

# Branch 14 By-Laws

Article I.	Robert's Rules of Order	Page 2
Article II.	Meetings	Page 2
Article III.	Membership, Initiation Fees and Dues	Page 2
Article IV.	Nominations	Page 3
Article V.	Notice of Nominations and Elections	Page 5
Article VI.	Who Must Be Elected	Page 6
Article VII.	Elections	Page 6
Article VIII.	Election Committee	Page 8
Article IX.	Campaigning	Page 10
Article X.	Officers and Duties of Officers	Page 11
Article XI.	Bonds of Officers	Page 12
Article XII.	Compensation and Expenses	Page 12
Article XIII.	Standing Committees	Page 15
	Order of Business for Union Meetings	Page 16
	General Rules	Page 17
	Amendments	Page 17

Branch 14 By-Laws were last amended by members present at regular monthly meeting on June 25, 2024. The proposed changes were approved by the National Committee of Laws on August 22, 2024.

By-Laws committee: Bobby Hack, Jarett Sims and Steve Terry.

## **ARTICLE I. ROBERTS RULES OF ORDER**

Section 1: Roberts Rules of Order will govern the deliberations of this branch in all matters not covered by the N.A.L.C. Constitution for the Government of Subordinate Branches or these By-Laws.

## **ARTICLE II. MEETINGS**

Section 1: The regular meetings of Branch 14 will be held on the 4<sup>th</sup> Tuesday of each month at 7:30 P.M. except when the meeting date falls on the day after a holiday or during the week of the State or National Convention, then the meeting will be held on the preceding Tuesday. No meeting will be held in the month of December. Twenty-five (25) regular members in attendance will constitute a quorum.

Section 2: Special meetings of the Branch will be called by the President on the written request of fifty members of the Branch or by a vote of the Branch. Due notice will be given members by the Recording Secretary at least 2 days prior to date of such meeting. Such notice will contain the time, place and the purpose for which said special meeting is called. The special meeting is to be only for the purpose as stated in the notice.

Section 3: The Executive Board will meet on the 2<sup>nd</sup> Tuesday of each month at 7:00 P.M. except when the meeting date falls on the day after a holiday or during the week of the State or National Convention, then the meeting will be held on the preceding Tuesday.

Section 4: All Branch 14 Stewards and Officers are required to attend the regular monthly union meetings. All officers are required to attend the monthly Executive Board meetings. Any officer or steward that will not be able to attend a regular monthly union meeting or executive board meeting, respectively, must notify the branch that he/she will be unable to attend a meeting. The officer or steward must also request that he/she be excused from attending the meeting. All requests for being excused from attendance of a meeting will be reviewed by the Executive Board for approval or disapproval. Disapproval by the Executive Board of the request for being excused from attending a meeting or failure to notify the branch of being unable to attend a meeting as required, will result in a 25% forfeiture of pay for the month of the meeting that the officer or steward was absent.

## **ARTICLE III. MEMBERSHIP, INITIATION FEES AND DUES**

Section 1: Upon request, any new employee that joins the NALC and Branch 14 during his/her initial probationary period, and separates or is terminated during that probationary period, said employee will be reimbursed the dues which they have paid during the probationary period. The former member must submit a request in writing and include copies of paystubs for the period of employment and proof of separation or termination. The refund of dues will be made by Branch 14 of the NALC.

Section 2: A reinstated member must pay two months' back dues.

Section 3: Any member failing to pay any fines, assessments or monthly dues within thirty (30) days after the same shall become due, shall forfeit his/her membership. He/she shall vacate any office held in the Branch or Association, effective on the date of such forfeiture. He/she shall not be entitled to vote in the Branch, and he/she shall not be eligible for nomination or election to any office; provided that the Branch for good and sufficient reasons, under reasonable rules uniformly applied, may extend the thirty (30) day grace period for not more than an additional sixty (60) days. A former member whose membership has been forfeited may be reinstated by the payment of back fines, assessments and dues, as well as such reinstatement fee as the Branch may prescribe by reasonable rules, uniformly applied.

Section 4: Each member shall pay monthly dues equal to two hours base pay for a NALC Step D letter carrier in the consolidated career City Carrier grade level (Table One) pay chart. Dues for retired members of Branch 14 will be \$15.00 per year.

