

NATIONAL ASSOCIATION OF LETTER CARRIERS
KITSAP PENINSULA BRANCH 1414 BYLAWS
as amended December 8 2022 and approved by National 8-18-2023

ARTICLE I NAME AND OBJECT

SECTION 1

This Branch shall be known as Kitsap Peninsula Branch 1414 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 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 conditions of its entire membership.

ARTICLE II MEETINGS

SECTION 1

The meeting of this Branch shall be 5:00 P.M. on the second Thursday of each month except July and August. Provided, however, that the Board of Trustees, in case of emergency, may have the power to change said night and time of meeting.

SECTION 2

The quorum for this Branch shall consist of eight (8) members in good standing.

SECTION 3

Special meeting shall be called by the President, upon the written request of five (5) members, or by vote of the Branch. It shall be the duty of the Secretary to notify each member of the time, place and the subject of the meeting.

SECTION 4

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

SECTION 5

If a member is absent from a Branch meeting because of being engaged in the business of the NALC, then that member shall be declared present at said meeting.

ARTICLE III DUTIES OF OFFICERS AND MEMBERS

SECTION 1

The officers of this Branch shall be a President, Vice President, Secretary, Treasurer, Health Benefits Representative, Sergeant at Arms, a Board of Trustees composed of five (5) members.

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SECTION 2

The President shall preside at all meetings of the Branch, preserve order, sign all warrants on the Treasurer ordered drawn. by the Branch, have general supervisory powers over the Branch, see that officers perform their duties, enforce the Constitution, Bylaws, Rules and Regulations of the Branch, appoint all committees not otherwise provided for, appoint chief shop steward and all alternate stewards, give the deciding vote when a tie occurs, examine and announce the results 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. 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.

SECTION 3

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 act as ex-Officio of all committees.

SECTION 4

The Secretary shall keep a correct record of all proceedings of the Branch. He /she shall read or cause to be read all communications, reports, etc. He/she shall notify in writing all members in arrears, and shall also notify in writing all members thirty (30) days in arrears informing them of their suspension, and all such suspensions shall be reported at the next regular meeting. He/she shall perform such other duties as the laws, rules and usage of this Branch may require and shall deliver to his/her successor in office or to this Branch all property of this Branch in his/her possession at the expiration of his/her term of office or upon an earlier termination thereof.

SECTION 5

The Treasurer shall receive all monies which may be paid this Branch, giving his/her receipt thereof. He/she shall deposit all monies received by him/her in depositories approved by the Branch. Such deposits shall be in the name of Branch 1414 NALC, Bremerton, Washington and interest thereon shall be credited to the General Fund of this Branch. He/she shall keep a true and correct account of all money received and paid out belonging to this Branch, and shall at the end of his/her term, or when called upon by the Board of Trustees, account for and deliver to this Branch or his/her successor in office all monies, books, papers, securities, and other property of said Branch that may come into his/her hands that have not been previously and lawfully disposed of.

SECTION 6

The chief shop steward shall oversee all grievances of the Branch, and in the case a station has no shop steward he/she shall perform those duties at the request of the President. The chief shop steward may also be designated the Formal Step "A" designee.

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SECTION 7

The Board of Trustees shall have charge of the property of this Branch. They shall audit all bills biannually for accuracy and verify all accurate bills are paid. In conjunction with the President they shall have general supervision and control of the Branch during a recess. The Board of Trustees members shall at all times have access to the books, documents and all other properties belonging to the Branch.

The Board of Trustees shall consider the following criteria to present a slate of candidates to the members for election:

- Former Officer
- Former Steward
- Prior Activism
- Honorary Recognition

Each member of the Board of Trustees shall select one area of responsibility from the following; Branch Membership, COLCPE, NALC Food Drive, MDA, Branch Web Site. The senior member of the Board of Trustees shall be Chairman of the Board.

SECTION 8

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.

SECTION 9

The Health Benefits Representative 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

ARTICLE IV. FLOWERS, DONATIONS AND GIFTS

SECTION 1

Any member, upon his/her retirement, having belonged to the Branch for five (5) years or more, immediately preceding his/her retirement is entitled to a gift or gifts from the Branch. Said gift not to exceed the amount of \$500 dollars.

SECTION 2

The maximum sum to be expended shall be: In the case of sickness, a reasonable amount at any one time, and in the case of death a reasonable amount, plus the minimum floral telegraphic and delivery rates when necessary.

