

# NALC Branch 147 By-Laws

**By Laws of Vincent Santagate Branch 147 of  
The National Association Of Letter Carriers**

**Amended November 2003**

**Article 1.**  
**Name and Object**

- Section 1. This Branch shall be known as Vincent Santagate Merged Branch 147, Norwalk-Darien, CT of the National Association of Letter Carriers.
- Section 2. The object is to unite all employees that are eligible under Article 1 Section 5 of the National Constitution for the membership, to promote the good and welfare of the members, and to improve the working conditions of the entire membership.

**Article 2.**  
**Membership**

- Section 1. No one shall be denied membership because of race, creed, color, sex, national origin, age, religion, handicap, or marital status.
- Section 2. Applications must be made in writing, using forms 1187 for active members and 1189 for retirees. They must answer all the questions on the form.
- Section 3. Membership privileges.  
All active members have the right to vote on the following: election of officers, acceptance of the National Contract, proposals for work stoppage, Health Plan and Insurance Programs affecting them. Retirees and OWCP (compensation) retirees have the right to vote on the following: Election of officers, Health Plan and Insurance Programs affecting them.
- Members in a 204B status cannot vote on any of the active member privileges if at the time of the vote they are in 204B status. They also cannot run for any elective office or be appointed for two years from ending date of assignment.
- Section 4. Any member has the right to transfer upon leaving branch district and resign if all conditions of form 1187 are met.
- Section 5. Branch must affiliate with the Connecticut State Association of Letter Carriers.
- Section 6. Mergers shall be governed by Article 2, Section 3 of National Constitution.

**Article 3.**  
**Meetings.**

- Section 1. Ten (10) meetings shall be held on the third Wednesday of the month commencing at Six Thirty (6:30) P.M. Non-meeting months shall be July and August.

**Article 3. (Continued.)**  
**Meetings. (Continued.)**

- Section 2. A quorum shall constitute ten (10) members to conduct a meeting.
- Section 3. The chain of command in the absence of both president and vice-president shall be secretary, treasurer.

- Section 4. The president may call special meetings only after receiving a written request signed by forty (40) members and only the subject presented may be discussed. Membership shall receive two weeks notice.
- Section 5. The president, by giving two weeks notice, may change the regular monthly meeting and place.

#### **Article 4. Nominations of Officers.**

- Section 1. The officers of the Branch shall be as follows: President, Vice-President, Recording Secretary, Financial Secretary, Treasurer, Sergeant-at-Arms, Health Benefits Plan Representative, and a Board of Trustees, five (5).
- Section 2. All officers shall be elected for a term of office of three (3) years. They shall continue in office until newly elected officers are installed, which will be at the December meeting of the third year (after the December meeting.) All elected officers are part of the executive board.
- Section 3. No less than 45 days before each election, the Secretary shall mail to every member, notice of the election, stating the offices for which election shall be had and the time, place, manner for the nomination and election. For purposes of this provision, the requirement that notices be mailed may be satisfied by timely publication of the notice in the *Postal Record*, or in State or Branch publications that are mailed to the last known address of the member.
- Section 4. Public notice shall be the *Postal Record* September issue, of the nominating and election year. Said notice shall be in the hands of the *Postal Record* Editor prior to August tenth (10) of the nominating and election year. This is the duty of the Branch Secretary.
- Section 5. Nominations of officers shall be held at the October meeting and close at the October Meeting.
- Section 6. A member need not be present to be nominated, but must declare his intentions, in writing to the branch secretary within forty-eight (48) hours of nomination.
- Section 7. If needed all officers except President may be consolidated.
- Section 8. A member cannot be nominated for more than one office.
- Section 9. All books, treasurer, secretary, must be audited prior to installation.

**Article 5.**  
**Nominations of Delegates and Alternates**  
**To National and State Conventions.**

- Section 1. Public notice shall be given membership of nomination of delegates and alternates to National and State Conventions at the May meeting. Notice must be in the April Issue of Postal Record and in hands of Editor prior to March 10. Secretary duty. If above not met written notice to all members, notice must state which convention.
- Section 2. The number of delegates will be as set forth in National and State Constitutions.
- Section 3. Member need not be present to be nominated. Must give acceptance within forty-eight hours in writing.
- Section 4. Length of term: Shall be from the June Meeting prior to the Convention Year through the next Delegate Elections.
- Section 5. By virtue of their office the following are automatic delegates, President, Vice-President, Recording Secretary and Treasurer. (This section must be included in notice of nominations and on election ballots.)
- Section 6. Nomination of State Convention Delegates held annually, and National Delegates Bi-annually (in the odd-numbered years.)

