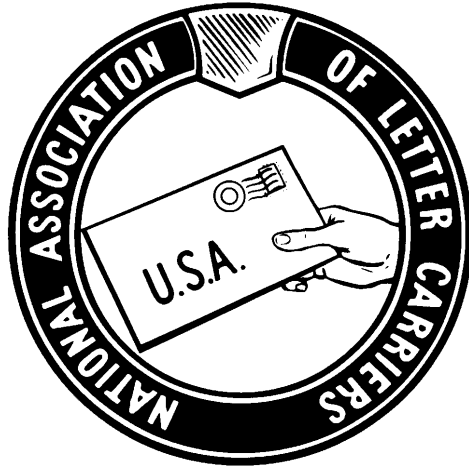


NATIONAL ASSOCIATION OF LETTER CARRIERS



**SOUTH CENTRAL INDIANA
BRANCH 828**

Bylaws

Article 1 (Name)

This organization shall officially be known as the National Association of Letter Carriers South Central Indiana Branch 828. However, the names NALC South Central Indiana Branch 828, NALC Branch 828, South Central Indiana Branch 828, and Branch 828 may also be used to indicate this organization where appropriate.

Article 2 (Membership)

- Section 1** Application for membership shall be open to all non-supervisory employees of the Postal Service.
- Section 2** No application shall be denied membership because of sex, race, creed, color, national origin, age, religion, handicap, or marital status.
- Section 3** Application for membership in the National Association of Letter Carriers, by means of a form 1187, shall be presented at the regular business meeting.

Article 3 (Meetings)

- Section 1** There will be twelve (12) business meetings each calendar year.
- Section 2** The time of regular business meetings shall be the fourth (4th) Tuesday of each month, unless such scheduled meeting day conflicts with a holiday or other special circumstance, in those cases the meeting may be held on either the preceding Tuesday or the following Tuesday.
- Section 3** Regular business meetings shall normally be called to order at 7:00pm.
- Section 4** Regular business meetings shall be held at Bloomington, Indiana at such location as shall be determined by the Branch. Effort should be made to insure said meeting place shall be as consistent as possible over time. In cases where this meeting place becomes unexpectedly unavailable, the executive board shall be empowered to determine a location for the next meeting. The membership will be notified of the alternate location as early as feasible.
- Section 5** The president shall call special meetings under the following circumstances:
A. Written request of a quorum.
B. By the vote of the branch.
- Section 6** Notice of the special meetings, stating the purpose of the meeting, shall be posted at all places as notices of meetings are normally posted or, if notices are not normally posted, on the NALC bulletin boards at all stations at least three (3) days (excluding Sundays and holidays) prior to the meeting. If posting a notice at a particular station(s) is not feasible within the given time constraints, every attempt must be made to contact the members at the affected station(s) by phone no later than two (2) days before the meeting.
- Section 7** Five (5) members shall constitute a quorum.

Article 4 (Officers)

- Section 1** The elected officers of the branch shall be:
A. President
B. Vice-president (OWCP Representative)
C. Recording Secretary
D. Financial Secretary/Treasurer
E. Three (3) Trustees

- F. Stewards (number as allowed by the National Agreement) for any station with ten (10) or more city carrier positions.
- G. Health Benefits Representative
- H. Sergeant at Arms

- Section 2** The office of the health benefits representative may be held concurrently with any other office, except president. The office of sergeant at arms may be held concurrently with the office of steward and/or health benefits representative.
- Section 3** Candidates for office must be at the meeting when nominated unless the candidate provides prior notice in writing the he/she will accept an office if elected.
- Section 4** Each officer, with the exception of the trustees, shall be elected for a term of two (2) years, or until his successor is qualified. In the event of a vacancy in an elected office, the branch president, with the approval of the branch, may appoint a successor until the next regular election.
- Section 5** Initially, three (3) trustees shall be elected, one (1) trustee for a three (3) year term, one (1) trustee for a two (2) year term, and one (1) Trustee for a one (1) year term. Thereafter, one (1) trustee shall be elected annually for a three (3) year term.
- Section 6** Steward's will be elected by the active members of the station(s) they represent as designated by the USPS finance number.
- Section 7** Installation of elected officers shall be the last of order of business at the December branch meeting. The new (or reelected) president shall then adjourn the meeting.
- Section 8** The executive board shall consist of the President, Vice President, Recording Secretary, Financial Secretary/Treasurer and Stewards from stations with ten (10) or more city carrier positions.
- Section 9** The President shall appoint one vacation monitor per unit per year in Bloomington.

