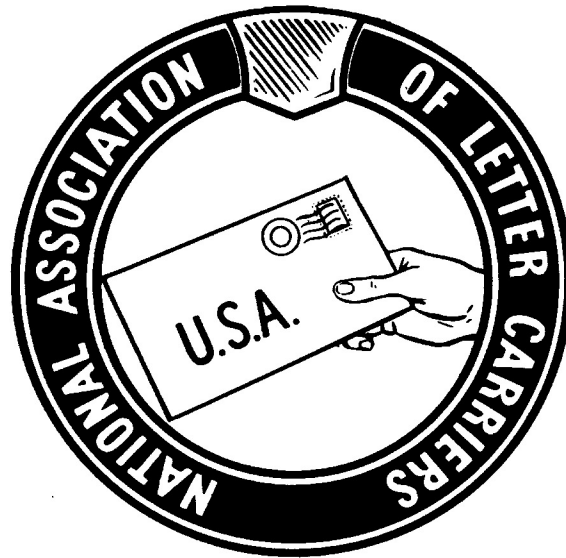


# NATIONAL ASSOCIATION OF LETTER CARRIERS



## SOUTH CENTRAL INDIANA BRANCH 828

### Bylaws

**Effective September 2023**

Incorporates the following changes to the 2022 Bylaws:  
Amendments to Article 2 Section 2, Article 3 Sections 1 & 5, Article 4 Sections 1 & 6,  
Article 6 Sections 1 & 2, Article 9 Section 2, and Article 12 Sections 1-4 & 6-7.

## **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 applicant 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 shall be by Form 1187 for active members and a Form 1189 for retirees as stipulated in Article 2 of the NALC Constitution.

## **Article 3 (Meetings)**

- Section 1** There will be twelve (12) business meetings each calendar year. However, up to two (2) of these meetings per year may be canceled, without being rescheduled, because of emergency conditions (weather, i.e.), as determined by the Branch President, or a lack of a quorum. If any additional meetings are canceled, they must be rescheduled.
- Section 2** The time of regular business meetings shall be the fourth (4<sup>th</sup>) 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 ensure 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** Members may attend Branch business meetings using video conferencing software which allows the presiding officer to maintain order according to *Robert's Rules of Order, Newly Revised*. Participants, however, are not required to turn on their video cameras as long as Robert's Rules can still be followed. Committee meetings may be held in person, or by video conference, teleconference or a hybrid of these methods with the approval of the Branch President.
- Section 6** The president shall call special meetings under the following circumstances:  
A. Written request of a quorum.  
B. By the vote of the branch.
- Section 7** Notice of the special meetings, stating the purpose of the meeting, shall be mailed to regular branch members at least seven (7) days before the meeting. Notice shall not be mailed to those members who do not have a voice or vote, as defined by Article 2 of the NALC Constitution, on the subject matter to be discussed.
- Section 8** 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. Assistant Secretary-Treasurer
- F. Three (3) Trustees
- G. Health Benefits Representative
- H. Sergeant at Arms
- I. Mutual Benefits Association Representative

- Section 2** Candidates for office must be at the meeting when nominated unless the candidate provides notice in writing that he/she will accept an office if elected.
- Section 3** Each officer, with the exception of the trustees, shall be elected for a term of two (2) years, or until his successor is qualified.
- Section 4** 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 5** Elected officers shall be installed at an installation dinner in January. If conditions arise such that an installation dinner cannot be held, the officers shall be installed as the first order of business at the regular January meeting.
- Section 6** The executive board shall consist of the President, Vice President, Recording Secretary, Financial Secretary/Treasurer, and Assistant Secretary-Treasurer. The President may call Executive Board meetings on an as needed basis, but all Board members must be notified, and made aware of the purpose, of any meeting. Meetings may be held in person, by teleconference, video conference or combination thereof. Three (3) Board members shall constitute a quorum, but any meeting held with only three members shall require a unanimous vote for the passage of any motions. Approvals given at a Board meeting, and any subsequent action(s), will be reported by the President at the immediately following Branch meeting. Given the expected infrequent nature of Board meetings, Board minutes may be approved by a de facto Executive Board meeting during a Branch meeting. Any such de facto meeting still requires a quorum. Approval of Board minutes at such a de facto meeting must go in the Branch meeting minutes.

## **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)**

- Section 1** 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.
- Section 2** In addition to the duties listed in Section 1, the President shall appoint one vacation monitor and one alternate monitor per station per year in Bloomington unless a new Local Memorandum of Understanding for Bloomington makes vacation monitors unnecessary.

