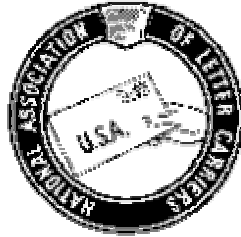


Capital City Branch

No. 380

National Association of Letter Carriers,



BY-LAWS

The purpose of these By-Laws is to supplement the Constitution of the N.A.L.C. as pertains to Branch 380, N.A.L.C.. All references to the Constitution of the N.A.L.C. shall be that portion of the Constitution for the Government of Subordinate Branches.

TRENTON, NEW JERSEY, 1992

ARTICLE I

MEETING

Section 1. The regular monthly meeting of this Branch shall be held on the second Tuesday of each month, except in July and August when there shall be no meeting. The meeting shall be called to order at 7:30 pm at the designated place.

Section 2. Special meetings upon the written request of (25) twenty five members of this Branch. Must be scheduled within forty eight hours.

Section 3. Twenty five members shall determine a quorum.

Section 4. a. All motions, discussions of any item, be it under old business or new business, shall be subjected to a maximum time limit of fifteen minutes.

b. Any further time needed in excess of fifteen minutes will be decided by a majority vote of the membership present at the meeting.

ARTICLE II

OFFICERS

Section 1. Officers of the organization shall be a President, Vice-President, Secretary, Assistant Secretary, Treasurer, Financial Secretary, Sergeant-at-Arms, N.A.L.C. Health Benefits Representative, Retired Members Representative, OWCP Representative and (3) three Trustees.

ARTICLE III

ELECTIONS

Section 1. All the candidates for office in Branch 380 are to be members in good standing at the time of nomination.

Section 2. Elections of officers shall take place at the Branch meeting in December of each odd numbered year.

Section 3. Nominations of Officers shall be held in October and November only.

Section 4. All balloting shall be consummated and concluded at the December meeting. Any member scheduled for Postal Duty or on sick leave on the night of election, shall upon his/her written request receive a ballot five (5) days prior to the night of election and shall return this ballot in a sealed envelop to the official designated by the President not later than the night of the election. Sealed ballots shall be opened by the election officials during the tallying of the ballots.

Section 5. a. All delegates elected to represent Branch 380 at any State Convention or National convention shall be members in good standing in Branch 380 before nominations and election as delegates, and attend ten (10) meetings between Conventions before delegate receives expenses.

b. Delegates to Washington Congressional Breakfast must attend five (5) meetings between each Breakfast in order to receive expenses.

Section 6. a. The President, Vice-President, Secretary, Assistant Secretary, Financial Secretary, Treasurer and Sergeant-at-Arms shall be delegates to the State Convention and the Congressional Breakfast, provided the election ballot used for the election of these officers, specify that they will also serve as convention delegates. The President and Secretary shall automatically be delegates to all other union activities.

b. In addition to the offices specified above, 18 delegates will be elected to represent Branch 380 at the State Convention and 13 delegates will be elected to represent Branch 380 at the Washington Breakfast.

Section 7. Nominations for delegates and alternates to State and National Conventions and Washington Congressional Breakfast shall be accepted at the regular Branch meeting.

a. First nominations shall be held in October prior to said event.

b. Second nomination shall be held in November prior to said event.

c. Balloting shall take place in December prior to said event.

Section 8. Notice of balloting for the election of officers or delegates to attend Conventions or the Washington Congressional Breakfast shall appear on all bulletin boards in carrier stations and in the Branch 380, N.A.L.C. Bulletin, listing the Date and Time of each election, not less than forty-five (45) days before the election. A minimum time of two (2) hours shall be allowed for the casting of ballots on the night of the meeting. The announced balloting time will list the starting and cut off time for casting ballots.

Section 9. In order to receive Branch funds for the New Jersey State convention and the Washington Congressional Breakfast delegates must attend all Branch meetings which might occur, attend all meetings of any committee they are appointed to, and attend all

general assembly meetings, attend the banquet and breakfast and register at any designated Hotel or Motel. Failure to comply with the above, delegate will forfeit all funds.

ARTICLE IV

DUTIES AND COMPENSATION OF OFFICERS

Section 1. President: He/she shall preside at all meetings of the Branch, preserve order, sign all warrants on the Treasury ordered drawn by the Branch. He/she shall have general supervisory power over the Branch and see that the officers perform their duties, enforce the Constitution, By-Laws, Rules and 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 make a progress report at the end of his/her term. He/she shall, together with the Treasurer, prepare a budget proposal, for the Branch's annual operating expenses. This budget proposal will be presented, at the regular meeting, in January. He/she shall, together with the Treasurer, sign and file with the Secretary of Labor on behalf of the Branch, an annual financial report as required by law. He/she shall perform all duties of Chief Shop Steward. He/she may delegate authority to other members. He/she will be compensated in the amount of \$300.00 per month.