SECTION 3

Emergency situations that demand immediate action shall be acted upon by officers of this Branch with prior consultations and approval with other elected officials, not to exceed \$150.

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ARTICLE V CONTRACTS AND AGREEMENTS

SECTION 1

Any agreement or contract entered into or brought about by a majority vote of the members of Branch 1414 with any Company, Association, or Corporation, which is for health, welfare, or entertainment of its members and their families; can only be participated in by a member and his/her family and guests providing he/she is in good standing in the Branch, by not being more than (30) days in arrears with his/her dues.

ARTICLE VI DUES AND FEES

SECTION 1

Each member shall pay minimum monthly dues as set forth in Article 7, Section 2 of the NALC National Constitution. Members in good standing with fifty (50) years membership shall be exempt from the payment of dues, fines and assessments.

SECTION 2

Branch dues may be raised by a 2/3 majority vote by secret ballot of the members present and voting at any regular meeting or special meeting provided that two (2) prior readings of such action have been given the membership at the regular monthly meetings.

SECTION 3

Any member having resigned from the Branch in good standing and desiring membership again, shall make application after the same manner as a new member.

ARTICLE VII FUNDS

SECTION 1

All funds of this Branch shall be deposited in the banks or saving institutions to be determined by the Branch.

SECTION 2

The President, Vice-President and Treasurer shall be authorized to sign checks for Branch 1414 and to make deposits and withdrawals. The Treasurer shall be authorized to make deposits.

That all checks shall require two (2) signatures.

SECTION 3

All bills shall be itemized when presented to the Branch. All officers and Shop Stewards shall receive expenses as incurred monthly in the performance of their duties and accounted for by receipt.

SECTION 4

For their efforts and commitment, The President, Vice President, Secretary, Treasurer and Shop Stewards may be reimbursed their dues withholding by motion at the December Branch meeting.

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SECTION 5

Any member in good standing shall have access to the books in the presence of officers by making a written request to the President.

ARTICLE VIII SHOP STEWARDS AND THEIR DUTIES

SECTION 1

Shop Stewards shall be elected at each station during the month of December. The manner of election shall be determined by the President. Upon the failure of a station to elect a Shop Steward by January 1st, the President shall appoint a Shop steward for that station. It shall be his/her duty to keep in touch with member of their respective stations who may be absent from duty because of illness or disability, and keep officers advised at all times. He/she shall also have charge of the station bulletin board, which shall be placed in the swing room and shall preserve same in a neat and orderly manner.

ARTICLE IX COMMITTEES

SECTION 1

The President shall appoint committees as required. Final reports of committees shall be made before dismissal.

ARTICLE X NOMINATIONS AND ELECTIONS

SECTION 1

Election shall be by secret ballot. When there are two or more candidates for any office, the election shall be by ballot and the plurality of all votes cast for such office shall be necessary to elect. Each member shall be entitled to one vote for each position to be filled. When there is but one candidate for any office, the President may declare that such person has been elected. Adequate safeguards to insure a fair election shall be provided, including the right of any candidate to have an observer at the counting of the votes and at any polling place. The National Executive is hereby empowered to adopt and promulgate rules and regulations for conduct of elections in the branches and state associations which will proved adequate safeguards.

SECTION 2

Nominations for officers shall be open at the September and October branch meeting. The elections shall be held by secret ballot cast at the regular meeting of the branch in November. Any member who holds, 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 a period of two (2) years after the termination of supervisory status. This exemption includes temporary, probationary and permanent supervisors.

SECTION 3

The Secretary shall submit for publication in the August volume of The Postal Record state the offices for which election shall be held, and the time, place, manner for nomination and election. Every regular member shall have the right to nominate a candidate for any office or position to be filled. No member shall be eligible for election whose name does not appear on the official ballot. Branch

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SECTION 4

It will be the duty of the Secretary to furnish a ballot to every member not more than (7) day, nor less than (1) day before the regular meeting and such ballots must be returned in sealed envelopes to the Election Committee before the polls close at the end of the November meeting. The Secretary shall hand each regular member an envelope whose name is printed on the front of the envelope. The contents of that envelope shall consist of one ballot and another unmarked envelope. Each member shall cast their vote on the ballot, place the ballot into the unmarked envelope, seal the envelope, and print and sign their name on the marked envelope.

SECTION 5

All names appearing on the ballot shall be arranged in alphabetical order under the caption of the office for which the candidate is running. Voting shall take place beginning one (1) hour prior to and anytime during the November meeting, except two officers shall be required to be present in order to commence the voting.

