	Request Form	This form must be completed by the Local wishing to dissolve to become Members-at-Large (MALs) in the State Organization and returned to the National Secretary-Treasurer for processing. Sections I, II (F), and III (E, F & G*) must be completed.
MF02	Vote Tally Sheet	The involved Local must complete this form to indicate the results of the vote that was taken at the Local's regular membership meeting.
MF04	Terminating IRS Letter	This form is to be completed by the president or designee of the outgoing Local or Area Local and sent directly to the Internal Revenue Service with a copy provided to the APWU National Secretary-Treasurer within thirty (30) days of receiving notification that the merger has been processed.
MF05	Terminating DOL Letter	This form is to be completed by the president or designee of the outgoing Local or Area Local and sent directly to the Department of Labor with a copy provided to the APWU National Secretary-Treasurer within thirty (30) days of receiving notification that the merger has been processed.
MF06	Assets Form	This form is to be completed by the president and treasurer of each outgoing Local/Area Local to indicate that the assets of the outgoing Local/Area Local have been turned over to the gaining Local/Area Local. This form must be returned to the APWU National Secretary-Treasurer within thirty (30) days of receiving notification the merger has been processed.
SMF01	Sample Meeting Notice	The involved Local must use this notice as a sample of a regular meeting notice to ensure that all necessary information is provided to members regarding the vote. The following language must be used on the notice: "On the question of dissolving the _____ Local of the American Postal Workers Union, AFL-CIO (APWU), Finance Number _____, to the status of Members-at-Large (MALs) within the APWU State Organization as per the existing Constitution and Bylaws of the <u>(State)</u> Postal Workers Union."
SMF02	Sample Secret Ballot	The involved Local or Area Local must vote at a special membership meeting by secret ballot or by a show of hands. If the involved Local/Area Local chooses to vote by secret ballot, a secret ballot must be created using the following language: "On the question of dissolving the _____ Local of the American Postal Workers Union, AFL-CIO (APWU), Finance Number _____, to the status of Members-at-Large (MALs) within the APWU State Organization as per the existing Constitution and Bylaws of the <u>(State)</u> Postal Workers Union."

\*Section III (G) must be completed with the signature and approval of all members of the Local wishing to dissolve and become Members-at-Large (MALs) in the State Organization.



## 2.7 Non-Mail Processing Facilities Jurisdiction Procedures Implementation Form Guidelines

Form #	Form Name	Description
MF01	Request Form	This form must be completed by the APWU members in the Non-Mail Processing Facility wishing to establish a new Local and returned to the National Secretary-Treasurer for processing. Sections I, II (G), III (A, C, E, F & G*) must be completed.
MF02	Vote Tally Sheet	The involved Local or Area Local must complete this form to indicate the results of the vote that was taken at the Local/Area Local's special membership meeting.
MF03	Local Officer's Update Form	This form is to be used after the completion of vote actions to provide the names and contact information of the officers of the newly formed Local.
SMF01	Sample Meeting Notice	The involved Local or Area Local must use this notice as a sample of a meeting notice to ensure that all necessary information is provided to members regarding the jurisdictional representation vote. The following language must be used on the notice: "On the question of permitting the Non-Mail Processing Facility of _____ to establish a new Local to be called _____ Local, APWU which will represent the offices of [give name(s) and finance number(s)]."
SMF02	Sample Secret Ballot	The involved Local or Area Local must vote at a special membership meeting by secret ballot or by a show of hands regarding the jurisdictional representation vote. If the involved Local/Area Local chooses to vote by secret ballot, a secret ballot must be created using the following language: "On the question of permitting the Non-Mail Processing Facility of _____ to establish a new Local to be called _____ Local, APWU which will represent the offices of [give name(s) and finance number(s)]."

\*Section III (G) must be completed with the signatures and approval of seventy-five (75%) percent of the APWU members in the Non-Mail Processing Facility wishing to form a new Local.

