

BYLAWS NALC Branch 2502

Preamble:

Our purpose is to promote and protect the interest of the membership, To elevate the morale, intellectual and social conditions of all the working men and women, To assist each other in sickness and distress.

To encourage a higher standard of skill, to cultivate a feeling of brotherhood and to assist each other toward our mutual benefit and welfare.

To aid and assist all organizations, to uphold the dignity of labor, resist oppression by peaceful and honorable means.

To hold it as a sacred principle that union members, above all others, set a good example as true and faithful workers performing their duties to their employer with honor to themselves and their organization.

We resent the principle of an open shop association, and will continually strive for enactment of legislation, which will enable us to achieve our objectives.

We realize that a blow to one organization is a blow to all; therefore it shall be our duty as union members to purchase union made goods and patronize union shops and business establishments whenever possible.

With these aims and principles in mind, we, the Letter Carriers of the Greater Las Vegas, Clark County, Nevada Area, do affiliate ourselves in an organization that shall be known as Branch 2502 of the National Association of Letter Carriers, in conformity with the provisions of the Constitution and Laws of the National Association of Letter Carriers.

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Article I Name

Section 1

This organization shall be known as Branch 2502 of the National Association of Letter Carriers.

Article II Membership

Section 1

Two (2) types of membership

- A. Regular Branch members
 - 1. Members in a non-supervisory position
 - 2. Regular members who have left the Postal Service or have been temporarily or permanently promoted to supervisory status. Their only voice in the Branch is limited to N.A.L.C. Sick Benefit Plan and/or the N.A.L.C. Life Insurance Plan. They may attend that part of the meeting that concerns them such as change of dues structure.
- B. Retirees, who were regular members of the N.A.L.C. when they retired and persons leaving the service with coverage under the Office of Worker Compensation Programs (O.W.C.P.) shall have no voice or vote in:
 - 1. Ratification of a National Working Agreement.
 - 2. Local Memorandums of Understanding.
 - 3. Proposed "Job Action".

Article III Meetings

Section 1

There shall be a Regular Meeting of this Branch once each month, within the first seven (7) days of that month. On Tuesday, Wednesday, or Thursday at 7 p.m. at an available facility unless changed by two-thirds (2/3's) majority of the members present and voting at any meeting. The Recording Secretary of the Branch shall give notice of all Regular

Meetings of this Branch by publishing such notice in the official publication or each installation.

Section 2

A Special Meeting shall be called by the President upon receipt of a written request for such meeting, signed by at least forty (40) of the members in good standing and representative of at least the majority of the Postal Installations in the Branch. Notification of such meeting(s) shall be given to each Postal Installation in this Branch at least one (1) day prior to said meeting by the Recording Secretary.

Section 3

A Special Meeting may be called by the President with the approval of a majority of the Executive Board.

Section 4

Under no circumstances will alcoholic beverages and/or smoking be permitted on the floor while meeting is in progress. The Sergeant-At-Arms shall give a five (5) minute notice to all members present prior to the start of the meeting.

Section 5

All Regular and Special Meetings shall be held in closed session.

Section 6

Unaffiliated guests having business with this Branch, previously approved by the Executive Board, shall be allotted time to address the membership.

Section 7

No person other than bona fide members will be permitted in the meeting place during the regular order of business without the consent of two-thirds (2/3's) of those present and voting or the consent of the President.

Section 8

Ten (10) members shall constitute a quorum at any Regular or Special Meeting.

Article IV

Officers

Section 1

The officers of the Branch shall be the President, Executive Vice-President, Vice-President, Branch Secretary, Treasurer, Sergeant-At-Arms and Safety, NALC Health

Benefit and MBA Representative, EEO (Equal Employment Opportunity) Representative, and a Board of Trustees composed of five members.

Section 2

Other Branch representatives shall be Office and Station Stewards.

Article V

Elections and Nominations

Section 1

Said article shall pertain to elections and nominations of Officers, Stewards and Delegates to the State and National Conventions.

Section 2

Elections for Branch 2502 Officers and Stewards shall be every three (3) years.

