

BY-LAWS

FORT COLLINS BRANCH 849

**NATIONAL ASSOCIATION OF LETTER CARRIERS
OF THE UNITED STATES OF AMERICA**

FORT COLLINS, COLORADO

REVISED – October 2021

ARTICLE I
Name & Objective

Section 1.

This Branch shall be known as Fort Collins Branch 849 of the National Association of Letter Carriers of the United States of America.

Section 2.

The objective 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 II
Meetings & Bylaws

Section 1.

Special meetings shall be called by the President upon written request of Eight (8) members in good standing or by vote of the Branch. 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 by notice mailed to the last known address of the member. [Posting a notice on station bulletin boards is insufficient where there is no guarantee that every member of the Branch, particularly retirees, will see the bulletin board.]

Section 2.

A quorum for Branch 849 shall consist of eight (8) members in good standing (includes retirees).

Section 3.

The regular meeting of Branch 849 shall be held on the second Tuesday of each month at 6p.m.

- a. Except when the second Tuesday of the month falls on a holiday/day after a holiday, the regular Branch meeting will be held on the third Tuesday of the month at 6pm.
- b. The President or Vice President of the Branch shall preside at the Branch meeting; in the absence of the president and vice president, any member in good standing shall be elected to preside at the meeting by a majority of those present.

Section 4.

Only members of Branch 849 shall be allowed to attend meetings of Branch 849, with the exception of guests and/or observers as well as family members as directed by the President or by a vote of the Branch.

Section 5.

By-laws of branches may be amended at any regular meeting of the branch, provided the amendment has been submitted in writing at the last previous regular branch meeting, and suitable notification to members shall be made at least ten (10) days before the regular meeting at which the vote is to be taken. A two-thirds vote of the membership present is necessary to approve any change in the By-laws of Branch 849. By-laws must be submitted in duplicate to the Chairman of the Committee of Laws and shall not become effective until approved by the Committee of Laws, as provided in the Constitution; except for by-laws fixing the amount of initiation fees, dues, and reinstatement fees, or the time and place of meetings, which shall become effective at the time determined by the Branch.

ARTICLE II (CONTINUED)

Section 6.

The Executive Board of Branch 849 will consist of the President, Vice-president, Secretary, Treasurer, and three Trustees. The Executive Board will meet no less than once a year (in the first quarter of the year), at a time and place to be decided by the Executive Board.

ARTICLE III **Nominations & Elections**

Section 1.

The elective officers of the Branch shall be a President, Vice-President, Secretary, Treasurer, and three Trustees. The duties of the Vice-President will include the duties of the Sergeant-at-Arms as described in the Constitution. The Secretary will perform the duties as described for both the Recording Secretary and the Financial Secretary; the duties of the Health Benefits Representative will also be performed by the Vice-President, or other member as voted by the branch.

Section 2.

- a. All Officers shall be elected for a term of two years.
- b. All Delegates to both State and National Conventions will be elected for a term of one year.

Section 3.

All candidates for office or delegate must be present at the meeting when nominated, or signify in writing willingness to serve if elected.

Section 4.

- a. Nominations for officers shall take place at the monthly meeting in October of the even years.
- b. Nominations for delegates to the state conventions shall take place at the monthly meeting in October each year.
- c. Nominations for delegates to the national conventions shall take place at the monthly meeting in October, in the years prior to when a National Convention is held.

Section 5.

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. [Note: posting notice on a bulletin board does not satisfy the requirement.]

Section 6.

- a. Voting for officers of Branch 849 shall be done at the monthly meeting in November of the Even years.
- b. Voting for delegates to the state conventions shall be done at the monthly meeting in November each year.
- c. Voting for delegates to the national conventions shall be done at the monthly meeting in November, in the years prior to when a National convention is held.
Absentee ballots will be sent to any eligible member who properly requests one.

ARTICLE III (CONTINUED)

Section 7.

Installation of new officers shall be at the Christmas Party in the even years. Terms of office shall begin on January 1, Odd year and end on December 31, even year.

Section 8.

The President of Branch 849 shall be a delegate to both National and State Conventions by virtue of their office. Both the notice of nomination and of election and the Ballot for the election of delegates should specify that he or she will also serve as a Convention delegate.

Section 9.

