

The seal of the National Association of Letter Carriers is a circular emblem. It features a red outer ring with the words "NATIONAL ASSOCIATION OF LETTER CARRIERS" in white capital letters. Inside the ring is a blue field containing a white envelope with a yellow hand pointing to it. The letters "U.S.A." are written in blue on the envelope.

# **By-Laws of the Arizona State Association of the National Association of Letter Carriers**

**As Amended By Convention in Yuma, Arizona – April 25-26, 2025**

**Committee of Laws Approved- July 15, 2025**

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## **Preamble**

In order to effect uniformity in the administration of the rights, benefits and privileges of State Associations, and to enable them to be of greater assistance to the National Association through harmony and unity of purpose, the National Association of Letter Carriers in convention assembled hereby ordains the following Constitution for the Government of State Associations under it's jurisdiction.

## **Article 1**

### **Name and Object**

**Section 1** This Association shall be known as the Arizona State Association of Letter Carriers.

**Section 2** The object of this Association is to assist the National Association of Letter Carriers in maintaining a more perfect organization and improving the Postal Service; to organize all letter carriers within the state; to conduct training and educational seminars for all members; and to guide and direct activities relating to legislation within the state. This association shall have the authority to coordinate with the National Business Agent regarding seminars and training schools on the State, District, and Branch levels, which shall be financed by the NALC and directed by the National Business Agent. State Association financial resources previously expended on seminars and training shall be expended in pursuance of and consistent with the object stated above: "to guide and direct all activities relating to legislation within the state."

**Section 3** The Union label shall appear on all printed matter sent out or distributed by the State Association when possible.

## **Article 2**

### **Membership**

**Section 1** Membership of this Association shall be composed of all members in good standing in the National Association of Letter Carriers within the State of Arizona.

**Section 2** The Arizona State Association, at its option, may establish District Associations within the state. Such District Associations shall be subject to the by-laws of the State Association.

The logo of the Arizona State Association of Realtors is a circular emblem. It features a red outer ring with the words "ARIZONA STATE ASSOCIATION OF REALTORS" in white. Inside the ring is a blue field with a white envelope and a yellow hand pointing to it. The letters "U.S.A." are written in blue on the envelope.

## **Article 3**

### **Meetings**

**Section 1(a)** This Association shall meet every two (2) years, in the odd numbered years, at such time and place as may be designated in the by-laws or decided upon by a majority vote at a previous session unless conditions should arise which require a change in the date and place decided upon or designated, when the President and Executive Board shall have authority to make such changes of time or place and report same through the Secretary.

**Section 1(b)** No State Convention will be held on a holiday weekend.

**Section 1(c)** In the event a date(s) is not chosen during a State Convention, the date(s) of the next State Convention will be decided by a majority of the Executive Board. The date(s) of the next State Convention shall be provided to the Secretary of each branch no later than December 31<sup>st</sup> of each even numbered year.

**Section 2** Special meetings shall be called by the President upon the written request of not less than one-half (50%) of the branches representing not less than one-fourth (25%) of the membership of the Association. The Secretary shall notify by letter each Branch entitled to representation in this Association, stating the object of the call. This meeting shall transact no business other than that stated in the call.