- A. Elections will be held during the month of October, from the close of the October meeting to the opening of the November meeting.
- B. Voting shall be by secret ballot, by mail, to current address on record at the Branch Office. Mailing list will be obtained from National.
- C. The Recording Secretary shall notify membership forty-five (45) days before the election. This provision may be satisfied by timely publication in the Postal record or State publication. Notice must have the length of term for offices to be filled and type of election procedure (secret ballot by mail).
- D. Stewards shall be elected from station or office at which they work.

Section 3

Nomination procedures:

- A. Nomination for Officers and Stewards shall take place at the October meeting.
- B. Prior to said meeting, written notice of intent to accept nomination is permissible.
- C. No person can accept nomination for more than one (1) office notification requirements.

Section 4

- A. At least twenty-one (21) days before election, the President shall appoint a board to conduct and supervise all aspects of the election.
- B. One member of the board shall be appointed as chairman.
- C. The board shall receive a list of all nominees for all offices from the Branch Secretary.
- D. The board shall receive from the Branch Secretary a list of all regular members eligible to vote. Retirees may be listed separately.

Section 5

Delegates to State and National N.A.L.C. Conventions and Nevada State A.F.L.-C.I.O. Conventions.

- A. Branch Officers, by order of succession, shall automatically be included as Delegates, unless restricted by convention Delegate allowance.
 - 1) Nomination for said convention shall take place in November at the Regular Meeting.
 - 2) Election of nominees shall take place at the December Regular Meeting.
- B. Paid Delegates:
 - 1) Eligibility for expenses: candidate must be in attendance at eight (8) of the previous twelve (12) regular monthly meetings for each of the previous two years preceding eligibility for nominations.
 - 2) An election for paid delegates shall take place first from the list of candidates that meet the criteria of eligibility.
 - 3) Full-Time Officers, by virtue of office, shall automatically be included as paid delegates.
 - 4) A.F.L.-C.I.O. Vice President, by virtue of office, shall automatically be a delegate, unpaid, to the AFL-CIO State Conventions. So long as they are a member in good standing in the Branch. In the event that no member of Branch 2502 holds this office and a member in good standing has requested to run for the vice-presidency, their request should be taken into consideration before the Branch to be able to run for office. This delegate would be a paid delegate.

Article VI

Duties of Officers

Section 1

President

Shall preside at all meetings, preserve order, sign all other papers ordered by the Branch. Shall have general supervisory power, see that the Officers perform their duties. He/She shall be entitled to the same sick leave and annual leave provisions of the regular letter carriers at the NALC 2, Step O (annual leave coordinated with Executive Board). The Branch shall pay both portions (employee & employer) of NALC Health Insurance and base life insurance. He/She shall receive a clothing allotment equivalent to that provided to the regular letter carrier. He/She shall receive the current allowance rate for mileage provided by the Internal Revenue Service and maintain a vehicle log to be submitted monthly for reimbursement. He/She shall be entitled to reimbursement of all itemized expenses legitimately incurred in the conduct of the affairs of the Branch (subject to

Executive Board approval). Shall visit each station and A/O's within the Branch at least once each quarter and post scheduled office hours on each NALC bulletin board.

- A. Appoint the Editor of the Branch Newsletter from the elected Officers.
- B. Shall appoint a Scribe, to receive one (1) hour at Level 6, step O for each monthly article printed in the Postal Record.
- C. Shall upon a resignation or vacancy, fill the position by appointment.
- D. Shall at the end of his/her term give a progress and condition report of the Branch.
- E. Shall, by virtue of his/her office, be then Chief Steward for the Branch.
- F. Shall, on all matters of policy or appointment (s), consult the Executive Board.
- G. For the faithful performance of the duties, he/she shall receive the sum of forty six (46) hours pay per week at NALC 2, Step O, payable bi-weekly. Future salary adjustments will be made with the same percentage given NALC 2, Step O grade letter carriers in their salary increase. (accrued annual leave and sick leave to be set aside bi-weekly, 12 hours).

