

CURRENT

**BY-LAWS OF BRANCH 791
NATIONAL ASSOCIATION OF LETTER CARRIERS**

**ARTICLE 1
NAME**

Section 1 - This organization shall be known as Snohomish County Branch # 791 of the National Association of Letter Carriers.

**ARTICLE 2
MEMBERSHIP**

- Section 1** - Membership in this Branch shall be open to all Postal employees below supervisory capacity.
- Section 2** - Any regular carrier who has retired may hold membership and is entitled to full vote and privileges.
- Section 3** - The Secretary shall present, in writing, the application of those desirous of becoming members to the appropriate authorities.

**ARTICLE 3
MEETINGS**

- Section 1** - Regular meetings of Branch # 791 shall be held on the first (1st) Thursday of every month, except the months of July and August, at 7:00 P.M. The Everett Labor Temple, 2810 Lombard Ave Everett, WA 98201 shall be the Branch meeting place for regular Branch meetings. (May 97)
- Section 2** - The Branch President shall designate the meeting place in an emergency as circumstances permit.
- Section 3** - Fifteen (15) members in good standing shall constitute a quorum for the transaction of business.
- Section 4** - Special meetings may be called by the Branch President upon the written request of seven (7) members or by a vote of the Branch. Proper notice must be given to the membership via bulletin boards, Newsletter, and/or telephone where possible. (Oct 01)
- Section 5** - The January meeting shall be the annual meeting of this Branch, and the annual reports must be submitted at this meeting.

ARTICLE 4
OFFICERS AND DUTIES

- Section 1** - The elected officers of the Branch shall consist of a President, Vice-President, Secretary (consolidates Recording Secretary and Financial Secretary), Treasurer, MBA Representative & Collector/H.B.R., Sergeant-at-Arms, Director of Retired Members, who shall be a retiree, and three (3) Trustees. Term of office shall be for two (2) years with the exception of the Trustees. Terms of office for the Trustees are set forth in Article 5 Section 1. (Aug 00)
- Section 2** - The duties of these elected officers shall be set forth under the duties of officers in the Constitution for the Government of Subordinate Branches of the National Association of Letter Carriers. For their duties, the President and the Secretary shall receive a sum equal to eight (8) times the monthly Branch dues as salary. For his/her duties, the Vice-President shall receive a sum equal to six (6) times the monthly Branch dues as salary. For his/her duties, the Treasurer shall receive a sum equal to six (6) times the monthly Branch dues as salary. The position of Editor of the "Monthly Report" shall be appointed by the President, and for his/her duties shall receive a sum equal to two (2) times the monthly Branch dues as salary. (Jun 05)
- Section 3** - The certificated full time Stewards only, not assistants or alternates, shall receive a sum equal to two (2) times the monthly Branch dues as salary. Physical presence is required to obtain credit for attendance unless Steward or Officer is on official NALC business. (Aug 97)
- Section 4** - It shall be the President's duty to appoint the Labor Management Committees. The Condolence Committee, whose duty it is to send flowers to any member of this Branch, their spouse and legal dependents who have been hospitalized. Flowers will be sent for the funerals of member's parents, spouse and dependants. In lieu of flowers for funerals of deceased members, five hundred dollars (\$500.00) shall be donated, in their names, to the WSALC Scholarship Fund at the next state convention. A letter indicating the donation will be sent to the families of deceased members. The President may appoint any other committee as may be needed. Shop Stewards and Alternate Stewards shall be selected by the members assigned to each office of Branch # 791 or the President shall appoint the Stewards and Alternates. (Jun 05)
- Section 5** - The President may be considered as an ex-officio member to all committees.
- Section 6** - The President, or his/her designee, shall be paid by the Branch to take up to 384 hours per year of leave without pay LWOP, and lost benefits, from the Post Office to conduct grievance related work or other essential business of the Branch. (Nov. 97)
- Section 7** - The Treasurer shall act as the supply officer for the Branch. It shall be the responsibility of the Treasurer to maintain the supplies needed for the successful operation of the Branch.