Section 5: The General Savings Account may be used for any expense approved at a regular union meeting, executive board meeting or special meeting of the branch members.

Section 6: Carriers having completed 50 years of NALC membership will be exempt from dues. Branch 14 members called to active duty will be exempt from dues until their return to employment by the United States Postal Service.

Section 7: The rituals will be administered to new members who are present according to the National Constitution.

Section 8: Membership in Branch 14 shall be in compliance with language of Article 2 of the Constitution of the National Association of Letter Carriers of the United States of America.

#### **ARTICLE IV. NOMINATIONS**

Section 1: Nominations for the offices of President, Executive Vice-President, Vice-President, Recording Secretary, Assistant Recording / Financial Secretary, Treasurer, Health Benefits / Retirement Representative / Mutual Benefits Representative, Sergeant-at-Arms / Scribe, Communities Activities Coordinator and Trustees, will be made at the regular union meeting, every three (3) years, in the months of August and September.

Section 2: Nominations for the above offices shall be for a term of three (3) years, effective January 1.

Section 3: No further nominations for officers will be made after the regular monthly meeting in September.

Section 4: Each station steward will call a meeting at his/her respective station during the month of December, in odd numbered years, for the purpose of electing station steward(s). Candidates for the position will place their names on a roster that will be posted on the NALC bulletin board for ten (10) days at the discretion of the Branch 14 Executive Vice-President. The current steward will deliver the election results to the Executive Vice-President within three (3) working days. The two (2) year term of station stewards are effective on January 1 of the following year.

Section 5: Delegates to the State and National Conventions will be nominated at the regular monthly meeting of Branch 14 in the months of August and September in the year preceding the year of the Convention. The delegates to each Convention will be nominated according to the number of delegates entitled to Branch 14 and available funds. The Branch will determine by majority vote at the nominating meeting the number of delegates, paid and unpaid, to be sent to each Convention. The membership will determine the amount of money each paid delegate is to receive in accordance with the report submitted by the Branch 14 Convention and Seminar Committee. Nominations will be governed by rules that have been adopted by the National Executive Council pursuant to Article IV and Article V of the NALC Constitution. These rules are intended to comply with the requirements of Title IV of the Labor-Management Reporting and Disclosure Act of 1959, which is applicable to NALC by the Postal Service Reorganization Act. The President, Executive Vice-President, Vice-President, Recording Secretary, Treasurer, and Assistant Recording / Financial Secretary will be automatic delegates to the National and State Conventions. Any member of Branch 14 that is an officer of the Kentucky State Association of Letter Carriers, at the time that nominations for delegates to the State Convention are accepted, shall be an automatic delegate to the Kentucky State Association of Letter Carriers Convention.

Section 6: The nominations should be held at least 4 weeks before the election and at least 10 days after the notice of nominations and elections have been sent out.

Section 7: Each member of Branch 14 has the right to nominate a candidate for any office or position to be filled, providing the member meets the criteria of Article III, Section 3 of the Branch 14 By-Laws.

Section 8: The meeting must be held at the time and place announced in the notice of nominations and elections.

Section 9: Nominations should be a separate order of business at the meeting.

Section 10: Each member present, in good standing, must have the opportunity to make nominations before nominations for each office are closed.

Section 11: If a nominee is not present at the meeting, written acceptance is permissible.

Section 12: Any member who voluntarily or otherwise holds, accepts or applies for a supervisory position in the Postal Service for any period of time, whether one (1) day or fraction thereof, is ineligible during the tenure of that position and for a period of two (2) years after the termination of such supervisory status. This exception includes temporary, probationary and permanent supervisors. The two (2) year restriction begins upon receipt by the Branch of a written notice from the member that his or her supervisory status has been terminated.

Section 13: Upon nomination, every nominee must certify in writing that he or she has not served as a supervisor for the past 24 months prior to being nominated.

Section 14: Any person convicted of robbery, bribery, extortion, embezzlement, grand larceny, arson, violation of narcotics laws, murder, rape, assault with intent to kill, assault which inflicts grievous bodily injury, or a violation of Title II or III of the Labor-Management Reporting and Disclosure Act is ineligible to run until 5 years following conviction or release from prison, whichever is later.