Section 1A

Executive Vice-President

Shall preside in the absence of the President. In case of death, resignation, disqualification, refusal or neglect of the President to discharge the duties of his/her office, the Executive Vice-President shall then perform all duties incumbent upon the President for the remainder of the term of office. He/She is expected to assist the President and frequently is assigned special duties or committee functions. He/She shall be entitled to all postal paid benefits that they would have received as a full-time career letter carrier. He/She will receive the same sick leave and annual leave provisions of the regular letter carriers at the NALC 2, Step O (annual leave coordinated with Executive Board). The Branch shall pay both portions (employee & employer) of NALC Health Insurance and base life insurance. He/She shall receive a clothing allotment equivalent to that provided to the regular letter carrier. He/She shall receive the current allowance rate for mileage provided by the Internal Revenue Service and maintain a vehicle log to be submitted monthly for reimbursement. He/She shall be entitled to reimbursement of all itemized expenses legitimately incurred in the conduct of the affairs of the Branch (subject to Executive Board approval). Shall visit each station and A/O's within the Branch at least once each quarter and post scheduled office hours on each NALC bulletin board.

- A. Shall be a member of the Grievance committee.
- B. Shall be a Formal Step "A" designee for the Branch and process Formal Step "A" grievances if required by the President.
- C. Shall be a member of U-Inc.
- D. Shall report to the membership U-Inc activities and expenditures.
- E. For the faithful performance of the duties, he/she shall receive the sum of forty four (44) hours pay per week at NALC 2, Step O, payable bi-weekly. Future salary adjustments will be made with the same percentage given

NALC 2, Step O grade letter carriers in their salary increase. (accrued annual leave and sick leave to be set aside bi-weekly, 12 hours).

Section 2

Vice-President

Shall preside in the absence of the Executive Vice-President. In case of death, resignation, disqualification, refusal or neglect of the Executive Vice-President to discharge the duties of his/her office, the Vice-President shall then perform all duties incumbent upon the Executive Vice-President of the remainder of the term of office. He/She is expected to assist the President and Executive Vice-President and frequently is assigned special duties or committee functions by the President.

He/She shall be entitled to all postal paid benefits that they would have received as a full-time career letter carrier. He/She shall receive the same sick leave and annual leave provisions of the regular letter carriers at the NALC 2, Step O (annual leave coordinated with Executive Board). The Branch shall pay both portions (employee & employer) of NALC Health Insurance and base life insurance. He/She shall receive a clothing allotment equivalent to that provided to the regular letter carrier. He/She shall receive the current allowance rate for mileage provided by the Internal Revenue Service and maintain a vehicle log to be submitted monthly for reimbursement. He/She shall be entitled to reimbursement of all itemized expenses legitimately incurred in the conduct of the affairs of the Branch (subject to Executive Board approval). Shall visit each station and A/O's within the Branch at least once each quarter and post scheduled office hours on each NALC bulletin board.

- A. Shall be a Formal Step "A" designee for the Branch and process Formal Step "A" grievances if required by the President.
- B. Shall organize and prepare an annual Shop Stewards training class.
- C. Shall organize and prepare the monthly Shop Stewards class.
- D. Shall be a member of the Grievance Committee.
- E. For the faithful performance of the duties, he/she shall receive the sum of forty four (44) hours pay per week at NALC 2, Step O, payable bi-weekly. Future salary adjustments will be made with the same percentage given NALC 2, Step O grade letter carriers in their salary increase. (accrued annual leave and sick leave to be set aside bi-weekly, 12 hours).

Section 3

Branch Secretary

Shall keep a correct record of the proceedings of the Branch, draw all warrants on the Treasurer ordered by the Branch. Notify applicants for membership in writing of their election and members of their suspension, expulsion or acceptance of resignation. Notify National Secretary-Treasurer immediately of the suspension, expulsion or reinstatement of a member. shall receive, receipt for and deposit all moneys of the branch, keep a record of such deposits and give an accounting thereof to the Treasurer.

- A. Attend to correspondence of the Branch.