Article 5 (Elections)

- Section 1** Nominations for officers and convention delegates shall be made by any regular member in good standing at the regular meeting in October.
- Section 2** No less than forty-five (45) days before each election, the secretary shall mail to every member a nominations and election notice. All balloting will be done by mail. Ballots for elections of officers and convention delegates shall be mailed to eligible members at least twenty (20) days before the regular business meeting in November by the election committee. Ballots will be counted at the November meeting.
- Section 3** The election of any officer shall require that he/she receive the plurality of all votes cast for said office and be a member in good standing.
- Section 4** In the event of a tie vote for a position as a delegate to a convention, no tie breaker election shall be held unless a tie breaker election for another office is necessary. The following method shall be used to break ties for delegates:
- A. The winner shall be the person who has attended the most regularly scheduled branch meetings within the six (6) meetings immediately prior to the election.
 - B. If this still results in a tie, attendance records for meetings beyond the original six shall be reviewed one at a time until such time as one of the candidates attended a meeting and the other(s) did not. Said attending candidate shall be declared the winner.
- Section 5** All regular members, as defined in Articles 2 Section 1 (A) of the NALC Constitution are eligible to hold any office or position in the Branch, with following exceptions:

- A. Any regular member who accepts or applies for a supervisory position in the Postal Career Service for any period of time, no matter how brief, is ineligible during the tenure of that position and for period of two (2) years after termination of supervisory status. This exception includes temporary, probationary, and permanent supervisors.
- B. Any person convicted of robbery, bribery, extortion, embezzlement, grand larceny, burglary, arson, violation of narcotics laws, murder, rape, assault with intent to kill, assault which inflicts grievous bodily injury, or a violation of Title 2 or 3 of the Labor-Management Reporting and Disclosure Act is ineligible to run until thirteen (13) years following conviction or release from prison, whichever is later.

ARTICLE 6 (Duties of Officers)

The duties of the above officers are outlined in the National Constitution of the National Association of Letter Carriers, Constitution for the Government of Subordinate and Federal Branches Article 6 and, in case of stewards, Article 17 of the National Agreement.

ARTICLE 7 (Dues)

- Section 1** Dues shall be in accordance with Article 7, Section 2 of the Constitution of the NALC.
- Section 2** Retirees shall pay dues of an amount equal to the total NALC per capita tax.
- Section 3** Constitution for the Government of Subordinate and Federal Branches (National Association of Letter Carriers) Article 7; entitled "Fees, Dues, Fines, and Assessments", shall prevail over all members of Branch 828, with no exceptions.
- Section 4** Dues shall be paid by "Dues Withholding" by signing Form 1187.

ARTICLE 8 (Compensation and Expenses)