SECTION 6

Any candidate desiring to withdraw his/her name from the official ballot shall do so in writing to the Secretary not less than five (5) days after the October meeting.

SECTION 7

In all elections provided for in these Bylaws, after close of nominations, the President shall appoint an Election Committee and a Chairman thereof, who shall have full responsibility for all election procedures. No member of this committee shall be a candidate for any office in the election he/she is supervising. All ballots shall be preserved, by the Secretary for at least one (1) year in a sealed envelope, signed by the Election Committee.

SECTION 8

The Election Board may require any member to establish their right to a ballot by having them showing NALC membership.

SECTION 9

Officers shall be elected biennially and hold office for two (2) years or until their successors are duly elected and installed. The Board of Trustees shall consist of five (5) members. Two (2) shall be elected in even years and three (3) shall be elected in odd years.

SECTION 10

Installation of Branch officers shall take place at the first or second month following their election. Any National officer, a Past President of the Nation Association, a President or Past President of a State Association shall act as installing Officer provided that in their absence any officer of a State Association or the Past President of the Branch may act as such.

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ARTICLE XI CONVENTIONS AND OTHER OFFICIAL BUSINESS

SECTION 1

Election of delegates and alternates to the State and National Conventions shall take place at the December meeting of the preceding year. Said elections shall be conducted by secret ballot. Those receiving the highest number of votes shall be declared elected. The maximum number of elected delegates is determined by Article 4, Section 1, of the NALC National Constitution. The Branch may determine how many elected delegates it will fund.

SECTION 2

By virtue of their office, the elected officers and Board of Trustees members shall have right of first refusal to be delegates to the National and State Conventions or other NALC functions if they meet all requirements of the Branch Bylaws. NALC Convention Delegates are to be elected by the general membership of the Branch.

SECTION 3

No delegates to the State or National Convention shall receive compensation or expense money from the Branch who have not attended at least six (6) meetings out of the ten (10) regular meetings directly preceding the selection.

SECTION 4

In order for a delegate to any convention to receive compensation for his/her expenses, he/she must be a member in good standing, must attend all delegates meetings and caucuses called by the Branch President or Chairman of the delegation. Attend all convention business sessions and the Washington State Convention Banquet, unless excused by the senior officer present.

SECTION 5

Delegates to the National Convention shall be allowed round trip coach airplane fare over the most direct route from SeaTac to the place of the National Convention. Delegates shall be allowed actual expenses for Hotel-Motel accommodations plus a reasonable amount to be determined by the membership while attending the National Convention.

SECTION 6

Delegates attending the Washington State Letter Carriers Convention, Washington State Labor Council, AFL-CIO Convention, Seminars, Schooling, other functions as authorized by the Branch, shall receive expenses as follows: actual expenses for hotel/motel accommodations, plus mileage from Bremerton to the host city and return, over the most direct route at the current rate allowed by the IRS per mile plus a reasonable amount to cover additional expenses.

SECTION 7

When functions necessitate delegates to travel by airplane, they shall be allowed round trip coach fare over the most direct route from SeaTac to the place of designation.

SECTION 8

Nominations for delegates and alternates shall take place at the November, or October, meeting of the year preceding a scheduled Convention. Article 5, Section 5(b) of the National Constitution requires nominations to be held not less than four weeks prior to the date of the election, but not less than ten days after the notice of nomination and election has been sent out.

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SECTION 9

Members shall be notified of nominations and elections of delegates and alternates to Conventions. Notifications shall be sent by mail to every member at her/his last known address, at least 10 days before the nominations and 45 days before the elections. For the purpose of this provision, the requirement that the notices be mailed may be satisfied by publication in a copy of The Postal Record which ensures compliance with the aforementioned timing.

ARTICLE XII PARLIAMENTARY MANUAL

SECTION 1

These Bylaws shall not be repealed, altered, or amended except by a two-thirds (2/3) vote of the members present and voting at a regular meeting. Members must be notified of proposed Bylaws amendments at least ten (10) days before any regular meeting at which a vote on an amendment is to be taken, and that proposed Bylaws be approved by the Com

SECTION 2

Defeated amendments shall not be submitted in like form for six (6) months thereafter.

SECTION 3

The Branch shall review the ByLaws for the good of the order in years ending in five (5) and zero (0) at a minimum. If a review is deemed necessary in the year preceding those above, the review for the following year may be skipped. Amendments shall only be made when deemed appropriate for the good of the order.