

BRANCH 9

BY-LAWS

2023

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2023 ADOPTED BY-LAWS

ARTICLE I

NAME, QUORUM & SPECIAL MEETINGS

SECTION 1. This organization shall be known as Jerome J. Keating Branch 9, National Association of Letter Carriers.

SECTION 2. Fifteen (15) members who are in good standing shall constitute a quorum at all regular or special meetings.

SECTION 3. Special meetings shall be called by the President upon the written request of 225 of the members in good standing, or by vote of the Branch. Notification of such meetings, stating the object of the call, shall be given to the members by the Recording Secretary as directed by the Branch or as required by the By-Laws.

SECTION 4. Branch Steward Board Meetings will be held on the second Tuesday of each month. The General Membership Meeting will be held on the fourth Tuesday of each month. The meetings will be held at 7:00P.M. The place of the meetings will be determined by a standing motion of the Branch. By decision of members in attendance at a General Membership Meeting, future meetings may be combined or cancelled, or meeting night changed for legitimate business reasons.

ARTICLE II

FEES, DUES, AND ASSESSMENTS

SECTION 1. It is necessary to have filled out an 1187 to join the Branch. An 1189 Dues Check Off Provision (Request and Authorization for Voluntary Allotment from Annuity for Payment of Organization Dues to) must be signed by all retiring members within Branch 9 who wish to retain their membership in said organization and health benefits plan.

SECTION 2. The monthly dues of this Branch for all active and associate members shall be equal to 2 hours base pay of a Carrier Technician Step P, payable biweekly. The pay increase will NOT take place until November 19, 2022 (11/19/22). This ratio between the current minimum dues structure of the NALC National Dues would be maintained as the permanent dues structure for Branch 9. Members retiring after December 31, 1960 shall pay \$12.00 per annum. Members retiring after December 31, 1977 shall pay \$18.00 per annum. Members retiring after December 31, 1987 shall pay \$24.00 per annum. Members retiring after December 31, 1996 shall pay, per annum, an amount equal to two hours City Carrier pay at Step D letter carriers pay at the time of their retirement.

SECTION 3. As of January 1, 2023, thirty-five percent (35%) of one month's dues, per year, per active and associate member shall be placed in the Convention Fund to be used for State and National Conventions. Revenue producing fund raisers may also be used to augment this fund.

- A. Eligibility to receive funds for conventions is determined by Article V of these By-Laws.
- B. The Convention Fund shall not be used for any other purpose unless so ordered by two-thirds (2/3) vote of the voting membership in a referendum ballot. The ballot to state the purpose and amount of such demand.
- C. The convention fund will be capped at sixty thousand dollars (\$60,000). Once this amount is achieved, contributions will be discontinued and reallocated in equal amounts to organizing, training and education and legislation.

SECTION 4. As of January 1, 2023, thirty-five percent (35%) of one month's dues, per year, per active and associate member shall be placed in a fund to be known as the Jerome J. Keating Branch 9 Building Corporation. These funds to be transferred to the Branch Building Corporation monthly as accrued.

SECTION 5. Branch 9 shall sponsor and fund the annual Retired Carrier's Banquet. A NALC watch OR an equal value union made jacket with the Branch 9 NALC logo, as a remembrance, shall be given to retiring members who have been in good standing for two full years prior to retirement.

SECTION 6. Any member failing to pay any fine or assessment within thirty (30) days after the same become due, shall forfeit his/her membership. He/She shall vacate any office held in the Branch or association, effective on the date of such forfeiture. He/She shall not be entitled to vote in the Branch, and he/she shall not be eligible for nomination or election to any office; provided that the Branch have good and sufficient reasons, under reasonable rules uniformly applied, may extend a thirty day grace period for not more than an additional sixty (60) days.

SECTION 6.A. Any active member on the USPS rolls who is in a non-pay (no-deduct) status for reasons of; members on OWCP, members in non-pay status pending removal, members in non-pay status for medical reasons must pay full membership dues directly to the Branch 9 Financial Secretary each month. If an active member exceeds a period of ninety (90) consecutive days without having contacted the Branch or paid membership dues, they will be dropped from the Branch 9 NALC membership. Active members may, for extenuating circumstances, appeal to the Branch 9 Executive Board to have their membership dues waived and thereby retain their NALC membership. The Executive Board will rule by majority on all such appeals.

SECTION 7. A former member whose membership has been forfeited may be reinstated by the payment of back fines, assessments and dues, as well as such reinstatement fee as the Branch may prescribe by reasonable rules, uniformly applied.

SECTION 8. Effective January 1, 2008, Branch 9 shall sponsor three annual scholarships for dependents of Branch 9 members: 1) the \$1,000 annual J. Wesley Woods Scholarship; 2) the \$2,000 annual Jerome J. Keating/Austin B. Carlson Scholarship; 3) the \$2,000 Walter E. Couillard/Eugene P. McNulty and two \$1,000 Leonard A. Larson/Barry J. Weiner Adult Learner Scholarships for Branch 9 Members.

Scholarships. The following rules shall apply to the scholarships:

- A. All graduating seniors from high school who are dependents of a Branch 9 member are eligible for the J. Wesley Woods Scholarship; the Jerome J. Keating/Austin B. Carlson Scholarship; and the Walter E. Couillard/Eugene P. McNulty Scholarship. All members active and retired in good standing are eligible for one of the two Leonard A. Larson/Barry J. Weiner Adult Learner Scholarships.
- B. The scholarships may be used for any accredited trade school, vocational technical institute, community college, college or university. The Adult Learner Scholarships may also be used for any community, county or state adult educational program.
- C. Three (3) names will be drawn for each scholarship: First picked will be the winner, then first and second runners-up, respectively. The winner of either drawing will not be eligible for the other drawing.