Section 15: Self nomination is permissible.

Section 16: No person will accept nominations for more than one office.

#### **ARTICLE V. NOTICE OF NOMINATIONS AND ELECTIONS**

Section 1: The Recording Secretary must notify every member by mail of nominations and elections at his or her last known address. The notice must be mailed to each member at least 45 days before the election.

Section 2: Notifying each member shall be either/or timely direct mailing of notice to the membership; timely publication of the notice in the Postal Record; timely publication in a mailed Branch publication; the notice must be published on the front page in a conspicuous position.

Section 3: Mailing lists must be up to date.

Section 4: Posting the notice on station bulletin boards does not satisfy the provision.

Section 5: Any member that will be unable to vote during the times that the polls are open may request an absentee ballot. The request must be made in writing and include name and address of member that the ballot will be mailed to. The request must also have a legible signature by the member requesting the ballot and will be checked against the signature on the outer envelope containing the election ballot. The notice for absentee ballots will be in the nomination notice of elections for Branch 14.

## **ARTICLE VI. WHO MUST BE ELECTED**

Section 1: Branch By-Laws must specify what officers and positions are to be elected.

## **ARTICLE VII. ELECTIONS**

Section 1: Election of Branch Officers will be every three (3) years and the elections will be held at a designated place in the month of October on the Wednesday and Thursday following the regular monthly union meeting. Voting times will be on Wednesday from 2:00 p.m. until 6:00 p.m. and on Thursday from 4:00 p.m. until 8:00 p.m. Voting will be by secret ballot.

Section 2: Elections of delegates to the State and National Conventions will be held at a designated place in the month of October on the Wednesday and Thursday following the regular monthly union meeting. Voting times will be on Wednesday from 4:00 p.m. until 8:00 p.m. and on Thursday from 5:00 p.m. until 9:00 p.m. Voting will be by secret ballot. Delegates will be elected by a majority vote. All qualified regular members shall be eligible to be a delegate or alternate delegate to the National Association Convention or State Convention, except that any regular member who voluntarily or otherwise holds, accepts or applies for a supervisory position in the Postal Career Service for any period of time, whether one (1) day or fraction thereof, either detailed, acting, probationary or permanently, shall be ineligible to be a delegate to any convention for a period of two (2) years after termination of such supervisory status. To be eligible as a paid delegate, a member must have attended at least ten (10) union meetings in the (twenty-four) 24 months prior to the month nominated. Any member of Branch 14 whose Official Union Leave prevents him or her from attending a regular branch meeting shall receive credit for a meeting attended upon presenting Branch 14 with proper evidence of such leave.

Section 3: Upon the vacancy of the office of President, the Executive Vice-President will assume the office of President until the expiration of the term. Upon the vacancy of any other elective office, the President can appoint a member of Branch 14 to fill the unexpired term.

Section 4: Election of station stewards will be held in odd numbered years at each respective station in the month of December. Elections of stewards will be by secret ballot. The ballots will be counted by two (2) members of the unit that are not candidates for the position of steward.

Any candidate may have an observer or observe the counting of the votes. The results of the election will be posted on the NALC bulletin board and will be sent to the Executive Vice-President of Branch 14 by the current steward within three (3) working days.

Section 5: Before balloting, the President or his designee, will appoint no less than three (3) members who will serve on the Election Committee. They will count the votes and report the results to the President.

Section 6: All erased and mutilated ballot(s) will be examined by the Election Committee in an attempt to determine the intent of the voter. If the intent of the voter is determined, the ballot(s) will be counted. If the intent of the voter isn't determinable, the ballot(s) will not be counted but will be kept as a matter of record with all election materials.

Section 7: No one will be allowed to enter or leave the election room during the counting of the votes. Necessary conveniences will be provided for the members of the Election Committee.

Section 8: There will be no false statements by word or mouth against any candidate for office, nor any literature containing false statements circulated throughout the stations. All literature circulated will bear the name of person or persons responsible for statements contained.

Section 9: Any member or officer found guilty of violating the mandates of Branch 14 will be subject to fine or suspension from the Branch.

Section 10: Any member found guilty of violating Article VII, Section 8, of the Branch 14 by-laws may have charges preferred against him or her in accordance with Article X of the Constitution for the Government of Subordinate Branches.

