



The Bylaws of T.T. Morris Branch 1227

National Association of Letter Carriers

**As amended and approved at a Branch Meeting
held on 9 November 2023 and approved by the
Committee of Laws on
12 December 2023**

Preamble

For the purpose of affecting uniformity in the administration of its privileges, honors and benefits, the members of Branch 1227 of the National Association of Letter Carriers ordain the following to be its bylaws. The bylaws of this Branch are subordinate and supplementary to The Constitution of the National Association of Letter Carriers of the United States of America.

Article 1

Name and Object

Section 1.

This Branch shall be known as T. T. Morris Merged Branch 1227 of the National Association of Letter Carriers of the United States of America.

Section 2.

The objects of this Branch are to unite all employees who are eligible for membership under Article 2, Section 2, of the National Constitution into one harmonious body for their mutual benefit, and to assist the National Association of Letter Carriers in its efforts to improve the condition of the entire membership.

Section 3.

Groups of members working in different post offices or stations may be referred to in the bylaws as "stations."

Article 2

Meetings

Section 1.

The regular meeting of this Branch shall be held on the second Thursday of each month. The meeting shall be called to order promptly at 7:00 PM.

(A.) A quorum of four members must be present to conduct business at a regular Branch meeting.

(B.) Except in the case of an emergency, monthly membership and special Branch meetings will take place at the NALC Branch 1227 Union Hall at 5310 Southwest Parkway, Wichita Falls, Texas.

(C.) In the event the regular meeting date conflicts with a national holiday, or for any other reason the membership deems significant, the date and or time of the regular meeting in question will be decided by a majority of the members present and voting at any branch meeting held within six (6) months before the date of the regular meeting in question.

(1.) In the event the monthly membership meeting date or time changes IAW Article 2, Section 1. (C.) notification will be made to the membership by use of any National, State, or Local publication provided there is time to do so. If time constraints prevent this method of notification the Secretary/Treasurer shall be responsible for notifying representatives from each station of this Branch of the change in the date and time for the conflicting regular Branch meeting. These representatives shall be responsible for notifying the members of their station.

(D.) Meetings shall be conducted in accordance with Robert's Rules of Parliamentary Procedure.

(E.) In case of an emergency, the Executive Board, by majority vote, shall have the authority to change the date, place, and/or time of the monthly meeting. In that case, the membership will be notified by whatever means may be available to the Branch President.

Section 2.

Procedure for Calling of Special Meetings

(A.) A special meeting will be called by the President upon written request by twenty-five (25) members of the Branch who are in good standing.

(B.) A special meeting will be called by the President when called for by a two-thirds majority of the members voting in a regular Branch meeting.

(1.) The Secretary/Treasurer shall give notification of such meetings stating the date, time, place, and the subject of the special meeting to all members in good standing. This notice shall be sent to their last known address of the member by first class mail.

(2.) A quorum of twenty-five (25) members in good standing shall be necessary to conduct business at a special meeting.

(3.) No business shall be transacted at a special meeting other than that for which it was called.

(C.) When called for, a special meeting will take place within three-weeks from the date when a proper request is received or within three-weeks from the date the Branch meeting vote was taken and passed.

Article 3

Officers

Section 1.

The officers of the Branch shall be a President, Vice-President, Secretary/Treasurer, Sergeant-at-Arms, Director of Retired Members, and a Board of Trustees composed of three (3) members. The Vice President shall also serve as the Mutual Benefit Representative. The Secretary/Treasurer position will combine the roles of Recording Secretary, Financial Secretary, and Treasurer. The Director of Retired Members shall also serve as the Health Benefit Representative.

(A.) The officers of this Branch shall be willing to devote extra time and effort for the good of the Branch and to assist fellow members.

(B.) Any officer may be appointed to serve on a committee.

(C.) The duties of Branch officers shall be as outlined in the Constitution of the National Association of Letter Carriers.

(D.) The Director of Retired Members shall be responsible for the political education of Branch members and shall assist retired members and their survivors to whatever extent is necessary to obtain negotiated benefits.

Section 2.

All officer positions, except for Trustees, shall be elected for two (2) year terms.

Section 3.

Branch Trustees

(A.) Branch Trustees shall be elected for three-year terms. Terms of office for Branch Trustees shall be staggered so that one Trustee's term expires each year.

