

2023

2024



Organizing Guidelines

Auxiliary to the
American Postal Workers Union

Let's Get Started

Invite people to join the Auxiliary.

The easiest and most effective method to encourage a person to become a member is to invite them to join the Auxiliary one-on-one or via phone call. Have the Membership Envelope or Flyer in hand and a smile on your face. Give them examples of what the Auxiliary does and talk about how fun it is to be a part of the organization. You know, give them the benefits of being a member.

National dues at \$5.00 per member per year. Most states have dues, too, that we collect and rebate to them. The typical amount is also \$5.00. You can contact the state officers or the state constitution to be sure. We try to collect dues for 2 years, so it is not a time-consuming task.

After you collect the dues, send them to the National Treasurer using the form included in this section.

Read Chapter 2 of the Handbook for in-depth information about Organizing and Recruiting.

You need officers.

The first officers will probably be the people that agree to help you build the Auxiliary. You need at least 3 people; it is better to have 4 volunteers to start the organization. You must have a president, secretary, and treasurer. It is better to have a vice president too. If you have many people that want to be an officer, let them be legislative aide, a human relations coordinator, or anything that serves the organization's purpose.

Read Chapter 3 of the Handbook for more information about Elections and Responsibilities.

I am sure you noticed the material in the divider.

Do you need more of a certain thing, such as the membership envelopes? You can call, email, or send an order form to the National Secretary detailing your needs.

What is included in this section?

Membership envelopes – 6 ½ “ X 3 ½ “ envelope to collect dues

Informational flyer – This is a tri-fold with lots of pictures and fun ideas for projects

A few flyers to assist you in recruiting new members. Feel free to copy any of them.

Zipline postcard- a postcard with dates for ZOOM meetings and a link.

So now what do we do?

You have finished Level 1. Congratulations on your success. Let's move to the next level and check out the information for Level 2

Next Steps

How do I get an EIN?

Typically, the Treasurer will apply for this number. You need this number to open a bank account. You also need it to get a Charter to become a local or state organization. Go to [IRS.gov](https://www.irs.gov). Use the search bar and type in Form SS4. The fastest way is to use the link for the online application. You will have this back in less than an hour. If you need help, please contact the National Treasurer.

Read Chapter 2 of the Handbook for in-depth information about EINs.

How do we create a constitution?

The National Auxiliary has a template for a constitution for you to use. It is a simple fill-in information template to guide your new Auxiliary. You can find it on the website under the Forms tab www.apwuauxiliary.org to download it. If you want help, please get in touch with the national president for assistance.

Read Chapter 2 of the Handbook for in-depth information about constitutions.

It would be best if officers were elected.

At some point, you need to have an election of officers. This is a step you will take after your constitution is accepted. You will know what positions work best for your organization, and you can elect the people that are very interested in those positions.

Read Chapter 3 of the Handbook for more information about Elections and Responsibilities.

Meetings should be productive and fun.

You need a schedule for the meetings that most of your members can attend. You can hold meetings via ZOOM or in person. We encourage you to use Robert's Rules of Order to make the meeting flow and allow members to have equal voices. It is required but also a good idea. It is recommended that the meeting time and place be set a year in advance. The meeting is a way to remind each other of your purpose, provide structure, and conduct votes for spending money.

Read Chapter 4 of the Handbook for in-depth information about meetings and Parliamentary Procedure.

Minutes need to be kept as a record of the decision made.

The minutes need to include the time, place, the members in attendance, and any business decisions made. This is the official record of the business. Note any motion and the outcome of the vote of the members present, i.e., motion passed or motion failed. Previous meeting minutes are read, corrected, or accepted as printed at the beginning of each meeting. They serve as a reminder of where business left off.

The national secretary will help you know the best method to use.

Read Chapter 3 of the Handbook, Secretary's Responsibilities, for more information.

How do we become an official affiliate of the National Auxiliary?

Several steps you have already taken in the process led your organization to become Chartered. The requirements are obtaining an EIN, Officers, an accepted Constitution, and a minimum of 4 members.

