

By-Laws of Branch 769 Cherry Hill/Haddonfield Merged

ARTICLE 1

Name and Object

Section 1. This Branch shall be known as Branch 769 Cherry Hill/Haddonfield Merged of the National Association of Letter Carriers of the United States of America.

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

ARTICLE 2

Membership

Section 1. Application for membership must be made in writing, signed by the applicant, stating age, social security number, place of residence, and such other information as may be determined by the Branch. A Form 1187 (Dues Check-off) must be signed by all applicants seeking a membership in the Branch and the NALC.

Sec. 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 certificate shall be proof of good standing at the time of resignation.

Sec. 3 (a). Any regular branch member in good standing in his/her Branch, moving his/her employment to another city, or retiree in good standing in his/her Branch moving to another city, may transfer membership to the Branch located in such city.

(b). The membership of an active member shall be transferred in accordance with procedures established by the Secretary-Treasurer of the National Association.

(c). In the case of a retiree member seeking to transfer membership, [h]e/she shall make application to the Recording Secretary of his/her Branch, who shall ascertain from the Financial Secretary if all dues and assessments charged against him/her on that date are fully paid; if so, it shall be the duty of the Recording Secretary to announce at the next regular meeting of the Branch that the application has been received and all obligations discharged. There being no objections, the Recording Secretary will at once forward to the Recording Secretary of the Branch with which affiliation is desired, a letter of recommendation.

The letter shall be read at the first regular meeting of the receiving Branch held after its receipt and the transferred individual shall be considered a member at that time. The Recording Secretary of the Branch shall then notify the Recording Secretary of the original Branch that the transferee has been received into membership.

ARTICLE 3

Meetings

Sec. 1 Meeting of Branch 769 will be held on the first Tuesday of each month, except for July and August, convening at 7:30 PM.

Sec. 2 Special meetings shall be called by the President upon the written request of 20% of the membership in good standing or by vote of the Branch and notification of such meetings, stating the object of the call shall be given the members by the Recording Secretary as directed by the Branch or as required by the by-laws.

Sec. 3. No business shall be transacted at a special meeting other than that for which it may have been called.

Sec. 4. The Branch shall be called to order at the time prescribed in the by-laws if a quorum (16 members) be present.

Sec. 5. In the absence of the President and Vice-President, any member in good standing may be elected to preside by a majority of those present.

ARTICLE 4

Officers

Section 1. The officers of the Branch shall be a President, Vice-President, Recording Secretary, Financial Secretary, Treasurer, Sergeant-at-Arms, a Health Benefits Representative, Shop Stewards, **Director of Retirees**, and a Board of Trustees composed of five members. In addition the following positions will receive an annual salary paid in half at two equal installments, once at the June general meeting and once at the December general meeting. The following shall be paid thusly: Treasurer \$500 per year; Secretary \$500 per year; Health/Safety/MBA officer \$250 per year; Shop Stewards \$500 per year; Chief Steward \$500 per year; **Vice-President \$500 per year**; President \$1500 per year. If the President is also the Chief Steward the President will receive \$2000 per year.

Sec. 2. All officers shall be elected for a term of two (2), years.

Sec. 3. With the exception of the office of President, Branches may consolidate the offices of the Branch.

Sec. 4. All candidates for office or delegate must be present at the meeting when nominated, or signify in

writing their willingness to serve if elected.

Sec. 5. The President of the branch will serve as Chief Shop Steward and may delegate the authority of this position to another member if desired.

ARTICLE 5

Elections

Section 1. The provisions of this Article shall govern the election for all Branch officers or other elected Branch positions.

Sec. 2. All regular members shall be eligible to hold any office or position in the Branch, except that a member who voluntarily or otherwise, holds accepts, or applies for a supervisory position in the Postal Career Service for any period of time, whether one (1) day or fraction thereof, either detailed, acting, probationary or permanently, shall immediately vacate any office held, and shall be ineligible to run for any office or other position for a period of two (2) years after termination of such supervisory status. Upon nomination, the candidate must verify that he or she has not served in a supervisory capacity for the 24 months prior to the nomination.