(B.) The Board of Trustees shall be known as the Trustees of T.T. Morris Merged Branch 1227 of the National Association of Letter Carriers of the United States of America.

(C.) After installation, the Trustees of the Branch shall elect a chairperson who will chair the meetings of the Trustees. The chair shall have the responsibility to call the meetings of the Trustees when an audit is required.

(D.) The Trustees of the Branch shall be required to conduct an audit of the Financial Records of the Branch on a fiscal year (March, June, September, and December) quarterly basis.

(1.) The required audits will begin as soon as possible but not later than six weeks following the end of each of the fiscal year quarters.

(2.) The Trustees shall have the ability to request any records they may require to properly complete their audit. These records shall be made available to the trustees by the appropriate officer as soon as possible but not to exceed fourteen days after requested.

(3.) The Trustees shall be required to review any annual reports that the Secretary/Treasurer is required to submit. These reports include, but are not limited to, the LM-3 and the IRS Form 990. These reviews will, at a minimum, ensure compliance with filing deadlines.

(4.) The Trustees shall be required to make a report of their audit findings to the membership at the monthly meeting immediately following the completion of their examination of the books.

Section 4.

The Executive Board shall consist of all elected officers of the Branch.

Section 5.

The President shall appoint a member in good standing to fill a vacated office. The appointment will be effective immediately upon appointment and will last until the end of the vacated officer's term.

Section 6.

Reserved for future use.

Section 7.

The President may appoint a Sick Benefit Representative at the Branch meeting in which newly elected officers are installed.

Article 4

NOMINATIONS AND ELECTIONS

Section 1.

Nominations for all officers and other elected positions to be filled shall be made at the regular Branch meeting in November. No less than forty-five days before each election the Secretary/Treasurer shall mail to every member notice of the election. For purposes of this provision, the requirement that notices be mailed may be satisfied by timely publication of the notice in The Postal Record, or in a State or Branch publications that is mailed to the last known address of the member.

(A.) Every member present who is in good standing shall have the right and opportunity to nominate a candidate for any position to be filled.

(B.) No second to a nomination shall be required, and no nominating speeches shall be allowed.

(C.) To be considered qualified, all candidates nominated for an officer or delegate position will be required to verify by signature, on a Branch approved nomination form that they meet the requirements in the subsections below:

(1.) They meet the qualifications set forth in the current Constitution of the National Association of Letter Carriers.

(2.) They are eligible to serve IAW Title V, Sec. 504 of the Labor Management Disclosure Act of 1959 as Amended.

(3.) That they are willing to serve if elected.

(D.) Upon nomination, all nominees must signify, in writing, their willingness to serve if elected.

(E.) If a member wishing to be a candidate is unable to attend the meeting at which nominations are made, they may request a copy of the approved nomination form be sent to them. This requirement will be included in the Election Notice.

(F.) The Branch Secretary/Treasurer will ensure that there are enough nomination forms available for both officer and delegate positions at the time nominations are conducted. They will also be required to mail a nomination form to any member in good standing who requests one.

(G.) If a qualified candidate is the sole nominee for an officer position, they shall be declared the winner by consensus at the time nominations for that office are closed.

(H.) If the number of delegates allowed by rule for either the state or national convention is not exceeded, the qualified delegates nominated shall be declared as winners by consensus at the time that nominations for delegates are closed.

(I.) The President, Vice President, and Secretary Treasurer shall be convention delegates by virtue of their office.

Section 2.

Elections shall take place annually at the regular Branch meeting in December.

(A.) Elections shall be held in strict accordance with procedures set forth in the current Constitution of the National Association of Letter Carriers.

(B.) Elections shall be by secret ballot.

Section 3.

Installation of Branch officers shall take place at the regular Branch meeting in January or on a date in January agreed to by the majority of members present and voting in the regular Branch meeting in November. All officers who receive a salary shall complete and file all forms as required by Federal or State Law with the Branch Secretary/Treasurer.

Article 5

Union Stewards

Section 1.

All station shop stewards of the Branch shall be appointed by the Branch President. Stewards and alternates will be appointed at the Branch meeting in which a newly elected President is installed.