A Quarterly newsletter will be published by Branch 849. The Newsletter will be published in the months of February, May, August, and November. The Newsletter Editor will be provided a newsletter article by email, in the months listed above, by every Officer and or steward who is paid a salary by the Union, Branch 849. In addition all Delegates who attend a state/national convention or members who attend a training will provide a newsletter article (summarizing what they experienced/learned, I.e. ; training) to the Newsletter Editor no later than the date given by the Newsletter Editor, for the Newsletter which immediately follows said training/convention. (i.e. National Convention in July- Newsletter article would be due by August. State Convention in April- Newsletter article would be due by May.) The Newsletter Editor will be paid a salary to be determined by the members at a branch meeting. If there is more than 1 volunteer for Newsletter Editor, the member selected will be voted on by the Branch.

ARTICLE IV **Duties**

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,

ARTICLE IV (CONTINUED)

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

Section 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. However, a Branch with an Executive Vice President may provide in its by-laws that the Executive Vice President shall succeed to the Presidency. The duties of the Vice-President will include the duties of the Sergeant-at-Arms as described in the Constitution. The duties of the Health Benefits Representative will also be performed by the Vice-President, or other member as voted by the branch.

Sergeant-at-Arms

Section 3.

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.

Recording Secretary

Section 4.

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

Section 5.

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

ARTICLE IV(CONTINUED)

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

Section. 6.

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.

MBA Representative

Section. 7.

The MBA Representative shall perform such duties as the Constitution 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. The MBA Representative shall be a member of the NALC and will be appointed by the President, or other member as voted by the branch.

Health Benefits Representative

Section. 8.

The Health Benefits shall perform such duties as the Constitution and Laws of the National Association of Letter Carriers Health Benefit 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. The duties of the Health Benefits Representative will also be performed by the Vice-President, or other member as voted

ARTICLE IV(CONTINUED)

by the branch.

Trustees (3)

Section 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 Fort Collins Branch 849 of the National Association of Letter Carriers of the United States of America. The Trustees shall be required to review the Bills (Expense Vouchers and Receipts) and make a recommendation to the membership at each monthly meeting.

Shop Steward

Section 10.

The role of the Stewards are to build and maintain a strong union; and securing for the membership the best possible working conditions within the framework of the postal regulations, national and local agreements, and postal law. Stewards shall be appointed by the Branch President, and shall be in accordance with the National Agreement.

Director of Retirees

Section 11.

The office of Director of Retirees shall be appointed by the President. The Director of Retirees shall be a retired member. This position will coordinate all activities for retired members along with exchanging information with active members and Executive Board. The director will be under the direct supervision of the President and shall perform other duties as assigned by the President. The Director of Retirees shall be paid a salary bi-annually according to the salary schedule approved by the Branch.

Additional Duties

Section. 12.

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

Bonding

Section. 13.

Every officer, agent, shop steward, or other representative or employee of the Branch who handles funds or other property of the Branch shall be bonded to the extent required by applicable law.

ARTICLE V
Financials

Section 1.

- a. The dues rate of Branch 849 shall be as stated in the National Constitution, Article VII, section 2. (Such dues being two hours pay of Level 5, Step 1 carrier per month.)
- b. Branch will continue dues payment to National and State for a period of no more than two years for members in good standing who, for whatever reasons, are in a non-pay status until said member returns to paid status or is separated from the Postal Service.

Section 2.

Branch 849 will pay reasonable, documented expenses for eligible delegates to the NALC National Convention, not to exceed the amount (found by dividing the number of delegates attending by the available funds) of the available funds in the special account per delegate. Expenses may include travel and lodging. Travel and lodging expenses to be paid to eligible delegates to the National Convention as listed above may not exceed, the day prior to the convention opening through the day after the National Convention concludes. (Example: Sunday-Saturday if National Convention runs Monday-Friday) To be eligible to receive funds available you must meet the following criteria: (unless otherwise approved by vote of the branch).

- a. Delegates shall be expected to be in attendance at all business sessions of the state convention in order to be reimbursed.
- b. Delegates shall be expected to attend a minimum of 4 trainings (before/after business session) at the national convention in order to be reimbursed.

Section 3.

Branch 849 will pay reasonable, documented expenses for eligible delegates to the Colorado State Convention, not to exceed the amount (found by dividing the number of delegates attending by the available funds) of the available funds in the special account per delegate. Expenses may include travel and lodging. To be eligible to receive funds available you must meet the following criteria: (unless otherwise approved by vote of the branch).