ARTICLE 5
BOARD OF TRUSTEES

- Section 1** - A Board of Trustees consisting of three (3) members shall be selected for a term of three (3) years. In the event a Trustee is unable to complete his term of office, the President shall appoint a member to fill the unexpired term. One Trustee will be elected each year for a three-year term. Candidates for Trustee may be nominated by any regular member in good standing or may be self nominated. Nominations will be in September and October and shall be voted on at the November meeting by a vote of the members attending the November meeting each year. All nominees must indicate their acceptance of the nomination as required in Article 4 Section 6. The method of election of trustees shall comply with the NALC Regulations Governing Branch Election Procedures as published by the National Association of Letter Carriers. (Jun 05)
- Section 2** - The Board of Trustees shall act as an Auditing Committee. Audits will be conducted at least twice a year. Receipts and voucher forms will be verified. The January audit will be for the period of June 1 through November 30. The July audit will be for the period of December 1 through May 31. (Feb 01)
- Section 3** - The Board of Trustees shall fulfill those duties prescribed in the National Constitution for Subordinate Branches and those duties, which the Branch shall from time to time require. (Jun 05)
- Section 4** - The Board of Trustees will be consulted and approve any emergency business of the Branch when time and circumstances do not permit a special meeting to be called or when the business cannot be delayed until the next regular meeting.
- Section 5** - The senior Trustee (i.e. the Trustee whose term ends at the next election) shall serve as the Trustee chairperson. The Chairperson is responsible for scheduling all audits and other meetings that might be properly brought before the Trustees. The Chairperson shall make all reports to the Branch as required by the Branch By-Laws. (Jun 05)

ARTICLE 6
DUES AND ASSESSMENTS

- Section 1** - The dues of Branch # 791 shall be a sum equal to two (2) hours pay for a City Carrier Grade 1 Step D Letter Carrier at the rate set by the National Agreement or whatever rate is set for a minimum dues structure by National (N.A.L.C.) whichever is greater, per month for active members. Additional two-dollars (\$2.00) per pay period will be added to the minimum dues structure as established by National. (Jun 05)
- Section 2** - The dues of retired carriers shall be two dollars (\$2.00) per month. (Dec 91)
- Section 3** - An assessment of one dollar (\$1.00) per pay period will be added to each active members dues withholding for the purpose of establishing a Branch Building Fund. Assessments will be deposited by the Treasurer in a separate interest bearing account to be used only for the purchase of a building for the

Branch. Any member, active or retired, may voluntarily contribute to this account in addition to the assessment. The President shall appoint a committee of not less than four (4) members to make a recommendation for the membership to vote on before any funds are expended from this account. (Mar 96)

- Section 4** - Any member thirty (30) days in arrears in payment of dues shall forfeit his/her membership unless he/she presents a good and sufficient reason to the Branch within sixty (60) days. (May 90)
- Section 5** - Any member who has been dropped for non-payment of dues may be reinstated by making application as a new member. (May 90)
- Section 6** - Any member who is called up by the United States Armed Forces shall not be required to pay any dues. Such member shall remain in good standing with Branch # 791 and the N.A.L.C. provided that that member was in good standing at the time of call-up. Branch # 791 shall make any payments due to the State Association and to the National Association as required to keep that member in good standing with said Associations. (Mar 91)