(A.) All shop stewards are subject to the same requirements as an elected officer as outlined in Article 4, Section 1. (C.) (1.) and Article 4, Section 1. (C.) (2.) of these Bylaws regarding eligibility to serve.

(B.) If the elected President resigns or is no longer able to serve, the succeeding President shall have the option of appointing they're own shop steward(s) or reappointing those already serving.

Section 2.

All shop stewards serve at the will of the Branch President. If the Branch President concludes that a shop steward is unable or unwilling to meet their representational responsibilities or comply with the Constitution of the National Association of Letter Carriers, the bylaws of this Branch, or the policies of either the National Association of Letter Carriers or the Branch, the President shall have the authority to relieve that steward of their duties and functions.

(A.) When the appointment of a shop steward is revoked, the President shall immediately appoint a successor to that steward.

Section 3.

The President may, at their option, appoint a member to serve as the Formal Step A representative for the office(s) within the city of Wichita Falls.

(A.) The Formal A representative is subject to the same requirements as an elected officer as outlined in Article 4, Section 1. (C.) (1.) and Article 4, Section 1. (C.) (2.) of these bylaws regarding eligibility to serve.

(B.) Effective upon appointment, the President shall forfeit that portion of their annual salary (pro-ratable from the date of appointment) that is the same as the annual salary of the Formal A representative.

(C.) If the Formal Step A representative is also a salaried officer or steward, he/she shall receive the greater of the two salaries but not both. In this case the President shall forfeit only that portion of pay which is over the amount of the salary of the officer/steward selected.

(D.) The monthly salary for the Formal A Representative shall be nine (9) hours of the same hourly basic rate of as a Full Time Regular City Letter Carrier Grade 2, Step A as reflected in Table 1 of the most current Letter Carrier Pay Schedule available at the beginning of each new fiscal year.

(E.) The Formal A representative serves at the will of the Branch President. The Branch President shall have the same power of revocation of appointment as in Article 5, Section 2 of these bylaws.

Section 4.

Reserved for future use.

Section 5.

Along with their other duties, union stewards shall to the best of their ability, educate members of this Branch in the knowledge of Postal Laws and regulations. They will promote harmony in the workplace

Section 6.

Union stewards of this Branch shall receive a salary. These salaries will be based upon the scales outlined in the subsections below.

(A.) In stations of fewer than six city letter carriers, the steward shall receive a monthly salary that is equal to two and one half (2.50) hours of the same hourly rate as a Full Time Regular City Letter Carrier Grade 2, Step A as reflected in Table 1 of the most current Letter Carrier Pay Schedule available at the beginning of each new fiscal year. The salary is rounded to the nearest cent. The number of carriers assigned to a station shall be determined by the most active member dues roster and non-member roster available in the first pay period of each month.

(B.) In stations of six to ten city letter carriers, the steward shall receive a monthly salary that's equal to three and three quarters (3.75) hours of the same hourly basic rate as a Full Time Regular City Letter Carrier Grade 2, Step A as reflected in Table 1 of the Letter Carrier Pay Schedule available at the beginning of each new fiscal year. The salary is rounded to the nearest cent. The number of carriers assigned to a station shall be determined by the most current active member dues roster and non-member roster available in the first pay period of each month.

(C.) In stations of eleven city letter carriers or more, the steward shall receive a monthly salary based upon the total number of city letter carriers represented in that station. The number of carriers assigned to a station shall be determined by the active member dues roster and non-member roster available in the first pay period of each month.

(1.) The salary for stewards who qualify as described in Article 5, Section 6, (C) shall be equal to nineteen (19) percent of a single hour of the same hourly rate as a Full Time Regular City Letter Carrier Grade 2, Step A as reflected in Table 1 per letter carrier represented. The salary is rounded to the nearest cent. The most current Letter Carrier Pay Schedule available at the beginning of each new fiscal year shall be used to calculate the salary.

(2.) If a station of fifteen or more carriers is represented by more than one steward, the number of carriers in the entire station shall be divided by the number of shop stewards in that station. Any fraction shall be discarded, and each steward shall receive the same salary. (i.e. twenty-five carriers represented by two stewards equals 12.5 carriers. Each steward would receive a salary for 12 carriers.)

(3.) If a steward represents fifteen carriers or more across multiple stations, they shall receive the appropriate compensation for all carrier represented.

(D.) Reserved for future use.