## 2.8 Consolidated, Excessing Installations and/or New Installations Implementation Form Guidelines

Form #	Form Name	Description
MF02	Vote Tally Sheet	The involved Locals must complete this form to indicate the results of the vote that was taken at the meeting where the question of permanent jurisdiction was voted on.
SMF01	Sample Meeting Notice	The involved Locals may use this notice as a sample of a meeting notice to ensure that all necessary information is provided to members regarding the vote on the question of permanent jurisdiction.
SMF02	Sample Secret Ballot	The involved Locals must create a secret ballot using the language provided on this sample secret ballot under the heading "Consolidated, Excessing Installations and/or New Installations". Please note that the ballots <b>do not</b> need to be returned to the APWU National Secretary-Treasurer unless specifically requested.

**Request Form**  
(Form MF01 – Page 1)

**I. Involved Local/Area Local/MAL Office/Non-Mail Processing Facility:**

Name: \_\_\_\_\_ SCF: \_\_\_\_\_ Finance No.: \_\_\_\_\_ LU#: \_\_\_\_\_  
Name: \_\_\_\_\_ SCF: \_\_\_\_\_ Finance No.: \_\_\_\_\_ LU#: \_\_\_\_\_

**II. The above-mentioned affiliates of the APWU wish(es) to take the following action (check one):**

- A.  Forming an Area Local *(Complete A, B, C, E, F & G<sup>1</sup> in Section III)*
- B.  Local/Area Local Merging with a Local/Area Local *(Complete C, E, F & G<sup>1</sup> in Section III)*
- C.  Member-at-Large (MAL) Merger with a Local/Area Local *(MAL Complete F & G; Local/Area Local E, F & G<sup>1</sup> in Section III)*
- D.  Member-at-Large (MAL) Disaffiliation *(MAL Office Complete D, E, F & G in Section III)*
- E.  Disaffiliation by a Former Local or Area Local *(Former Local/Area Local Completes D, E, F & G)*
- F.  Dissolving a Local to Become Members-at-Large (MALs) *(Complete D, E, F & G)*
- G.  Non-Mail Processing Facilitates Jurisdiction Procedures *(Non-Mail PF Members Complete E, F & G)*

**III. Please complete the information listed below as it relates to the corresponding number of the procedure checked above in Section II.**

- A. **Proposed Name of (Area) Local:** \_\_\_\_\_
- B. **Chartered Local:** \_\_\_\_\_
- C. **Dues Amount:** \_\_\_\_\_
- D. **Reason(s) for Seeking Disaffiliation:** \_\_\_\_\_

**E. President of Designee Information:**

President of Designee (please print & sign)	President of Designee (please print & sign)
Name of Local/Area Local/MAL Office/Non-Mail PF	Name of Local/Area Local/MAL Office/Non-Mail PF
Local/Area Local/MAL Office/Non-Mail PF Address	Local/Area Local/MAL Office/Non-Mail PF Address
//	//
Cell Number // Office or Work Number	Cell Number // Office or Work Number
E-Mail Address	E-Mail Address

**F. Submitted by/Spokesperson:**

Name	Signature
Address:	
Local/Area Local/MAL Office/Non-Mail Processing Facility	
//	
Cell Number // Office or Work Number	E-Mail Address

Please complete the following page, as necessary.

Please return this form to:  
American Postal Workers Union, AFL-CIO  
Attn: Secretary-Treasurer's Department (Mergers)  
1300 L Street, NW  
Washington, DC 20005  
(202) 842-8530 (fax) // [mergers@apwu.org](mailto:mergers@apwu.org)

<sup>1</sup>Section III (G) of this form is to be completed only if the involved Local(s) or Area Local(s) have ten (10) members or less and are completing this form in lieu of conducting a vote at a regular membership meeting.



# Vote Tally Sheet

(Form MF02)

Date: \_\_\_\_\_

A vote was held by  secret ballot  show of hands on *(date of meeting)* \_\_\_\_\_

by the membership of \_\_\_\_\_ Local/Area Local/MAL Office/Non-Mail

Processing Facility, APWU.

