

**GEORGE T. RUSSELL
BY-LAWS OF BRANCH 576
PHOENIX-GLENDALE-BUCKEYE-KINGMAN**

ARTICLE 1: NAME & AUTHORITY

SECTION 1: This Branch shall be known as the George T. Russell Branch #576 of the National Association of Letter Carriers of the United States of America.

SECTION 2: Robert's Rules of Order newly revised shall govern the deliberation of this Branch in all matters not covered by the National Constitution of the NALC of these by-laws.

ARTICLE 2: MEMBERSHIP

SECTION 1: Application for membership must be made in writing, signed by the applicant, stating age, social security number, and place of residence and such other information as may be determined by the Branch. Effective January 1st, 1977 a form 1187 (dues check off) must be signed by all applicants seeking membership in the Branch and the NALC.

SECTION 2: Any regular Branch member on tendering a written resignation of membership and paying all fines, assessments, and dues, shall receive from the Secretary a certificate thereto. Such certificates shall be proof of good standing at the time of resignation.

SECTION 3: Any regular Branch member in good standing in his/her Branch, moving their employment to another city, may transfer membership to the Branch located in such city. They shall make application to the Recording Secretary of their Branch who shall ascertain from the Financial Secretary if all dues and assessment charged against them on the date are fully paid, if so, it shall be the duty of the Recording Secretary to announce at the next regular meeting of this Branch that the application has been received and all obligations discharged. There being no objections the Recording Secretary will at once forward the Branch with which affiliation is desired a letter of recommendation.

SECTION 4: Associate membership will include those members who are in supervision. Associate members shall be those defined in Article 2, Section 1c, of the National Constitution (present members who have left the postal service or have been temporarily or permanently promoted to supervisory status, may retain their membership but shall be members only for the purpose of membership in the NALC Life Insurance Plan and/or the NALC Health Benefits Plan. These members shall have to voice or vote in any of the affairs of such branch, except they shall have a voice and vote upon matters pertaining to the NALC Life Insurance Plan and/or the NALC Health Benefits Plan if they are a member thereof, and on any proposition to raise dues. These members are not eligible to be candidates for any State Association, Branch, or National office or delegates to any

conventions. They may attend only that part of the meeting which concerns them such as changes of dues, structure and information concerning NALC Life Insurance Plan, and the NALC Health Benefits Plan.

ARTICLE 3: MEETING

- SECTION 1: The Regular Meeting of this Branch shall be held on the third Thursday of each month at 7:00 PM at 3720 W. Greenway Road.
- SECTION 1a: Kingman Station shall schedule and hold alternate regular Branch meetings for the purpose of Article 5 Section 4. The Kingman steward shall preside in the absence of the President/Designee.
- SECTION 2: Executive Board Meetings of this Branch shall be held on the first Wednesday of each month at such time and place as the President and Board of Trustees shall designate.
- SECTION 2a: Steward Meetings will be held on the first Thursday of each month or at such time and place as the President and/or Stewards shall designate.
- SECTION 3: A special meeting shall be called by the President upon written request of seven members. Seventy-two-hour notice shall be given to a Station Steward in all stations prior to such special meetings, except in an emergency when a twenty-four-hour period will suffice. No business will be transacted other than for which the special meeting was called.
- SECTION 4: When a Special Meeting is called the Recording Secretary along with the stewards shall notify the membership of such meeting.
- SECTION 5: Ten members of this Branch representing a majority of stations or forty members regardless of station representation shall constitute a quorum at all Branch Meetings.

ARTICLE 4: OFFICERS

- SECTION 1: The officers of Branch 576 shall be a President, Vice President, Recording Secretary, Treasurer, Financial Secretary, Sergeant at Arms, MBA/Health Benefits Representative, Director of Retired Members, and five Trustees. These officers shall comprise the Executive Board of Branch 576.
- SECTION 2: Officers shall be elected every three years and hold office for three years or until they are replaced.