ARTICLE 7

NOMINATIONS AND ELECTIONS

- Section 1** - Election of delegates shall comply with Rules and Regulations of Elections as published by the National Association of Letter Carriers.
- Section 2** - Candidates for delegates to the State Convention may be nominated by any member in good standing or may be self nominated. Nominations for delegates shall be made at the September and October meetings. Election of delegates shall be held at the November meeting by secret ballot of the members present.
- Section 3** - Candidates for delegates to the National Convention shall be selected in the same manner in odd numbered years only.
- Section 4** - Those receiving the highest number of votes shall be deemed as elected as delegates. In cases of tie votes, the two (2) or more members with the same number of votes shall have a run-off ballot to determine their rightful order on the delegate roster. This ballot would be taken of members present at the November meeting.
- Section 5** - No member of this Branch who has not attended seven (7) regular Branch meetings during the twelve (12) months previous to the election shall be allowed the use of Branch funds for the purpose of attending the Conventions.
- Section 6** - The President, Vice-President and the Secretary, by virtue of their office, shall automatically be delegates to State and National Conventions during their term of office. The notice of election and the election ballot shall specify that those officers shall also serve as convention delegates. The President shall be the Chairperson and Spokesperson for the delegates. In the event the President does not attend the Convention, the Vice-President and/or a Presidential appointee shall assume these duties and shall be chosen from elected delegates. The President, as an automatic delegate to the State and National Conventions, shall be paid by the Branch for LWOP to attend those Conventions, except for one day of each Convention. (Nov. 03)

- Section 7** - The method of election of officers shall comply with Regulations Governing Branch Election Procedures as published by the National Association of Letter Carriers (Jun 05)
- Section 8** - The number of delegates to State Conventions to be paid with Branch funds, will be determined annually in the month of October. The number of delegates to the National Convention to be paid with Branch funds will be determined biennially in the month of October.
- Section 9** - Candidates for all officers may be nominated by any regular member in good standing or may be self nominated. Nominations for all officers shall be made at the September and October meetings. The President shall appoint an Election Committee at the October meeting, none of which shall be a candidate for any office. The Election Committee shall be responsible for mailing ballots to all eligible members as soon as possible, using the address of each member as listed in the Branch files. A copy of printed voting instructions and two (2) envelopes shall accompany the ballots. The larger envelope shall be postage prepaid and have printed upon it, for the purpose of identification, spaces for the voters name and address, and shall be pre-addressed to a Post Office box established by the Election Committee. The smaller envelope shall be used for securing the ballot within the return envelope, and shall have no markings on it. To be valid, ballots must be received by the time and date specified by the Election Committee in the printed instructions. In the case of a tie vote for any office, a runoff election of the candidates who tied shall be held within thirty days (30) of the original election. A notice of the runoff election shall be mailed to each member at least fifteen (15) days before the date of the election. If the runoff election results in another tie vote, the election shall be decided by a toss-of-a-coin. (May 90)
- Section 10** - All members nominated for office must indicate, in writing, their acceptance of the nomination. This must be in the possession of the Secretary no later than five (5) days after the October meeting. Any nominee failing to comply will not have their name placed on the ballot. (Mar 96)

ARTICLE 8 MILEAGE AND PER DIEM

- Section 1** - All delegates to Conventions meeting the provisions of Section 5 Article 7 and delegates to schools shall receive reimbursement as follows.
- Section 2** - One (1) day with no overnight stay will be reimbursed at the rate of up to twenty (20) dollars plus the allowable rate for mileage as allowed by IRS for members driving their automobile, unless otherwise reimbursed by the State Association. In the event that both personal automobile and air travel are viable modes of transportation, the delegate may use whichever mode they choose. However the Branch will reimburse the member at the lowest rate of the two. In the event of carpooling, the lesser of the total will be paid. (Feb 01)
- Section 3** - For one (1) or more days with one (1) or more overnight stays, reimbursement will be at the per diem rate specified on GSA webpage, plus

the cost of lodging and mileage as allowed by IRS for members driving their own automobiles, unless otherwise reimbursed by the State Association. The Secretary shall announce the daily per diem rate at the Branch meeting immediately prior to the event. All delegates shall have a right to single room accommodations, unless said delegate chooses other arrangements. In the event that both personal automobile and air travel are viable modes of transportation, the delegate may use whichever mode they choose. However the Branch will reimburse the member at the lowest rate of the two. In the event of carpooling, the lesser of the total will be paid. (Jan 10)