Section 11: If found guilty on any charges, the member will be expelled from Branch 14 for 1 year following, which he or she can only be reinstated after the manner of a new applicant.

Section 12: After completion of the election count, the ballots will be placed in containers, sealed and signed by all members of the Election Committee. The ballots will be kept for 1 year and then destroyed by all members of the Election Committee.

Section 13: Installation of Officers will take place at the 1<sup>ST</sup> or 2<sup>nd</sup> meeting of the Branch following the election. Any current National Officer, past National Officer, or past National President, or current State Association or past State Association President may act as Installing Officer. If none of the above are able to attend, any officer of a State Association or a Past President of a Branch may install the newly elected officers.

Section 14: If there is only one candidate for any office, the Branch President may declare that person elected.

Section 15: If there is a tie for the highest vote, a runoff election of the candidates who tied must be held within thirty (30) days of the original election.

Section 16: A notice of the runoff election must be mailed to each member at least 15 days before the date of the election.

Section 17: If the runoff election results in another tie vote, the election will be decided by a toss of a coin.

Section 18: Within 10 days of the election of delegates to the National Convention, the Recording Secretary is to send the names and addresses of every elected delegate to the National Secretary-Treasurer. Within 10 days of election of delegates to the State Convention, the Recording Secretary is to send the name of every elected delegate to State Secretary.

Section 19: The election must be held at the time, place and in the manner announced in the election notices.

Section 20: Each candidate is entitled to have an observer present during the following election procedures; receipt and opening of ballots at the polling place; counting and tallying of the ballots; totaling the ballots and recording of tally sheets.

Section 21: Observers must be notified of dates and times of each procedure.

Section 22: A candidate is permitted to serve as his or her own observer.

Section 23: Observers do not have to be members of the Branch.

Section 24: The Chairperson of the Election Committee will verify the sealing and signing of the ballots by all members of the Election Committee.

Section 25: Absentee ballots will be picked up by the Chairperson of the Election Committee. The Chairperson of the Election Committee will be responsible for the security of the ballots. The ballots will be opened, verified and counted by the Election Committee during the count of the ballots of the general election. Any absentee ballot that is challenged will be handled in accordance with Article VIII, Sections 24 and 25 of the Branch 14 bylaws.

Section 26: All requests for absentee ballots must be received by the Election Committee twelve (12) days prior to the general election. Absentee ballots will be mailed to members and must be received by the Election Committee on, or before the final day of the general Election. All requests for ballots and ballots not received within these time limits will be void. The voided requests and ballots will be handled in accordance with Article VII, section 12 of the Branch 14 bylaws.

#### **ARTICLE VIII. ELECTION COMMITTEE**

Section 1: After nomination and at least 21 days before the election, the President, or any other body as authorized, shall appoint a Committee to conduct and supervise all aspects of the election.

Section 2: No candidate for any office can be appointed to the Election Committee.

Section 3: The President of Branch 14 will appoint a member of the committee to be the Chairperson.

Section 4: The number of members on the Election Committee will be made in accordance with Article 7, Section 5, of the Branch 14 By-Laws.

Section 5: The Election Committee shall be in charge of the preparation of ballots for the election. The committee may prepare up to 5% more ballots than the number of eligible voters to replace any ballots spoiled by the voters. All ballots must be safeguarded by the Committee at all times.

Section 6: Candidates are to be listed alphabetically on the ballots. One half of the ballots are to be A to Z and the other half are to be Z to A.

Section 7: Except for nicknames, ballots must not include any identifying information about the candidate. Any reference to incumbency anywhere on the ballot is prohibited.

Section 8: Instructions on the ballot should state that if a voter signs his or her name on the ballot, the entire ballot is void.

Section 9: The Election Committee must prepare a voting register, which is a list of members eligible to vote, with adequate space for each voter's signature. This register should be prepared from the membership list provided by the Financial Secretary.

Section 10: The Recording Secretary will determine the eligibility of nominees and provide the election committee a list of eligible nominees for all offices or delegates to any state or national convention.

Section 11: To facilitate this procedure, the Assistant Recording / Financial Secretary should make all necessary records available to the Committee.