Section 2. Vice-President: He/she shall perform all duties of the President in his/her absence. It will be his/her responsibility to keep records of all new regulations and to report same to the membership at our regular meetings. He/she shall also be responsible for the general maintenance of the Part Time Flexible and Excess Regular lists and for keeping the seniority list corrected. He/she will be compensated in the amount of \$500.00 semi-annually.

Section 3. Secretary: He/she shall keep a correct book of the proceedings of the Branch. He/she shall draw all warrants on the Treasurer ordered by the Branch. He/she shall report to the National Secretary-Treasurer and the State Secretary the acceptance or resignation of a member. He/she shall maintain a book showing the home address of each member, their hospitalization plan and their route assignment and other highlights of the individual member's postal service. He/she will be compensated in the amount of \$550.00 semi-annually.

Section 4. Assistant Secretary: He/she shall perform all the duties of the Secretary in his/her absence/ He/she shall assist the Secretary in his/her duties of maintaining records and files. He/she shall be compensated in the amount of \$400.00 semi-annually.

Section 5. Financial Secretary: He/she shall keep a record book showing the name of all members. Collect all dues and prior to the report of the monthly turn same over to the Treasurer. He/she shall be responsible for contacting and soliciting for membership all new employees eligible for membership in the Branch. It shall also be his/her responsibility to notify members, in writing, when they are three months in arrears in their dues. He/she will also advise the Branch President of members in arrears on the day

of any election, prior to the ballot being distributed. He/she shall also be responsible for making an accurate accounting of the funds received and disbursed. He/she will be compensated in the amount of \$400.00 semi-annually.

Section 6. Treasurer: He/she shall receive receipt for, and disburse, all monies of the Branch and keep a regular account thereof. He/she shall pay all warrants drawn on the Treasury by the Secretary as voted by the Branch and signed by the President. He/she shall assist the President with the preparation of the annual budget proposal. He/she shall be prepared at all times to give an accurate accounting of the Branch funds received and disbursed. He/she shall also be responsible for filing the Branch income tax reports to the Secretary of Labor. He/she shall be compensated in the amount of \$400.00 semi-annually.

Section 7. Sergeant-at-Arms: He/she shall be responsible to see that every person entering our meeting is in fact a member and that he or she signs the attendance register and at the conclusion of the meeting a report of the total number of members at the meeting is given to the Recording Secretary. He/she shall maintain order at the meetings at the President's discretion.

Section 8. Trustees: They shall audit the Branch books semi-annually and submit a written report of the financial condition of the Branch.

Section 9. N.A.L.C. Health Benefit Representative: He/she (carrier) shall perform such duties as the Constitution and Laws of the N.A.L.C. Health Benefit Plan require. He/she shall reasonably aid members of Branch 380 who have membership with the N.A.L.C. Health Plan.

Section 10. Retired Members Representative: He/she shall be a retired member of Branch 380 in good standing at the time of nominations. He/she shall promote the welfare of all retired members of Branch 380. He/she shall keep the retired members informed of all current policies and advise these members of the procedures in obtaining these benefits. He/she shall have the responsibility of informing a retired member's survivors of the rights and benefits to which they are entitled. He/she shall be compensated in the amount of \$100.00 semi-annually.

Section 11. OWCP Representative: He/she shall keep the members informed of the current policies and procedures concerning OWCP, Limited and Light duty. He/she shall reasonably aid all members in meeting the rules, regulations, and contractual requirements of these benefits. He/she shall be compensated in the amount of \$120.00 semi-annually.

Section 12. In addition to the listed duties, they shall perform other duties as assigned by the President and their duties as outlined in the Constitution and By-Laws of the National Association of Letter Carriers. In addition to the listed compensation, the Officers listed above will pay no dues.

ARTICLE V

DUES AND INITIATION FEE

Section 1. The monthly dues shall be equal to two (2) hours pay of a level five step one letter carrier. Upon retirement a member shall be required to pay annually twenty-five dollars (\$25.00). A retired member shall not be considered in arrears until he/she is delinquent for a period of one (1) full year.

Section 2. Membership in this Branch shall be governed by the Regulations as provided for in the National Constitution.

Section 3. Federal employees may be accepted in this Branch as associate members for Hospitalization Plan purposes only, by their agreement to pay all Branch dues and assessments.

ARTICLE VI

BRANCH 380 BULLETIN

Section 1. There shall be a Branch publication distributed to each member to inform him/her of the activities and news of the Branch. It shall be called the "Branch 380 Bulletin." The staff of the Bulletin shall consist of the President as Editor in Chief and any additional members as he/she deems necessary.

Section 2. This Bulletin shall be published monthly except during July and August.

ARTICLE VII

FUNDS

Section 1. There shall be a reasonable sum of money available for the President to entertain guests of the Branch. The sum shall not exceed fifty dollars (\$50.00) for such entertainment. No additional funds to be available without the consent of the Branch, majority consenting, or in an emergency, the consent of the Executive Board, majority consenting.