Read Chapter 2 of the Handbook, Organizing and Recruiting Members, for more information.

I am sure you noticed the material in the divider.

National Constitution

Zipline postcard- a postcard with dates for ZOOM meetings and a link. This is a national meeting on the first Tuesday of even-numbered months. The purpose is training, information sharing, and communication.

You have come a long way, but what do we do now?

You have finished Level 2. Congratulations on your success. Let's move to the next level and check out the information for Level 3

Nitty Gritty

Officer Duties

Who does what, when, and how. The president presides over meetings and is the leader of the organization. Vice President is the backup for the president, who typically has other duties assigned. The Secretary is the record keeper. This person records the minutes, prepares and sends forms, and is the correspondent. The Treasurer is the person responsible for all funds. Any position can have more duties assigned if that works for your organization. The president and treasurer should not be related if avoidable because it can cause a conflict of interest and is best practice.

Read Chapter 3 of the Handbook for in-depth information on Officer's Responsibilities.

How do we collect the dues of repeating members?

The easiest way to collect dues is to announce that it is time to pay them during a local meeting. You can pass out membership envelopes or send dues notices. This will give you an updated address and contact information. Part of the reason we pay dues is to allow the members to feel ownership of the organization. They have paid their share and now have a voice. National dues are \$5.00 per person per year. Most states have the same membership dues. Your local can set local dues to be paid.

Read Chapter 3 of the Handbook for in-depth information about dues collection.

Do you have a purpose for meeting each month?

Have you selected a project to work on yet? Do you have something that will bring people back and give them a purpose for belonging? The National Human Relations project is selected at the National Convention by the delegates in attendance. It is a good project if you are not busy with local politics, a human relations project, assisting the union, or another local matter.

People who have a task in the organization and feel their time is useful will return and stay involved. Talk with your District Coordinator for ideas. The national president has several workshops to help you stay active and keep your members engaged.

Chapter 5 of the Handbook has a lot of information about Auxiliary activities.

I am sure you noticed the material in the divider.

A membership Listing Form is the preferred method for sending dues to the National Treasurer. You can create your spreadsheet or list. We need the name, address, state, zip code, telephone number, and email address. This is the same information that you will need when you want to contact the members. Please type the list.

You have come a long way, but what do we do now?

You have finished Level 3. Congratulations on your success. Let's move to the next level and check out the information for Level 4.

Let's grow together

Do you need more help?

Reach out to any of the national officers. They are available to make the organization more successful, beginning with the local and state organizations.

The business cards are in an insert at the front of the packet.

Do you have ideas you want to share?

Please attend the Ziplines to share your ideas. Please send pictures and an article for publication in the News & Views, our national newsletter. We want to hear from you. Share success stories to encourage other locals and states with your ideas and allow your members to be recognized for their work.

Fundraising

It is a fun part of the work you can do together. The District Coordinator can help you with that process.

Chapter 7 of the Handbook is dedicated to the subject of fundraising.

Awards for you and your members

The Bridge Builder Award is the most prestigious award for the members of the APWU and Auxiliary.

Chapter 8 of the Handbook contains eligibility and nominating a deserving person. One award is given each year in each state.

Training for you and the officers

We provide training upon request, during Zipline meetings, at conventions, and in person. Contact the District Coordinator or National President with a request.

Conventions at the state and national level

It might be time for you to branch out to the next level of the organization and attend a state or national convention.

Delegates from the locals elect the leadership at the state level. Their leadership can affect your success. It is a fun time with many people working toward the same goals. Information is shared, and networking results from attending a state convention.

National conventions are a week-long event with people gathering from all 50 states. You will be invigorated by the events at the convention. You will elect the national officers and set the policy for the next two years. You will meet friends from all over the country with whom you can share ideas.

Read Chapter 6 of the Handbook for in-depth information about conventions.

Additional Information

Chapter 8 is where you find the forms you need. You can also look for current information on the website www.apwuauxiliary.org or join our Facebook page.