Section 12: The Assistant Recording / Financial Secretary must also prepare an alphabetical list of all members eligible to vote. Retirees must be listed separately. This list should be given to the Chairperson of the Election Committee at least ten (10) days before the election.

Section 13: The Election Committee must write the total number of voters on the voting register at the time of the actual balloting.

Section 14: All voters must identify themselves before receiving a ballot and the voter must sign the register of eligible voters.

Section 15: No member can authorize another to cast his or her vote.

Section 16: Proxy voting is prohibited.

Section 17: At the time the poll is open, observers may examine the ballot box to assure it is empty.

Section 18: Voting machines, booths, screens, curtains, separate tables or similar physical arrangements must be made to ensure that voters can mark their ballots in secret.

Section 19: Voters must not be allowed to mark their ballots openly.

Section 20: Each candidate must be allowed to challenge the eligibility of any voter.

Section 21: The register of voters, unused ballots and the ballot boxes containing marked ballots, must be under the supervision of the Election Committee at all times.

Section 22: Unless the counting of ballots is done immediately after the balloting, the Election Committee must seal the ballot box and deposit it in a locked place to which only the Committee has access.

Section 23: Observers are entitled to be present when the ballot box is collected from the locked place prior to counting.

Section 24: Challenged ballots must be put to one side and the unchallenged ballots counted separately.

Section 25: The Election Committee must count all ballots carefully in accordance with the following rules: Write in votes must not be counted. However, a write in vote does not invalidate the rest of the ballot. If a voter has incorrectly voted for more than one candidate for an office or offices, the ballot is void only for the office or offices incorrectly marked. Keep all voided ballots.

Section 26: The Election Committee must count the number of used and unused ballots and the number of persons who voted and write these numbers on the voting register.

Section 27: The Election Committee must report the results of the election to the membership by publishing the results in the Branch 14 Newsletter.

#### **ARTICLE IX. CAMPAIGNING**

Section 1: The Branch must treat all candidates equally. Any and all privileges extended to one candidate by the branch must be extended to all candidates.

Section 2: A Branch must honor all reasonable requests to distribute campaign literature at a candidate's expense.

Section 3: A Branch can neither censor campaign literature nor require that Branch Representatives be permitted to read literature before it is distributed.

Section 4: A Branch may not use Branch dues, assessments or similar levies or contribute anything of value to promote one candidate over another or discriminate against any candidate. Branch funds, however, may be used for all notices and for all other expenses necessary for conducting the election.

Section 5: The United States Postal Service may not contribute money or anything of value to the campaign of any candidate.

Section 6: Branch Officers and candidates may not campaign on union time.

Section 7: Branch Officers and candidates may not use Branch funds, employees, office space, telephones, equipment or materials to campaign.

Section 8: No campaigning is allowed within the polling place during voting.

## **ARTICLE X. OFFICERS AND DUTIES OF OFFICERS**

Section 1: President...Duties as outlined in Article VI, Section 1 of the National Constitution for the Government of Subordinate Branches. Shall serve as Chairperson of the Executive Board. Will have authority to send members to training on short notice, before an Executive Board meeting at his or her discretion. Shall appoint two or more members to serve on the Convention & Seminar Committee with the Chairperson of the committee.

Section 2: Executive Vice-President...Duties as outlined in Article VI, Section 2 of the National Constitution for the Government of Subordinate Branches. In the absence of the President will serve as Chairperson of the Executive Board; will be the Chief Steward and Chairperson of the Grievance Committee.

Section 3: Recording Secretary...Duties as outlined in Article VI, Section 3 of the National Constitution for the Government of Subordinate Branches. Will notify all members and Committees of their respective duties. Will serve as Chairperson of the By-Laws Committee.

Section 4: Assistant Recording / Financial Secretary... Duties as outlined in Article VI, Section 4 of the National Constitution for the Government of Subordinate Branches. Will publish the Branch 14 Newsletter; Assist the Recording Secretary when needed; Will serve as Chairperson of the Entertainment Committee, Chairperson of the Committee on Conventions and Seminars, and will be in charge of the office supply inventory.

Section 5: Vice-President... Shall assist the Executive Vice-President in the performance of his or her duties and perform other duties as directed by the President or Executive Vice-President.

