

## Bylaws of Branch 56 of the National Association of Letter Carriers



### **River City Branch Grand Rapids, MI (Amended 08/16/2019)**

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#### ARTICLE I

Section 1: This Branch shall be known as the "River City Branch 56 of the National Association of Letter Carriers of the United States of America", and shall include those surrounding communities having no local branch, and those branches electing to merge with Branch 56.

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#### ARTICLE II

Section 1: The regular meetings of this Branch shall be held on the first Thursday of each month at 7:00 pm in a hall decided upon by the Executive Board. During the months of July and August, the Executive Board shall meet in place of the regular meetings on the first Thursday of those months. The hall shall be within the limits of metropolitan Grand Rapids, MI.

Section 2: Ten (10) members shall constitute a quorum.

Section 3: Special meetings shall be called for by the President only on the written request of ten (10) members in good standing, or by a vote of the Branch, with the object to be stated in the call. No business shall be transacted at a special meeting other than that for which the meeting is called. Notification of such meetings, stating the object of the call shall be given to the members by the Recording Secretary.

Section 4: The President shall have the authority to call a special meeting of the Executive Board, to address circumstances that may require immediate attention.

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#### ARTICLE III

##### Branch Officers

Section 1: The elective offices of this Branch and the chain of command shall be: President, Vice President, Recording Secretary, Financial Secretary, Treasurer, NALC Health Benefits Representative, Sergeant at Arms, and the Board of Trustees composed of three (3) members. The above-mentioned officers shall constitute the Executive Board.

A. All Branch officers will have duties conforming to, but not limited by, the NALC National Constitution.

B. The Vice President is responsible for all duties concerning the annual Retiree Dinner. The Vice President is also responsible for the Branch newsletter and website. The Vice President may delegate the responsibility for the newsletter and/or website to other Branch members. The newsletter frequency will be determined by the body.

C. The President is responsible for monthly contract/steward training. The President may delegate this responsibility or reschedule training as necessary.

Section 2: Stewards may be designated for the purpose of investigating, presenting and adjusting grievances. A steward, or stewards, will be elected by members within the represented zip code units, or appointed by the President, and then certified to the employer, in writing, in accordance with the guidelines of the National Agreement. There shall be one Steward for represented zip code units in compliance with Article 17.2.A of the National Agreement.

A. At the option of the Union, representatives not on the employers payroll shall be entitled to perform the functions of a steward or chief steward, provided such representatives are certified in writing to the employer at the regional level and providing such representatives act in lieu of stewards designated under the provisions of 2.A or 2.B of Article 17 of the National Agreement.

B. For just cause, special elections for stewards may be called upon only by written request of 25% of the members in good standing of a specific zone, and with review of the Executive Board.

C. Special elections may be called for only once in a twelve (12) month period per each steward position in represented zip code units.

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## ARTICLE IV

### Nominations and Elections

Section 1: Nominations for elective officers will be made biennially (odd years) at the regular November meeting and the election held by mail ballot, following the nominations. All elective officers will hold office for a period of two (2) years. No limitation is placed on the number of terms an officer may serve in any one office, provided they have been nominated and duly elected. All regular members shall be eligible to hold any office in the Branch, except those who at any time during the twenty-four (24) months prior have acted, or are acting in, or have applied for, a management position. No less than forty-five (45) days before each election, the Recording Secretary shall mail to each member notice of the election, stating the offices for which the election will be held, and the time, place and manner for nomination, and date ballots are due. The election will be held at the regular Branch meeting in December. For purposes of this provision, the requirement that notices be mailed may be satisfied by timely publication of the notice in either A) the Postal Record or B) Branch publications that are mailed to the last known address of each member.

Section 2: All candidates for office must be present at the time of their nomination or signify in writing their willingness to serve if elected and should be in good standing.

Section 3: The election of officers and of delegates to Conventions shall be by referendum vote.

A. The Executive Board will be automatic delegates to the State and National Conventions and will be paid expenses approved by the body in compliance with Article 7, Section 12.

B. All delegates allowed by National will be paid expenses approved by the body in compliance with Article 7, Section 12, to attend the National Convention.

C. All delegates must meet the criteria as outlined in Article 7, Section 12.

Section 4: Vacancies in Branch offices occasioned by death, resignation, or otherwise, shall be filled by appointment of the President. Vacancies, with the exception of the President, of twelve (12) months or longer, shall be filled by the election process at the earliest opportunity. A vacancy in the office of President, will be filled by the Vice-President, with the Vice-President position becoming vacant, to which Article 4, Section 4 of these bylaws would apply.

Section 5: The President shall make all necessary appointments to fill vacancies and committee chairpersons.