- Section 4** - The rates in Section 3 may be changed on an individual basis when the occasion arises, by a majority vote of the members present at a regular or special meeting, or in an emergency by the Board of Trustees.
- Section 5** - Expenses and LWOP will be accounted for with receipts, whenever possible, within fifteen (15) days of the conclusion of said function. Any member not submitting their expense statement within the fifteen (15) day period shall not have Branch funds advanced for the next event they attend. (Jan 10)
- Section 6** - Whenever Branch funds are paid in advance for a member to attend a State or National Convention and that member fails to attend, that member shall reimburse the Branch for those funds. The two (2) exceptions shall be funds returned or used by another member and/or by a vote and approval of the Trustees. (Mar 91)
- Section 7** - Any claim by members for LWOP (Leave Without Pay) must be accompanied by a completed PS Form 3971 before payment will be made. If claim is submitted in a timely manner, the payment of LWOP will be made on the date the normal Postal Service payment would have been made. (Jun 91)

ARTICLE 9

SCHOOLS AND SEMINARS

- Section 1** - The President shall send all Stewards to attend schools and seminars, unless so requested by the Steward not to attend. (Nov 89)
- Section 2** - Certified Stewards or certified Alternate Stewards (as replacement for Steward) attending schools-seminars shall be paid for leave without pay (LWOP) for work days present at schools-seminars, lost benefits and travel time (days) to attend the schools-seminars. All LWOP so specified in this section must be used on behalf of Branch # 791. The President may designate other members to attend when the circumstances indicate a benefit to the Branch. (i.e. Director of Retired Members to attend retirement training) (Jun 05)
- Section 3** - Whenever Branch funds are paid in advance for a member to attend a school or seminar and that member fails to attend, that member shall reimburse the Branch for those funds. The two (2) exceptions shall be funds returned or used by another member and/or by a vote and approval of the Trustees. (Jun 05)
- Section 4** - Certified Alternate Stewards may attend Statewide Training at the same time as Certified Stewards, provided they meet the attendance requirements of Article 7, Section 5, and receives pay as specified in Article 9, Section 3. (Jan 94)

**ARTICLE 10
BUDGET**

- Section 1** - The proposed annual budget shall be presented by the President and Trustees at the November meeting and voted on at the December meeting. (Mar 91)
- Section 2** - In the event the Branch funds drop below three thousand (\$3000.00) dollars, all budget items and expenditures will be frozen and all expenditures of Branch funds must be approved by the membership or in an emergency by the Board of Trustees.
- Section 3** - Expenditures not covered by the budget or exceeding the budget must have specific approval of the membership. In an emergency the Board of Trustees may approve expenditures in an amount not to exceed one thousand dollars (\$1000.00) with a full explanation to the membership at the next Branch Union meeting. (May 90)
- Section 4** - Branch funds cannot be used to cover expenses of a Branch Officer or Member, while acting as an agent or appointee of the National Business Agent or other National N.A.L.C. Officer. (Aug 89)

**ARTICLE 11
GOLD CARD MEMBERS**

- Section 1** - All Gold Card Members of Branch 791 and their spouses shall be able to attend any function that the Branch attends as a guest of the Branch. Reimbursement of expenses will be as required in Article 8 of these By-Laws. (Mar 99)

**ARTICLE 12
PARLIAMENTARY AUTHORITY**

- Section 1** - The rules contained in "Robert's Rules of Order" shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws. (Oct 89)

**ARTICLE 13
AMENDMENTS**

- Section 1** - These By-Laws may be amended at any regular meeting by a 2/3 vote of those present, and voting, provided notice was given at the last regular Branch meeting before they are voted on and suitable notification of such proposed changes was made at least ten (10) days before any regular meeting at which a vote on an amendment is to be taken. (May 90)
- Section 2** - The By-Laws may be amended at a special meeting called for that purpose, and that purpose alone, with the previous notice and 2/3 vote of those present and voting.
- Section 3** - All proposed amendments shall be submitted in writing and carry at least two (2) signatures of members in good standing.
- Section 4** - Amendments passed will be in effect a minimum of one (1) year unless seriously detrimental to the operation of the Branch.

Approved by Committee of Laws on 22 January 2010