Section 6: Treasurer...Duties as outlined in Article VI, Section 5 of the National Constitution for the Government of Subordinate Branches. Will publish a quarterly financial report of Branch 14 in the Branch 14 Newsletter. Will present all audit reports at Branch union meetings.

Section 7: Health Benefits Representative / Retirement Officer / Mutual Benefit Representative... Duties as outlined in Article VI, Section 8 of the National Constitution for the Government of Subordinate Branches. This officer is required to be a member of the NALC Health Benefit Plan.

Will assist members of the NALC Health Benefits Plan in preparing claims and in providing information relative to the Plan; Will also serve as a Public Relations Representative with local hospitals and care providers on behalf of the plan and its members; Will attend seminars on federal employee health benefits plans for the purpose of educating members and possible new members on the NALC Health Benefits Plan when approved by the Executive Board; Will coordinate all activities for retirees, except the annual retiree luncheon.

Section 8: Community Activities Coordinator...Will coordinate all activities related to MDA functions, the annual letter carrier food drive and other events as directed by the President of Branch 14.

Section 9: Sergeant-At-Arms / Scribe...Duties as outlined in Article VI, Section 6 of the National Constitution for the Government of Subordinate Branches. Will submit articles each month for publication in the Postal Record.

Section 10; Trustees...Duties as outlines in Article VI, Section 9 of the National Constitution for the Government of Subordinate Branches. The Trustee's shall select one of their own to serve as Chairperson.

Section 11: In addition to the duties assigned to each officer, they shall perform such other duties as the Branch may direct. All officers of the branch are required to return all branch property in their charge, or used, during their term of office to the branch at the end of their term.

#### **ARTICLE XI. BONDS OF OFFICERS**

Section 1: The President, Recording Secretary, Assistant Recording/ Financial Secretary and Treasurer will be bonded for a minimum of 10% of the net worth of Branch 14. The bonding requirements will be reviewed by the Trustees during the first quarterly audit of each year to determine that the branch is in compliance with the Labor-Management Reporting and Disclosure Act (LMDRA).

Section 2: Said bonds will be made out in favor of Branch 14, NALC. Bonds will be taken out with a responsible surety company at the expense of the Branch.

#### **ARTICLE XII. COMPENSATION AND EXPENSES**

Section 1: Upon submission of expense vouchers, all officers, stewards and other members will be reimbursed for expenses incurred on behalf of Branch 14

Section 2: For the faithful performance of their duties, as outlined in Article X of Branch 14 By-Laws and Article VI of the National Constitution for the Government of Subordinate Branches, officers and stewards shall receive the following;

Section 3: President, \$15,590.28 per year, payable \$1,299.19 per month.

Section 4: Executive Vice-President, \$14,173.08 per year, payable \$1,189.09 per month.

Section 5: Vice-President, \$12,755.76 per year, payable \$1,062.98 per month.

Section 6: Recording Secretary, \$11,338.32 per year, payable \$944.86 per month.

Section 7: Treasurer, \$11,382.32 per year, payable \$944.86 per month.

Section 8: Assistant Recording / Financial Secretary, \$9,921.24 per year, payable \$826.77 per month.

Section 9: Health Benefits / Retirement Representative / Mutual Benefits Representative, \$4,960.80 per year, payable \$413.30 per month.

Section 10: Sergeant-at-Arms / Scribe, \$1,417.44 per year for expenses and dues refund, payable quarterly.

Section 11: Community Activities Coordinator, \$4,960.80 per year, payable \$413.40 per month.

Section 12: Stewards, 1-25 full time bid assignments: \$1,700.75 per year, payable quarterly

26-50 full time bid assignments: \$2,168.12 per year, payable quarterly

51-75 full time bid assignments: \$2,635.50 per year, payable quarterly

76-or more full time bid assignments: \$3,102.87 per year, payable quarterly

The number of full-time bid assignments represented will be determined as of December 1st and will be effective starting on January 1st. Stewards are required to attend the Branch 14 steward's meeting that precedes the regular monthly union meetings.

Additional Responsibilities for Stewards:

Branch Activities: Stewards will assist with publicizing the Bowl-A-Thon, Retiree's dinner, Branch 14 Golf Scramble, MDA Golf Scramble, Children's Christmas party and other branch activities and must participate in at least two branch activities.