- SECTION 3: All candidates for Branch office must be present at the time of nomination or signify in writing their willingness to accept if nominated.
- SECTION 4: Elections for the position(s) of Steward shall be conducted in each station by secret ballot and elected biennially in the month of November. Candidates for nomination shall submit their names in the month of October. In the event an interim vacancy occurs, the Branch President may appoint a replacement Steward/Alternate Steward. Stewards/Alternate Stewards may be removed from their position for cause by the Branch President.
- SECTION 4a: Stewards and Alternate Stewards shall be elected by a majority of the members voting in the station he/she is to represent. The elections shall be conducted by a committee of members from within that station who shall be appointed by the President.
- SECTION 4b: In the event that the office of Branch President becomes vacant the Vice-President must assume the duties of the President for the remainder of the term of office.
- SECTION 4c: Craft representation shall be in accordance with Article 17 of the National Agreement.
- SECTION 5: Members shall be compensated for the elected offices they hold.
- SECTION 6: The following Officers shall be compensated as follows:
- SECTION 6.1: Full Time President: Shall be paid top level CC2 Letter Carrier salary in Phoenix, Arizona, plus the equivalent of 8.0 hours per week at the regular overtime rate. Branch 576 will continue to pay employers share of fringe benefits paid for by the USPS for Letter Carriers (e.g., Healthcare & Life Insurance, TSP, Retirement, Annual & Sick Leave...).
- SECTION 6.2: Full Time Vice President: Shall be paid top level CC2 Letter Carrier Salary in Phoenix, Arizona, plus the equivalent of 7.25 hours per week at the regular overtime rate. Branch 576 will continue to pay employers share of fringe benefits paid for by USPS for Letter Carriers (e.g., Healthcare & Life Insurance, TSP, Retirement, Annual & Sick Leave...).
- SECTION 6.3: Recording Secretary: To be paid monthly \$400.00 dollars.
- SECTION 6.4: Financial Secretary: To be paid monthly \$400.00 dollars.
- SECTION 6.5: Treasurer: To be paid monthly \$400.00 dollars.
- SECTION 6.6: Sergeant at Arms: To be paid quarterly, \$100.00 per month.
- SECTION 6.7: MBA/Health Benefit Rep.: To be paid quarterly, \$100.00 per month.
- SECTION 6.8: Trustees (#5): To be paid quarterly, \$100.00 per month.
- SECTION 6.9: Director of Retired Members: To be paid monthly, \$100.00 dollars.

- SECTION 6.10 Stewards: To be paid \$75.00 per month and \$50.00 for each Steward Meeting and/or each General Membership meeting they attend. Up to two absences per quarter from these meetings may be paid to the Steward providing the absences have been approved by the Branch President or his/her designee. An exception to the two absences policy can be made for the Steward(s) from Kingman and Collections. Payment to the Stewards to be made quarterly. Roaming Stewards appointed by the President will receive an additional \$75.00 per month per station.
- SECTION 6a: All Executive Board officers have full protection of all fringe benefits as needed. This section shall include Stewards/designee(s) when on special assignments. Officers and members on special assignment covered under FERS will be responsible for their portion Social Security and Medicare taxes. The Branch will be responsible for paying the Social Security and Medicare taxes for officers and any member on Special Assignment covered under CSRS.
- SECTION 6b: Any member designated by the President for any official duties including leave without pay shall be reimbursed at top Letter Carrier pay with the approval of the Executive Board, plus any expenses incurred in the performance of these duties.
- SECTION 6c: Union Officers and/or other members designated to perform Branch duties shall be reimbursed for mileage at the same rate that USPS pays its employees. Full time officers shall submit reimbursement for mileage on a monthly basis. Others should submit reimbursement for mileage as soon as is practical but no later than 30 days after the mileage was driven.
- SECTION 7: All entertainment expenses of dignitaries under the direction of the President shall be paid for the Branch.
- SECTION 7a: The Editor of the Branch paper shall be appointed by the President and approved by the Executive Board. The salary shall be \$600.00 dollars per month and shall include the layout.
- SECTION 8: Formal A Designees and/or Step II Designees who are not serving as a steward shall be compensated in the same manner as the Office of Steward.
- SECTION 9: At the end of each term of office, or whenever full-time officers leave office, they shall be paid the full value of all unused annual and sick leave. Such payment shall be made at the officer's hourly rate of the salary, for the office they hold, immediately prior to leaving office.