(E.) These salaries shall be paid:

(1.) In addition to any mileage payable IAW Article 8, Section 6 of these bylaws.

(2.) In addition to the cost of other training requirements as approved by the Branch membership.

(3.) In addition to other reasonable expenses the shop steward might incur, although reimbursement for such expenses is subject to approval by the membership voting in a regular Branch meeting.

(F.) Any officer receiving more than One Hundred dollars (\$100.00) per month in steward compensation or officer compensation is not eligible to receive both stewards' salary and officer's salary; they shall receive the greater of the two.

Article 6

Fees, Dues, Fines, and Assessments

Section 1.

The minimum Branch dues for members of this Branch who are employed by the United States Postal Service shall be as set forth in Article Seven, Section 2 (a) of the Constitution of the National Association of Letter Carriers. Gold Card (50 year) members are exempt from paying dues.

Section 2.

The minimum Branch dues as set forth in Article Seven, Section 2 (a) of the Constitution of the National Association of Letter Carriers for members of this Branch employed by the United States Postal Service, as well as initiation fees may be increased by a majority vote of the members in good standing who are in attendance at the meeting when the vote takes place. The vote may take place at a regular or special meeting and shall be by secret ballot.

(A.) A notice that this question will be before the membership must be published at least one month prior to the vote. Publication of such notice may be made in any National, State or Branch publications that is mailed to the last known address of the member shall be deemed sufficient for this purpose.

Section 3.

The Branch may levy assessments upon the membership for specific purpose and may impose fines upon members found guilty of charges preferred against them, provided such action is in accordance with the provisions of the current Constitution of the National Association of Letter Carriers.

Section 4.

Any member who is placed in a non-pay status for any reason shall remit to the Financial Secretary/Treasurer, each month, the current amount of fees, dues, fines, or assessments.

(A.) This requirement may be waived by a two-thirds majority of the members present and voting in a regular Branch meeting.

Section 5.

Effective January 1, 2020, the dues for members no longer employed by the United States Postal Service shall be set at Fifteen Dollars (\$ 15.00) per annum (One dollar and twenty-five cents (\$ 1.25 per month). Gold Card (50 year) members are exempt from paying dues.

Article 7

Committees and Newsletter

Section 1.

The Branch President shall appoint a committee of three members to serve on organization as required in Article Nine, Section One of the Constitution for the Government of Subordinate and Federal Branches.

Section 2.

The Branch President shall appoint a committee of three members to serve on a committee that will review all bills and claims against the Branch as required in Article Nine, Section Two of the Constitution for the Government of Subordinate and Federal Branches.

Section 3.

The President of this Branch shall have the authority to appoint members in good standing to committees or to other duties as he/she deems necessary.

Section 4. Newsletter

(A.) The Branch may publish a newsletter. The name of this newsletter shall be The Red River Carrier.

(B.) The executive board shall take applications for editor of The Red River Carrier from November through December of each year. The newly installed executive board shall make their recommendation for editor to the membership at the regular January Branch meeting.

(1.) The editor is subject to the same requirements as an elected officer as outlined in Article 4, Section 1. (C.) (1.) and Article 4, Section 1. (C.) (2.) of these bylaws regarding eligibility to serve.

(2.) The executive board's recommendation for editor shall be final upon approval of two-thirds majority of eligible members present and voting in the regular January Branch meeting.

(3.) The editor shall receive a salary in the months that the Branch publishes a newsletter. That salary shall be six hours of the same hourly rate as a Full Time Regular City Letter Carrier Grade 2, Step A as reflected in Table 1 of the most current Letter Carrier Pay Schedule available at the beginning of each new fiscal year.

(4.) If a salaried elected officer is selected to serve as the editor, nothing shall preclude that person from receiving both the officer's salary and the editor's salary.

(5.) The person selected as editor shall be responsible for the publication and mailing of The Red River Carrier.

(C.) The editor may choose to have a co-editor.

(1.) The co-editor is subject to the approval of the executive board.

(2.) The co-editor is subject to the same requirements as an elected officer as outlined in Article 4, Section 1. (C.) (1.) and Article 4, Section 1. (C.) (2.) of these bylaws regarding eligibility to serve.

