

**BY-LAWS OF THE
NATIONAL ASSOCIATION OF LETTER CARRIERS
BRANCH 1484, PUYALLUP WA**

CONTENTS

ARTICLE I	NAME AND OBJECT	2
ARTICLE II	Membership.....	2
ARTICLE III	Meetings.....	2
ARTICLE IV	Officers.....	3
ARTICLE V	Elections.....	3
ARTICLE VI	DUTIES OF OFFICERS	
	PRESIDENT.....	5
	VICE-PRESIDENT.....	6
	SECRETARY/TREASURER.....	6
	SHOP STEWARDS.....	7
	TRUSTEES.....	7
	ADDITIONAL DUTIES.....	7
	RETIREE AFFAIRS OFFICER.....	7
ARTICLE VII	FEES, DUES, FINES AND ASSESSMENTS.....	7
ARTICLE VIII	FUNDS.....	8
ARTICLE IX	INDEMNIFICATION.....	9
ARTICLE X	RULES ON AMENDING BY-LAWS.....	10
ARTICLE XI	ORDER OF BUSINESS.....	10

**BY-LAWS OF THE
NATIONAL ASSOCIATION OF LETTER CARRIERS
BRANCH 1484, PUYALLUP WA**

**ARTICLE I
NAME AND OBJECT**

SECTION 1. This Branch shall be known as the Puyallup Branch No. 1484 of the National Association of Letter Carriers of the United States of America.

SECTION 2. The object of this branch is to unite all employees who are eligible for membership under Article II, section 1 and 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
Membership**

SECTION 1. Application for membership will be in accordance with Article II, section D, of the National Constitution.

**ARTICLE III
Meetings**

~~SECTION 1. The regular meeting of this Branch shall be held at 7:00pm on the second (2nd) Tuesday of each month or such other time as the Branch may decide. The Board of Trustees shall meet at such time as the President may decide.~~

SECTION 1. The regular meeting of this Branch shall be held at 6:30pm on the second (2nd) Thursday of each month or such other time as the Branch may decide. The Board of Trustees shall meet at such time as the President may decide

SECTION 2. Special meetings shall be called by the President upon the written request of the members (number to be determined by the Branch) 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 Secretary/Treasurer as directed by the Branch or as required by the By-Laws.

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

SECTION 4. The Branch shall be called to order at the time prescribed in the By-Laws if a quorum be present. Four members shall constitute a quorum.

SECTION 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.

SECTION 6. At the regularly scheduled Union meetings, the Branch will offer two (2) door prizes quarterly. The door prizes will be valued at no more than \$75 each. The drawings for the prizes will be held in the second month of the quarter. Chances for the drawings will be based on the number of meetings attended since the last drawing. A member can not win more than one door prize in a quarter. The member must be present to win.

SECTION 7. At the regularly scheduled Union meeting, the Branch will provide pizza to the attending members. The pizza will be provided at the meeting held in the first month of the quarter.

SECTION 8. At the regularly scheduled quarterly Retiree luncheon, the Branch will offer three (3) door prizes. The door prizes will be valued at no more than \$10 each. Only Retired members of NALC Branch 1484 or their surviving spouse are eligible for the prizes. A member or surviving spouse can not win more than one door prize in a quarter. The member or surviving spouse must be present to win.

ARTICLE IV Officers

~~SECTION 1. The Officers of the Branch shall be the President, Vice President, Secretary/Treasurer, Shop Stewards and Retiree Coordinator.~~

SECTION 1. The Officers of the Branch shall be the President, Vice-President, Secretary/Treasurer, Shop Stewards, Retiree Affairs Officer, and the Sergeant-at-Arms and three Trustees.

SECTION 2. All officers and Trustees shall be elected for a term of two (2) years or until their successors are duly elected and installed.

ARTICLE V Elections

SECTION 1. The provision of this article shall govern the election of all delegates to the National Association Conventions and to State Association Conventions and for all Branch Officers or other elected Branch positions.

SECTION 2. All regular members, except those who are acting in a supervisory position in accordance with Article VI, section 4, of the NALC constitution, shall be eligible to hold any office in Branch 1484.