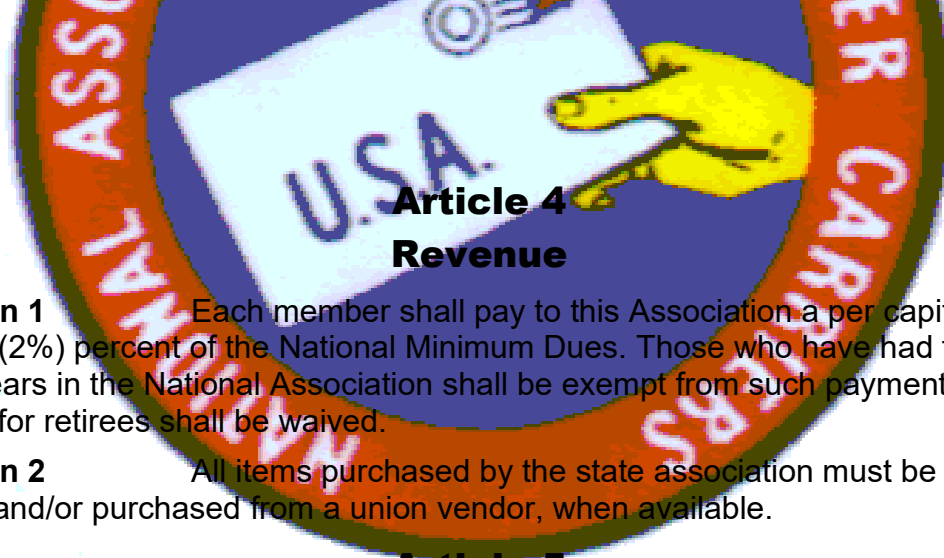
**Section 3** Twenty-five percent (25%) of the Branches in the State representing at least twenty-five percent (25%) of the membership in the State shall constitute a Quorum for transacting business at regular or special meetings but less than that number may adjourn to meet at some future specified time.

**Section 4(a)** The State Association may advance to the Branch hosting the State Convention a sum not to exceed two thousand dollars (\$2,000.00) as primary working capital. This amount shall be returned or accounted for to the State Executive Board within thirty (30) days after the close of the Convention. This must be to the satisfaction of the Governing Board.

**Section 4(b)** The Host Branch of the Arizona State Association Convention shall be mandated to run the convention on a break-even basis. The Host Branch is expected to present a proposal for a tentative venue, as well as any planned activities, to the Executive Board no later than 180 days prior to the start of the convention.

**Section 4(c)** Any State Convention costs not covered by the registration fee, with prior approval by State Executive Board, shall be the responsibility of the State Association.

**Section 4(d)** Copies of all tentative contracts for services, rooms and food shall be provided to the State Executive Board for approval a minimum of 90 days prior to the date of the Convention.



## **Article 4 Revenue**

**Section 1** Each member shall pay to this Association a per capita tax of two (2%) percent of the National Minimum Dues. Those who have had fifty (50) years in the National Association shall be exempt from such payments. Per capita for retirees shall be waived.

**Section 2** All items purchased by the state association must be union made and/or purchased from a union vendor, when available.

## **Article 5 Representation and Vote**

**Section 1** Those who shall be entitled to a voice and one vote only in the meetings of this Association shall be its officers, delegates, and the Delegate-at-Large.

**Section 2** The basis of representation and voting shall be: One vote for the first ten (10) members of each Branch and there-after one vote for each additional ten (10) members or fraction thereof.

**Section 3** Election of delegates to the State Association Convention shall be conducted in accordance with Article 5 of the National Constitution.

**Section 4** The number of members who pay per capita tax to this Association for the term beginning January 1, prior to the Convention shall determine the number of the votes to which a Branch is entitled.

**Section 5** A delegate cannot be admitted to the meetings of this Association who is in arrears either to this Association or to the National Association of Letter Carriers.

## **Article 6 Officers**

**Section 1** The elective Officers of this Association shall be: President, Vice-President, Secretary, Treasurer, Director of Education, Director of Retired Members, and Five (5) Executive Board Members.

**Section 2** Any regular branch member in good standing shall be eligible for any office of this Association; provided, however, that the Association may provide in its by-laws for the election of Executive Board Members by District; with each District electing its own Executive Board.

**Section 3** Delegate-at-Large to the National Convention from the State will be the President of the Association by virtue of his office; if he is unable to attend, the Vice-president of the State Association will be the alternate

**Section 3(a)** The Executive Board shall budget up to \$4,000.00 over a two (2) year period, for the Delegate-at-Large to the National Convention. Such funds are in lieu of any compensation paid by the Branch of the delegate, and shall require receipts being presented and approved by the Executive Board.

