

## **PREAMBLE**

**These by-laws are intended to be a supplement to the National Constitution for the Government of Subordinate and Federal Branches. Copies of the National Constitution can be obtained online at the NALC website or by calling the National Headquarters.**

**We, the letter carriers of Branch 3825 Merged, in order to form a more perfect Union, establish this Constitution.**

**We, who come from all walks of life, believe that in unity there is strength.**

**We believe that all postal workers and all poor and working people have the right to economic, political and social justice.**

**We believe that every person has the inherent right to a job and to be justly paid for the services they perform.**

**That all postal workers have the right to decent shelter, food and clothing. That they have the right to see that their children have the best of education. The investment of the workers' lifeblood in giving service gives them that right.**

**We further believe that all are born equal with the right to determine their own destiny and to participate in the forces and events that affect them.**

**We believe that all postal workers have the right, regardless of race, color, creed, sex, national origin, sexual orientation and religious belief to hold their heads high and to be respected as individuals.**

**We believe therefore, that in the spirit of the Declaration of Independence and the Bill of Rights, that all men and women are free and have the right to come together to promote the common cause of all.**

**We also believe that all members have the basic rights within our Union and shall be secure in those rights. In order to give life to this Constitution, the members' Bill of Rights has been established.**

## **MEMBERS' BILL OF RIGHTS**

**Every member has the right to be respected as a human being.**

**Every member has the right to be respected as a sister or brother of this Union.**

**Every member has the right to freedom of speech and the right to be heard.**

**Every member has the right to freedom to listen.**

**Every member has the right to freedom of the press.**

**Every member has the right to participate in the activities of this Union, to have a voice and a vote on all matters of importance to the work of this Branch.**

**No member shall be denied the right to seek any office or the right to vote in this Union because of race, color, creed, sex, age, national origin, sexual orientation, religious belief or political affiliation.**

**Every member has the right to support the candidate of his/her choice and to participate in that right with others.**

**Every member has the right to a fair trial, to be represented by an individual of his/her choice and to proper appeal procedure.**

**Every member has the right to be secure in his/her basic rights without fear of political, economic, physical or psychological intimidation.**

## **Article 1**

### **Name and Object**

**Section 1.** This Branch shall be known as Rockville, Germantown, Cabin John, Gaithersburg, Damascus, Frederick, Thurmont, Boonsboro, Taneytown, and Brunswick, MD Branch 3825 Merged, of the National Association of Letter Carriers of the United States of America.

## **Article 2**

### **Branches, State Association, Membership**

**Sections 1, 2, 3. (See National Constitution)**

## **Article 3**

### **Meetings**

**Section 1.** Regular Branch meetings shall be held on the first Wednesday of every month at 7:00p.m. at the Rockville Senior Center, 1150 Carnation Drive, Rockville, Maryland. If the first Wednesday of the month falls on a holiday, the following Wednesday will be the union meeting date. Roberts Rules of Order will govern the meetings.

**Section 2.** Upon written request of 30 members in good standing, the President shall call a special meeting. Notification of such meetings, stating the reason shall be given by the Recording Secretary, who shall notify all members at least 72 hours in advance of meeting.

**Section 3.** No business shall be transacted at a special meeting other than that for which it may have been called. A quorum must be present as prescribed in section 4 below.

**Section 4.** The Branch shall be called to order at the time prescribed in the by-laws if a quorum be present. A quorum will constitute 20 members in attendance.

**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. The Executive Board will meet at least once a month.**

## **Article 4 Officers**

**Section 1. The elected positions of our Branch are President, Vice President, Recording Secretary, Financial Secretary Treasurer, Sergeant-at-Arms, Health Benefits Representative, Mutual Benefits Representative, Editor, Distributor, Director of Retirees and five Trustees. These positions will be known as the Executive Board.**

**Section 2. All officers shall be elected for a term of one year or until their successors are elected or duly installed. These positions will be known as the Executive Board. The Branch President shall appoint any member in good standing to fill any vacancy that may occur. All officers shall be present at all regular Branch meetings unless excused by a voice vote of the Branch.**

**Section 3. With the exception of the office of President, Branches may consolidate the offices of the Branch. However, if there are less than ten (10) active members, the office of President may be combined with other offices.**

**Section 4. All Candidates for office or delegate must be present at the meeting when nominated, or signify in writing with a valid signature their willingness to serve if elected. All candidates must be nominated at the Branch meeting by a member in attendance.**

**Section 5. All stations shall have the opportunity to elect Shop Stewards and their alternates. Shop Steward elections will be held when 20% or more of the members of that Station request an election by written petition to the President of the Branch.**

**Section 6. Members of the Executive Board who will be installed in December shall automatically be delegates to the State and National Conventions by virtue of their elected positions if they choose to attend said Conventions.**

## **Article 5 Elections**

**(These sections are in addition to the National Constitution)**

**Section 1. Nominations will be held at the regular Branch meeting in September and elections will be held by secret mail ballot in accordance with Article 5 of the National Constitution. Ballots will be counted at the regular Branch meeting in November. The delegate's vote will be at the November Branch Meeting.**

**Section 2. Officers will be installed at the regular December Branch meeting.**

**Section 3. Delegates will be reimbursed as determined by the Branch. Delegates must attend at least 75% of the regular Branch meetings twelve months prior to the convention in order to be reimbursed for any convention. Any delegate who misses more than 25% of the meetings may submit, in writing, an appeal to the Trustees. The Trustees will vote by secret ballot whether to accept the excusal.**

**Section 4. The President and Vice President will develop a delegate expectation worksheet for the conventions in order to be reimbursed as determined by the Branch for said conventions.**