SECTION 3. All members in good standing shall be entitled to one (1) vote for each office or position to be filled.

SECTION 4. The election of officers will take place at the November meeting of even numbered years. No less than 45 days before each election, the secretary shall mail to every member notice of elections stating the offices for which the election shall be held. Nominations will close at the October meeting.

SECTION 5.

(a) Every member shall have the right to nominate a candidate for any position to be filled.

(b) Each candidate shall be nominated at a regular or special meeting of the Branch but not less than four (4) weeks before the date of the election, but no less than ten (10) days after the notice of nomination and election has been sent out. Nominations may be made in writing, with the nomination to be received by the secretary no later than the October meeting.

(c) The election shall be held by a secret ballot mailed to each member in good standing and cast at the November meeting of the Branch. Those members in good standing who are unable to attend the November meeting shall mail their official ballot to the secretary/Treasurer of the Branch.

SECTION 6.

(a) Election of delegates to State and National Conventions shall be in accordance with Article V, section 4 of the National Constitution. The number of paid delegates attending the State and National conventions, and the amount of money allocated each delegate, shall be determined by the Trustees.

~~(b) Nominations for delegates to the National and State Conventions shall be presented to the Branch at the October meeting prior to the year the Convention takes place and the delegates shall be elected at the November meeting.~~

(b) Nominations for delegates to the National and State Conventions shall be presented to the Branch at the November meeting prior to the year the Convention takes place and the delegates shall be elected at the December meeting.

(c) A copy of the nominating committee's report shall be posted at each station one week before the meeting at which time the report is to be read. Any further nominations must be received by the committee before the reading of the report.

(d) No money for expenses to a convention shall be allowed a delegate who has not attended at least eight (8) regular meetings during the past twelve (12) months.

(e) The twelve (12) months referred to in (d) shall be in the twelve calendar months prior to the nominations.

~~———(f) All officers of the Branch shall be considered elected delegates to the annual state and to the bi-annual National Conventions, providing they attend eight (8) regular meetings during the legislative year (October preceding year to September of current year). Officers who do not attend eight (8) regular meetings during the legislative year shall be required to justify absenteeism to the Trustees. The Trustees shall report to the members whether the absences were justified or not. If not, the members will adopt a motion removing the officer' from office due to neglect of duties.~~

~~———(f) The President and the Secretary/Treasurer of the Branch shall be considered elected paid delegates to the annual State and to the biennial National Conventions. All officers shall be required to attend eight (8) regular meetings during the legislative year (October of the preceding year to September of the current year). If they do not attend eight (8) regular meetings during the legislative year, they shall be required to justify absenteeism to the Trustees. The Trustees shall report to the members whether the absences were justified or not. If not, the members will adopt a motion removing the officer from office due to neglect of duties.~~

(f) The President and Retiree Affairs Officer of the Branch shall be considered elected paid delegates to the Annual State and to the biennial National Conventions. All officers shall be required to attend eight (8) regular meetings during the legislative year (October of the preceding year to September of the current year). If they do not attend eight (8) regular meetings during the legislative year, they shall be required to justify absenteeism to the Trustees. The Trustees shall report to the members whether the absence was justified or not. If not, the members will adopt a motion removing the officer from office due to neglect of duties.

(g) Additional delegates to the National and State Conventions shall be by referendum vote. In case of a tie in the referendum vote, it shall be voted off at the Branch meeting.

(h) The Secretary/Treasurer of Branch 1484 shall ascertain the most economical and feasible mode of travel to conventions, rap sessions and training sites. He/she will then present the information to the Trustee's who will recommend the selected mode of travel to the members present at the next union meeting for final approval.

(i) Per diem shall be allowed to elected paid delegates to conventions, rap sessions and training at the state per diem level, provided the meals and

quarters are not furnished as part of the registration costs and the branch shall incur lodging expenses for the elected paid delegates.

(j) Any promotional or other gains derived from union funds provided members for transportation and per diem shall be considered Branch 1484 property and it is incumbent upon the member to turn the gain in to the Branch Secretary/Treasurer.