(3.) The Secretary/Treasurer will be required to split the editor's salary equally with the co-editor each month that the co-editor performs the duties of co-editor. It will be the responsibility of either the editor or co-editor to notify the Secretary/Treasurer when the co-editor does NOT perform those duties.

(4.) If a salaried elected officer is selected to serve as co-editor, nothing shall preclude that person from receiving both the officer's salary and their share of the co-editor's salary.

(D.) If the editor is aware that the Branch will not publish a newsletter in any month or months, they shall make note of that in the newsletter before the month(s) in which there will not be a newsletter published.

Article 8

Funds

Section 1.

All funds of this Branch shall be deposited in either a local bank or local credit union.

(A.) The Financial Secretary/Treasurer shall set up a separate branch bank savings account called Assembly and Convention Fund. The money contained in this fund shall be used for payment of duly elected convention delegates to attend conventions and for members who are in good standing and have been approved by the membership in a membership meeting to attend union assemblies. Those delegates and members must meet the other qualifying requirements contained in these bylaws.

(1.) The Financial Secretary/Treasurer shall transfer three dollars and twenty-five cents (\$ 3.25) per pay period for each active member that has dues deducted for that pay period. Those funds shall be transferred/deposited into the Assembly and Convention Fund in a timely manner but always before the next pay period's dues are received.

(2.) Union assemblies and conventions are defined as those that are presented by the National Association of Letter Carriers, the Texas State Association of Letter Carriers, and the National Business Agent for Region 10.

(3.) Additional union related educational assemblies may be approved by a simple majority of members voting in a branch meeting provided there are enough funds in the annual budget to allow for approval. Otherwise, Article 8, Section 3 (B) of these bylaws applies.

(4.) The annual budget submitted by the Branch President shall contain a budgeted amount for union assemblies and conventions projected to be held in that fiscal year. The budgeted amount will be based upon the total amount of a good faith estimate of what will be available in the Union Assembly and Convention Fund for that fiscal year but shall not exceed that amount.

Section 2.

In case of immediate need, as determined by the President, the President and the Secretary/Treasurer may authorize expenditure of funds not to exceed \$ 2,000.00 over any approved budgeted amount/item or for any non-budgeted amount/item. The Secretary/Treasurer shall make a report of any such expenditure at the next regular meeting.

Section 3.

In January of each year the President will present an annual budget to the executive board. The budget will provide for expenses to attend training assemblies, as well as district, state, and national assemblies and other necessary expenditures.

(A.) The budget must be ratified by a majority of the members present and voting at a Branch meeting.

(B.) All non-budgeted expenditures, except those provided for in Article 8, Section 2, must be approved by a majority of the members present and voting at two consecutive regular Branch meetings.

(C.) Budgeted expenditures for State and National Conventions shall not exceed the amount projected to be available in the Convention Fund at the time the Convention occurs.

Section 4.

The number of delegates and the amount of money paid to delegates sent by the Branch to other union related assemblies, such as training assemblies, President's meetings, district meetings and etcetera, shall be determined by a majority of the members present and voting at a regular meeting of the Branch.

(A.) Delegates may be selected by name and/or position.

(B.) Delegates must be in good standing.

(C.) Delegates must meet the same requirements as an elected officer as outlined in Article 4, Section 1. (C.) (1.) and Article 4, Section 1. (C.) (2.) of these bylaws regarding eligibility to serve in addition to other requirements set forth in this Section.

(D.) The amount of money approved by the membership to be paid to delegates may not exceed the annual amount budgeted for such purposes except as provided for in Article 8, Section 3 (B.).

(E.) The membership may elect to pay per diem at the IRS allowable rate for meals and incidental costs for the area of the assembly and hotel and travel expenses, either mileage up to the IRS allowable rate IAW Branch policy or airfare whichever is less.

(F.) Alternately, the membership may also approve any variation of the IRS per diem and travel rates including a lump sum payment. However, the approved amount may not exceed the IRS allowable rate for any expense, or the actual expense incurred by the attendee, whichever is less.

(G.) All money paid to members sent by the Branch to union related assemblies shall be accounted for. Documentation shall be required for the hotel, travel expense and days of allowable per diem.

(1.) All receipts, such as hotel and airfare receipts and/or a statement of dates and miles traveled shall be required prior to payment. These documents shall be submitted IAW current Branch policy. Credit card statements shall not be accepted as proof of payment.