Sec. 3. All regular members shall be entitled to one vote for each office or position to be filled. However, station delegates, representatives, or shop stewards shall be elected only by the regular members within the station or area they represent.

Sec. 4. Election of officers shall take place at a time prescribed by the Branch by-laws. No less than 45 days before each election, the Secretary shall mail to every member notice of the election, stating the offices for which election shall be had and the time, place, manner for nomination and election. For purposes of this provision, the requirement that notices be mailed may be satisfied by timely publication of the notice in *The Postal Record*, or in State or Branch publications that are mailed to the last known address of the member.

Sec. 5 (a). Every regular member shall have the right to nominate a candidate for any office or position to be filled.

(b). Each candidate shall be nominated at a regular or special meeting of the Branch not less than four (4) weeks before the date of the election, but not less than 10 days after the notice of nomination and election has been sent out

(c). Elections shall be by secret ballot. When there are two or more candidates for any office, the election shall be by ballot and the plurality of all votes cast for such office shall be necessary to elect. 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. Each eligible regular member shall be entitled to one vote for each position to be filled. When there is but one candidate for any office, the President may declare that such person has been elected. Adequate safeguards to insure a fair election shall be provided, including the right of any candidate to have an observer at the counting of the votes and at any polling place.

(1) Nominations of officers to be elected shall be held at the regularly monthly meeting in November.

(2) Balloting will be by the secret ballot method.

(3) Ballots will be mailed to all members by November 15th and may be returned by mail to Branch 769, PO Box 2831, Cherry Hill, NJ 08034 and must be received prior to the regular meeting in December.

Sec. 6. Installation of Branch officers shall take place at the January meeting of the Branch following the election and shall be by such ceremony as the National Association may provide. Any National officer, a Past President of the National Association, a President or Past President of a State Association, shall act as Installing Officer provided that in their absence any officer of a State Association or the Past President of a Branch may act as such.

ARTICLE 6

Duties of Officers President

Section 1. The President shall preside at all meetings of the Branch; preserve order; sign all warrants on the Treasurer ordered drawn 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 and Regulations of the Branch; appoint all committees not otherwise provided for; give the deciding vote when a tie occurs; examine and announce the result 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 his/her term, he/she 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 report will be required unless the Branch has received express notification from the National Association that it is exempt from 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. The President shall at all times have the authority to relieve any steward, whether appointed or elected, of any representational duties or functions, and to assign such duties or functions to another member appointed by the President, whenever the President concludes that such action is necessary to

ensure that the Branch meets its representational responsibilities or to ensure Branch compliance with NALC policy.

Vice President

Sec. 2. 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

Recording Secretary

Sec. 3. 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 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 ready 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, with-drawn, and the number of deaths, giving date of death; also, the receipts, benefits paid, amount expended, and amount on hand. Within one 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.

Financial Secretary

Sec. 4. The Financial Secretary shall keep a record book showing the names of members, when admitted and place of residence, collect dues and all other moneys 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 an election and before a ballot 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, 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 insure 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.

Treasurer

Sec. 5. The Treasurer shall receive, receipt for, and disburse 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 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.

Sergeant-at-Arms

Sec. 6. The Sergeant-at-Arms shall preserve order in the meeting under the instruction 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.

MBA Representative/ Health Benefits Representative

Sec. 7. The MBA Representative shall perform such duties as the Constitutions and Laws of the MBA require. He/she shall, whenever requested by the President and at the end of his/her term, deliver any MBA moneys in his/her possession, books or other papers 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.

Sec. 8. The Health Benefits Representative shall perform such duties as the Constitution and Laws of the National Association of Letter Carriers Health Benefits Plan require. 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 installed 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.

Trustees

Sec. 9. The Trustees shall examine and report to the Branch the condition of the books of the officers at least once every six months, compare the vouchers and records and see that they correspond with the

collections and disbursements. They shall have custody of all Branch property, and shall perform such other duties as the Branch by-laws may require of them. The Board of Trustees shall be known as the Trustees of Cherry Hill/Haddonfield Merged Branch No.769 of the National Association of Letter Carriers of the United States of America.