Membership: Stewards shall assist the Recording Secretary and Assistant Recording / Financial Secretary in maintaining accurate membership records to include names, addresses and phone numbers for all members under their representation, as well as promoting membership to all non-members.

Section 13: Trustees, \$1,027.80 per year, for expenses and dues refund, payable quarterly. The Trustees are required to perform quarterly audits of Branch 14.

Section 14: The Executive Board will oversee the regular maintenance of branch building and property. The Board will decide by a majority vote at the November Executive Board Meeting, who will perform tasks such as, but not limited to, cleaning, painting and grass cutting. The Board will determine the pay for these duties. The appointed member will assume responsibilities on January 1 of the following year. If the appointed member needs to be replaced, the Executive Board will choose a replacement at the next Executive Board Meeting.

Section 15: The Executive Board, at the November Executive Board Meeting, will recommend the compensation adjustments for the next year, for all employees. The Executive Board recommendation(s) will be presented to the membership at the November union meeting for approval or disapproval.

Section 16: Expenses incurred for attendance of delegates to the National and State Conventions, seminars or other proclaimed special meetings shall be voted on by the membership or approved by the Branch 14 Executive Board prior to the convention, seminar or special meeting. The Committee on Conventions and Seminars will recommend the amount of expenses to be paid to the delegates.

Section 17: The President of Branch 14 shall be authorized to spend up to \$500.00 to be used for union business. This fund to be replenished at his or her request and upon presentation of bills incurred.

Section 18: Branch 14 will be allowed to incur up to \$1,000.00 per month for expenses, such as buying office equipment, etc. This expense will be above and beyond the normal amount used for expenses to run the union office.

Section 19: Whenever it is necessary for the President of Branch 14 or a designated member or any member authorized by him to perform duties necessary to the effective operation of the business of Branch 14, they shall be reimbursed at the current hourly rate of a Step P City Carrier, Grade 2.

Section 20: At the discretion of the Executive Vice-President, up to four (4) additional meetings for stewards may be held annually. Stewards will be compensated at the current hourly rate of a Step P City Carrier, Grade 2 for each meeting, payable quarterly.

Section 21: Any elected person serving Branch 14 that is unable to perform the duties of their elected position for a period of thirty (30) days or more, shall not receive pay for that position until he or she is able to resume the duties of their elected position.

Section 22: Any request for money to fund an event that is not in the normal operating budget of the Branch, must be submitted to the Executive Board for consideration. The Executive Board will consider all requests and will make a recommendation of how much money is to be appropriated for each event. The member who organizes an event shall make a complete and final report of expenditures for said event to the Executive Board within 1 month from the conclusion of said event.

### **ARTICLE XIII. STANDING COMMITTEES**

Section 1: The Executive Board of Branch 14 shall consist of the following officers; President, Executive Vice-President, Vice-President, Recording Secretary, Treasurer, Assistant Recording / Financial Secretary, Sergeant-At-Arms / Scribe, Health Benefits / Retirement Representative / Mutual Benefits Representative, Community Activities Coordinator and five (5) Trustees, for a total of fourteen (14) members.

Section 2: Eight (8) members will constitute a quorum of the Executive Board Committee of this body.

Section 3: The Entertainment Committee will consist of three (3) members. Their duty will be to conduct all entertainment given in the name of the Branch. Others may be appointed by the President, when needed. They will pay to the Assistant Recording / Financial Secretary all money which has been received from any source in connection with any entertainment they may be conducting. They will make a complete and final report to the Branch, one month from the date of the entertainment. Whenever necessary, the sum of \$200.00 will be advanced to the Chairperson of this committee for the purpose of carrying on any related business. The Treasurer will receive an itemized statement from the Chairperson of this Committee of all expenses incurred before another advance is allowed. The Entertainment Committee will consult the Treasurer and Assistant Recording / Financial Secretary to determine if the Branch can subsidize any event that a member has requested that the Branch fund.

Section 4: The Grievance Committee will consist of the Executive Vice-President as Chairperson, the Vice-President as Assistant Chairperson and one or more members to be selected by the Chairperson to assist them.