- B. Mark and file papers for inspection.
- C. Notify the members of Special Meetings when ordered by the President.
- D. Semi-annually report on members elected, rejected, initiated, suspended, reinstated, withdrawn and deaths, giving date of death.
- E. Notify the National Secretary-Treasurer monthly of the election of new members, also those suspended, expelled, deceased or resigned.
- F. Shall handle financial matters pertaining to retirees.
- G. All federal and state tax form (s) shall be the responsibility of the Branch Secretary.
- H. Shall provide to the Election Board a list of all members in good standing, as of the October meeting of the election year.
- I. Shall be a member of the budget committee.
- J. Shall be a member of the committee of membership.
- K. Shall be a member of U-Inc.
- L. For services he/she shall receive the sum of twenty four (24) hours at NALC 2, Step O, paid monthly.

Section 4

Treasurer

The Treasurer shall receive receipts of all monies deposited by the Financial Secretary, disburse all monies of the branch, and keep a regular account thereof. He/she shall pay all warrants drawn on him/her by the Recording Secretary voted by the branch and signed by the President. Have all accounts receipted upon payment of the same. He/she shall whenever requested by the President, and at the end of his/her term, make a report showing his/her receipts, disbursements and amount of money on hand, deliver his/her books, papers and money to his/her successor in office.

- A. Handle transactions for the Branch.
- B. Keep an account of all funds, properties, and investments of the Branch.
- C. Shall pay all warrants and vouchers drawn as prescribed in the Constitution and By-Laws.
- D. Shall be a member of the Budget committee.
- E. Shall not spend monies of the Branch without a warrant.
- F. Shall provide a report at the regular monthly general meeting showing the status of branch finances.
- G. Shall be a member of U-Inc.
- H. For the faithful performance of the above duties shall receive the sum of twenty-four (24) hours per month at NALC 2, Step O paid.

Section 5

Sergeant-At-Arms

- A. Shall preserve order at the meeting under the instruction of the President.
- B. Shall ensure that none but members are present at the meeting directed by the President or a vote by the Branch.
- C. Shall be responsible for the resolution of safety problems.
- D. Other areas as requested by the President.

- E. For service, he/she shall receive the sum of six (6) hours at NALC 2, Step O, paid monthly.

Section 6

M.B.A.-N.S.B.A. and Health Benefit Representative

Shall be responsible for the resolution of problems in his/her position.

- A. Other areas as requested by the President.
- B. Shall have on hand all forms and brochures to aid the membership.
- C. For service, he/she shall receive the sum of eleven (11) hours at NALC 2, Step O, paid monthly.

Section 7

E.E.O.C. Officer

- A. Shall advise and handle E.E.O.C. problems.
- B. Shall assist with E.E.O.C. problems as necessary.
- C. Other duties as directed by the President.
- D. For service, he/she shall receive the sum of six (6) hours at NALC 2, step O,. paid monthly.

Section 8

Trustees

- A. Five (5) trustees shall examine and report to the Branch the condition of the books, at least once every six (6) months.
- B. Shall be responsible for the undated inventory of property of the Branch with the 2nd and 4th audit, a copy shall be provided to the Financial Secretary-Treasurer.
- C. Other areas as requested by the President.
- D. For service, he/she shall receive the sum of three (3) hours, at NALC 2, Step O, paid at each of the audits in attendance.

Section 9

Stewards

- A. Shall be responsible for insuring that the rights of all members are upheld.
- B. Shall be responsible for all problems related to them.
- C. Other areas as requested by the President.
- D. Attend all schools and seminars and Steward's meetings given by the Branch or as requested by the President.
- E. For service, he/she shall receive the sum of eight (8) hours, at NALC level 2, step O, paid monthly.

Section 10

Executive Board

- A. Makes policy for the entire Branch.

- B. Ensures that the welfare and rights of the Branch members are upheld.
- C. Other duties as the Branch may direct.
- D. The Board shall have the power to expend not to exceed \$500.00 with a majority vote.
- E. The Board by majority vote shall retain an Attorney or Certified Public Accountant.
- F. The Board shall oversee the integrity of the Savings Account. Any requests to expend funds from said account must be considered by the Board before being brought to the membership. A two-thirds (2/3's) vote of the members present and voting at the Regular Meeting is needed to expend said funds.