The seal of the Arizona State AFL-CIO Association is a circular emblem. It features a central shield with a blue background and a white envelope icon. A yellow hand is shown placing a document into the envelope. The shield is surrounded by a red border containing the text "ASSOCIATION" on the left and "CARRIER" on the right. The word "ARIZONA" is written in white across the bottom of the shield.

**Section 4** The delegate to the Arizona State AFL-CIO Convention will be the President of the State Association by virtue of their office. If they are unable to attend, the Vice President of the State Association will be the alternate.

**Section 4(a)** The Executive Board shall budget \$500.00 annually for delegate expenses to the Arizona State AFL-CIO Convention and shall require receipts to be presented and approved by the Executive Board.

**Section 5** State Officers shall not be reimbursed by the State Association and their Branch for the same expenses.

## **Article 7**

### **Nominations and Elections**

**Section 1** Nominations will be held on the first day of the convention and elections will be held on the last day of the convention which shall take place biennially during the meetings of the Association. The installation of Officers shall take place prior to adjournment.

**Section 2** When there is more than (1) candidate for the same office, it shall require a plurality of all votes cast for such office to elect, such to be by written ballot. When there is one (1) candidate for any office, the President may declare their election by consent.

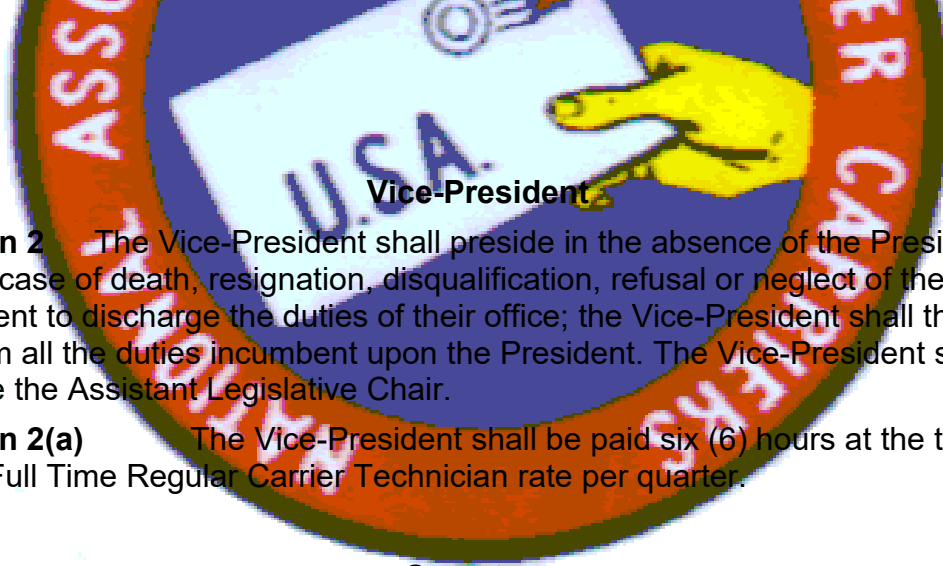
## **Article 8**

### **Duties of Officers**

#### **President**

**Section 1** The President shall preside at all meetings of this Association and enforce all laws thereof. They shall fill all vacancies occasioned by death or otherwise, with persons duly qualified, until an election shall be held. They shall sign all warrants on the Treasurer, as provided for in this Constitution. They shall sign all documents and papers that require their signature to properly authenticate them. They shall appoint at each regular meeting a committee of three on credentials, which committee shall at once proceed to discharge its duties; a committee of three on audit to examine at once the books of the Secretary and the Treasurer; a committee of three on mileage and per diem, and a Sergeant-at-Arms. At the close of each meeting, they shall appoint such committees as directed by the convention, and shall have power to fill all vacancies occurring in any appointive committee or elective office during recess. Their correspondence with Branches, when practicable, shall be conducted through the Secretary. They shall submit at the regular meeting of the Association a written report of all their official acts during their term of office, and they shall perform such other duties as the laws, rules, and usage of this Association may require. They shall, together with the Treasurer, sign and file with the Secretary of Labor on behalf of the State Association, the annual financial report required by public law.