ARTICLE VI DUTIES OF OFFICERS

PRESIDENT

SECTION 1. The President shall preside at all meetings of the branch; preserve order; sign all warrants on the Treasury ordered drawn 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 Secretary/Treasurer before adjournment of the meeting the amount of money received since the previous meeting. 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 Secretary/Treasurer, sign and file with the secretary of Labor, on behalf of the Branch, an annual financial report, if required by 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. The President, or in his/her absence the Secretary/Treasurer, shall cause a spray of flowers to be provided upon sickness or death of a member, his or her spouse, mother and father of member or spouse, and son or daughter.

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. He/she shall also chair the organization committee.

SECRETARY/TREASURER

SECTION 3. The Secretary/Treasurer 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 Treasury ordered by the Branch. He/she shall notify applicants for membership in writing of their election or rejection, and also notify 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, properly mark and file all papers ready for inspection at any time, and notify the members of special meetings when ordered by the President. Semi-annually he/she shall make a report to the Branch showing the number of members ,elected, rejected, initiated, suspended, reinstated, withdrawn and the number of deaths, giving date of death. Be/she shall make a monthly report on all benefits paid, amount expended and balance on hand. within one week after his/her term expires, or upon an earlier termination thereof, he/she shall deliver to his successor all books papers, together with all other property of the &ranch in his/her possession. The Secretary/Treasurer shall keep a record book showing the name and addresses of members, 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 an election and before a ballot is taken, furnish the President with a list of members not entitled to vote. He/She shall notify the Secretary/Treasurer at National of the election of new members and of those suspended, expelled, deceased or resigned. Be/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. The Secretary/Treasurer shall receive, receipt for and disburse all monies of the Branch and keep a regular account thereof. Be/she shall pay all warrants voted by the Branch and signed by the President, and have all accounts receipted upon payment of the same. Be/she shall, whenever requested by the President, make a report showing his/her .receipts, disbursements, and amount of money on hand.

SHOP STEWARDS

SECTION 4. The Shop steward is responsible for investigating, presenting, and adjusting grievances. Be/she will also be responsible to investigate a specific problem to determine whether to file a grievance. The Shop steward will assist the President in enforcing the constitution, By-Laws, and Rules and Regulations of the Branch.

TRUSTEES

SECTION 5. The Trustees shall examine and report to the Branch the condition of the books of the officers at least once every six (6) months, compare the vouchers and records and see that they correspond with the collections and disbursements. They shall also be responsible for preparing an annual budget in January of each year. 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 Puyallup, Branch 1484 of the National Association of Letter Carriers of the United States of America.

ADDITIONAL DUTIES

SECTION 6. Officers shall perform such other duties as the Branch may from time to time direct in addition to their regularly assigned duties.

RETIREE AFFAIRS OFFICER

~~SECTION 7. The Retiree Affairs officer is responsible for handling the affairs of all retired members in good standing of Branch 1484 and keeping them informed on current events, as well as offer to help non members and their families.~~

SECTION 7. The Retiree Affairs Officer is responsible for assisting in handling the affairs of all retired members in good standing of Branch 1484 and keeping them informed on current events, as well as offer help to their spouses. The Retiree Affairs Officer shall be the Chairperson of the Memorial Committee for deceased retired members of Branch 1484 in good standing and their spouses. Reimbursement for mileage shall be paid to the Retiree Affairs Officer to attend the funeral of any retired member in good standing of Branch 1484, subject to within Washington State. Reimbursement for the cost for the publication of The Retirees' Newsletter on a quarterly basis shall be afforded the Director of Retirees.

SERGEANT-AT-ARMS

SECTION 8. The Sergeant-at-Arms, under the direction of the presiding officer, helps to maintain order and decorum at official Branch meetings and functions. The Sergeant-at-Arms acts as a doorkeeper, directs the ushers (when necessary and present), and is responsible for the comfort and convenience of the assembly. The Sergeant-at-Arms should be capable, through persuasion, of restoring order and reason to anyone considering mayhem during the conduct of an official meeting. The Sergeant-at-Arms should be capable and willing to use force, if necessary, to restore and maintain order. The Sergeant-at-Arms must possess a suitable disposition so as not to be tempted to practice mayhem him or herself

ARTICLE VII FEES, DUES, FINES AND ASSESSMENTS

SECTION 1.