Section 2. The President shall appoint a committee to collect funds and donations for the Death Benefit Fund.

- a. The sum of \$350.00 will be paid to the Beneficiary of a deceased member.

Section 3. Membership

- a. Limited to N.A.L.C. Branch 380 members only.
- b. Retired members shall be entitled on a voluntary basis, to remain a member of the Death Benefit Fund, provided member pays all fees and dues.

Section 4. Designation of Beneficiary of Deceased Member: Death Benefit will be payable to the person or persons entitled under the following order of procedure.

1. To the beneficiary designated by the member.
2. If there is no designated beneficiary, to the widow or widower.
3. To the executor or administrator of the estate, upon proof being presented to the Branch of this designation. It shall be the sole responsibility of the member to file a letter of intention with the Branch Secretary, to name a beneficiary, other than your spouse.

Section 5. Death Benefit Audit: An audit shall be held semi-annually. The audit shall be conducted in January and July by the Trustees.

Section 6. The Treasurer of Branch 380 shall set aside the sum of \$400.00 per month to be used to send Delegates to the National Convention.

- a. These funds are to be placed in a special account and an audit shall be held semi-annually. The audit shall be conducted in January and July by the Trustees.
- b. In order to participate in these funds a delegate must have attended five (5) meetings a year between conventions.

Section 7. Purchase of supplies or equipment shall be with the approval of a majority of the Executive Board.

Section 8. The Treasurer of Branch 380 shall set aside the sum of \$1,250.00 per month to be used for a building fund.

- a. These funds are to be placed in a special account and an audit shall be held semi-annually. The audit shall be conducted in January and July by the Trustees.

ARTICLE VIII

LAST RITES FOR DECEASED MEMBERS

Section 1.

Any member of member's immediate family (father, mother, child or wife) shall receive from the union a memorial remembrance upon death. The funds to come from the union treasury at the going rate.

Section 2.

Any regular member who suffers an extended illness or injury lasting at least five (5) working days, will receive a gift (decision of Sick Committee not to exceed \$25.00) from the Branch.

ARTICLE IX

SPECIAL EVENTS

Section 1. A banquet shall be held during the month of October of each year in honor of all retired members of this Branch

Section 2. A picnic shall be held yearly.

ARTICLE X

COMMITTEES

Section 1. All committees shall be appointed by the President.

Section 2. Lunch committee shall consist of two (2) members who shall pay no dues and the chairman shall receive two dollars (\$2.00) per meeting payable annually.

Section 3. In the event any member presents a personal grievance, a committee to represent him/her shall be the President, one additional Branch member of the aggrieved member's choice. All grievances of a serious nature shall be presented in writing to the President.

Section 4. There shall be a Postal Rules and Regulations Committee appointed by the President to consist of one (1) member. He/she shall familiarize himself/herself with, and record all changes in Postal Laws and Regulations pertaining to Letter Carriers and shall inform the members at the regular monthly meetings.

Section 5. Publicity committee appointed by the President to consist of one (1) member. This committee shall work in conjunction with the National and State Organization to publicize any programs or activities of this Branch.

Section 6. Membership Committee consists of all members of Branch 380 in good standing with a Chairman appointed annually by the President. This committee shall always work for the promotion of new members to our organization.

Section 7. Welfare Committee appointed by the President to consist of as many members as allotted by the Welfare Organization. This Committee shall represent the Branch at all Postal Welfare meetings and make a report at each Branch meeting.

Section 8. Legislative Committee shall be appointed by the President to consist of as many members as he/she deems necessary.

ARTICLE XI

EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the Branch Officers, the immediate Past President.

Section 2. The Executive Board shall meet the first Tuesday of every month. Only in the event of conflicting dates of other Branch activities shall it be held at another time prior to the regular monthly meeting.

- a.** Special Executive Board meetings shall be held at the discretion of the President or upon the request of three (3) members of the Executive Board.
- b.** The Executive Board shall meet before any and all Labor-Management meetings.

Section 3. The duties of the Executive Board shall be to advise and assist the President, to recommend to the membership at the Branch meetings and to act officially for the Branch in cases of emergency between Branch meetings.

Section 4. The Shop Stewards shall be elected in December in their respective locations for a one year period and he/she shall pay no dues provided he/she attends eight (8) monthly meetings and 80% of the Shop Stewards meetings in a one year period. In the event a station doesn't elect a Steward, the President shall appoint one. In the event of an unfinished term, the President shall appoint a shop Steward until the location can elect a replacement.

ARTICLE XII

Section 1. These By-Laws shall be in effect after a reading at one (1) Branch meeting and a second (2nd) Branch meeting at which time they must be approved by two-thirds (2/3) majority, present and voting. Such By-Laws shall not become effective until approved by the Executive Board of the N.A.L.C.

Section 2. The amendments shall be presented in writing and passed by the same procedure.