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## ARTICLE V

### Revenues and Dues

Section 1: Each active duty member shall pay monthly dues equal to two (2) hours base pay for a City Carrier grade 1, step D, letter carrier employed by the US Postal Service. Members who have been promoted to a management position shall pay the full amount of regular dues. Associate members, including those transferred to another craft, shall pay the full amount of regular dues. Retired members shall pay as dues State and National per-capita tax per annum.

Section 2: Should the amount in the treasury be insufficient to meet all claims, the Executive Board may order a vote to levy an assessment on each member, but only for such an amount necessary to meet the existing deficiency. The membership shall be notified by mail, at least thirty (30) days prior to the voting. Voting shall be by secret ballot during the next regular meeting. Such a vote shall pass by 2/3 of the membership present.

Section 3: All persons by virtue of their membership in NALC Branch 56 are members of the Mortuary Fund. Immediately upon the death of one of the members, the Branch President and/or Treasurer shall pay the widow/widower, legal guardian or legal heir the sum of five hundred dollars (\$500). The Mortuary Fund will be derived from thirty-five cents (\$.35) per member, per pay period, from the Branch Dues. Upon retirement of a member, he/she shall be responsible thereafter for the payment into the mortuary fund the sum of one dollar (\$1.00) per death, beginning the calendar year following retirement. In accordance with Article VIII of the National Constitution, this bylaw will not affect the membership in this Branch. Gold Card members are exempt from paying into the Mortuary Fund.

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## ARTICLE VI

### Funds

Section 1: All incoming moneys shall be reported to the Financial Secretary. The moneys of this Branch shall be placed in eight (8) funds; Checkbook, Entertainment, Mortuary, Muscular Dystrophy Association (MDA), National Convention, State Convention, Training, and Building. It shall be the responsibility of the Treasurer to keep the eight (8) records separate. These eight funds shall be subject to a complete audit each election year, when called for by the body.

A. The Checkbook Fund shall be derived from the Branch dues and special assessments, from which be paid all debts for which the Branch is liable.

B. The Mortuary Fund shall be derived from Branch dues at the rate of thirty-five cents (\$.35) per member, per pay period, and one dollar (\$1.00) per retiree, per death as per Article 5, Section 3, and shall be used for mortuary purposes only.

C. The Entertainment Fund shall be derived from Branch dues at the rate of one dollar five cents (\$1.05) per member, per pay period, and shall be used for entertainment purposes only.

D. The Contingency Fund shall be dissolved. The proceeds of the Contingency Fund shall be divided evenly and deposited into the Training and Building Funds.

E. The National Convention Fund shall be derived from Branch dues at the rate of one dollar and fifty cents (\$1.50) per member, per pay period, and shall be used for National Conventions only. No monies from any other fund may be used for the National Convention unless approved by a 2/3 vote of the members present at a regular meeting.

F. The State Convention Fund shall be derived from Branch dues at the rate of sixty (\$.60) per member, per pay period, and shall be used for State Conventions only.

G. The Training Fund shall be derived from Branch dues at the rate of one dollar fifteen cents (\$1.15) per member, per pay period, and shall be used for training purposes only.

H. The Building Fund shall be derived from Branch dues at the rate of one dollar and seventy-five cents (\$1.75) per member, per pay period, and shall be used for the purchase and maintenance of a building. This fund shall also be used for taxes, insurance, gas, water, sewer, and electric bills. All income from any rent received shall also be returned to this fund. The building shall be used for Branch offices and Branch meetings.

I. The MDA fund shall be used solely to deposit funds collected by the Branch for disbursement to the Muscular Dystrophy Association.

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## Article VII

### Compensation of Officers and Delegates

Section 1: The President shall be paid as salary, \$6000.00 per year. In addition, the President shall be paid for time engaged in Branch affairs (in lieu of or in addition to USPS paid work) up to a limit of 80 hours in a year (except conventions). As the President is Chief Steward, the President shall not be eligible for additional pay as a steward.

Section 2: The Vice President shall be paid \$2500.00 per year. In addition, the Vice President shall be paid for time engaged in Branch affairs (in lieu of or in addition to USPS paid work) up to a limit of 24 hours in a year (except conventions) as approved by the President.

Section 3: The Recording Secretary shall be paid \$2500.00 per year.

Section 4: The Financial Secretary shall be paid \$1500.00 per year.

Section 5: The Treasurer shall be paid \$3500.00 per year.

Section 6: The NALC Health Benefits representative shall be paid \$800.00 per year.

Section 7: Station Stewards shall be paid \$800.00 each per year.

A. At the discretion of the President, a Steward will receive up to \$1600 per year when appointed to multiple steward positions per Article III, Section 2.

B. Each steward and alternate will be paid an additional \$25 salary per month for being trained at regular monthly contract/steward training sessions held at the Branch. At the President's discretion, stewards/alternates may be excused from this training.