- D. Applications for the drawings will run two months in the March and April issues of the Branch Nine News. The drawings will be held at the May General Membership Meeting. The applications for the dependent scholarships shall contain: Applicant's name, address and home phone number. The name of the applicant's parent or guardian, and his/her station or work location. The intended school of choice.
- E. Applications for the Adult Learner Scholarships shall contain: Applicant's name, address and home phone number. Whether active or retired.
- F. The payment to the winners will be made after they have enrolled and can show proof of payment towards their tuition.
- G. Benefits for all scholarships expire one (1) year from date of drawing.

SECTION 9. Any proposed change in the union dues of Branch 9 shall be by referendum ballot. Such referendum should be held in conjunction with the regular election of Branch officers.

ARTICLE III OFFICERS DUTIES, PAY & EXPENSES
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SECTION 1. As provided in the National Letter Carriers Constitution for the Government of Subordinate and Federal Branches, and in accordance with the By-Laws of this Branch, the elected officers of Branch 9 shall be as follows: President, Executive Vice-President, Financial Secretary, Treasurer, Recording Secretary, Sergeant-at-Arms, NALC Health Benefit Representative, a Board of Trustees composed of three (3) members, Editor, and Director of Retirees.

SECTION 2. All terms of office are for three (3) years, effective in 1992.

SECTION 3. The President shall perform all duties as outlined in the National Constitution for Subordinate Branches. The President shall be Chief Steward of the Branch. The President shall be a full-time officer of Branch 9. Effective January 1, 1997, for the faithful performance of his/her duties, he/she shall be paid thirty percent (30%) more than a Carrier Technician Step P, per annum, payable biweekly. The pay increase will NOT take place until November 19, 2022 (11/19/22). The Branch shall be responsible for the Employer portion of Federal Employee Benefit Plans including, but not limited to, CSRS, FERS, Health Benefit Programs (not to exceed the cost of the NALC Health Benefit Plan) and FEGLI Life Insurance Plans. In addition, the Branch shall pay the employee portion of the Health Benefit Premium (not to exceed the NALC Health Benefit Plan), FEGLI Life Insurance Premiums, Social Security (if the President is enrolled in CSRS) and a Disability policy through the Mutual Benefit Association (or a private disability insurance policy not to exceed the cost of the MBA disability policy, if available) for the President. The President shall be allotted the I.R.S.'s current years allowable standard mileage rate for the use of his/her car. He/She shall be entitled to the same Annual Leave provisions of letter carriers. The salary of the President shall be adjusted in the same amount given to top grade letter carriers as their salary increases or decreases. The President or his/her designee will visit each station quarterly to stimulate the member's interest in Branch 9. The President shall appoint a By-Law Committee and any other committees he/she deems necessary. The President by virtue of his/her election to office would be one of the Regional Labor Federation (RLF) delegates. Each Branch 9 full-time officer is required to complete and maintain a daily attendance log each pay period. This log must:

- List begin tour and end tour time and location for each workday;
- Record any personal time taken in a regular workday (Monday - Friday);
- Be signed by the full-time officer and submitted to the proper Branch 9 officers before any voucher or check is created each pay period;
- Be available for member review at all GMM's.

SECTION 4. The Executive Vice-President shall perform all duties as outlined in the National Constitution for Subordinate Branches. The Executive Vice-President shall be the Chair of the Stewards Board. The Executive Vice-President shall chair the Branch membership meeting at the discretion of the President or when the President is absent. He/She shall be alternate Chief Steward. He/She shall be responsible for the training and educational programs of the Branch. He/She shall serve as associate Editor of the Branch Nine News. He/She shall be the President's designee for all negotiating and Labor-Management Meetings, the President's assistant on grievances and compensation. He/She shall assist the President in any other capacities as assigned by the President. The Executive Vice-President shall be a full-time Branch 9 officer. Effective January 1, 1997, for the faithful performance of his/her duties, he/she shall be paid twenty-five percent (25%) more than a Carrier Technician Step P, per annum, payable bi-weekly. The pay increase will NOT take place until November 19, 2022 (11/19/22). The Branch shall be responsible for the Employer portion of Federal Employee Benefit Plans including, but not limited to, CSRS, FERS, Health Benefit Programs (not to exceed the cost of the NALC Health Benefit Plan), FEGLI Life Insurance Plans. In addition, the Branch shall pay the employee portion of the Health Benefit Premium (not to exceed the NALC Health Benefit Plan), FEGLI Life Insurance Premiums, Social Security (if the Executive Vice-President is enrolled in the CSRS) and a Disability policy through the Mutual Benefits Association (or a private disability insurance policy not to exceed the cost of the MBA disability policy, if available) for the Executive Vice-President. The Executive Vice-President shall be allotted the I.R.S.'s current years allowable standard mileage rate for the use of his/her car. He/She shall be entitled to the same Annual Leave provisions of letter carriers. The salary of the Executive Vice-President shall be adjusted in the same amount given to top grade letter carriers as their salary increases or decreases. The Executive Vice-President is expected to visit each station and associate office at least once a quarter to stimulate the member's interest in Branch Nine. The Executive Vice-President by virtue of his/her election to office would be one of the Regional Labor Federation (RLF) delegates. Each Branch 9 full-time officer is required to complete and maintain a daily attendance log each pay period. This log must:

- List begin tour and end tour time and location for each workday;
- Record any personal time taken in a regular workday (Monday - Friday);
- Be signed by the full-time officer and submitted to the proper Branch 9 officers before any voucher or check is created each pay period;
- Be available for member review at all GMM's.