(2.) If a lump sum payment is approved by the membership, then receipts for all expenses incurred by the delegate shall be required.

(3.) Any money that is paid to the member that is over the expense claimed by the member shall be returned to the Branch treasury.

(4.) Should a delegate receive payment for expenses incurred prior to an event, such as for airline tickets, and the delegate elects not to attend the event they shall be required to repay that expense and the money returned to the Branch treasury.

(H.) No payment shall be paid to any member in advance of incurred expense.

(I.) Branch meeting attendance requirements for delegates to other union related assemblies.

(1.) Any member whose workstation is within forty (40) miles of the union hall in Wichita Falls shall not be eligible to receive any money for these purposes unless they have attended at least eight regular meetings of the Branch during the twelve (12) month period prior to the date of the training assembly. Mileage is calculated using the shortest route available on MapQuest or another suitable method. No more than two (2) excused absences are allowed. The requirements of this subsection may be waived with approval of a two-thirds majority vote of the members present and voting in the meeting in which delegates are selected.

(2.) Any member whose workstation is more than 40 miles from the union hall in Wichita Falls shall not receive any money for these purposes unless they have attended at least four regular meetings of the Branch during the twelve (12) month period prior to the date of the training assembly. Mileage is calculated using the shortest route available on MapQuest or another suitable method. Not more than one (1) excused absences is allowed. The requirements of this subsection may be waived with approval of a two-thirds majority vote of the members present and voting in the meeting in which delegates are selected.

(3.) For purposes of attendance requirements for delegates to other union related assemblies, a retiree's workstation shall be considered either their home address or the workstation from which they retired, whichever is closest to the union hall in Wichita Falls TX.

Section 5.

The amount of expense money paid to elected delegates of either State or National conventions shall be determined by a majority of members present and voting at a regular meeting of the Branch.

(A.) The amount of expense money approved by the membership may not exceed the amount budgeted for the convention except as provided for in Article 8, Section 3 (B.) of these bylaws.

(1.) The membership may approve payment of expenses incurred by delegates, such as airfare, after the expense to the delegate has been incurred.

(2.) Should a delegate receive payment for expenses incurred prior to an event, such as for airline tickets, and the delegate elects not to attend the event they shall be required to repay that expense and the money returned to the Branch treasury.

(B.) Only properly elected delegates who are in good standing and still eligible to serve in accordance with Article 4, Section 1. (C.) (1.) and Article 4, Section 1. (C.) (2.) of these bylaws at the time of the convention shall be eligible to receive expense money to attend a State or National convention.

(C.) The membership may elect to pay per diem at the IRS allowable rate for meals and incidental costs for the area of the assembly and hotel and travel expenses, (mileage up to the IRS allowable rate IAW Branch policy or airfare).

(D.) Alternately, the membership may approve any variation of the IRS per diem and travel rates including a lump sum payment. However, the approved amount may not exceed the IRS allowable rate for any expense, or the actual expense incurred by the attendee whichever is less.

(E.) All money paid to delegates sent by the Branch to conventions shall be accounted for. Documentation shall be required for the hotel, travel expense and days of allowable per diem.

(F.) Receipts are required for all claimed expenses. Per diem shall not be paid except in the instance of an overnight stay. Credit card statements shall not be accepted as proof of payment.

(G.) If a lump sum payment is approved by the membership than receipts for all expenses incurred by the delegate shall be required.

(H.) Any money that is paid to the delegate that is over the amount approved by the membership shall be returned to the Branch treasury.

(I.) No payment shall be paid to any member in advance of incurred expense.

(J.) Branch meeting attendance requirements for convention delegates

(1.) Any properly elected delegate whose workstation is within forty (40) miles of the union hall in Wichita Falls shall not be eligible to receive any money for these purposes unless they have attended at least eight regular meetings of the Branch during the twelve (12) month period prior to the date of convention. Mileage is calculated using the shortest route available on MapQuest or another suitable method. No more than two (2) excused absences are allowed. The requirements of this subsection may be waived with approval of a three-quarter majority vote of the members present and voting in a regular Branch meeting that takes place prior to the convention.