**Section 1(a)** The President shall be paid eight (8) hours at the top level, Full Time Regular Carrier Technician rate per quarter.



### **Vice-President**

**Section 2** The Vice-President shall preside in the absence of the President, and in case of death, resignation, disqualification, refusal or neglect of the President to discharge the duties of their office; the Vice-President shall then perform all the duties incumbent upon the President. The Vice-President shall also be the Assistant Legislative Chair.

**Section 2(a)** The Vice-President shall be paid six (6) hours at the top level, Full Time Regular Carrier Technician rate per quarter.

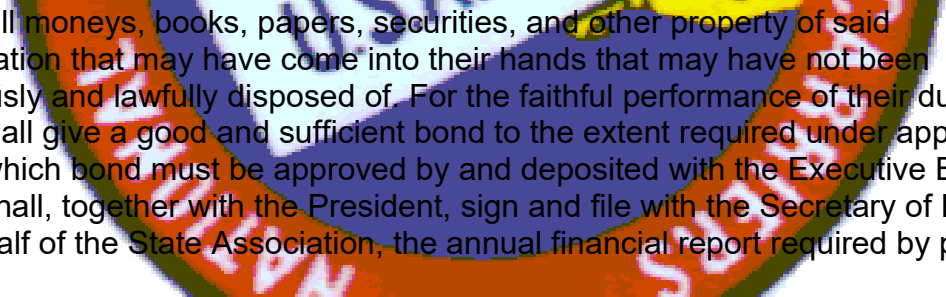
### **Secretary**

**Section 3** The Secretary shall keep a current record of the proceedings of the Association. They shall read or cause to be read all communications, reports, etc., and attest all orders drawn on the Treasurer. They shall draw all warrants on the Treasurer, ordered by the Association, and signed by the President, for money in payment of bills that have been approved by the Executive Board. They shall conduct the correspondence of this Association. They shall keep a correct record of the name, number, date of affiliation, and location of each Branch of this Association. They shall receive all moneys due this Association, and at the end of each month, turn same over to the Treasurer. They shall make annual reports to the Executive Board and to every Branch of this Association giving the receipts and disbursements of the Association in detail as shown by the books in their office. They shall perform such other duties as the laws, rules, and usage of this Association may require and shall deliver to their successor in office or to this Association all property of this Association in their possession at the expiration of their term of office, or upon an earlier termination thereof. They shall give a good and sufficient bond for the faithful performance of their duties to the extent required under applicable laws, which bond must be approved by and deposited with the Executive Board of this Association. The premium on said bond shall be paid by this Association.

**Section 3(a)** The Secretary shall be paid six (6) hours at the top level, Full Time Regular Carrier Technician rate per quarter.

### **Treasurer**

**Section 4** The Treasurer shall receive from the Secretary all moneys which may be paid to this Association, giving their receipt thereof. They shall deposit all moneys received in depositories designated by the Executive Board and approved by the President. Such deposits shall be in the name of the Arizona State Association of Letter Carriers and interest thereon shall be credited to the General Fund of this Association. Transfer of funds from one depository to another and payment of such drafts and orders as may be drawn on there shall be made in such manner as prescribed by the Executive Board. They shall keep a true and correct account of all moneys received and paid out belonging to this Association, and shall at the end of their term, or when called upon by the Executive Board, account for and deliver to this Association or, their successor in



office all moneys, books, papers, securities, and other property of said Association that may have come into their hands that may have not been previously and lawfully disposed of. For the faithful performance of their duties, they shall give a good and sufficient bond to the extent required under applicable laws, which bond must be approved by and deposited with the Executive Board. They shall, together with the President, sign and file with the Secretary of Labor on behalf of the State Association, the annual financial report required by public law.

**Section 4(a)** The Treasurer shall be paid six (6) hours at the top level, Full Time Regular Carrier Technician rate per quarter.

