

BY -LAWS
ROCKET CITY BRANCH 462
HUNTSVILLE, ALABAMA
[Effective January 1, 2026]

PREAMBLE

For the purpose of effecting uniformity in the administration of the rights, benefits and privileges of Branch 462 and to enable it to be of greater assistance to the National Association of Letter Carriers through harmony and unity of purpose, Branch 462 ordains the following By-Laws for the government of the Rocket City Branch 462, N.A.L.C.

ARTICLE 1
NAME AND OBJECT

SECTION 1. This Branch shall be known as the Rocket City Branch 462 of the National Association of Letter Carriers of the United States of America.

SECTION 2. The objective of this Branch is to unite all employees who are eligible for membership under Article II, 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 its entire membership.

ARTICLE 2
FISCAL YEAR

SECTION 1. Branch 462 will go on a fiscal year starting January 1 through December 31. A Budget Committee will be appointed by the incoming President to consider the old budget and to study past expenses and propose a budget for the coming year, and to submit the budget to the Branch for approval. Before any expenditures that exceed the amount allotted by the budget can be made they must be voted on and approved by the members present.

ARTICLE 3

VOTING

SECTION 1. The representation and vote of this association shall be one vote per member present and voting.

ARTICLE 4

BY-LAWS

SECTION 1. Any proposed By-Law changes must be submitted in writing and signed by a Branch 462 member in good standing, to the Branch Secretary no later than the first Thursday in October of each calendar year. All proposed changes will be read aloud as Branch Correspondence at the October meeting and posted in the Branch Newsletter, if one exists.

All proposed By-Laws changes will be acted on at the November meeting of each calendar year. A simple majority of the members present and voting will prevail.

ARTICLE 5

MEETINGS

SECTION 1. The monthly meeting of Branch 462 of the N.A.L.C. will be held on the first Thursday of every month with the President presiding.

SECTION 2. The meeting place will be at the Union Building at 1201 Posey Street, Huntsville, Alabama, at 7:00 PM.

SECTION 3. A quorum for a meeting is eight (8) dues paying members present at the official time.

SECTION 4. Special meetings shall be called by the President upon written request of ten (10) members in good standing. A notice to Branch members stating the object of the special meeting shall be provided by the Branch Secretary and distributed as directed by the Branch. Only business on calendar of meetings will be considered.

SECTION 5. Any member whose expenses are paid by this Branch to attend all meetings shall make a report at the next monthly meeting of the Branch.

ARTICLE 6 OFFICERS

SECTION 1. The Officers of Branch 462 shall be: President, Vice-President/ Legislative Liaison, Recording Secretary, Treasurer/Financial Secretary, Sergeant-at-Arms, Health Benefits Representative, Board of Trustees (3 members), Editor of the Newsletter, and a Shop Steward for each station with five (5) or more members. In the event any officer resigns or departs their position for any reason, the President shall appoint a successor to complete their vacated term of office.

SECTION 2. The offices of Chaplain, Alternate Shop Steward, OWCP Representative, and Formal Step A Representative will be appointed by the President.

SECTION 3. The duties of the officers shall be in accordance with Article VI of the Constitution for the Government of Subordinate and Federal Branches (CGSFB).

SECTION 4. The Board of Trustees is a legal corporate body of the Branch, subject to its By-Laws and the laws of the State. The Board of Trustees shall be known as the Trustees of Huntsville, Alabama Branch 462 of the National Association of Letter Carriers of the United States of America.

SECTION 5. The Board of Trustees shall also be responsible for the duties of the Board of Audit.

SECTION 6. All officers will be provided expenses in performance of their duties as defined under ARTICLE 9 of this document, provided they attend all meetings, either regular or called.

SECTION 7. In question of any officers' absence a vote will be taken by the Executive Board before any compensation will be made. Any officer that misses any meeting, scheduled or called, must give an excuse at the next meeting, and it must be recorded by the Secretary. This does not apply if the President excuses an officer and states the reason for doing so at a called meeting.

SECTION 8. The Branch will reimburse the President a maximum of fifty-two (52) days of leave without Pay (LWOP) per year for transaction of union business. LWOP time salary equals a day's pay. He/she shall be made whole for any loss from said LWOP (annual leave, sick leave, etc.).

The President shall at his or her discretion be allowed to grant additional LWOP time to another member acting on behalf of Branch 462 and transacting union business in an assigned capacity. LWOP requests may be reviewed by the Board of Trustees.

SECTION 9. Any member of Branch 462, who is a State Officer and is in attendance at a meeting of the Letter Carriers of the State, must be elected as a delegate of this Branch and shall have voice and vote at all delegates meetings.

ARTICLE 7 ELECTIONS

SECTION 1. Nominations will take place at the October meeting every year. Elections will be conducted by secret mail-in ballot every year. The Secretary will notify each member by mail forty-five (45) days prior to the November meeting stating the offices for which elections shall be held and the time, place and manner for nominations and elections.

The term of office for all Officers shall be two (2) years, with the exception, that the Trustee positions will each be for three (3) years.

Shop Stewards will be elected by the general membership of the branch. This by-law change to be effective January 1, 2005.

SECTION 2. All candidates for office or delegate shall be present at the meeting when nominated or signify in writing that he or she will accept nomination for office or delegate. Candidates for office will be given the opportunity to place a one-half page ad in the branch newsletter, if one exists, at no cost to the candidate.