SECTION 5. The Recording Secretary shall perform the following duties: 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 Building Corporation. He/She shall notify applicants for membership in writing of their election or rejection, and members of their suspension, expulsion or acceptance of resignation. He/She shall report to the National Secretary-Treasurer immediately the suspension, expulsion or reinstatement of a member. He/She shall attend to all correspondence of the Branch, and properly mark and file all papers for inspection at any time and notify the members of special meetings 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, the number of deaths, and giving the date of death. Within one (1) week after his/her term expires, or upon an earlier termination thereof, he/she shall deliver to his/her successor all books and papers, together with all other property of the Branch in his/her possession. The Recording Secretary shall be paid the sum equivalent to 13 hours of Carrier Technician Step P pay each month. The pay increase will NOT take place until November 19, 2022 (11/19/22).

SECTION 6. The Financial Secretary shall perform the following duties: The Financial Secretary shall keep a record book showing the names of members, when admitted, and places of residence, collect dues and all other monies due 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 practicable be the station delegate or representative selected or appointed to represent the station, solicit payment from all members in arrears, and on the day of election and before 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 names of all the members of the Branch in good standing and shall notify the National Secretary-Treasurer monthly of the election of new members, all those suspended, expelled, deceased or resigned. He/She shall publish a monthly report of Branch receipts. He/She shall keep 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 books, papers and property in his/her possession belonging to the Branch. The Financial Secretary shall receive receipts for all monies of the Branch and keep a regular account thereof. The Financial Secretary shall receive receipts for the Branch 9 Building Corporation and keep a regular account thereof. The Financial Secretary will reconcile all Branch accounts and all Building Corporation accounts per the account statement schedule. The Financial Secretary shall maintain and coordinate the insurance policies of Branch 9 and the Branch 9 Building Corporation. 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. The Financial Secretary shall be paid the sum equivalent to 13 hours of Carrier Technician Step P pay each month. The pay increase will NOT take place until November 19, 2022 (11/19/22).

SECTION 7. The Treasurer shall perform the following duties: The Treasurer shall receive, receipt for, and disburse all monies of the Branch, and keep a regular account thereof. He/She shall pay all warrants 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 pay all warrants on him/her by the Recording Secretary voted by the Building Corporation and signed by the President, and have all accounts receipted upon payment of the same. He/She will publish a monthly report of Branch expenditures. He/She shall, whenever requested by the President, and at the end of his/her term, make a report showing his/her receipts, disbursements and amount of money on hand; deliver his/her books, papers and money to his/her successor in office, when qualified; and to insure the faithful performance of his/her duties, he/she shall be required to furnish a bond in such sum as the Branch may direct. The Treasurer shall be paid the sum equivalent to 20 hours of Carrier Technician Step P pay each month. The pay increase will NOT take place until November 19, 2022 (11/19/22).

SECTION 8. The Sergeant-at-Arms shall preserve order in the meeting under the instruction of the President. He/She shall sign the attendance book one-half hour after the actual start of all Branch meetings. It shall be his/her duty to see that no one but members are present at the meetings unless directed by the President or a vote of the Branch. The Sergeant-at-Arms shall be paid the sum equivalent to 5.5 hours of Carrier Technician Step P pay each month. The pay increase will NOT take place until November 19, 2022 (11/19/22).

SECTION 9. The Health Benefit Representative shall be enrolled in the NALC Health Benefit Plan, shall perform such duties as the Constitution and the Laws of the NALC Health Benefit Plan requires, and shall serve as N.S.B.A. and M.B.A. officer. He/She shall write a periodic article in the Branch Nine News to keep the members well informed on health benefits and insurance plans. He/She shall correspond with the Plan whenever the need arises to aid members of the Plan on any insurance policy. He/She shall make his/her telephone number available to the members. He/She shall visit the retired carriers club at least once a year to answer their questions on health benefits. The HBR shall be paid the sum equivalent to 13 hours of Carrier Technician Step P pay each month. The pay increase will NOT take place until November 19, 2022 (11/19/22). The yearly rebate check from the Mutual Benefits Association will go to the Branch.

SECTION 10. The Trustees shall perform all duties as outlined in the National Constitution for Subordinate Branches. The Trustees shall examine and report to the Branch the condition of the books of the officers at least once every three months, compare the vouchers and records and see that they correspond with the collections and disbursements. Trustees, in conjunction with the Financial Secretary, shall perform an annual inventory of Branch property and report same at the October General Membership Meeting. They shall have custody of all Branch property and shall perform such other duties as the Branch By-Laws may require. For the faithful performance of his/her duties each Trustee shall be paid the sum equivalent to 6.5 hours of Carrier Technician Step P pay each month. The pay increase will NOT take place until November 19, 2022 (11/19/22).

SECTION 11. The Editor will be responsible for publishing and distributing the Branch Nine News. He/She will publish a minimum of 10 issues per calendar year, unless directed. The Editor will coordinate a publishing schedule with the Branch President and Executive Vice President. He/She will communicate with the Branch 9 Webmaster to share information between the Branch Nine News and the Branch 9 Website. The Editor may perform other such duties as the President may direct. The Editor will be paid the sum equivalent to 16 hours of Carrier Technician Step P pay each month. The pay increase will NOT take place until November 19, 2022 (11/19/22).