### **Executive Board**

**Section 5** The Executive Board shall have charge of the property of this Association. They shall designate depositories in which the Treasurer shall deposit all funds of this Association received by them. They shall examine all bills, approve the same if found correct, and keep a correct account of all bills audited. In conjunction with the President, they shall have general supervision and control of the Association during recess. They shall act as Trustees of this Association and in every way carry out the interests of this Association.

**Section 5(a)** The Executive Board Trustees will be paid four (4) hours at the top level, Full Time Regular Carrier Technician rate per quarter.

**Section 6** All formal action of the Executive Board or standing committees during recess shall be recorded by the Secretary signed by a majority of the members of the Board or of such committees, and be reported to the membership in the next issue of any existing State publication following such formal action by the Executive Board or standing committee.

**Section 6(a)** The following officers are required to submit, at each State Convention, a report outlining their activities during their term: President, Vice President, Secretary, Treasurer, Director of Education, Director of Retirees, Member Benefits Officer, and a combined Trustee report.

### **Director of Education**

**Section 7** The Director of Education in consort with the Executive Board, shall have authority to arrange for seminars and training schools on State, District, and Branch levels. Such state-sponsored seminars and schools shall be supplemental to educational programs arranged by the National Business Agent for that region, and will not require approval by the National Business Agent.

**Section 7(a)** The Director of Education shall be paid four (4) hours at the top level, Full Time Regular Carrier Technician rate per quarter.

### **Director of Retired Members**

**Section 8** The Director of Retired Members duties shall be to coordinate, consort with and under the direction of the State President, all activities of the retired members and shall be the retirement legislative advocate.



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**Section 8(a)** The Director of Retired Members shall be paid four (4) hours at the top level, Full Time Regular Carrier Technician rate per quarter.

#### **Member Benefits Officer**

**Section 9** The N.A.L.C. Member Benefits Officer's duties shall be to coordinate, consort with and under the direction of the State President, all activities of the N.A.L.C. health benefits, mutual benefits, and death benefits of this association.

### **Article 9**

## **Committees and Other Positions**

### **Committee on Credentials**

**Section 1** The Committee on Credentials shall examine the credentials of all delegates to the meetings of this Association and shall report at once to the Association in convention assembled.

### **Sergeant At Arms**

**Section 2** The Sergeant at Arms shall preserve order at all regular and special meetings, and perform such other duties as the President may direct.

### **Delegate at Large**

**Section 3** The duties of the Delegate at Large shall be to represent this Association and promote its welfare at meetings of the National Association and to report back to this Association at its annual or biennial meeting.

### **Committee on Audit**

**Section 4** The Committee on Audit shall examine the books and accounts of the Secretary and the Treasurer and report to the Association in convention assembled immediately after the report of officers.

### **Committee on Mileage and Per Diem**

**Section 5** The Committee on Mileage and Per Diem shall make up duplicate pay rolls whereon shall be recorded the name, residence, and amount due each member entitled thereto for mileage and Per Diem. This report shall be presented to the meeting prior to the installation of officers.


### **Committee on Supplies**

**Section 6** The Executive Board shall constitute a Committee on Supplies, and shall contract for all necessary supplies in accordance with such regulations as may be adopted by this Association.

**Section 6(a)** Expenses for supplies or office equipment for the State Association in excess of \$250.00 will require approval of the majority of the Executive Board. An itemized statement must be presented.

### **Outstanding Member Committee**

**Section 7** This committee shall consist of five (5) members from five (5) different branches who shall select an outstanding member. This selection shall be based on the union participation and exemplifies unionism

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through community work or political action. Signed letters of recommendation are to be received by the state secretary on the first day of the Arizona State Convention.

### **Committee on Legislation**

**Section 8** There shall be a Committee on Legislation consisting of at least one (1) member from each Congressional District that will be known as the Legislation Liaison(s) for that Congressional District. The members of the committee shall be appointed by the President, and serve for a term of two (2) years.

**Section 8(a)** The duties of this committee will be to keep the members of their respective districts informed of legislation currently in Congress affecting Letter Carriers and to promote campaigns for passage of said legislation.