(2.) Any properly elected delegate whose workstation is in excess of forty (40) miles from the union hall in Wichita Falls shall not receive any money for these purposes unless they have attended at least four regular meetings of the Branch during the twelve (12) month period prior to the date of the convention. Mileage is calculated using the shortest route available on MapQuest or another suitable method. No more than one (1) excused absences is allowed. The requirements of this subsection may be waived with approval of a three-quarter majority vote of the members present and voting in a regular Branch meeting that takes place prior to the convention.

(3.) For purposes of attendance requirements for properly elected delegates, a retiree's workstation shall be considered either their home address or the workstation from which they retired, whichever is closest to the union hall in Wichita Falls TX.

Section 6.

For active members whose workstation is over forty (40) miles from the union hall in Wichita Falls and who attend the regular Branch meeting, a special meeting, or a steward meeting, the Branch will pay travel expenses of fifty-five cents (\$0.55) per mile over round-trip mileage of forty (40) miles to and from the union hall in Wichita Falls. Mileage is calculated using the shortest route available from the member's station to the union hall using MapQuest or another suitable method. A maximum of two vehicles per station per trip will be paid. Member(s) are encouraged to invite other members to ride share.

(A.) For retiree's attending a Branch meeting or special meeting, their workstation shall be considered either their home address or the workstation from which they retired, whichever is closest to the union hall in Wichita Falls TX.

Section 7.

The officers of this Branch shall be bonded to at least the minimum of what current regulations require. With approval of the membership, nothing shall prevent the Branch from exceeding the minimum requirement of bond insurance. The Branch shall pay all expenses required to acquire the bond insurance.

Section 8.

The Secretary/Treasurer is required to make a complete report of the Branch's income, expenditures, and liabilities for the previous month as well as the condition of each Branch bank account at each regular Branch meeting. The Trustees of the Branch are encouraged to review the report and financial records of the Secretary/Treasurer at each Branch meeting.

Section 9.

The officers listed below shall receive a monthly salary. That salary will be based upon the same hourly rate as a full time Full Time Regular City Letter Carrier Grade 2, Step A as reflected in Table 1 of the most current Letter Carrier Pay Schedule available at the beginning of each fiscal year.

President – Thirty (30) hours.

Vice President – Four and one half (4.50) hours rounded to the nearest cent.

Secretary-Treasurer – Fifteen and one half (15.50) hours rounded to the nearest cent.

Trustees – One and one quarter (1.25) hours rounded to the nearest cent

Sergeant at Arms – One (1) hour

Director of Retirees – One (1) hour

(A.) Expenses incurred by Branch officers or appointed officials in pursuit of their normal duties shall be paid provided that these expenses are approved by the majority of members present and voting in a regular Branch meeting and they don't exceed the budgeted amount for those expenses. Article 8, Section 3 (B.) applies in this situation.

Section 10. State and Federal Taxes

(A.) Any person eligible to receive any salary, assignment pay or other payment that is subject to state or federal taxes shall be considered an employee of the Branch.

(1.) Employees shall be required to complete and sign all required forms that the Federal and/or State governments might require of employees. The forms must be on file with the Secretary/Treasurer before the employee will receive any salary or other taxable payment.

(2.) The Secretary/Treasurer will keep the forms on file as active or inactive employees for as long as such records must be kept on file.

(B.) The Secretary/Treasurer shall be required to deduct all applicable withholding from salaries and other funds dispersed to members/employees that are subject to withholding requirements.

(C.) The Secretary/Treasurer shall insure that any Branch Federal and State payroll liabilities are filed on time and with the appropriate agencies to ensure the Branch suffers no penalty.

(D.) All travel, and expense claims shall be submitted to the Secretary Treasurer on the Branch Travel and Expense Voucher and substantiated with sufficient documentation (receipts) to prove each expense occurred. It is the policy of this Branch that if sufficient documentation is not provided the claimed expense is not payable. Credit card statements shall not be accepted as proof of payment.

Section 11.

The Branch shall make no loans of any kind to any member, officer, or employee of the Branch or to anyone outside of the Branch for any reason.

Section 12

With approval by a majority of members voting in a branch meeting, any member in good standing attending to branch business may receive Assignment Pay. Assignment pay shall be paid at the same basic hourly rate as the top Step of a Full-Time Regular City Carrier Technician as reflected in Table 1 of the current Letter Carrier Pay Schedule available at the beginning of each new fiscal year. Payment must be requested on the approved Branch expense voucher.