Vote action was taken on the following issue: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Voting Results:

\_\_\_\_\_ Total Membership Voting \_\_\_\_\_ Total Membership Eligible

\_\_\_\_\_ Total Voted in Favor \_\_\_\_\_ Total Voted Against

\_\_\_\_\_ Voided Ballots

This is to verify that the vote, as listed above:

**Passed**  **Failed**

For Consolidated, Excessing Installation and/or New Installations please indicate below the outcome of the vote:

\_\_\_\_\_  
**The undersigned certifies that these results are accurate.**

\_\_\_\_\_  
**Signature of Vote Committee Chairperson**

\_\_\_\_\_  
**Name of Vote Committee Chairperson**

**The involved Local(s) and/or Area Local(s) must complete and return this form, along with copies of meeting notices and minutes during which the above-mentioned vote took place, to the APWU National Secretary-Treasurer.**

**Special Note: Copies of the final tally report and documents pertaining to the above listed issue, including but not limited to postings, signed agreements, copies and secret ballots or request forms must be retained in the permanent records.**

Please return this form to:

American Postal Workers Union, AFL-CIO  
Attn: Secretary-Treasurer's Department (Mergers)  
1300 L Street, NW  
Washington, DC 20005  
(202) 842-8530 (fax)  
[mergers@apwu.org](mailto:mergers@apwu.org)

## Local Officer Update Form

(Form MF03)

**Local:**

**Address:** [Include Street, Box number, City, State & Zip Code]

**Union Phone:**

(      )

**Post Office Phone:**

(      )

**LU#**

**Fax Number:**

(      )

**Term Begins:**

**Term Ends:**

<u>Position</u>	<u>Name</u>	<u>Work Phone</u>	<u>Cell Phone</u>	<u>E-Mail Address</u>
President		(      )	(      )	
Vice Pres.		(      )	(      )	
Sec-Treas.		(      )	(      )	
Treasurer		(      )	(      )	
Secretary		(      )	(      )	
Clerk Dir.		(      )	(      )	
Maintenance Dir.		(      )	(      )	
MVS Dir.		(      )	(      )	
I.R. Dir.		(      )	(      )	
H.R. Dir.		(      )	(      )	
Leg. Dir.		(      )	(      )	
H.P. Dir.		(      )	(      )	
Org. Dir.		(      )	(      )	
OWCP Dir.		(      )	(      )	
R&E Dir.		(      )	(      )	
Editor		(      )	(      )	

Please return this form to:

**American Postal Workers Union, AFL-CIO**  
**Attn: Secretary-Treasurer's Department (Mergers)**  
**1300 L Street, NW**  
**Washington, DC 20005**  
**(202) 842-8530 (fax)**  
[mergers@apwu.org](mailto:mergers@apwu.org)

# Terminating Internal Revenue Service (IRS) Letter

(Form MF04)

Date: \_\_\_\_\_

Sent Certified Mail Return Receipt: \_\_\_\_\_

Internal Revenue Service  
Ogden, UT 84201-0027

**Re: Former Local/Area Local:** \_\_\_\_\_

**Local Union #:** \_\_\_\_\_ **EIN:** \_\_\_\_\_

**Former Local/Area Local Address:** \_\_\_\_\_

**Gen: 2474 – APWU – Terminating Letter Request**

To Whom It May Concern:

This is to advise that the \_\_\_\_\_ Local/Area Local of the American Postal Workers Union, AFL-CIO (APWU) has (*circle appropriate action*) merged with/dissolved to the \_\_\_\_\_ Local/Area Local/State Organization, APWU, Employer Identification Number \_\_\_\_\_.

The above-mentioned action became effective on \_\_\_\_\_. At the time of this action the \_\_\_\_\_ Local/Area Local has assets of \_\_\_\_\_\* and had \_\_\_\_\_ members.

Based on the above noted action, we are requesting that the records be closed for the outgoing affiliate. If you have any questions relating to the above, please do not hesitate to contact us. Your efforts in this matter are greatly appreciated.

Sincerely,

\_\_\_\_\_  
[President of Designee of Outgoing Local/Area Local]

\_\_\_\_\_  
[Outgoing Local/Area Local Address]

\_\_\_\_\_  
[City, State, Zip Code]

CC: APWU National Secretary-Treasurer

\*This figure is the actual assets as recorded on the Assets Form (MF06). If no income was being received, please -0- in the blank.