SECTION 12. The President shall, at the beginning of each year, appoint one or two members to serve as co-chairpersons of the Entertainment Committee. Each shall be allotted up to eight hundred dollars (\$800.00) per year, payable quarterly, if he/she was participating in planning or assisting in the planning of a member event – to be determined eligible for pay for their participation by the E-Board.

SECTION 13. The President of Branch 9 shall appoint the Election Judges necessary for the election of Branch 9 officers, delegates and alternates. Each Election Judge shall be paid two hundred dollars (\$200.00). One judge shall be appointed as Chairperson. The Chairperson shall be paid three hundred dollars (\$300.00).

SECTION 14. The President of Branch 9 shall also appoint at least two and up to eight Election Tellers for the election of Branch 9 officers, state and national delegates and alternates. Each Election Teller shall be paid fifty dollars (\$50.00).

SECTION 15. Effective January 1, 2000, the Steward of any station, branch or section of Branch 9 shall be paid the sum equivalent to 4 hours of Carrier Technician Step P pay each month. Pay shall be divided into 2-1/2 hours of Carrier Technician Step P pay per Stewards Board Meeting and 1-1/2 hours of Carrier Technician Step P pay per General Membership Meeting, per month, payable quarterly, when each steward attends the Stewards Board Meeting or General Membership Meeting. The pay increase will NOT take place until November 19, 2022 (11/19/22). Subsequent stewards pay increases will be recalculated and placed into effect January 1st of each year based on the cumulative carrier's pay increases from the previous year.

In the event that a steward cannot attend the Stewards Board or General Membership Meeting, he/she may still receive his/her monthly allotment, provided he/she sends another carrier who signs the attendance book with his/her name, "for the Steward." Stewards may be excused from a meeting by a full-time officer (who will notify the Sergeant-at-Arms) for valid reasons including, but not limited to illness, vacation, labor and/or Union classes and bona fide emergencies.

- A. Stewards will be responsible for investigating and filing grievances at the initial level of the grievance process for contractual violations as well as disciplinary action against the carriers in their work unit. Stewards are expected to attend the training sessions sponsored by the Branch, make announcements and post information in the proper location provided them by the National or Branch.
- B. Help new and probationary employees learn station policies and inform the full-time officers of any problems in enforcement of the National and Local Agreements.
- C. Stewards must report to the Branch full time officers their involvement as a representative for a city letter carrier in any of the following forums; OWCP (Office of Workers Compensation), MSPB (Merit Service Protection Board), EEO (Equal Employment Opportunity) and Unemployment Hearings. This notice must be given in writing and be made as soon as the steward is aware, they will be representing a city letter carrier.
- D. Stewards may be immediately suspended from their position by the Branch President for failure to perform their duties or for cause. The steward may appeal his/her removal to the Executive Board and a committee of three (3) stewards appointed by the President within thirty (30) days. Upon receipt of said appeal, the Executive Board and Steward Committee will conduct a special meeting with the carriers from the affected station or associate office. The Board and the Committee will then meet to decide to upgrade the suspension to remove or other remedy they deem appropriate. The decision will be decided by majority vote of that group. The Branch President will remain engaged throughout the entire process but will not have a vote on the final disposition of the case.

SECTION 16. The Director of Retirees must be a retired letter carrier and work with and under the supervision of the President. He/She shall perform the following duties: Be active in 9 PAL. Assist in coordinating Branch 9 legislative programs. Serve as liaison between active and retired members. Attend retired letter carrier meetings and functions. Report on retiree issues at General Membership Meetings of the Branch. Write articles for the Branch Nine News, Prepare a plan of action for the year and submit reports as needed. Develop new and varied programs of interest to retirees. Assist retirees and their families with questions or problems. Conduct such training sessions or seminars to provide appropriate information as deemed necessary to active and retired carriers. He/She may perform other such duties as the President may direct. The Director of Retirees shall be paid the sum equivalent to 13 hours of Carrier Technician Step P pay each month. The pay increase will NOT take place until November 19, 2022 (11/19/22).

SECTION 17. The President shall, at the beginning of each term, appoint as many legislative co-chairpersons as he/she deems necessary, with no more than six and no fewer than three, representing the third, fourth, fifth and sixth districts respectively. The co-chairpersons shall be paid twenty-five dollars (\$25.00) per month.

SECTION 18. The President, at the beginning of each term, may appoint a member (active or retired) to act as Public Service/Community Relations Director for the Branch. He/She will act under the direction of the President and the Board of Officers to promote and coordinate the Public Service/Community Relations and Public Relations activities of the Branch. Compensation for the Director shall be determined by the President and the Executive Board.

SECTION 19. In the event of a strike or work stoppage, no full-time officer or part time officer of Branch 9 shall draw any salary.

SECTION 20.

- A. The President shall, at the beginning of his/her term, appoint a Budget Committee to prepare the annual Branch 9 budget. The committee will consist of the President, the Executive Vice-President, the Financial Secretary, the Treasurer, and as many others as the President deems necessary, not to exceed ten (10) members. The Budget Committee will meet in the fall of each year to prepare the following years budget. The budget must be approved by the December General Membership. The Budget Committee will also meet in June of each year to review the progress of the budget along with compliance and to make suggestions on the budget, as adopted at the previous December General Membership Meeting.
- B. The Branch 9 Building Corporation must present a detailed operating budget at the December General Membership meeting each year (to coincide with the Branch 9 General Budget). At the December GMM, the Branch must present, in writing, a full list of specific budgeted items to be covered by Branch 9 and by Branch 9 Building Corporation, in each of these respective budget proposals.