## **Article 6 Duties of Officers**

**Section 1-10. (See National Constitution.)**

**Section 11. The Editor of the Branch Newsletter shall be solely responsible for the preparation and content of our Branch newsletter Unity. The purpose of this Newsletter is to inform and educate our members, as well as provide a forum to exchange ideas and concerns. No such articles or editorial will be refused unless defamatory or unlawful. Articles in Unity do not necessarily reflect the views of the editor or of this local.**

**The Editor of the Branch Newsletter will provide a copy of the Editor's Mock-up of the Newsletter to the President, Vice President, Recording Secretary and the Distributor for their perusal.**

**Section 12. The Distributor will distribute and keep tally of the Newsletter to the stewards of each unit for their subsequent distribution to the Branch members. He / She shall maintain the official mailing list of the Branch and send the Newsletters by Non-profit post.**

## **Article 7 Fees, Dues, Fines and Assessments**

**Section 1. (See National Constitution.)**

**Section 1a. Regular members in a non-pay status, over 365 days, must request in writing to the branch President, to be exempt from paying dues for each subsequent 30 day period of non-payment. After 365 days, such requests for an exemption of dues payments will be subject to a vote of approval by those members present and voting at the monthly branch meeting following the written exemption request. A member who fails to pay dues or who fails to be exempt from paying dues, shall forfeit their NALC membership subject to a full review of the Executive Board.**

**Section 2-5. (See National Constitution.)**

**Section 6. Dues will be set at minimum dues plus three (3) dollars per pay period.**

## **Article 8 Sick Relief and Funeral Benefits (See National Constitution)**

## **Article 9 Committees**

**Section 1.** The President of the Branch shall appoint a committee with a minimum of 3 members on organization. Such committee shall work in conjunction with and subordinate to the National Executive Council to secure such benefits as the National Association may desire.

**Section 2.** (see National Constitution)

## **Article 10 Charges**

(See National Constitution)

## **Article 11 Appeals**

(See National Constitution)

## **Article 12 Funds**

**Section 1.** All funds of the Branch will be deposited in the M&T Bank & Capital One Bank as voted and approved by the branch.

**Section 2.** No money shall be paid out by the Treasurer except on a warrant ordered by the Branch and signed by the President or Designee 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.

**Section 2a.** The pecking order for signing Branch checks is as follows, President, Financial Secretary-Treasurer, Vice President, and Recording Secretary.

**Section 3a.** The President may spend up to \$2500.00 per month to run the Branch. This would include pay for work at the Union office, food and refreshments at the meetings, web maintenance expenses, etcetera.

**Section 3b.** The President has the authority to allocate up to \$1500.00 per month for unanticipated expenses.

**Section 4a.** Branch officers and stewards will be paid only if they attend the regular Branch meetings or are excused by the members. Absences will only be permitted and salaries will only be approved by the Branch at that, or the following Branch meeting.

**Salaries are as follows: (Monthly)**

<b>President.....</b>	<b>\$300.00</b>
<b>Vice President.....</b>	<b>\$300.00</b>
<b>Recording Secretary.....</b>	<b>\$125.00</b>
<b>Financial Secretary-Treasurer.....</b>	<b>\$300.00</b>
<b>Editor.....</b>	<b>\$125.00</b>
<b>Distributor.....</b>	<b>\$ 50.00</b>
<b>Sergeant-At-Arms.....</b>	<b>\$ 30.00</b>
<b>Health Benefits Representative.....</b>	<b>\$ 30.00</b>
<b>MBA Representative.....</b>	<b>\$ 15.00</b>
<b>Trustees.....</b>	<b>\$ 15.00</b>
<b>Chief Stewards.....</b>	<b>\$275.00</b>
<b>Shop Stewards.....</b>	<b>\$125.00</b>
<b>Shop Stewards in units with no Chief Stewards</b>	
<b>1-5 City Letter Carriers</b>	<b>\$25.00</b>
<b>6-10 City Letter Carriers</b>	<b>\$50.00</b>
<b>11-39 City Letter Carriers</b>	<b>\$125.00</b>
<b>40-49 City Letter Carriers</b>	<b>\$225.00</b>
<b>Alternate Shop Stewards.....</b>	<b>\$ 25.00</b>
<b>Director of Retirees.....</b>	<b>\$ 50.00</b>

**Section 4b.** The President and Vice President will earn one day vacation pay for each 8 hours lost due to Union LWOP.

**Section 4c.** Members of NALC Branch 3825 will be reimbursed for the time spent in a LWOP status doing Union business that is approved by the Branch.

**Section 4d. FERS- The President or Vice President will be paid for employer lost thrift contributions (annual) as a result of Union LWOP.**

**Section 4e. All Union representatives shall be paid at the rate of Grade 2, Step O for all assignment time and vacation pay approved by the Branch.**

**Section 4f. Members losing leave for doing Union business for time spent in a LWOP status will be reimbursed for that leave at their straight rate.**

**Section 4g. If the President or Vice President does not use vacation pay it may be rolled over or cashed in, at the option of the President or Vice President.**

## **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**

**Section 1. By-Laws of this Branch 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. It shall require a 2/3 vote of those present and voting at such meeting to alter or amend any of these by-laws.**

**Section 2. By-Laws and amendments thereto, fixing the amount of initiation fees, dues, and reinstatement fees, or the time and place of meetings, shall become effective at the time determined by the Branch. All other by-laws must be submitted in duplicate to the Chairperson of the Committee of Laws and shall not become effective until approved by the Committee of Laws as provided in Article 11, Section 3, of the National Constitution.**

## **Article 15**

### **Order of Business**

- 1. Roll Call.**
- 2. Reading of the Minutes of Previous Meetings.**
- 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 Benefits 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.**