Article VII

Fees, Dues, Fines and Assessments

Section 1

The dues of regular members shall be set at \$2.59 above the minimum dues prescribed in the National Constitution of the National Association of Letter Carriers; two (2) hours, grade 1, step D, per month.

Section 2

Retired member's dues shall be \$30.00 per year.

Section 3

No Officer or member shall be exempt from payment of dues, fines and assessments.

Section 4

Any member who is in good standing at the time of his/her induction, enlistment, or call to active duty during a period of armed hostilities, shall, upon return, be reinstated as a member in good standing.

Section 5

Branch 2502 shall support the N.A.L.C. auxiliary 2502-R in the amount of twenty-five dollars (\$25.00) per month to sustain their expenses and continue until they are self sustaining.

Section 6

Branch 2502 shall join the Nevada A.F.L. - C.I.O. effective May 1, 1993 and pay dues of thirty-five cents (\$.35) per member, per month. The Branch would be entitled to delegates at the state convention as prescribed by the Nevada State AFL-CIO Constitution.

Article VIII

Benefits

Section 1

At the death of a member who is in good standing, the President and another member of the Executive Board shall call upon the family of the deceased member and obtain their wishes regarding the burial of the deceased member. If the family desires the Branch to furnish uniformed pall-bearers, the President shall appoint the number desired not to exceed six (6), whose loss of time shall be paid by the Branch, not to exceed three (3) hours. The President or any member appointed by the President shall present or send a Bible of the deceased faith to his or her nearest of kin. A sympathy card shall also be sent to the deceased's family.

Section 2

When notified in time, the President or the Branch shall send a sympathy card in the event of a death in the family of a member.

Section 3

Retirement Benefit Plan

A retirement benefit plan for members of Branch 2502 shall be established in order to promote incentive membership in the National Association of Letter Carriers. To show labor's appreciation for the continuing efforts of its members, to improve the lot of its working people (the letter carriers), to grant a benefit for the carrier who retires after years of service to a fixed income.

Eligibility for the plan will be as follows:

- A. This plan applies to time in Branch 2502 only.
- B. Minimum NALC membership of five (5) years in Branch 2502 only.
- C. Only regular dues paying members in good standing.
- D. Computation to be based on \$10.00 per year of NALC Postal Service in Branch 2502. Maximum benefit is \$300.00.
- E. When informed, Branch 2502 will process application thirty (30) days prior to the retirement date.
- F. Retirement benefits shall be awarded up to the last day of the carrier's service.
- G. The Treasurer will maintain a separate budget category titled "Retirement Fund"
- H. The sum of 2% of dues reimbursement will be deposited from the General Fund each month into the above named category, to a maximum of \$5000.00.
- I. All checks for payment of the benefit shall be issued in accordance with the By Laws of Branch 2502.

Article IX Committees

Section 1

There shall be a Budget Committee composed of the President, Branch Secretary, Treasurer, whose duties shall be to recommend to the membership its acceptance or rejection as to an expenditure program.

Section 2

The Grievance Committee shall consist of the elected Officers.

Section 3

At the first Regular Meeting in January, the President shall appoint the following committees:

- A. A Committee on Entertainment, composed of three (3) members whose duties shall be to provide entertainment on all occasions required by the Branch. All expenditures by so said committee are subject to approval by the Branch in advance.
- B. A Committee on Publicity, composed of three (3) members whose duties shall be to consult the various newspaper officials in regard to advertising or publishing matters of Branch concern.
- C. A Committee on Membership, composed of three (3) members whose duties shall be to endeavor to secure new members and to assist in promoting attendance at meetings. The Financial Treasurer shall be an Ex-Officio member of this committee.
- D. A Steward's Council Meeting to be held once a month, to bring all complaints and grievances to the Executive Board. Minutes will be kept.
- E. A Committee on By Laws, composed of at least three (3) members whose duties shall be to review all proposed By Law changes to insure their accuracy and that there is no conflict with existing By Laws. They will recommend to the membership their approval or disapproval. The President shall be an Ex-Officio of this committee.

Article X Roll Call and Voting

Section 1

"Roberts Rules of Order Revised" shall be the standard for all points of order not covered by these By Laws or the Constitution for the Government of Subordinate and Federal Branches.