**Please mail this form directly to the IRS at the address listed above with a copy sent to:**

**American Postal Workers Union, AFL-CIO**  
**Attn: Secretary-Treasurer's Department (Mergers)**  
**1300 L Street, NW**  
**Washington, DC 20005**  
**(202) 842-8530 (fax)**  
[mergers@apwu.org](mailto:mergers@apwu.org)

# Terminating Department of Labor (DOL) Letter

(Form MF05)

Date: \_\_\_\_\_

Sent Certified Mail Return Receipt: \_\_\_\_\_

U.S. Department of Labor  
Office of Labor – Management Standards  
200 Constitution Ave., NW  
Washington, DC 20210

This is in reference to the following affiliate of the American Postal Workers Union, AFL-CIO:

**Local/Area Local:** \_\_\_\_\_ **LMSA File No.:** \_\_\_\_\_ **LU#:** \_\_\_\_\_

The above-mentioned affiliate has merged with/dissolved to (*circle appropriate action*):

**Local/Area Local/State Organization:** \_\_\_\_\_ **LMSA File No.:** \_\_\_\_\_

**Effective Date of Merger/Dissolution:** \_\_\_\_\_

At the time of merger/dissolution, there were \_\_\_\_\_ members in this Local/Area Local and they have \_\_\_\_\_\* in assets. Therefore, this letter will serve as the **terminating report** for this Local/Area Local.

The plans for the disposition of cash and other assets for the outgoing Local/Area Local are as follows:

For newly formed Locals/Area Locals only: a copy of the current Constitution and Bylaws for the \_\_\_\_\_ Local/Area Local is attached. (*Select either "Yes" or "No" below.*)

Yes       No

Your efforts on changing your records to reflect this terminating report action will be appreciated. If you should have any questions relating to the above, please do not hesitate to contact us.

Sincerely,

\_\_\_\_\_  
[President of Designee of Outgoing Local/Area Local]

\_\_\_\_\_  
[Outgoing Local/Area Local Address]

\_\_\_\_\_  
[City, State, Zip Code]

CC: APWU National Secretary-Treasurer

\*This figure is the actual assets as recorded on the Assets Form (Form MF06). If no income was being received, place -0- in the blank.

**Please mail this form directly to the IRS at the address listed above with a copy sent to:**

**American Postal Workers Union, AFL-CIO**  
**Attn: Secretary-Treasurer's Department (Mergers)**  
**1300 L Street, NW**  
**Washington, DC 20005**  
**(202) 842-8530 (fax)**  
[mergers@apwu.org](mailto:mergers@apwu.org)



**Assets Forms**

(Form MF06)

Date: \_\_\_\_\_

**Outgoing Local/Area Local:** \_\_\_\_\_ **LU#:** \_\_\_\_\_

**Gaining Local/Area Local/State Organization:** \_\_\_\_\_ **LU#:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_ **Pay Period:** \_\_\_\_\_

This certifies that the assets of the (outgoing) \_\_\_\_\_ Local/Area Local have been turned over to the (gaining) \_\_\_\_\_ Local/Area Local/State Organization.

The assets for the (outgoing) \_\_\_\_\_ Local/Area Local include \$\_\_\_\_\_ in liquid assets (checking/savings accounts, bonds, CDs, etc.) and the following physical properties:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The signatures below certify that the charter issued to the outgoing affiliate is being returned to the APWU National Secretary-Treasurer and that the above-mentioned assets have been turned over to the appropriate party.

\_\_\_\_\_  
**Date**                      **President**

\_\_\_\_\_  
**Date**                      **President**

**Please return this form as well as the charter of the outgoing Local/Area Local to:**  
**American Postal Workers Union, AFL-CIO**  
**Attn: Secretary-Treasurer's Department (Mergers)**  
**1300 L Street, NW**  
**Washington, DC 20005**  
**(202) 842-8530 (fax)**  
[mergers@apwu.org](mailto:mergers@apwu.org)

**List of Intended Offices**

(Form MF07)

Date: \_\_\_\_\_

Please complete this form and return to APWU National Secretary-Treasurer to indicate the intended offices for the Local or Area Local.