Shop Stewards

Sec. 10. The Shop Stewards shall be responsible for knowledge of the contract and administering of the same; represent all members of the branch in any and all grievances; make all new employees aware of the benefits and eligibility of membership in the Union; and see that all members are furnished a copy of the branch by-laws, a copy of the national contract, and a copy of the local memorandum of understanding.

Director of Retired Members

Sec. 11. The Director of Retired Members shall be responsible for coordinating all activities of retired members. He/She will be the legislative advocate/liaison for the retired members of the Branch. He/She shall be the local organizer for the retired members and will be under the direct supervision of the President.

Additional Duties

Sec. 12. In addition to the duties assigned each officer he/she shall perform such other duties as the branch may from time to time direct.

ARTICLE 7

Fees, Dues, Fines and Assessments

Section 1. Initiation fees and dues shall be determined by National. Members with 50 years membership shall be exempt from the payment of dues, fines and assessments.

Sec. 2. The rates of dues and initiation fees may be increased only by majority vote by secret ballot of the regular members in good standing at a special or regular meeting after reasonable notice has been given that this question will be before the meeting, except that a Branch may provide in its by-laws that such majority vote may be had by secret ballot referendum. The same rules of procedure shall apply to the levy of a special or general assessment and to the imposition of fines upon members found guilty of charges preferred against them, except that such assessments or fines must be approved by a two thirds vote. Branch By-law provisions requiring a vote greater than a majority of the regular members in good standing at a special or regular meeting to amend the Branch By-laws do not apply to proposals to increase the rates of dues or initiation fees.

Sec. 3 (a). Any member leaving the Postal Career Service for any reason other than retirement or OWCP, or any member temporarily or permanently promoted to a supervisory position within the U.S. Postal Service, may retain membership only in accordance with Art. 2, Sec. 1—NALC Constitution.

(b). Branches may exempt or remit the dues of any member under reasonable rules uniformly applied for a stated period of time. Branches may provide for the payment of dues in advance for any period in excess of one month.

Sec. 4. Any member failing to pay any fine, assessment or monthly dues within thirty (30) days after the same shall 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 for good and sufficient reasons, under reasonable rules uniformly applied, may extend the thirty (30) day grace period for not more than an additional sixty (60) days.

Sec. 5. (a) 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.

(b) Any member who disassociates himself/herself from the branch must reapply as a new member.

Article 8

Funeral Benefits

On the death of a union member of this branch or an immediate family member, the treasurer shall send a floral piece, spiritual bouquet or other such memorial tribute as deemed appropriate by the branch.

Article 9

Committees

There will be as many members appointed for a committee as deemed necessary by the branch president.

ARTICLE 10

Charges

Section 1. Any member of the Branch who shall violate the Constitution or By-Laws of the Association or Branch may have charges preferred against him/her, and if such charges are proved shall be fined,

reprimanded, suspended or expelled as the laws may direct or the Branch determine. Any officer of the Branch who shall fail or neglect to discharge the duties of his/her office, or who may be guilty of gross misconduct, may be removed from office. These determinations shall be made by the members present and voting at the next regular Branch meeting after which said charges were read to the Branch. The vote regarding any of the above matters may be continued once, by motion, to the following regular Branch meeting.

Sec. 2. Charges must be made in writing, specifying the offense, failure, neglect, or misconduct so as to fully apprise the member or officer of the nature thereof, and shall be signed by a member of the Branch; and a copy of said charges, under seal of the Branch, shall be served upon him/her. Said charges shall be read by the recording secretary at the first regular Branch meeting after service on the member or officer.

Sec. 3. The president, or if the president be the person against whom charges are made, the vice president, shall then appoint a committee of three disinterested members, who shall forthwith summon the parties, hear and take down or cause to be taken down or recorded, the testimony and/or documentary evidence presented. It shall be the duty of the committee to find the true facts and report to the Branch. The parties are entitled to be heard by the committee, to present evidence, and to cross-examine all witnesses who make statements to the committee, but rules of evidence and rules of judicial procedure need not be observed. The committee, after completing its fact-finding duty will present to the Branch a written report of the facts elicited, and immediately thereafter disband and be eligible to vote. The Branch shall then decide, by simple majority vote, the issue of whether or not the facts, as found by the committee, sustain the charge. The charged party is entitled to defend himself/herself before the Branch immediately before the vote is taken. If the Branch decides that the facts sustain the charge, then the Branch shall entertain a motion to fix the penalty, if any be required.