SECTION 21: The Branch President shall, at the beginning of each term, appoint a City Carrier Assistant (CCA) Advisor to the Executive Board. This appointee must be a Branch 9 City Carrier Assistant. The duties of the position to include attendance at Executive Board Meetings and CCA meetings to assist in presenting issues specific to CCAs, and other duties at the direction of the Branch President. Compensation for the City Carrier Assistant (CCA) Advisor will include lost time and other expenses as determined by the President and the Executive Board.

SECTION 22. Any member in an appointed position required to attend a Steward Board or General Membership Meeting shall be paid at the same rate as the Stewards.

SECTION 23. Branch 9 Officers and Stewards shall strive in all their endeavors, both internally and with management, to assure that there shall be no discrimination by the Employer or the Union against employees because of race, color, creed, religion, national origin, sex, sexual orientation, gender identity, age, disability or marital status.

SECTION 24. Effective January 1, 1997, upon providing proper documentation (i.e. Form 3971 and Branch 9 voucher) elected and appointed representatives who lose any benefit(s) beyond salary in the service of Branch 9, at the direction of a full-time officer, shall be reimbursed the cash equivalent of the lost benefit(s) at the end of the calendar year.

SECTION 25. The Branch President shall, at the beginning of each term, appoint an Associate Office Advisor. This appointee must be a Branch 9 Associate Office member and shall work at the direction of the Branch President. Compensation for the Associate Office Advisor shall be mileage and lost time, to be determined by the President and the Executive Board.

SECTION 26. The Branch President may, at the beginning of each term, appoint a "Webmaster" to manage the Branch 9 website. This appointee will work with the Branch Officers on the content and future developments of the Branch's website. The Webmaster will work at the direction of the Branch President. Compensation for the Webmaster to be determined by the Branch President and the Executive Board.

SECTION 27. All Branch 9 credit card statements must be available for review by any member at each General Membership Meeting. No copies or images may be made or taken of said records.

ARTICLE IV BONDS

SECTION 1. All officers or persons required by law and the NALC. Constitution to be bonded shall furnish a bond from a surety company designated by the Branch. The premium of such bonds shall be paid by the Branch.

ARTICLE V RULES GOVERNING COMPENSATION OF DELEGATES

SECTION 1. At the August General Membership Meeting of the year preceding a convention, the Branch shall decide what compensation will be allowed to the delegates. All qualified delegates who properly request funding will be entitled to an equal amount of available funds to defray the claimed expense for attendance at the convention. Delegates must notify the Branch of their intent to attend the State and/or National Conventions by the first day of the month prior to the month the convention is to be held to be eligible to receive funds.

SECTION 2. Effective July 2004, (for future conventions) eligibility for payment of any delegate or alternate will include attendance at nine (9) out of twelve (12) General Membership Meetings of the preceding year for yearly conventions, and/or eighteen (18) out of twenty-four (24) General Membership Meetings of the preceding two (2) years prior to the biennial convention. Verification of attendance will be by meeting attendance book only. Any person unable to meet this eligibility requirement because he or she is incapacitated by a documented extended illness, or on family medical leave shall be exempted from the aforementioned criteria and will be entitled to delegate pay. Delegates may receive attendance credit for electronic meeting attendance, if pre-approved by a full-time officer, on a case-by-case basis for valid reasons including, but not limited to vacation, labor and/or Union classes, wintering out of state, and bona fide emergencies. No National officer receiving funds from the National is eligible for payment from the Branch; no State officer receiving funds from the State Association is eligible for payment from the Branch.

SECTION 3. Delegate and alternate expenses shall not exceed the amount available from the Convention fund. No other funds may be used for this purpose.

SECTION 4. The President of Branch 9 shall appoint two (2) attending elected delegates at each and every session of both the Minnesota State and NALC National Convention to take attendance one-half hour after the start and one-half hour prior to the scheduled end of each session. Any delegate that does not attend all sessions of these conventions shall forfeit to the Branch a proportionate amount of the allocated delegates pay in accordance with the following formula: If the delegate missed one (1) of a total of five (5) sessions and the delegate had received five hundred dollars (\$500.00) in Branch 9 funds for attending the convention, the delegate would be docked one hundred dollars (\$100.00) from the second half of their delegates pay. If the delegate is docked more than the total of the second half of their delegates pay, they would be required to pay the Branch the remaining amount within thirty (30) days of returning from said convention.

SECTION 5. Effective with the 1994 election, delegates to the State AFL-CIO convention must attend eight (8) of the twelve (12) RLF meetings preceding the convention in order to receive compensation from Branch 9. Any person unable to meet this eligibility requirement because he/she is incapacitated by documented extended illness shall be exempted from the aforementioned criteria and will be entitled to delegate pay. No one receiving funds from any other source is eligible for payment from the Branch to attend the convention.

SECTION 6. Compensation for the State AFL-CIO Convention will be as follows:

- A. When the convention is held in Minneapolis or St. Paul, the Branch will pay the registration fee, current I.R.S. allowable mileage, and parking.
- B. When the Convention is held in Duluth or Rochester, the Branch will pay the registration fee, and each delegate will be compensated the same as delegates to the State Convention or training seminar conducted that year.
- C. Delegates expenses for the Minnesota State AFL-CIO Convention will be taken from the General Fund.
- D. Delegates must notify the Branch of their intention to attend the convention by August 1st to be eligible to receive funds.