Local or Area Local (proposed) Name: \_\_\_\_\_

Address (include street/box number, city, state and zip code:  
\_\_\_\_\_  
\_\_\_\_\_

**List of Intended Offices**


**Please return this form to:**  
**American Postal Workers Union, AFL-CIO**  
**Attn: Secretary-Treasurer's Department (Mergers)**  
**1300 L Street, NW**  
**Washington, DC 20005**  
**(202) 842-8530 (fax)**  
[mergers@apwu.org](mailto:mergers@apwu.org)

## Sample Secret Ballot

(Sample Form SMF02)

Please use the language below to create a notice for a regular or special membership meeting where a vote will be taken.

### Notice of Vote at Regular/Special Membership Meeting

#### Local/Area Local/Facility Name

A vote [complete with language from below] will be conducted by the [Local/Area Local/Facility] at the date, time and location indicated below.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location, Including Address]

*The above-mentioned votes must carry a majority [fifty (50%) percent plus one (1)] of the members present and voting at the membership meeting.*

#### 2.1 Forming an Area Local

*"On the question of merging the \_\_\_\_\_ Local of the American Postal Workers Union, AFL-CIO (APWU) with the \_\_\_\_\_ Local, APWU to form the \_\_\_\_\_ Area Local, APWU as per the proposed Constitution and Bylaws of the \_\_\_\_\_ Area Local, APWU. "*

#### 2.2 Local/Area Local Merging with a Local/Area Local

*"On the question of merging the \_\_\_\_\_ (Area) Local of the American Postal Workers Union, AFL-CIO (APWU) with the \_\_\_\_\_ (Area) Local, APWU as per the existing Constitution and Bylaws of the \_\_\_\_\_ (Area) Local, APWU."*

#### 2.3 Member-at-Large (MAL) Merger with a Local or Area Local

*"On the question of merging the \_\_\_\_\_ MAL Office of the American Postal Workers Union, AFL-CIO (APWU) with the \_\_\_\_\_ (Area) Local, APWU as per the existing Constitution and Bylaws of the \_\_\_\_\_ (Area) Local, APWU."*

#### 2.4 Member-at-Large (MAL) Disaffiliations

*"On the question of permitting the \_\_\_\_\_ MALs of the American Postal Workers Union, AFL-CIO (APWU), Finance Number \_\_\_\_\_ to disaffiliate from the \_\_\_\_\_ (Area) Local, APWU and become Members-at-Large with the APWU State Organization."*

#### 2.5 Disaffiliation by a Former Local or Area Local

*"On the question of permitting the former \_\_\_\_\_ (Area) Local of the American Postal Workers Union, AFL-CIO (APWU), Finance Number \_\_\_\_\_ to disaffiliate from the (Area) Local, APWU and reconstitute the former \_\_\_\_\_ (Area) Local, APWU."*

#### 2.6 Dissolving a Local to Become Members-at-Large (MALs)

*"On the question of dissolving the \_\_\_\_\_ (Area) Local of the American Postal Workers Union, AFL-CIO (APWU) to the status of Members-at-Large with the APWU State Organization, as per the existing Constitution and Bylaws of the \_\_\_\_\_ (State) Postal Workers Union, APWU."*

#### 2.7 Non-Mail Processing Facilitates Jurisdiction Procedures

*"On the question of permitting the Non-Mail Processing Facility of \_\_\_\_\_ to establish a new Local to be called \_\_\_\_\_ Local, APWU which will represent the office(s) of \_\_\_\_\_ [give name(s) and finance number(s)]."*

#### 2.8 Consolidated, Excessing Installations and/or New Installations

*"On the question of the jurisdiction referendum vote for the \_\_\_\_\_ installation, I wish to take the following action:*