Sec. 4. Questions of expulsion or removal from office shall be decided by ballot, and require a two thirds vote. If less than two-thirds of the ballots are for expulsion or removal from office, the Branch shall proceed to determine whether the punishment shall be suspension, fine or reprimand. A fine and the amount thereof must be approved by a two-thirds secret ballot vote. If suspension be determined upon, the Branch shall fix the term of suspension. If reprimand be determined upon, the President or the Vice-President, if the President be the person against whom the charges were made, shall reprimand the accused in open meeting.

Sec. 5. During the suspension for an offense, a member is not exempt from dues, and he/she shall be subject to all the penalties of Article 7, Section 4, for the non-payment of the same.

Sec. 6. Any member or officer suspended for any offense shall be reinstated on the removal of the cause and the payment of all demands against him/ her, or at the expiration of the term for which he/ she was suspended, without action of the Branch, and the president or vice president, as the case may be, shall declare in open meeting his/her reinstatement. This provision does not apply where the member is suspended pursuant to charges brought by the National Association or by any officer or representative by authority of the President or Executive Council of the National Association.

Sec. 7. An expelled member can be reinstated only after the manner of a new applicant.

ARTICLE 11

Appeals

Section 1. An appeal may be taken to the president from the decision of any other officers of the Branch and to the Branch from any decisions of the president, which appeal must be taken at the meeting at which the subject appealed from is under consideration, and before any other business is taken up for action; and any member considering that an injustice has been done him/her by a decision of the Branch, may appeal in writing to the Committee on Appeals of the National Association.

Sec. 2. When an appeal from the action of the Branch is taken, the following rules must be observed:
First: The appeal must be in writing and filed with the recording secretary of the Branch, together with any written testimony, arguments and briefs, within twenty days from the date of the Branch meeting at which the decision to be appealed from was made. An appellant's request for documents and records to support his/her appeal shall not be unreasonably denied by the Branch.

Second: The recording secretary shall submit, and read to the Branch at its next regular meeting following the receipt of the appeal, the notice of intention to appeal, the appeal and all written testimony, arguments, briefs, and evidence submitted by the appellant.

Third: The Branch shall then be allowed twenty days to prepare its reply which shall be in writing with the seal of the Branch attached thereto. A copy of this reply shall be immediately transmitted by the recording secretary to the appellant. The recording secretary shall also immediately transmit the appeal, together with all testimony, arguments, briefs, and evidence submitted by the appellant and the reply of the Branch thereto via registered mail, to the Chairperson of the Committee on Appeals of the National Association.

Either party to an appeal from a decision of the Branch to the Committee on Appeals of the National Association may, if dissatisfied with the decision, appeal to the National Convention of the National Association of Letter Carriers, in accordance with the procedure set out in Article 11, Section 4 of the National Constitution.

ARTICLE 12

Funds

Section 1. All funds of the 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 \$500 in his/her hands for current expenses.

Sec. 2. No money shall be paid out by the Treasurer except on a warrant ordered by the Branch and signed by the President and Secretary; provided, that it shall be the duty of the President and Secretary to issue a warrant in favor of the National Secretary-Treasurer in payment of the semi-annual per capita tax promptly after the 1st of July and the 1st of January, respectively.

Sec. 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 a majority vote of the members present and voting at a regular meeting; provided further, that Branches may make provision in their by-laws allowing officers to spend a certain sum of money between Branch meetings in cases of emergency.

ARTICLE 13

Indemnification

The Branch is authorized, upon affirmative vote of the membership, to pay all the expenses for investigating services, employment of counsel, and other necessary expenditures in any cause, matter, case or cases where an officer, representative, employee, agent or one charged with acting in behalf of the Branch and/or its affiliates is charged with any violation or violations of any law, or is sued in any civil actions with respect to any matter arising out of his/her official duties except if such officer, representative, employee or agent is charged with a breach of his/her trust to the Branch or any subordinate body or member thereof. This provision does not apply to suits brought against the Branch or any of its officers, representatives, and agents by the National Association.