C. Branch members delegated by the President to provide regular monthly contract/steward training will be paid \$50 salary per training session as ad hoc trainers. Stewards and alternates who are paid as ad hoc trainers shall forgo payment under Article VII Section 7 B.

Section 8: The alternate stewards shall be paid \$250.00 per year.

Section 9: The Trustees shall be paid \$300.00 per year.

Section 10: The Sergeant At Arms shall be paid \$300.00 per year.

Section 11: To qualify for compensation, an officer must attend eighty (80%) of the regularly scheduled meetings unless a fellow officer is notified in advance of their absence.

Section 12: Delegates to conventions, seminars, training sessions, etc. shall follow specified criteria:

A. All accredited delegates to convention, seminars, or training sessions shall be paid such expenses as approved by the Branch and provided they have attended fifteen (15) regularly scheduled Branch general meetings during the twenty-four (24) month period preceding the event. Unanticipated circumstances will be resolved by the Executive Board.

1. Attendance at two (2) contract/steward trainings may be substituted for a missed general meeting to meet specified criteria of Article VII, Section 12.A.

B. Paid delegates to conventions, seminars, training sessions, etc. must attend eighty (80%) percent of each business meeting, unless the absence is caused by other union business, to qualify for full payment of expenses allowed by the Branch.

1. Hotel accommodations will be booked and paid in block by a Branch appointee, at the Branch designated Hotel at the double occupancy rate. Exceptions can be made by the Executive Board on a case by case basis upon written request.

2. Transportation expenses will be paid utilizing the most cost-effective means.

3. Any other expenses must be approved by the body.

4. Any expenses incurred by the Branch due to cancellation shall be solely that member's responsibility, except for emergencies approved by the Executive Board.

5. Delegates must attend four (4) workshops, when available, during the week of National Convention, and be willing to report to the membership on what they have learned.

C. If the above criteria are not met, the delegate must repay the Branch for all moneys received from the Branch for the convention, seminar, training session, etc. or be found not in good standing for

Branch functions, elections and meetings until the money is repaid. Exceptions can be approved by the Executive Board.

Section 13: The President, Vice President and or/designee(s) may attend local and National Committee of President meetings, and any other training offered by the National.

- A. For the C.O.P.'s a total of two (2) people may attend, as determined by the President.
- B. For other National Assemblies, a maximum of four (4) people may attend, as determined by the President.
- C. Transportation expenses will be paid utilizing the most cost-effective means.
- D. The Branch will pay all necessary expenses as approved by the body.

Section 14: All compensation payments to Officers and Stewards shall be paid at Table 1, CC 1, Grade O of the latest Letter Carriers' Pay Chart.

Section 15: The President or members who are authorized by the President to perform duties necessary to the Branch will be reimbursed for lost time as per Article VII, Sections 1 and 2, or as approved by the body. 'Lost time' is defined as all work performed for the Branch in lieu of regular Letter Carrier duties and will be paid by the Branch as all hours worked and lost benefits. Payments will be made at Table 1, CC 1, Grade O of the latest Letter Carriers' Pay Chart. 'Lost benefits' are defined as:

- A. Sick Leave: Four (4) hours for every eighty (80) Branch hours worked
- B. Annual Leave: Eight (8) hours for every eighty (80) Branch hours worked
- C. TSP contributions paid at the same rate (1%-5%) USPS pays as matching funds. It is the responsibility of the member to provide the President proof of the percentage contribution.

Section 16: Any Compensation payments to Officers or employees of the branch will be considered "assignment or attendance" payments

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## ARTICLE VIII

### Amendments

Section 1: The bylaws of the Branch may be amended or revised when notice of the same shall have been given in writing at a previous meeting, signed by not less than three (3) members in good standing and that such bylaws changes will be discussed and amended only at the meeting introduced. Suitable notification of the proposed changes, poll location, and hours, shall be sent to all members at least ten (10) days prior to the following meeting. A polling place and hours shall be established to provide adequate time for a secret ballot. Such amendments shall not be in conflict with the National Constitution and shall not become effective until approved by the Committee of Laws.

Section 2: Any bylaw change affecting the dues structure shall be by secret ballot.

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## ARTICLE IX

### Recognition of Retirees

Section 1: Upon retirement any member in good standing who has been a member for at least 10 years, shall receive a NALC watch.

Section 2: Upon retirement any member in good standing who has been a member for a minimum of one year but less than 10 years, and has completed Form 1189, shall receive a NALC watch.

Section 3: Article IX Section 1 and 2 are retroactive to November 5, 2015.

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## ARTICLE X

Section 1: In the event, for any reason, of the dissolution of the local Branch, all property in possession of the Branch and its officers will be placed into the ownership of the National organization of the National Association of Letter Carriers.