SECTION 7. If a letter carrier who has signed an intent to be a delegate to either a National or State Convention is called up on active duty due to war, peacekeeping action or national defense and is unable to make the meeting requirements, it will be marked as if the carrier had fulfilled the attendance requirement, but only during the time the carrier is on active duty status.

SECTION 8. Funding for delegates to the State and National Conventions will be handled in accordance with the Branch policy letter on travel expense reimbursement with the following specific provisions:

- A. Payment of funds in advance will be limited to one-half (1/2) of the total amount of funds which the delegate is allowed.
- B. Determination of when funds are advanced to delegates will be determined by the Branch President but will not be paid earlier than thirty (30) days prior to the beginning of the convention.
- C. Payment of the remainder of the funds due each delegate will be paid upon receipt of a completed expense report, with appropriate documentation, to include all lodging and commercial travel receipts.
- D. If the Branch has not received a completed expense report within sixty (60) days of completion of the convention, the amount of advance funds will be considered compensation and reported as taxable income.
- E. The total amount of funds paid to the delegate will not exceed the total amount claimed on the delegates completed expense report.

**ARTICLE VI
REGULAR & SPECIAL ELECTIONS**

**ARTICLE VI.A
NATIONAL CONVENTION DELEGATES**

SECTION 1. Forty-five (45) days prior to all Branch 9 elections of National Delegates the Financial Secretary shall prepare a list of members eligible to vote in the election. Care should be taken to assure that the list is accurate, complete and up to date.

SECTION 2. The eligibility list should contain: A.) name and last known address of member, B.) identifying information of members in good standing who are eligible to vote in accordance with the Constitution and By-Laws.

SECTION 3. Notice of nominations and elections for delegates to the National Convention shall be printed in the August issue of the Branch Nine News. Nominations of delegates shall be held at the September General Membership Meeting of the year previous to said convention. All candidates must file a Letter of Intent to run with the Recording Secretary at the regular Branch meeting at which they are nominated or no later than ten (10) days thereafter, by 5:00P.M.

SECTION 4. Election for delegates to the National Convention will be held at the October General Membership Meeting of the year preceding said convention. The election shall be by secret ballot. When there are more candidates for delegate or alternate delegate than the authorized number for the Branch, the election shall be by ballot, and the candidates receiving the largest number of votes shall be elected. There shall be no write-in votes for candidates not officially on the ballot. Any such write-in shall not be counted but will not invalidate the rest of the ballot. Where there are fewer or the same number of candidates as the number of delegates and alternates for which the Branch is authorized, the President may declare that such persons have been elected.

SECTION 5. The President and Executive Vice-President shall be delegates by virtue of their election to office. (Note: Both the notice of election and the election ballot used for the election of those offices should specify that they will also serve as convention delegates.)

**ARTICLE VI.B
STATE CONVENTION DELEGATES**

SECTION 1. Forty-five (45) days prior to all Branch elections of State Delegates the Financial Secretary shall prepare a list of members eligible to vote in the election. Care should be taken to assure that the list is accurate, complete and up to date.

SECTION 2. The eligibility list should contain: A.) name and last known address of member, B.) identifying information of members in good standing who are eligible to vote in accordance with the Constitution and By-Laws.

SECTION 3. Notice of nominations and elections for delegates to the State Convention shall be printed in the August issue of the Branch Nine News. Nominations of delegates shall be held at the September General Membership Meeting of the year previous to said convention. All candidates must file a letter of intent to run with the Recording Secretary at the regular Branch meeting at which they are nominated or no later than ten (10) days thereafter, by 5:00P.M.

SECTION 4. Election for delegates to the State Convention will be held at the October General Membership Meeting of the year preceding said convention. The election shall be by secret ballot. When there are more candidates for delegate or alternate delegate than the authorized number for the Branch, the election shall be by ballot, and the candidates receiving the largest number of votes shall be elected. There shall be no write-in votes for candidates not officially on the ballot. Any such write-ins shall not be counted but will not invalidate the rest of the ballot. When there are fewer or the same number of candidates as the number of delegates and alternates for which the Branch is authorized, the President may declare that such persons have been elected.

SECTION 5. The President and Executive Vice-President shall be delegates by virtue of their election to office. (Note: Both the notice of election and the election ballot used for the election of those offices should specify that they will serve as convention delegates.)

<p style="text-align: center;">ARTICLE VI.C ELECTION OF OFFICERS AND AFL-CIO/RLF DELEGATES</p>
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SECTION 1. Forty-five (45) days prior to all Branch 9 elections of officers and AFL-CIO/RLF delegates, the Financial Secretary shall prepare a list of members eligible to vote in the election. Care should be taken to assure that the list is accurate, complete and up to date.

SECTION 2. The eligibility list should contain: Name and last known address of member. Identifying information of members in good standing who are eligible to vote in accordance with the Constitution and By-Laws.

SECTION 3. Effective with the 1994 Branch election, Branch 9 Minneapolis RLF delegates, by virtue of their election, will serve as Branch 9 delegates to the State AFL-CIO Convention. The President shall appoint any remaining AFL/CIO delegates and RLF delegates not covered by these by-law election rules. The President and Executive Vice President shall be delegates by virtue of their election to office. (Note: Both notice of election and the election ballot used for the election of Minneapolis RLF delegates should specify that they will also serve as convention delegates.)