Section 5: The By-Laws Committee will meet at the discretion of the President. Members of the By-Laws Committee shall be reimbursed in accordance with Article XII, Section 19 of the Branch 14 By-Laws.

Section 6: The members of the Election Committee shall be paid in accordance with Article XII, Section 19 of the Branch 14 By-Laws.

Section 7: The Assistant Recording / Financial Secretary shall be the Chairperson of the Committee on Conventions and Seminars. This Committee shall consist of two (2) other members appointed by the President. The purpose of this committee will be to recommend to the membership delegate expenses to union Conventions and seminars.

**ORDER OF BUSINESS FOR UNION MEETINGS.**

- 1. ROLL CALL**
- 2. READING OF MINUTES OF PREVIOUS MEETINGS.**
- 3. READING OF COMMUNICATIONS, ETC.**
- 4. APPLICATIONS FOR MEMBERSHIP.**
- 5. BALLOTING OF CANDIDATES.**
- 6. INITIATION OF ELECTED OFFICERS.**
- 7. REPORTS OF STANDING AND SPECIAL COMMITTEES;**  
**LEGISLATIVE;**  
**COMPENSATION;**  
**HEALTH BENEFITS;**  
**SAFETY;**  
**WELFARE;**  
**AUDIT.**
- 8. OLD BUSINESS.**
- 9. NEW BUSINESS.**
- 10. GOOD OF THE ORGANIZATION.**
- 11. FOR THE IMPROVEMENT OF THE SERVICE.**
- 12. FINANCIAL SECRETARY'S REPORT OF RECEIPTS.**
- 13. TRESURER'S REPORT OF EXPENDITURES.**
- 14. ADJOURNMENT.**

## **GENERAL RULES.**

- RULE 1. A MOTION MAY NOT BE OPEN FOR DISCUSSION UNTIL IT WILL HAVE BEEN SECONDED AND STATED FROM THE CHAIR, IF THE CHAIR SO DIRECTS, IT WILL BE REDUCED TO WRITING BEFORE BEING RECEIVED.**
- RULE 2. ANY MEMBER WHO BY WORD OF MOUTH OR IN WRITING OR IN MANNER WHATSOEVER MAKE KNOWN, CIRCULATE OR PROMULGATE TO ANY MEMBER ANYTHING FALSE, DEROGATORY OR DISRESPECTFUL TO ANY MEMBER OF BRANCH 14 OR ANY OFFICER OF BRANCH 14, WILL UPON CONVICTION, BE EXPELLED FROM THE BRANCH.**
- RULE 3. ANY MEMBER WHO PRESENTS HIMSELF OR HERSELF AT A MEETING OF THE BRANCH IN AN INTOXICATED CONDITION OR WHO PERSISTS IN DISTURBING THE PROCEEDINGS OF SUCH MEETINGS, USE ABUSIVE OR PROFANE LANGUAGE OR REFUSE TO OBEY THE PRESIDING OFFICER WILL BE EXPELLED TO LEAVE. AND IF NECESSARY, THE MEMBER MAY BE EJECTED BY FORCE FROM SUCH MEETING. AND UPON 2/3 VOTE OF THE MEMBERS PRESENT AT SUCH MEETING, THE MEMBER MAY BE REPRIMANDED OR SUSPENDED, AND UPON CONVICTION OF VIOLATING MANDATES OF BRANCH 14 MAY BE EXPELLED FROM THE BRANCH.**
- RULE 4. OFFICIAL DOCUMENTS AND EXTRACTS FROM PRIVATE PAPERS ONLY WILL BE PRESERVED AND BECOME THE PROPERTY OF THE BRANCH.**
- RULE 5. BEVERAGES WILL ONLY BE MADE AVAILABLE PRIOR TO AND UPON ADJOURNMENT OF THE MEETING.**

**Every member of Branch 14 should acquaint themselves to the NALC Health Benefits plan and the NALC Mutual Benefit Association.**

## **AMENDMENTS.**

**The By-Laws will not be altered or amended except by a majority vote of the members present and voting at a regular or special meeting and all proposed amendments must be presented in writing at least one regular meeting night previous to action being taken thereon, and must be signed by three or more members; provided that a copy of any proposed amendments will be sent to each member at least two weeks before final action is taken.**