ARTICLE 5: ELECTIONS

- SECTION 1: Elections shall be conducted in accordance with Article 5 of the National Constitution.
- SECTION 2: The ballots must be received by the election committee by midnight November 7th of the election year to be valid. The ballots will be mailed to the membership in accordance with the National Constitution Article 5.
- SECTION 2a: Nomination for delegates to the National Convention shall be held during the month of October with election, if needed, to take place in the month of December of the year proceeding the Convention.
- SECTION 3: Nominations for delegates to the State Convention shall be held during the month of October with election, if needed, to take place in the month of December of the year proceeding the Convention.
- SECTION 4: Delegates to the State or National Convention must have attended sixteen regular meetings within the two-year period from the meeting of nomination as a delegate to be eligible as a paid delegate. A member who has joined the Branch within the two-year period prior to the meeting of nomination will be eligible to be a paid delegate if they attend two-thirds of all Branch meetings since becoming a member with attendance of six meetings constituting a minimum.
- SECTION 4a: All members attending each meeting shall sign the attendance record book upon entering the meeting place. The Sergeant at Arms shall keep this book for a period of three years. The records may be destroyed after three years.
- SECTION 4B: Any Branch 576 member, in good standing and while on official NALC business for Branch 576 or National Officer, who's official Union duties cause the member to be absent for a regular Branch meeting, shall be excused from such meeting and shall receive full credit for attendance at such meeting.
- SECTION 4c: Any Branch member in good standing, that is unable to attend a regular Branch meeting due to a recognized religious holiday, shall be excused from such meeting and shall receive full credit for attendance at such meeting.
- SECTION 5: By their office the President and Vice President shall automatically be a paid delegate to the National and State Conventions. This section will appear on the notice of election and the election ballot.
- SECTION 6: Position of candidates on the election ballot to be decided by lottery conducted by the election committee.

ARTICLE 6: DUTIES OF OFFICER

- SECTION 1:** President: The President shall preside at all meetings of the branch, preserve order, sign all warrants on the Treasurer ordered by the Branch and all other papers ordered by the Branch, have general supervisory powers over the Branch, see that Officers perform their duties, enforce the Constitution, By-Laws, rules, regulations of the Branch, appoint all committees not otherwise provided for, give the deciding vote when a tie occurs, examine and announce the results of all balloting and other votes. He/she shall not make or second any motion or take part in any debate while in the chair. He/she shall ascertain from the Financial Secretary before adjournment of the meeting the amount of money received since the previous meeting, and from the Treasurer if he/she has received the same. At the end of the term, the President shall make a report showing the progress and condition of the Branch. He/she shall, together with the Treasurer, sign and file with the Secretary of Labor on behalf of the Branch, an annual financial report if required by public law. The filing of such a report will be required unless the Branch has received express notification from the National Association that it is exempt of such requirements, he/she shall by virtue of his/her office be the Chief Steward for the Branch, and he/she may delegate such authority to other members.
- SECTION 2:** Vice-president: 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 his/her office, the Vice-President shall then perform all duties incumbent upon the President for the remainder of the term of office.
- SECTION 3:** Recording Secretary: The Recording Secretary shall keep a correct record of the proceedings of the Branch in a book to be kept for that purpose. He/she shall draw all warrants on the Treasurer ordered by the Branch. He/she shall notify applicants for membership in writing of their election or rejection and members of their suspensions, expulsions, or acceptance of resignation. He/she shall attend to all correspondence of the Branch, and properly mark and file all papers ready for inspection at any time, and notify members of special meeting when ordered by the President. He/she shall make semi-annually a report to the Branch showing the number of members elected, rejected, initiated, suspended, reinstated, withdrawn, and the number of deaths, giving date of death. He/she records benefits paid, amount expended and the amount on hand. Within one week after his/her term expires, or upon early termination thereof, he/she shall deliver to his/her successor all books and papers together with other property of the Branch in his/her possession.
- SECTION 4:** Financial Secretary: The Financial Secretary shall keep a record book showing the member's name, when admitted and place of residence, collect dues and all other moneys due to the Branch, keep a regular account thereof, and at each meeting (or prior thereto whenever the prompt payment of the National Per Capita tax or other necessity may require same) pay the same to the Treasurer, take his/her receipts and retain them

as vouchers in settlement. He/she shall personally or through duly authorized deputies, appointed when necessary for each station and who shall whenever practical be the station delegate or representative selected or appointed to represent the station, solicit payment from all member in arrears, and on a day of an election and before a ballot is taken, furnish the President with a list of members not entitled to vote. He/she shall semi-annually furnish the National Secretary-Treasurer with a list of all the members of the Branch in good standing and shall notify the National Secretary-Treasurer monthly of the election of new members, also those suspended, expelled, deceased, or resigned. He/she shall keep an account of all properties, investments, and funds of the branch which at all times shall be open for inspection, and at the end of his/her term make a report and deliver to his/her successor in office when qualified, all the books, papers and property in his/her possession belonging to the Branch. To ensure the faithful performance of their duties, the Financial Secretary and his/her deputies shall be bonded in such amount and in such manner as the Branch may direct.