### **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** The 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 submitting a Form 1187 for active members or a Form 1189 for retirees

### **Article 8 (Compensation and Expenses)**

- Section 1** Elected officers may receive salaries to be determined in even numbered years by a majority vote of the members in attendance at the regular Branch meeting in September, or October prior to the nomination of officers. The new wage shall take effect with the inauguration of officers in January. If no new wage is determined, then the current wage shall continue through the next two-year cycle. The Branch may also give salaries to stewards and other positions as it sees fit to create. The above persons will also be eligible for compensation for union activity time. Vouchers need not be signed by the recipient for payment of approved salaries.
- 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. In the event there is only one delegate, the two delegates per car provision does not apply.
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 compensation for union activity time while attending state conventions. Such compensation will not 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.

**Section 5** To be eligible for funding (union activity time and expenses as approved by the Branch) to attend training or other events not hosted by Branch 828, members, other than officers and stewards, must have attended five (5) Branch meetings in the nine (9) months prior to the event.

- Section 6**
- A. Union activity time, which applies to Branch members only, is defined as time spent performing union duties or time spent fulfilling a union function as directed and approved by the Branch. Loss of pay from the Postal Service while performing union activities is not a requirement for compensation for union activity time. However, compensation for union activity time will not be paid when a person is already being compensated by another entity for the time spent on the activity.
  - B. Compensation for union activity time, when approved by the Branch, will be paid at the rate of the CC2 highest step in effect at the time the activity was performed unless a different rate is specified prior to the activity in question.

## **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, except those specified in Article 12 Sections 4 and 5, before being acted upon by the Branch, shall be referred to a committee composed of the trustees. This committee shall meet immediately prior to, or concurrent with, regularly scheduled Branch meetings. In the absence of a trustee(s), an alternate(s) may be appointed by the Branch President.

**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** All funds of the Branch shall be deposited in such bank or savings institution as the Branch may determine. The above funds shall be listed in the name of NALC Branch 828

**.Section 2** A voucher shall be written for all expenses. Invoices, receipts, and/or other necessary documentation to verify the expense must be attached to the voucher.

**Section 3** The payment of the NALC per capita tax may be paid by the Financial Secretary/Treasurer without authorization by the Branch. All other bills and/or vouchers must be presented to the committee stipulated in Article 9 Section 2 and approved by the Branch unless payment has been authorized by Section 4 or 5 below.

**Section 4** Payment for the expenses listed herein is approved unless suspended under Section 7 below

1. Regularly Recurring Expenses
  - a. Officer wages in accordance with Article 8 Section 1
  - b. Office rent in the amount stipulated in a lease approved by the Branch (This includes the most recently expired lease if no new lease has become effective.)
  - c. Office cleaning in an amount set by the Branch
  - d. Office telephone and Internet access
  - e. Insurance and bonding as directed by the Branch
  - f. Any and all taxes
  - g. AFL-CIO affiliation fees
    - i. Indiana State AFL-CIO
    - ii. Southern Indiana Area Labor Federation
    - iii. Hoosier Heartland Area Labor Federation
  - h. Website and email expenses
    - i. Domain name registration for nalc828.org, branch828.org, and stampouthungersci.org
    - ii. Website hosting for Branch website
    - iii. branch828.org email
2. Other Expenses
  - a. Postage
  - b. Toner/ink cartridges for copier/printer/fax machines
  - c. Newsletter expenses
  - d. Other office supplies not mentioned above up to \$200/month
  - e. Emergency equipment repair or replacement (including MDA dedicated equipment) up to \$1,000.00 per year
  - f. Flowers for funerals in accordance with Branch policy
3. MDA Fundraising Expenses paid from MDA account
  - a. Postage and shipping supplies
  - b. Supplies needed to fulfill orders for items the Branch advertises for sale, including, but not limited to,
    - i. Printing supplies (paper, toner, etc.)
    - ii. Laminating supplies (pouches, carriers, etc.)
    - iii. Binding supplies

- Section 5** Initial expenses for activities of an ongoing nature on behalf of MDA must be approved at a regular Branch meeting. However, once an ongoing activity is approved and put into operation, expenses between meetings may be approved by the Executive Board up to a \$100 limit.
- Section 6** Payments for expenses listed in Sections 4 and 5 are to be included in the treasurer's report at the first regular Branch meeting following the payment. Vouchers for the expenses, with the attached invoices, receipts, and other necessary documentation to verify the expenses, will be available for review at the meeting.
- Section 7** The Branch may suspend authorization for any of the expenses in Sections 4 and 5, except those legally required such as taxes and bonding or contractually required such as a lease agreement,, at any Branch meeting by a majority vote. Such suspension would require that the respective expense(s) be approved at a Branch meeting until the suspension is lifted.
- Section 8** Check images provided by the financial institution specified under Section 1 of this Article shall be reviewed by the Branch trustees at the appropriate audit to verify all payments have been made as approved by the Branch.