SECTION 3. A plurality of all votes cast determine the winner. In the event of a tie, a run-off election shall be held.

SECTION 4. Installation of Officers shall take place on the second meeting following elections in November of the election year and shall be by ceremony as the National Association may provide. Any National officer, Past President of a State Association, or the State Field Director shall act as installing Officer; provided that in their absence any officer of a State Association or a Past President of a Branch may act as such.

SECTION 5. The President shall be an automatic Delegate to all Conventions by virtue of his or her office. The elected (by the general membership of the branch) Station Shop Steward in each office with 6 or more Union Members represented by Branch 462 shall be an automatic Delegate to the National Convention, if he or she meets all other requirements and is qualified to attend the National Convention as a Branch 462 Delegate. The election of additional Delegates to the State and National Conventions shall be held in accordance with ARTICLE V of the National Constitution of the National Association of Letter Carriers. This by-law change to be effective January 1, 2005

ARTICLE 8 FEES AND DUES

SECTION 1. Effective November 18, 2000, each member of this Association shall pay monthly dues equal to two (2) hours base pay for a NALC Grade 2, Step D letter carrier employed by the United States Postal Service.

In January of each calendar year, monthly dues will automatically be amended to reflect two (2)

hours base pay for a NALC Grade 2, Step D letter carrier employed by the United States Postal Service.

Additional local dues for active members only, of Branch 462 shall be \$3.00 (Three Dollars) per pay period per member.

SECTION 2. Dues of this association for retired members shall be \$15.00 per year.

SECTION 3. Any proposed increase in monthly dues above the aforementioned must be submitted in writing to the Branch Secretary and read as correspondence at the next regular Branch meeting. All members shall be notified in writing of the proposed dues increase. A notice prominently posted in the Branch Newsletter shall satisfy this requirement. A vote will be taken by secret ballot at the next regular Branch meeting after notification. A simple majority will prevail.

ARTICLE 9 FUNDS

SECTION 1. All funds of the Branch shall be deposited in such bank or savings institution that will be the most convenient for the Treasurer/Financial Secretary.

SECTION 2. The President at his or her discretion shall be authorized to spend a maximum of two hundred (\$200.00) between meetings while conducting the business of the Association. Receipts must be provided by the President for reimbursement and the expenditure reported at the next regular meeting by the Treasurer/Financial Secretary.

SECTION 4. All expenses directly due to business of and for the Branch will be reimbursed and/or imburshed to officers or members of committees, or delegates incurring same when proper vouchers are presented and approved by the Board of Trustees and voted on by the Branch.

SECTION 5. Delegates wishing advance payment to meetings shall submit a voucher one week in advance of meeting. In order for Branch 462 funds to be allocated for any meetings, seminars or conventions, delegates must have attended a minimum of eight (8) regular Branch meetings either in person or via video meeting, (i.e. Zoom) during the twelve months prior to the meeting (month) of, seminars, conventions and district meetings which will be attended. An exception will be made to this provision when the meeting, seminar or convention is within a fifty (50) mile radius of Huntsville, Alabama or for the Northern District Meeting. Travel per diem will be based on the lesser of the maximum allowed I.R.S. Standards for automobile mileage allowances, or the price of airfare from Huntsville, Alabama to the point of destination. Hotel room expenses of a single room rate. Meals expenses at the rates of Breakfast @ \$15.00; Lunch @ \$15.00; Dinner @ \$30.00; Incidentals \$5.00; In the event that the amount budgeted for any meeting or convention is not sufficient to pay each delegate full per diem, then the amount budgeted will be equally divided amongst all delegates who attended said meeting, seminar or convention and meet the requirements

SECTION 6. Delegates will be allowed overnight lodging if the distance is over 50 miles one way.

SECTION 7. The Treasurer shall pay the following bills when received: the rent; flowers and fruit baskets; President's expenses; Secretary's expenses; Labor Council Per-Capita Tax; and State Per-Capita Tax. Other recurring expenses will be paid in accordance with the approved Annual Rate Structure attached to these By-Laws.

SECTION 8. Motions to spend in excess of \$500.00 on items not previously budgeted (not to include emergency building maintenance) will automatically be tabled until the next regularly scheduled branch meeting. Such motions will be published in the branch newsletter, if one exists, prior to voting on the motions.

SECTION 9. The following list of Officer's/Offices Salaries Expense Allowances are hereby recognized and approved for Branch 462 as of 1 January 2026.

President.....	\$600.00 per month
Vice-President.....	\$225.00 per month
Vice-President/Formal Step A Representative.....	\$325.00 per month
Secretary.....	\$200.00 per month
Treasurer/Financial Secretary.....	\$250.00 per month
Editor-Newsletter.	\$120.00 per month
Shop Steward (All Stations).....	\$200.00 per month
Shop Steward/Formal Step A Representative	\$300.00 per month
Formal Step A Representative.....	\$100.00 per month
Alternate Shop Stewards (All Stations).....	\$40.00 per month
Health Benefits Representative	\$60.00 per month
OWCP Representative	\$60.00 per month
Trustees.....	\$70.00 per month
Sergeant-at-Arms.....	\$50.00 per month