- SECTION 5: Treasurer: The Treasurer shall receive, receipt for, and disperse all moneys of the Branch, and keep a regular account thereof. He/she shall pay all warrants drawn on him/her by the Recording Secretary voted by the Branch and signed by the President, and have all accounts receipted upon payment of the same. He/she shall, whenever requested by the President and at the end of his/her term, make a report showing the receipts, disbursements, money on hand, deliver his/her book, papers, and money to his/her successor in office. When qualified and to ensure the faithful performance of his/her duties, he/she shall be required to furnish a bond in such sum as the Branch may direct.
- SECTION 6: Sergeant at Arms: The Sergeant at Arms shall preserve order in the meeting under the direction of the President. It shall be his/her duty to see that none but members are present at the meetings unless directed by the President or a vote of the Branch.
- SECTION 7: MBA/Health Benefits Representative (MBA/HBP Rep) shall perform such duties as the Constitution and the laws of the MBA and NALC Health Benefit Plan require. He/she whenever requested by the President, and at the end of his/her term of office, turn over any records and inventory of his/her successor.
- SECTION 8: Health Benefits Representative: Refer to Section 7 as the duties of the MBA and HBP Rep. has been combined.
- SECTION 9: Trustees: The Trustees shall examine and audit the books of the Financial Secretary, the Treasurer, and the Recording Secretary each quarter. This audit will be reduced to writing and reported to the membership. The Trustees will audit the Branch 576 Building Committee records during each quarter and report to the membership. The Board of Trustees shall conduct an inventory of all Branch property each quarter. An updated report in writing will be furnished to the President and Recording Secretary. The Trustees shall hear all appeals on meeting attendance disputes.

- SECTION 10: The Board of Trustees along with the President, Vice-President, and Recording Secretary shall comprise the Branch 576 Building Committee. This Committee shall meet as scheduled by the President. The Building Committee will give their report at the regular Branch Meeting each month.
- SECTION 11: The Stewards will report to the President or their designee all matters concerning grievances. The steward will hold Informal A hearings, normally. The Steward shall be responsible for signing up new members in their stations, notifying the Recording Secretary of all members who have retired, separated, transferred to other crafts or resigned. In the event of a death of a member of immediate family, the Steward will gather all available information and call the President and Recording Secretary immediately.
- SECTION 11a: The Editor shall be responsible for the make-up and the layout of the Branch paper. The editor will present the final draft to the President or the President's designee for perusal. Upon approval the Editor shall see that the paper is published and mailed to the members in a timely fashion.
- SECTION 12: All Branch officers are required to attend the Executive Board Meeting and the Branch Meeting each month. All paid Formal A Designees and Stewards are required to attend the Steward's Meeting (Kingman steward is exempted) and the Branch Meeting each month.
- SECTION 13: The Director of Retired Members duties shall be to coordinate all activities of the retired members, and he/she shall be the legislation advocate and congressional liaison for the retired members of the National Association of Letter Carriers. He/she shall be the branch organizer for the retired members of the National Association of Letter Carriers, and shall be under the direct supervision of the President, and shall perform such duties as may be assigned to him/her from time to time by the President.

ARTICLE 7: DUES, FEES AND ASSESSMENTS

- SECTION 1: Effective January 1st, 1977 the form 1187 (dues check off) must be signed by all applicants seeking membership in Branch 576.
- SECTION 1a: The dues of active members shall be in accordance with the National Constitution and Arizona State Association By-laws and beginning January 1st 2016 one dollar per/ member (\$1.00) per week additional to the National minimum, paid by-weekly.
- SECTION 1b: The dues for associate members shall be the same as a regular member.
- SECTION 1c: Regular members in a non-paid status shall be liable for National and State per capita tax unless excused by Branch action.