(a) The initiation and reinstatement fees shall be one year's dues in advance or the signing of dues check-off Form No. 1187.

(b) Dues of Branch 1484 will be as determined by the membership. In the event that either the National Association of Letter Carriers or the Washington State Association of Letter carriers increase their per-capita payments, Branch dues will increase a like amount.

(c) The dues of retired members shall be the National and state per capita tax, plus one dollar.

(d) The dues of associate members shall be one-half the dues of active members payable six (6) months" in advance or signing Form No. 1187.

SECTION 2. Branches may, by two-thirds vote of the members present and voting at a regular meeting, levy assessments upon the membership for a specific purpose and may impose fines upon members found guilty of charges preferred against them as members or officers of the Branch.

SECTION 3. Branches may exempt from or remit the dues of any member under reasonable rules uniformly applied for a stated period of time.

SECTION 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. 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.

SECTION 5. A former member whose membership has been forfeited may be reinstated by the payment of all back fines, assessments and dues, as well as such reinstatement fee as the Branch may prescribe by reasonable rules uniformly applied.

ARTICLE VIII FUNDS

SECTION 1. All funds of the branch shall be deposited in such bank or savings institutions as the Branch may determine.

~~(a) Each union member in good standing, upon retirement, shall receive a \$50 saving Certificate.~~

(a) Each union member in good standing, upon retirement, shall receive a \$100 saving Certificate.

(b) The Branch will pay for the cost of banquet and retirement dinners at conventions, rap sessions and seminars for each paid elected delegate, unless such costs are provided for in registration fees.

SECTION 2. Two signatures are required on all checks. Those authorized

to sign are the President, vice President and Secretary/Treasurer.

SECTION 3. All funds shall be devoted to such uses as the Branch may determine. Incumbent upon monetary consideration and with the majority vote of the membership during the December meeting in accordance with Article 8, section 3, the Branch will provide its members with an annual Christmas dinner during the month of December and a picnic outing during the summer of following year.

SECTION 4. The rates of dues and initiation fees may be increased and assessment levied upon the members only by majority vote by secret ballot in a referendum vote 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.

~~SECTION 5. Officers of the Branch shall be paid annually for their demonstrated performance of their duties and their responsibilities on behalf of the Branch. These salaries do not preclude reimbursement for activities and purchases made on behalf of the Branch, provided these payments are approved by the Trustees and/or members. The rates of payment are as follows:~~

~~_____ President - \$300.00
_____ Vice-president - \$120.00
_____ Secretary/Treasurer - \$480.00
_____ Steward (Each) - \$240.00~~

SECTION 5. Officers of the Branch shall be reimbursed for activities and purchases made on behalf of the Branch, provided these payments are approved by the Trustees and/or members.

ARTICLE IX INDEMNIFICATION

The Branch is authorized upon affirmative vote of the membership to pay all the expenses for investigation 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 X RULES ON AMENDING BY-LAWS

SECTION 1. These By-Laws shall not be amended or altered except by majority vote of all members present at a regular meeting. Proposed amendments shall be submitted by the By-Laws committee, read at one (1) meeting and laid over until the next regular meeting for action provided that whoever two-thirds (2/3) of those present and voting at such meeting may order a referendum upon the proposed amendment and a majority of those voting shall be necessary for adoption.

ARTICLE XI ORDER OF BUSINESS

1. Roll Call
2. Reading of Minutes of Previous Meeting
3. Financial secretary's Report of Receipts
4. Treasurer's Report of Expenditures
5. Reading of communications, Notices, Bills, etc.
6. Application for Membership
7. Balloting for candidates
8. Initiation of Elected Candidates
9. Shop steward's Report
10. Retiree's Report
11. Reports of standing and special committees
12. Unfinished Business
13. New Business
14. Good of the Association
15. For the Improvement of the service
16. Adjournment