Article 9

Branch Retirement Gift

Section 1.

A member of T. T. Morris Merged Branch 1227, NALC, who has retired from the United States Postal Service and who meets the requirements of this Section shall be eligible for a retirement gift from the branch. That gift shall be in the form of a branch check issued to the retiree in the amount of one-hundred fifty dollars (\$150.00). To be eligible for the retirement gift, the retiree must meet the following qualifications:

- Must be in good standing at the time of retirement.
- Must have been a member of the City Letter Carrier Craft at retirement.
- Must have been a member of T. T. Morris Merged Branch 1227, NALC for a minimum of one year.

Section 2.

Provided the member meets the qualifications set forth in Section 1 of this Article, the Financial Secretary/Treasurer will mail the gift check, a Form 1189, a stamped, self-addressed envelope, and a letter inviting the retiree to remain a member of the National Association of Letter Carriers to the retiree's last known address. This task will be done within forty-five days of official notification of retirement.

Section 3.

If the retiring active member does not meet the qualifications set forth in Section 2 of this Article, the Financial/Secretary shall send a Form 1189, a self-addressed envelope and a letter inviting the retiree, regardless of craft, to remain a member of the National Association of Letter Carriers to the retiree's last known address. The letter, form, and envelope shall be sent within forty-five (45) days of the notification of retirement.

Article 10

Duties of the Membership

Section 1.

All members of this Branch shall act in harmony with their fellow members and obey postal laws and regulations and the Constitution of the National Association of Letter Carriers and the bylaws of this Branch.

Section 2.

A member of this Branch shall not disclose anything that is said in any Branch meeting of this Branch to any person not entitled to be present in Branch meetings.

Article 11

General Purpose Statement

Branch Union Hall

The purpose of the Branch 1227 Union Hall, located at 5310 Southwest Parkway, Wichita Falls, TX, is to provide the members of T.T. Morris Merged Branch 1227 with a place to gather and enjoy the fraternity of their union brothers and sisters. The hall will further serve to provide a place to conduct union business. The union hall shall be operated in accordance with the Internal Revenue Service's codes concerning nonprofit organizations.

Guidelines for Operation of the Union Hall

Section 1.

The union hall may be made available, with approval of the members voting in a regular or special meeting, on a case-by-case basis to any organization that qualifies under IRS Code 501 (c) (3) without regard to their ability to pay.

Section 2.

The building committee shall consist of the Branch President, Financial Secretary/Treasurer, and the Trustees of Branch 1227. The building committee shall have total responsibility for setting user fees, scheduling repairs, and laying ground rules to be followed by those organizations or Branch members who wish to use the Branch Hall.

Section 3.

The building committee shall appoint a building manager to oversee the enforcement of guidelines, concerning the use of the building which has been placed in effect by the committee.

Section 4.

The building manager shall maintain a logbook in the lobby of the building. Branch officers shall sign in and out when they are alone in the hall. The building manager shall keep an up-to-date schedule showing the use of the hall.

Article 12

Bylaws

Section 1.

The bylaws of this Branch shall become effective upon approval of the Committee of Laws of the National Association of Letter Carriers as provided in Article 11, Section 3 of the Constitution of the National Association of Letter Carriers of the United States of America.

(A.) Bylaws and amendments thereto, fixing the amount of initiation fees, dues, and reinstatement fee, or the time and place of meetings shall become effective at the time determined by the majority of members voting in a Branch meeting.

Section 2.

The bylaws of this Branch may be amended provided that:

(A.) The amendment has been submitted in writing and read into the minutes of the monthly Branch meeting immediately preceding the month at which the vote is to be taken.

(B.) Notification of the vote and information relevant to the bylaw's amendment has been given to the membership at least ten (10) days before the regular Branch meeting at which the vote is to be taken. Publication of such notice in the local Branch newsletter shall be deemed sufficient for this purpose.

(C.) Approval by two-thirds (2/3) majority of members in good standing, present and voting in a Branch meeting is given.

Section 3.

A copy of the current bylaws shall be made available, upon request, to any member of T.T. Morris Merged Branch 1227

(A.) A copy of the current bylaws will be sent to every new member of the Branch.