- SECTION 1d: The dues for retired members shall be \$15.00 dollars per year.
- SECTION 2: A former member whose membership has been forfeited may be reinstated by submitting form 1187.
- SECTION 3: The amount of fifty cents per member per month for all active members of Branch 576 shall be paid to the Arizona AFL-CIO.
- SECTION 4: The Executive Board of Branch 576 shall review the budget each year and set the percentages of dues to be deposited in the Leave Reserve, Convention, Building Savings, and General Operating Accounts.
- SECTION 5: Assessment levied upon the membership shall be by vote of the regular members in good standing at a special or regular meeting after reasonable notice has been given. A 2/3 vote is required.

ARTICLE 8: TRIBUTES AND REMEBERANCES

- SECTION 1: This Branch shall furnish floral tributes or other remembrances in the event of the death of a member or the death in the immediate family of a member upon approval by a majority vote of the membership present and voting at a regular meeting as provided for by Art 12, Sec 3 of the CFGSFB.
- SECTION 2: The immediate family of a member shall consist of their spouse, son, daughter, father, mother, brother, and sister.
- SECTION 3: The Recording Secretary shall draw up the warrant for the remembrance donation based on the information provided by the President.
- SECTION 4: Upon retirement, a regular carrier in good standing of this Branch shall receive a retired members pin and a gift in cash at the Retirees Luncheon/Dinner. The Executive Board will determine the cash amount of the gift.

ARTICLE 9: COMMITTEES

- SECTION 1: The President of Branch 576 shall appoint committees as needed for the proper operation of Branch 576.

ARTICLE 10: CHARGES

- SECTION 1: The National Constitution shall govern all members and officers in this area.

ARTICLE 11: APPEALS

SECTION 1: The National Constitution shall govern all members and officers in this area.

ARTICLE 12: FUNDS

SECTION 1: All funds of this Branch shall be deposited in such bank or savings institution as the Branch may determine, provided that the Treasurer may retain a sum not to exceed \$135,000 dollars in the Branch operation account for expenses.

SECTION 2: No money shall be paid out by the Treasurer except on a warrant ordered by the Branch and signed by the President and Recording Secretary. Provided that it shall be the duty of the President and Recording Secretary to issue a warrant in favor of the National Secretary-Treasurer in payment of the semi-annual per capita tax promptly after the first of the month of July and January.

SECTION 3: All funds shall be devoted to such uses as the Branch may determine provided that no appropriation shall be made except when ordered by the members present and voting at a regular meeting, provided further that the officers may spend funds necessary between meetings in cases of emergency, not to exceed \$8,000.00.

SECTION 3a: Funds not previously approved and expected to exceed the sum of eight thousand dollars (\$8000) (Convention funds excluded) will be required to have an explanatory notice posted ten (10) days at all stations and such appropriation shall be voted on at the next regular Branch meeting by the members present.

SECTION 4: The Branch 576 Building Committee shall retain a separate set of books and a separate checking account and these books will be audited in accordance with Article 6, Section 9 of these By-laws.

SECTION 5: Each station shall receive up to two (2) station meetings per calendar year, providing refreshments paid for by the Branch not to exceed \$550.00 per meeting.

ARTICLE 13: INDEMNIFICATION

SECTION 1: Same as the National Constitution.

ARTICLE 14: AMENDMENTS

- SECTION 1: These By-Laws shall not be suspended but may be altered or amended by vote of the members present and voting at any regular meetings or special meetings called for that purpose. All proposed amendments or alterations must be in proper written form, signed by three members in good standing and be presented at least one regular meeting previous to the one which final action is taken.
- SECTION 2: The membership must receive notice of all proposed changes and amendments to these By-laws prior to the Branch meeting at which the vote on the proposal is to take place - Publication in the Branch Newsletter or by a mailing to each member at their last known address shall be sufficient.
- SECTION 3: A defeated amendment shall not be submitted in like form for three months.

ARTICLE 15: ORDER OF BUSINESS

- SECTION 1: Same as the National Constitution.

ARTICLE 16: COMMUNICATIONS

- SECTION 1: Official communications relative to this Branch shall be placed before the Branch.
- SECTION 2: Privileged mail concerning members will be held as such. Matters of a privileged nature concerning the Branch must be brought before the Branch, but may not reveal names and places without the member's written permission.
- SECTION 3: All members of this branch shall be provided the latest changes to Branch 576 By-laws. Publication of the changes in the Branch newsletter will suffice.