**Article 6.**  
**Elections of Officers and**  
**National and State Convention Delegates and Alternates.**

A. Officers.

- Section 1. A mail ballot shall be used; the mailing date shall be November 1st of election year and receiving November 30 cancellation date.
- Section 2. Candidates shall be listed in Alphabetical order.
- Section 3. The ballot shall be mailed to the last known address of the member as maintained by the branch Secretary.
- Section 4. If a ballot is lost or destroyed, the member shall notify the Branch Secretary. The Secretary shall issue another ballot and notify the election committee, so that only one ballot is counted.

B. Convention Delegates and Alternates.

Delegates will be elected by secret written ballot at the June meeting. Candidates will be listed on the ballot in alphabetical order. Any ballot containing write - in vote(s) shall be invalid.

C. Miscellaneous

- Section 1. President shall appoint an election committee to count ballots.
- Section 2. Any candidate may observe the counting at his or her own expense and arrangements.

## **Article 6. (Continued)**

- Section 3. The election committee shall notify the President as soon as possible of the results.
- Section 4. All books and records shall be in order prior to installation.
- Section 5. Secretary shall keep all ballots for one year.

## **Article 7. Duties of Officers.**

### **President.**

- Section 1. Presides at all meetings.
- Section 2. Shall preserve order.
- Section 3. Sign all warrants drawn by the treasurer and ordered by the Branch.
- Section 4. Shall have supervision powers over the Branch and see that all officers perform their duties.
- Section 5. Shall enforce the National Constitution, National and Local Contracts, By-Laws, rule and regulations of the Branch.
- Section 6. Shall appoint all committees.
- Section 7. Shall cast the tie-breaking vote when a tie occurs.
- Section 8. Shall announce the ballots received for all elections and state the results.
- Section 9. Shall not introduce, or second any motion, or take part in any discussion while in the chair.
- Section 10. Shall ask for the treasurer report before adjournment.
- Section 11. Shall appoint all stewards and assistants and shall be the chief steward of the Branch.
- Section 12. Shall, with the treasurers, be responsible and sign the L-M report and 990 financial report.
- Section 13. Shall give a report of his/her term at the end of the term and return all Branch properties in his possession.
- Section 14. Shall call executive council meeting each quarter or sooner if he deems necessary.
- Section 15. Shall be bonded for the sum of \$1000.00, paid by the Branch.
- Section 16. Shall receive the sum of \$1500 yearly, paid quarterly, plus a fifty-dollar quarterly expense account.

### **Vice-President.**

- Section 1. Shall preside in the absence of the president, shall assume the duties of the president upon resignation, disqualification or death for the remainder of the term.
- Section 2. Shall chair the M.D.A drive and all events pertaining to M.D.A.
- Section 3. Shall chair all Branch social activities and be in charge of arrangements.

## **Article 7 (Continued).**

- Section 4. Shall be responsible for all legislative action.
- Section 5. Shall return all Branch properties at the expiration of his term.
- Section 6. Shall be bonded for the sum of \$1000.00, paid by the Branch.
- Section 7. Shall receive the sum of \$1,300.00 yearly, paid quarterly, and receive \$50.00 quarterly for expenses.