Article XI

By Law Copies

Section 1

All members of the Branch and new members at the time of their initiation, shall receive a copy of the Branch By Laws.

Section 2

These By Laws shall not be repealed, altered, or amended except by two-thirds (2/3's) vote of the members present and voting at the Regular Meeting. All new By Laws must be presented in writing at least one (1) Regular Meeting previous to action being taken thereon.

Section 3

All former By Laws of this Branch are hereby repealed.

Section 4

The foregoing By Laws shall go into effect upon approval of the Committee on Constitution and Laws of the National Association of Letter Carriers.

Section 5

All situations not covered by these By Laws will be covered by the National Constitution for the Government of Subordinate and Federal Branches.

Article XII

Funds

Section 1

All funds shall be devoted to such uses as the Branch or By Laws direct.

Section 2

Building Mortgage and Maintenance Fund

- A. Branch 2502 shall maintain a Building Mortgage and Maintenance Fund Budget Category. The amount of \$3000.00 per month shall be credited into this category . This amount may be increased or decreased depending on the operating expenses of U-Inc.
- B. The funds are to be used to pay the NALC portion of the U-Inc mortgage and operating expenses.

Section 3

Convention Fund

A. Branch 2502 shall maintain a Convention Fund budget category. Deposits to the fund will be suspended from October 1, 2005 through December 31, 2006. Beginning on January 1, 2007, a sum of six (6%) percent of dues reimbursement will be credited each month into said category. Convention costs will be expended exclusively from this category. The Executive Board shall recommend to the membership the expenditures needed.

Section 4

Entertainment Fund

- A. An Entertainment Fund budget category will be established. Deposits to the fund will be suspended from October 1, 2005 through December 31, 2006. Beginning on January 1, 2007, a sum of two (2%) percent of dues reimbursement will be credited each month into said category. All social functions will be financed exclusively from this category according to the requirements in Section B.
- B. The Branch shall pay a minimum of 50% of the cost of any social function (ie: picnic, Christmas party, etc.), that a majority of members present and voting at a Branch meeting approve. The balance will be paid by those attending. The Budget Committee shall advise the membership of the availability of Branch funds.
- 1) ADULT FUNCTIONS: Each member will be allowed one (1) guest at the members rate. Additional guests will pay full cost.
 - 2) FAMILY FUNCTIONS: A per person cost will be determined by the Entertainment Committee, and all individuals 6 years and older shall pay a maximum of 50% of that cost. (4/16/98)
 - 3) Parties for children only shall be exempt from these restrictions and funding must be approved at a Branch Meeting by those present and voting.
 - 4) The price of the tickets will include all costs of the event (ie: bands, halls, picnic area fees, cleaning fees, etc.)

Section 5

Costs of any Union business conducted outside the jurisdiction of Branch 2502, Clark County, Nevada upon request may be paid by the Branch in accordance with the By Laws of Branch 2502.

Section 6

Special meetings and school expenses will be paid from the General Fund. Executive Board shall recommend to the membership the expenditures needed.

- A. All persons attending said schools or special meetings and having their expenses paid for by the Branch, must hold a seminar at the Union Hall for all interested members, within forty-five (45) days after returning from said school or special meeting. Any person who does not participate in said seminar will be required to reimburse the Union for any and all expenses which the Union had compensated him/her for.

Section 7

Official Union observers attending adverse action or grievance/arbitration hearings shall be compensated for his/her actual lost time, not to exceed eight (8) hours per day.

- A. Any member who volunteers for or is mandated by the Union to serve on any Special committee or any member who is called as a witness for any Special Committee, shall be compensated: one (1) hour pay at NALC 2, Step O, for each day that they serve not to exceed five (5) hours.

Section 8

Full-Time Officer Fund

A Full-Time Officer Fund budget category will be created and maintained by the Treasurer. The Full-Time Officer's clothing allowance will be credited to this account in January of each year. A dollar amount equal to the Full-Time Officer's monthly annual leave and sick leave earnings will be credited each month into this category.

Reimbursements for Clothing Allowance, Annual leave and /or sick leave taken by the full-time officer will be deducted from this category each month.