### **Scholarship Committee**

**Section 9** Scholarship Committee: This Committee shall be comprised of at least three (3) delegates appointed by the President of this Association. The Chairperson shall be appointed from the Arizona State Executive Board. This committee shall recommend and review expenditures of scholarship funds. Financial records will be audited semi-annually by the Trustees and reported to the Arizona State Executive Board. It shall be known as the Gerald Patrick Gaskin Scholarship fund.

### **Gerald Patrick Gaskin Scholarship Fund Criteria:**

#### Eligibility:

Applicant must be a dependent child under the age of 23 of an active, retired, or deceased Arizona NALC member.

Applicant must be a high school senior, a junior nearing completion of his/her junior year or a graduate of high school or equivalent(GED) or attending an accredited college, community college trade school, or higher education (undergraduate) at the time of submitting the scholarship application.

In the case of a junior applying, they will be required to submit not only the grade transcripts for the junior year ending, but must submit a timely grade transcript for their senior year.

Applications must be submitted on form or copy of form provided by the Arizona State Association of Letter Carriers.

#### Requirements:

Applicants must show proof of acceptance to an accredited college or trade school.

Applicants must be received before the last day of June.

Applicants must show proof of age.

Applicants must receive the endorsement of the President or Secretary of the Branch in which they claim eligibility.

#### Regulations:

The State Association shall fund \$1,000.00 to the scholarship per year and there will be a minimum of 1 scholarship awarded on a yearly basis.





All funds shall be awarded after acceptance to school of applicant's choice. The funds shall be made payable to both the student and the school. Scholarship committee shall review all applications to assure that all criteria have been followed and met. The decision of the scholarship committee shall be final. In the event the student withdraws from school all monies shall be returned to the scholarship fund. Any exceptions must be reviewed and approved by the committee. Scholarships not used within one year of the drawing date shall be returned to the scholarship fund. If the NALC member withdraws from the union, applies for or enters supervision or terminates employment with the Postal Service the scholarship will be cancelled. Children of 204-B's are excluded from making application for 2 years following his/her qualifying letter carrier's return to the craft. Prior scholarship winners shall not be allowed to re-apply in future scholarship campaigns. The Scholarship Committee shall award the scholarship(s) by random drawing of all eligible applicants. The drawing shall be held at such time as selected by the committee. Two alternatives shall be drawn in the event that the scholarship winner is later ruled ineligible. The alternative names will not be disclosed.

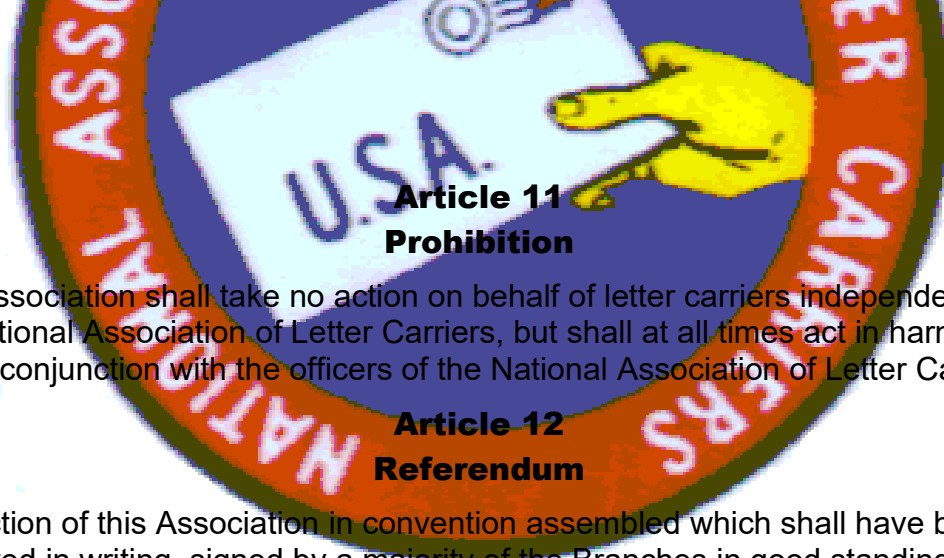
## **Article 10**

### **Mileage and Per Diem**

**Section 1** This Association shall pay the current Federal prevailing rate per mile and the current Federal prevailing rate for per diem for meals and incidental expenses. This Association shall pay all other incurred expenses (subject to receipts being presented and approved by the Executive Board.)