### **Recording Secretary.**

- Section 1. Shall keep a record of proceedings of the Branch and executive board meetings.
- Section 2. Shall sign all warrants drawn on the treasury and ordered by the Branch.
- Section 3. Shall receive all membership forms 1187 active and 1189 retirees give them to the assistant secretary-treasurer for the proper follow up procedure.
- Section 4. Shall notify all members of the following: suspensions, expulsion and resignations from the Branch and notify the National Secretary of all actions taken.
- Section 5. Shall receive all correspondence, read at the next meeting, record or file them in proper place.
- Section 6. Shall notify all members of regular, special, emergency meetings, members of the executive board meeting at least one week prior to meeting.
- Section 7. Shall have the right to purchase all materials and equipment to his office, report and sign a voucher specifying the purchase and the amount to the treasurer.
- Section 8. Make a semi-annual report to the membership.
- Section 9. One week after his term expires, he must turn over to his successor all paper, articles, records and properties in his trust.
- Section 10. Shall maintain the following: books, roster of the following: officers, trustees, stewards, delegates and alternates to both the National and State Convention as to their attendance, any members that are not on dues withholding, active or retirees and members on compensation retirement, shall file a Health Benefit Plan rebate when due.
- Section 11. Shall be bonded for the sum of \$1,000.00 paid by the Branch.
- Section 12. Shall receive the sum of \$1300.00 annually, paid quarterly, plus a \$50.00 quarterly expense amount.

### **Treasurer.**

- Section 1. Treasurer shall receive all monies due Branch.

## **Article 7 (Continued).**

### Treasurer. (Continued)

- Section 2. Shall pay all bills incurred by Branch and accepted.
- Section 3. Sign and keep all warrants drawn on the Branch.
- Section 4. Shall act as M.B.A. collector, if necessary.
- Section 5. Shall make a financial report at each meeting.
- Section 6. Shall maintain a substantial amount in the checking account to conduct Branch business, the rest in a savings account.
- Section 7. Shall file all necessary reports to the proper agencies when they are due.
- Section 8. Besides his treasurer book, he shall also maintain a voucher book system, stating date, amount, and for what purpose.
- Section 9. Shall turn over all records and books to his/her successor within one week of leaving office.
- Section 10. Shall be bonded for the sum of \$50,000.00 to be paid by Branch.
- Section 11. Shall receive the amount of \$1300.00 annually, paid quarterly, and receive a fifty-dollar expense amount paid quarterly.

### Financial Secretary.

- Section 1. Shall maintain all membership records, listing name, social security number, date of service entrance, retirees C.S.A. number, addresses, and telephone number.
- Section 2. Shall record all awards granted members, such as twenty-five year pin, fifty year gold card and pin, sixty and seventy year pin.
- Section 3. Shall receive from the secretary all forms 1187, active members, 1189, retired members, following the proper procedure in filing the correct one and mailing the others to the proper persons such as National, local post office personnel (active only) and member's copy.
- Section 4. Shall notify any member on compensation retirement, of per capita dues and also any member not on dues withholding.
- Section 5. Shall attend to all matters and affairs pertaining to retirees, if the President assigns no retiree.
- Section 6. Shall receive \$1000.00 annually, paid quarterly, and a fifty-dollar expense amount quarterly.

### Health Benefit Representative.

- Section 1. Shall assist all members in any problems they have with the Health Plan and give necessary information.
- Section 2. Shall promote the N.A.L.C. Health Plan to any members not participating and inform them of its benefits.
- Section 3. Shall keep a necessary amount of all Health Plan forms on hand.
- Section 4. Shall attend, and report on, all Health Plan Seminars requested by the President.
- Section 5. Shall receive the amount of \$1000.00 annually, paid quarterly, and also receive a fifty-dollar expense amount quarterly.

## **Article 7 (Continued).**

### Sergeant-At-Arms.

- Section 1. The Sergeant-at-Arms shall preserve order at all meetings, and expel any member from the meeting, at the order of the President or presiding officer.
- Section 2. Shall receive an allowance of \$100.00 paid annually.

### Trustees.

- Section 1. Shall examine all books and records every six (6) months and report findings to Branch.
- Section 2. Shall make any necessary recommendations for the betterment of Branch Records.
- Section 3. Shall receive each a yearly amount of \$200.00.

### Miscellaneous

- Section 1. Any member elected or assigned other duties shall receive whatever allowances the assignment carries.
- Section 2. Any member who applies for a supervisory position shall resign from office or assignment.
- Section 3. All properties belonging to the Branch shall be returned to the Branch at the end of term.