Article 14

Amendments

Sec. 1. The by-laws of the branch cannot be amended or altered except by a majority vote of all members present and voting at a regular monthly meeting called for that purpose. Such proposed amendments must be signed by three members in good standing. Proposed amendments must first be submitted to the by-laws committee for review to determine if it conflicts with any present by-law or the national constitution, after which the committee makes their recommendation to the branch. The proposed amendment is the read and discussed at the next branch meeting. Any motions to amend or make changes are done at this meeting. At the next meeting the branch votes on the proposed by-law change.

Sec. 2. A copy of the proposed amendment giving proper notification shall be distributed to the membership with the monthly minutes that are mailed to the last know address of the member. It is required that the entire membership, including retired members be notified. The notification shall include the date time and place of the meeting advising when it will be discussed and when it shall be voted upon. Notification of when the vote will take place must be at least 10 days prior to the meeting.

Sec. 3. The President, Vice-President, Treasurer, Financial Secretary, MBA/Health Benefits/Compensation/Safety Officer, Sergeant At Arms, and all branch Stewards shall be reimbursed 100% of their yearly dues. In order to receive dues reimbursement the officer must have attended 80% of the regular union meetings and executive board meetings unless otherwise excused.

Sec. 4. Any regular member of the branch who leaves the Post Office through retirement, regular or disability, or death will receive \$10 for each year of uninterrupted membership in the branch. The amount is not to exceed \$200.

Sec. 5. In the event of a financial emergency between regular meetings, the executive board may withdraw up to \$500 from the branch treasury. The withdraw will be explained and detailed in a report given at the next regular meeting of the branch.

Sec. 6. (a) At the appropriate regular mothly meeting, the membership present will decide the number of delegates to be funded to represent the branch. No more than the total number permitted by the National Constitution will be elected to attend the State Convention.

(b) The President and Secretary will represent the branch at all conventions if they so desire; it will be noted on all ballots.

(c) Any member may be elected as a delegate, except a member who currently holds a supervisory positioning the Postal Service or who has acted in a supervisory position in the two preceding years.

(d) To receive financial reimbursement a member must have attended at least six out of the last twelve previous regular meeting at the time of the delegate election.

(e) Ballots will be mailed to all members by November 15th and may be returned by mail to Branch 769, PO Box 3831, Cherry Hill, NJ 08034 and must be received prior to the regular meeting in December.

(f) All reasonable expenses will be paid by the branch, such as, but not limited to, food, lodging, travel, and bridge and turnpike fees. Travel rate for the year will be set at the regular business meeting in September.

- Sec. 6. (a) At a regularly monthly meeting prior to the function, the membership will decide to which function and the total number of representatives needed to properly represent the branch.
- (b) Representatives will be elected or appointed. All reasonable expenses will be paid by the branch.
- (c) All seminars should be attended by those involved with the subjects to be discussed.
- (d) Congressional Breakfast will be attended by as many members as elected.
- (e) To receive financial reimbursement from the branch each member must have attended at least six of the previous twelve regular branch meetings at the time of the election. This attendance requirement does not include activities in Article 14, Sec. 6(f).
- (f) Participation by branch members in all branch sanctioned recreational and social activities, will be financed, up to a limit fifty dollars per member, with the exclusion of any activity sponsored by the branch.
- Sec. 7. The President shall, while conducting any business for the branch, be reimbursed his wages for any union function, including but not limited to, all state and national conventions, seminars or any other function deemed union business by the executive board.

ARTICLE 15

Order of Business

1. Roll Call.
2. Reading of Minutes of Previous Meeting.
3. Reading of Communications, Notices, Bills, etc.
4. Application for Membership.
5. Balloting for Candidates.
6. Initiation of Elected Candidates.
7. Reports of Standing and Special Committees.
8. MBA.
9. Health Benefit Plan.
10. Unfinished Business.
11. New Business.
12. Good of the Association.
13. For the Improvement of the Service.
14. Financial Secretary's Report of Receipts.
15. Treasurer's Report of Expenditures.
16. Adjournment.

A subordinate Branch may, at its discretion, by a majority vote, change its regular order of business so that unfinished business and new business shall precede the reports of Standing and Special Committees.