- Involved Local/Area Local\*
- Involved Local/Area Local\*
- Create New Local\*

*\*These options are to **replace** the "Yes, I vote in favor issue" and the "No, I vote again issue" options listed on the Sample Secret Ballot (SMF02).*

*The above votes must carry a majority vote [fifty (50%) percent plus one (1)] of the members present and voting at the membership meeting.*

## Sample Meeting Notice

(Sample Form SMF01)

Please mark an  or  in the box preceding your choice on the following vote:

Secret Ballot for \_\_\_\_\_ Local/Area Local/Facility:

A secret ballot vote is being taken on:

*[Please use the example language below to present the issue on which a secret ballot vote will be taken.]*

Yes, I vote in favor of issue       No, I vote against issue

You may only vote for one (1) selection. If more than one (1) selection is made on the ballot, the ballot will be voided. All ballots must be returned by the members present and voting to the Merger Vote Committee members on the day the vote is conducted or the ballot will be voided.

### 2.1 Forming an Area Local

*"On the question of merging the \_\_\_\_\_ Local of the American Postal Workers Union, AFL-CIO (APWU) with the \_\_\_\_\_ Local, APWU to form the \_\_\_\_\_ Area Local, APWU as per the proposed Constitution and Bylaws of the \_\_\_\_\_ Area Local, APWU. "*

### 2.2 Local/Area Local Merging with a Local/Area Local

*"On the question of merging the \_\_\_\_\_ (Area) Local of the American Postal Workers Union, AFL-CIO (APWU) with the \_\_\_\_\_ (Area) Local, APWU as per the existing Constitution and Bylaws of the \_\_\_\_\_ (Area) Local, APWU."*

### 2.3 Member-at-Large (MAL) Merger with a Local or Area Local

*"On the question of merging the \_\_\_\_\_ MAL Office of the American Postal Workers Union, AFL-CIO (APWU) with the \_\_\_\_\_ (Area) Local, APWU as per the existing Constitution and Bylaws of the \_\_\_\_\_ (Area) Local, APWU."*

### 2.4 Member-at-Large (MAL) Disaffiliations

*"On the question of permitting the \_\_\_\_\_ MALs of the American Postal Workers Union, AFL-CIO (APWU), Finance Number \_\_\_\_\_ to disaffiliate from the \_\_\_\_\_ (Area) Local, APWU and become Members-at-Large with the APWU State Organization."*

### 2.5 Disaffiliation by a Former Local or Area Local

*"On the question of permitting the former \_\_\_\_\_ (Area) Local of the American Postal Workers Union, AFL-CIO (APWU), Finance Number \_\_\_\_\_ to disaffiliate from the (Area) Local, APWU and reconstitute the former \_\_\_\_\_ (Area) Local, APWU."*

### 2.6 Dissolving a Local to Become Members-at-Large (MALs)

*"On the question of dissolving the \_\_\_\_\_ (Area) Local of the American Postal Workers Union, AFL-CIO (APWU) to the status of Members-at-Large with the APWU State Organization, as per the existing Constitution and Bylaws of the \_\_\_\_\_ (State) Postal Workers Union, APWU."*

### 2.7 Non-Mail Processing Facilitates Jurisdiction Procedures

*"On the question of permitting the Non-Mail Processing Facility of \_\_\_\_\_ to establish a new Local to be called \_\_\_\_\_ Local, APWU which will represent the office(s) of \_\_\_\_\_ [give name(s) and finance number(s)]."*

### 2.8 Consolidated, Excessing Installations and/or New Installations

*"On the question of the jurisdiction referendum vote for the \_\_\_\_\_ installation, I wish to take the following action:*

- Involved Local/Area Local\*
- Involved Local/Area Local\*
- Create New Local\*

*\*These options are to **replace** the "Yes, I vote in favor issue" and the "No, I vote against issue" options listed on the Sample Secret Ballot (SMF02).*

*The above votes must carry a majority vote [fifty (50%) percent plus one (1)] of the members present and voting at the membership meeting.*

**\*\*Special Note:** These ballots are to be retained in a secure location for a period of one (1) year. They **do not** need to be returned unless specifically requested.\*\*