- Section 1** The President, Vice President, Stewards from stations ten (10) or more city carrier positions, Recording Secretary, and the Financial Secretary/Treasurer shall receive a monthly salary to be determined every two years by a majority vote of the members in attendance at the regular October union meeting in even-numbered years. The new wage shall take effect with the inauguration of officers in December. If no new wage is determined, then the current wage shall continue through the next two-year cycle. Said officers will also be eligible for lost time compensation. Trustees and the health benefits representative, whose duties involve minimal time, and steward from stations with less ten (10) city carriers should be entitled to lost time compensation. Vouchers need not be submitted for payment of monthly wages.
- Section 2** Mileage incurred in the performance of duties shall be paid at the standard mileage rate determined by the Internal Revenue Service.
- Section 3** Other expenses shall be paid with the submission of proper receipts attached to a voucher.
- Section 4** Expenses up to those outlined below may be paid for funded delegates who attend State and National Conventions: However, if any item listed below is to be only partially funded or not funded at all, that determination must be made prior to the nomination of delegates.
 - 1. Registration fees
 - 2. Mileage; as specified in Section 2 above with at least two (2) delegates per car or, when approved in advance, expenses for a rental car.
 - 3. Meals: as stipulated by the Branch. The KIM Dinner at the National Convention may be reimbursed at full expense.
 - 4. Hotel: Shall be paid whatever costs incurred for that particular hotel for that particular convention.
 - 5. Any convention over 160 miles, the delegate(s) will be allowed one extra day for travel.
 - 6. Any convention over 500 miles, delegate(s) may be paid standard plane fare in lieu of the extra day of travel.
 - 7. Funded delegates may receive their respective wage for lost time while attending state conventions. No lost time will be paid for national conventions.

8. Other necessary (by the Branch's determination) expenses not covered by the previous seven (7) items may be covered with proof of expense.
9. Expenses for union training sessions, rap sessions, and other union functions requiring out of town travel may be reimbursed using Items 2-8 above as guidelines.

ARTICLE 9 (Committees)

- Section 1** The Committee on Organization shall be composed of the members of the Executive Board plus any other members appointed by the President.
- Section 2** All bills and claims against the branch, before being acted upon by the Branch, shall be referred to a committee composed of the trustees. A first alternate and second alternate shall be appointed by the Branch President, with the approval of the branch, to sit on the committee in the absence of a trustee(s). This committee shall meet immediately prior to, or concurrent with, regularly scheduled Branch meetings.
- Section 3** Other committees shall be appointed by the President to perform various duties as needed.

ARTICLE 10 (Conventions)

- Section 1** The election of delegates to National and State Conventions is ruled by Article 5 of these Bylaws and Article 5 of the National Constitution.
- Section 2** Delegates to the National Convention may not exceed a 1:20 ratio of the membership. Delegates to the State Convention may not exceed a 1:10 ratio of the membership. The Branch President shall automatically be a delegate to any convention. The Branch cannot deny interested candidates the opportunity to run for the full number of unfunded delegate positions. The Branch has sole discretion to determine how many of its delegated members it will fund. However, if any delegates are funded, the Branch President will be included in that number. The decision as to how many delegates will be funded shall be made prior to nominations (preferably in September).
- Section 3** To be eligible for expenses as a delegate to a convention, a member must be in good standing and have attended five (5) meetings in the nine (9) months prior to his/her nomination.
- Section 4** Expense for the National and State Conventions are paid in accordance with Article 8 of these Bylaws.

ARTICLE 11 (Amendments)

Article 15 of the National Constitution requires that

- 1) Any amendment(s) to the bylaws must be submitted in writing at the meeting preceding the meeting at which the vote on the amendments is to take place,
- 2) suitable notification to members must be made at least ten (10) days before any regular meeting at which a vote on an amendment is to be taken, and
- 3) amendments to bylaws, other than those affecting time and place of meetings, shall not become effective until approved by the Committee of Laws.

ARTICLE 12 (Funds)

- Section 1** The balance of funds of this Branch shall be kept in the Monroe Bank, its successors and/or assignees, for the purpose of a checking and/or savings account. Monroe Bank, 210 E Kirkwood Ave., Bloomington, Indiana.
- Section 2** The above funds shall be listed in the name of NALC Branch 828
- Section 3** The payment of the NALC per capita tax may be paid by the Financial Secretary/Treasurer without authorization by the Branch. However, all other bills, and/or vouchers must be presented at the regular business meetings of Branch 828 and approved by the branch before payment may be made.
- Section 4** A check shall be issued to pay bills.
- Section 5** The canceled check shall be kept with the receipted bill to show the payment has been made.