SECTION 4. Nomination of Branch officers and Minneapolis RLF delegates shall take place every three (3) years. Notice of nomination and election of officers and RLF delegates shall be printed in the August issue of the Branch Nine News. Nominations of Officers and RLF delegates shall be held at the September General Membership Meeting. All candidates for office must file a certification of intent to run with the Recording Secretary at the regular Branch meeting at which they were nominated, or no later than ten (10) days thereafter, by 5:00P.M. in order to have their names placed on the ballot. Installation of officers and RLF delegates shall take place prior to or at the January General Membership Meeting. Ballots must be mailed on or before November 1st by the Election Committee and must be mailed back and received by the Election Committee by 9:00A.M. the Tuesday before Thanksgiving Day. The ballot instruction sheet will specify the exact date for the year involved. The election will be finalized upon completion of the tallying of all eligible ballots received.

<p style="text-align: center;">ARTICLE VI.D PREPARATION OF BALLOTS AND POST ELECTION PROCEDURES</p>

SECTION 1. Regular election of Officers and Minneapolis RLF delegates shall be by referendum vote. The double envelope system shall be used for all regular Branch 9 elections. The procedures for conducting this type of election are described here. Each member eligible to vote should receive the following:

- A. One (1) notice of election with instructions.
- B. One (1) unmarked ballot.
- C. One (1) small envelope, either unmarked or marked "Ballot Envelope".
- D. One (1) larger stamped envelope with space for the member's printed full name and his/her signature and address in the upper left corner.
- E. The four (4) items are placed in the cover envelope bearing the member's name and last known address. This is put under the custody of the election officials who deposit the mail in a post office. The mail receiving point for returned ballots should be selected in advance by the election officials. This may be a post office box or other mutually agreed upon location, such as the Union's accounting firm, etc.

SECTION 2. The printer shall be instructed to certify as to the exact number of ballots printed and delivered. Arrangements shall be made with the post office to have ballots and notices returned to the Union if the mail is undeliverable.

SECTION 3. Election officials shall collect the ballots from the post office or other mail receiving point on the scheduled day in the presence of the candidates or their observers. Authorities at the post office or other mail receiving point should be instructed that ballots are not to be released from their custody before the scheduled time. If the cut-off date for returning marked ballots is based on a requirement that ballots must be "received" at the mail receiving point as of a certain time, the ballots should be picked up at that time. If the cut-off date is based on the "postmarked" date, they should be picked up several days after the cut-off for posting letters to allow for transportation and delivery to the mail receiving point. Ballots should be counted promptly thereafter. Before counting the ballots, the election officials shall do the following:

- A. Check the return envelope to see that the name (of the person voting) in the upper left corner corresponds with the name on the eligibility list.
- B. Open the return addressed envelope and remove the ballot envelopes, keeping the return addressed envelopes as an election record.
- C. Open the ballot envelopes and stack ballots for counting purposes, for example in lots of 20, 25, or 50.
- D. Count the ballots and enter results on a tally sheet, stopping at the end of each lot counted to check the accuracy of the tally against the number of ballots in each lot.
- E. If verification of the accuracy of the count is desired when the count is completed, this may be indicated by the initials or signature of the observers on the tally sheets, which are to be preserved as election records. During the counting of ballots, only election officials should handle the ballots. All ballots counted and uncounted should be kept in view of the observers at all times until the count is completed.

SECTION 4. Post-election procedures:

- A. Publish in the Union newspaper or post on the Union bulletin board the results of the election.
- B. The Recording Secretary shall preserve for one (1) year the ballots and all the records pertaining to the election.

SECTION 5. Each candidate is entitled to have an observer present during the following election procedures:

- A. Preparation and mailing of ballots, in mail ballot elections,
- B. Receipt and opening of ballots at each polling place,
- C. Counting, tallying, and totaling of ballots,
- D. Recording of tally sheets. Observers must be notified of dates and times for each procedure.

SECTION 6. Write-in votes will not be accepted.

SECTION 7. A rotating ballot should be used in the election of all Branch officers.

SECTION 8. Any candidate defeated in an election for officer or delegate may request a recount. The recount will be paid for by the Branch if the defeated candidate's margin of loss is less than One percent (1%) of the total votes cast. The Branch will pay any recount where the results are reversed.

SECTION 9. Election of Shop Stewards shall be held following the election of Branch officers at each associate office, branch, station or section, commencing on December 1st. Each station shall conduct its own election in the following manner:

- A. Designation of election committee.
- B. Post on Union bulletin board notice of election which shall be five (5) days prior to voting.
- C. Nominations shall be made from the floor.
- D. Balloting shall begin after the fifth (5th) day and conclude within five (5) days.
- E. The new Shop Steward shall take office at the Steward's Board Meeting in January and shall be installed along with the Officers prior to or during the January General Membership Meeting. Ballots shall be kept for thirty (30) days. Election results shall be posted on the Union bulletin board. If there is no officer or member who will run for election, the President may appoint someone.
- F. In the event of a vacancy of a Shop Steward position an election will be held unless such election would have to take place less than ninety (90) days before the regular election for Stewards in the station. In this instance, a Steward may be appointed by the Branch President to serve out the time remaining on the resigned or vacant Stewards term.

SECTION 10. In the event the Branch President deems it necessary, he/she may, if the elected Steward(s) agree with him/her on the individual selected, appoint an alternate Steward(s) in any associate office, branch, station, or section.

SECTION 11. When an elected office is vacated, the Branch President shall fill all vacancies occasioned by death or otherwise with a person duly qualified until the next regular election.

ARTICLE VII BY-LAW COMMITTEE

SECTION 1. The By-law Committee will consist of a Chair and two (2) or four (4) committee members. The Chair will be paid fifty dollars (\$50.00) per meeting, and the committee members shall be paid thirty dollars (\$30.00) per member, per meeting.