## **Article 8.**

### **Dues and Assessments.**

- Section 1. Dues for this Branch shall be as set forth by the constitution of the National Association of Letter Carriers minimum dues structure plus three (3) dollars. Dues for retirees shall be the per capita as set forth by National.
- Section 2. If at any convention the minimum dues structure is no longer in effect, the dues shall start at the last amount set by the last dues set as minimum dues.
- Section 3. If the minimum dues are eliminated at National Convention, dues will automatically be increased by 1% of any salary increase, to be divided by twelve for the amount of monthly dues.
- Section 4. Minimum dues eliminated Branch dues shall automatically increase if there is a per capita increase for active and retirees.
- Section 5. Any prior member wishing reinstatement will be assessed a fee of \$100.00 per non-member year prior to reinstatement.

**Article 9.  
Committees.**

As set forth in Article IX of subordinate branches in the National Constitution, with the President appointing a committee of three (3).

**Article 10.  
Charges.**

As set forth by Article X in the National Constitution of Subordinate Branches.

**Article 11.  
Appeals.**

As set forth in the National Constitution Article XI of the Constitution of Subordinate Branches.

**Article 12.  
Funds.**

As set forth in Article XII of the National Constitution for Subordinate Branches, with the sum of five thousand dollars (\$5000.00) to be held on hand for regular business needs.

**Article 13.  
Indemnification.**

As set forth in the Constitution Article XIII of the National Constitution of Subordinate Branches.

**Article 14.  
Amendments.**

As set forth by the National Constitution of Subordinate Branches Article XIV.

**Article 15.  
Order of Business.**

As set forth by Article XV of the National Constitution for Subordinate Branches.

**Article 16.**  
**Stewards, Assistant Stewards and**  
**Station Representatives.**

- Section 1. The Branch President shall appoint all stewards, assistant stewards, and station representatives.
- Section 2. They shall perform all duties of that office, and at all times notify the Branch President of any action taken.
- Section 3. The President, as chief steward, shall make all decisions of further steps of a grievance, depending on its merit.
- Section 4. Stewards shall receive a sum of \$400.00 annually paid semi-annually; assistant stewards shall receive the sum of \$200.00 annually to be paid semi-annually.

**Article 17.**  
**Per Diem.**

- Section 1. The first four officers (President, Vice-President, Secretary, Treasurer) shall receive a reasonable amount for travel (actual fare), room, per diem, leave without pay (actual days and time needed, from day or time leaving to day of returning) to the following: National Convention, State Convention, and any special meetings called nationally or by regional national business agent.
- Section 2. Additional Elected Delegates.
- A. National Convention Delegates shall divide a \$2250.00 convention fund equally, receiving no more than \$750.00 or the actual cost of travel, room, and per diem, (\$50.00 per day) whichever is less.
- B. State Convention Delegates shall divide a \$1000.00 convention fund equally, receiving no more than \$200.00, or the actual cost of travel, room and per diem (\$50.00 per day), whichever is less.
- Section 3. Members selected to attend seminars and workshops shall receive reimbursement as deemed necessary by the Branch President.
- Section 4. Actual fare, if by car the rate as set by the General Services Administration. Room double two members, cost of room. Room double one member and shared, one half ( $\frac{1}{2}$ ) the cost of the room. Single room needed, actual cost member only. Per Diem shall be the amount of fifty- dollars daily.

**Article 18.**  
**Branch Rules.**

- Section 1. All meetings shall be governed by Roberts Rules and Parliamentary Procedure.
- Section 2. All elected officers shall forfeit their salary for failure to perform their duties or failure to attend three consecutive meetings without reasonable excuse.
- Section 3. Officers, delegates and members assigned to attend any affair with a cost factor, will be required to reimburse the Branch without proper notification or excuse.
- Section 4. Newly retired members shall receive a gift of \$200.00 and shall be awarded posthumously to immediate family if said member is deceased prior to retirement affair.
- Section 5. A delegate roster shall be maintained. In order for a national or state delegate to qualify for payment under Article 17, they must attend 80% of Branch Meetings from election to convention. Delegates not qualifying for payment may attend either convention at their own cost and arrangements.
- Section 6. Any delegate receiving from either National or State Convention, lodging or travel, shall not receive or charge the Branch; if Branch pays they shall reimburse the Branch.
- Section 7. All meetings shall commence with the Pledge of Allegiance to the Flag. If none is available, the Branch shall purchase one.