- a. Delegates shall be expected to be in attendance at all business sessions of the state convention in order to be reimbursed.

Section 4.

Branch 849 will pay all reasonable, documented expenses for NALC Auxiliary members who are delegates and attend the State Auxiliary Convention, not to exceed the approved budget,

Section 5.

Expenses will be paid as follows to any member conducting union business and Delegates to the State and National Convention:

- a. Per Diem to cover meals and Incidental expenses –payable in accordance with IRS Publication 1542, Regular federal per diem rate method, Table 2. (gives the per diem rate per locality)
- b. Mileage-Reimbursement will be at the same rate as the Internal Revenue Service mileage

ARTICLE V (CONTINUED)

- reimbursement rate to each driver who drives to and from approved union function. However, every effort to car pool will be made.
- c. Lodging- the Branch will pay for accommodations for ½ the cost of a room for each member. When there is no other member to share a room with, the Branch will pay for the full cost of the room. If a member chooses to accommodate a room by themselves the other half of the room will be the responsibility of that member, unless otherwise approved by a vote of the branch.
 - d. The Executive Board will determine the means of travel. Anyone making other travel arrangements will be compensated for their expenses up to the cost of the determined means of travel.
 - e. All delegates will have their registration fee paid for by the branch.

Section 6.

To be eligible to be paid expenses to attend the National or State Convention, delegates shall be in attendance at more than 75% of regular Branch meetings from the month after election until the month of Convention. If a Member Elected as Delegate has not met the attendance requirements due to hardship; at their request, the absence may be excused by vote of the branch.

Section 7.

The Executive Board shall submit for review a budget for the coming calendar year. Submission will be at the October meeting each year, and voting to approve the budget shall be at the November meeting each year.

Section 8.

The salary of all officers and stewards shall be according to the salary schedule approved by the Branch. Salary schedule is to be reviewed each October and revised as the Branch deems necessary.

Section 9.

To be eligible to receive the biannual salary payment (June and December), officers and stewards must have attended at least 4 of 6 regular meetings (2/3) during each biannual accounting period. If an officer/steward has not met the attendance requirements due to hardship, at their request, the absence can be excused by vote of the branch.

Section 10.

In case of emergency between Branch meetings, the Executive Board (consisting of the elected officers of the Branch) shall be allowed to spend a sum of money not to exceed \$200.00.

Section 11.

Members attending conventions and other union functions are expected to use fiscal frugality with Branch funds.

Section 12.

Officers and Stewards may be reimbursed for reasonable, documented expenses incurred while conducting Union Business. Approval of expenses should be sought prior to their being incurred. Approval shall consist of a vote by the membership at any regular Branch meeting. Routine operational expenses incurred by officers shall be exempt from prior approval. All other Branch members (I.e., non-officers and Stewards) MUST have prior approval from the Branch or

ARTICLE V(CONTINUED)

Executive Board before incurring ANY expense.

Section 13.

Officers holding elected positions, Stewards and members in good standing (voted on by the branch) attending approved activities/NALC training/rap sessions or other approved Union Business are entitled to reimbursement as follows for a maximum of five (5) days/40 hours per calendar year. Reimbursement will be at the highest step for Letter Carriers in Table 1 of the most current pay schedule. Reimbursement will require a copy of the attendee's sign in sheet showing hours spent in attendance for training/rap session. These five (5) days may not be used for State or National Convention.

Section 14.

Elected delegates to the State Convention shall be entitled to reimbursement for a maximum of two (2) days/16 hours, and elected delegates to the National Convention shall be entitled to reimbursement for a maximum of four (4) days/32 hours while attending the National Convention (s). In the odd years when there is no National Convention, the designee(s) attending the National Rap Session shall be entitled to reimbursement for a maximum of four (4) days/32 hours while attending the National Rap Session. Reimbursement will be at the highest step for Letter Carriers in Table 1 of the most current pay schedule. Reimbursement will require a copy of the attendee's sign in sheet showing hours spent in attendance at state/national convention or rap session.

Section 15.

Proposals for UNBUDGETED expenditures exceeding \$499.99 shall be tabled until the following monthly meeting and suitable notification of the members shall be made at least ten (10) days before the meeting at which the vote is to be taken.

Section 16.

The Branch shall pay \$100.00 to a member in good standing at the time they retire from the United States Postal Service.