SECTION 2. These By-Laws shall not be repealed, altered or amended except by a two thirds (2/3) vote of the members present and voting. All proposed amendments must be presented in writing to the Recording Secretary no later than the February General Membership Meeting. Changes will be voted upon at the regular April General Membership Meeting. A by-law may be brought up at any regular meeting if approved by two thirds (2/3) of the Stewards Board or upon written request of 225 of the members.

ARTICLE VIII MISCELLANEOUS

SECTION 1. All written contracts between the officers or committees of the Branch and other parties shall be filed with the Recording Secretary.

SECTION 2. Trustees shall audit books each quarter; the quarterly report will be published and placed at the rear of the meeting hall. There shall be an annual audit and that will be published and placed at the rear of the meeting hall.

SECTION 3. When making withdrawals, writing checks, or cashing bonds, the Treasurer or Financial Secretary must have the signature of any one (1) of the three (3) Trustees in addition to his own. As soon as possible after each annual election the Recording Secretary shall notify all financial institutions in which we have deposits, of the names of those eligible to withdraw funds, write checks or cash bonds.

SECTION 4. Dedicated funds will be deposited in each proper account as withholding check is received from the National office.

SECTION 5. Discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, disability or marital status, is prohibited. Respect for the full diversity of all members is to be encouraged.

SECTION 6. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules or orders the organization may adopt.

SECTION 7. All mail-out referendum votes that are not held in conjunction with the regular election of Branch officers must be passed by a two thirds (2/3) majority voting at a General Membership Meeting before they are to be considered as a referendum vote.

SECTION 8. Monthly Branch expenditures shall be published and placed at the rear of the meeting hall. Note: For compliance by the Financial Secretary and the Treasurer.

BY LAWS ADOPTED

ARTICLE III, SECTION 3 and 4

New Language

Each Branch 9 full-time officer is required to complete and maintain a daily attendance log each pay period. This log must:

- List begin tour and end tour time and location for each workday
- Record any personal time taken in a regular workday (Monday - Friday)
- Be signed by the full-time officer and submitted to the proper Branch 9 officers before any voucher or check is created each pay period
- Be available for member review at all GMM's

ARTICLE III, SECTION 15.D

Current Language

Stewards may be immediately suspended from their position by the Branch President for failure to perform their duties or for cause. The steward may appeal his/her removal to the Executive Board and a committee of three (3) stewards appointed by the President within thirty (30) days. Upon receipt of said appeal, the Executive Board and Steward Committee will conduct a special meeting with the carriers from the affected station or branch. The Board and the Committee will then meet to decide to upgrade the suspension to remove or other remedy they deem appropriate. The decision will be decided by majority vote of that group. The Branch President will remain engaged throughout the entire process but will not have a vote on the final disposition of the case.

New Language

Stewards may be immediately suspended from their position by the Branch President for failure to perform their duties or for cause. The steward may appeal his/her removal to the Executive Board and a committee of three (3) stewards appointed by the President within thirty (30) days. Upon receipt of said appeal, the Executive Board and Steward Committee will conduct a special meeting with the carriers from the affected station or **associate office**. The Board and the Committee will then meet to decide to upgrade the suspension to remove or other remedy they deem appropriate. The decision will be decided by majority vote of that group. The Branch President will remain engaged throughout the entire process but will not have a vote on the final disposition of the case.

ARTICLE III, SECTION 20.B

New Language

The Branch 9 Building Corporation must present a detailed operating budget at the December General Membership meeting each year (to coincide with the Branch 9 General Budget). At the December GMM, the Branch must present, in writing, a full list of specific budgeted items to be covered by Branch 9 and by Branch 9 Building Corporation, in each of these respective budget proposals.

ARTICLE III, SECTION 27

New Language

All Branch 9 credit card statements must be available for review by any member at each General Membership Meeting. No copies or images may be made or taken of said records.

ARTICLE V, SECTION 2

Current Language

Effective July 2004, (for future conventions) eligibility for payment of any delegate or alternate will include attendance at nine (9) out of twelve (12) General Membership Meetings of the preceding year for yearly conventions, and/or eighteen (18) out of twenty-four (24) General Membership Meetings of the preceding two (2) years prior to the biennial convention. Verification of attendance will be by meeting attendance book only. Any person unable to meet this eligibility requirement because he or she is incapacitated by a documented extended illness, or on family medical leave shall be exempted from the aforementioned criteria and will be entitled to delegate pay. No National officer receiving funds from the National is eligible for payment from the Branch; no State officer receiving funds from the State Association is eligible for payment from the Branch.

New Language

Effective July 2004, (for future conventions) eligibility for payment of any delegate or alternate will include attendance at nine (9) out of twelve (12) General Membership Meetings of the preceding year for yearly conventions, and/or eighteen (18) out of twenty-four (24) General Membership Meetings of the preceding two (2) years prior to the biennial convention. Verification of attendance will be by meeting attendance book only. Any person unable to meet this eligibility requirement because he or she is incapacitated by a documented extended illness, or on family medical leave shall be exempted from the aforementioned criteria and will be entitled to delegate pay. **Delegates may receive attendance credit for electronic meeting attendance, if pre-approved by a full-time officer, on a case-by-case basis for valid reasons including, but not limited to vacation, labor and/or Union classes, wintering out of state, and bona fide emergencies.** No National officer receiving funds from the National is eligible for payment from the Branch; no State officer receiving funds from the State Association is eligible for payment from the Branch.