**Section 2** The President of this Association and/or any person assigned by the President, Executive Board or the Convention to carry out an assigned task for the State Association, shall be paid for mileage, per diem for meals and incidental expenses, and other incurred expenses (subject to receipts being presented and approved by the Executive Board) and compensation for hours worked as applicable. All approved assignment time will be paid at the top level, Full Time Regular Carrier Technician rate. No member of this association shall be reimbursed by the State Association and their Branch or National for the same expenses.

**Section 3** Beginning January 1, 1998, and every year thereafter, the Arizona State Association shall donate (\$500) five hundred dollars to the Arizona State Letter Carriers Auxiliary for expenses for the coming year.



### **Article 11 Prohibition**

This Association shall take no action on behalf of letter carriers independent of the National Association of Letter Carriers, but shall at all times act in harmony and in conjunction with the officers of the National Association of Letter Carriers.

### **Article 12 Referendum**

Any action of this Association in convention assembled which shall have been protested in writing, signed by a majority of the Branches in good standing in this Association, and filed with the Secretary of this Association shall, within thirty (30) days, be submitted to all Branches in good standing in this Association for referendum vote. Two-thirds of the votes cast shall be necessary to rescind such protested action.

### **Article 13 Appeals**

**Section 1** An appeal may be taken to the President from the decision of any other officer of the State Association and to the State Association in Convention assembled from any decisions of the President, which appeal must be taken at the Convention at which the subject appealed from is under consideration and before any other business is taken up for action; and any member or Branch considering that an injustice has been done them or it by a decision of the State Association may appeal, in writing to the Committee on Appeals of the National Association.

**Section 2** When an appeal from the action of the State Association is taken, the following rules must be observed:

**First:** The appeal must be in writing and filed with the Secretary of the State Association with any supporting written testimony, arguments, and briefs within twenty (20) days from the date the State Association decision appealed from was made.

**Second:** The State Association shall then be allowed twenty (20) days to prepare its reply, which reply shall be in writing and attested to as true and accurate by the Secretary of the State Association.

A copy of this reply, which shall include all supporting testimony, arguments, and briefs the State Association shall submit, shall be immediately transmitted by the Secretary to the appellant. The Secretary shall also immediately transmit the appeal together with all testimony, argument, and briefs submitted by the appellant and the reply of the State Association thereto, via registered mail, to the Chairperson of the Committee of Appeals of the National Association. Either party to an appeal from a decision of the State Association to the Committee of Appeals of the National Association, may, if dissatisfied with the decision, appeal to the National Convention of the National Association of Letter Carriers in accordance with the procedure set out: in Article 11, Section 4, of the National Constitution.

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## **Article 14**

### **Amendments**

This Constitution shall not be altered or amended except through the Arizona State Association of Letter Carriers in convention assembled, and in the same manner as provided for the alteration or amendment of the Constitution of the National Association of Letter Carriers.

## **Article 15**

### **Order of Business**

1. Roll of Officers.
2. Calling Roll of Representatives of Delegates.
3. Reading Minutes of previous meeting.
4. Report of Committee on Credentials.
5. Report of Officers/Executive Board.
6. Nomination of officers and host city.
7. Report of Committee on Audit.
8. Reports of Special Committees.
9. Unfinished Business.
10. New Business, Presentation of Resolutions, Petitions, etc., by Branches in their numerical order.
11. Report of Committee on Mileage and Per Diem.
12. Election of Officers and Host City.
13. Installation of Officers.
14. Adjournment.