

National Association of Letter Carriers

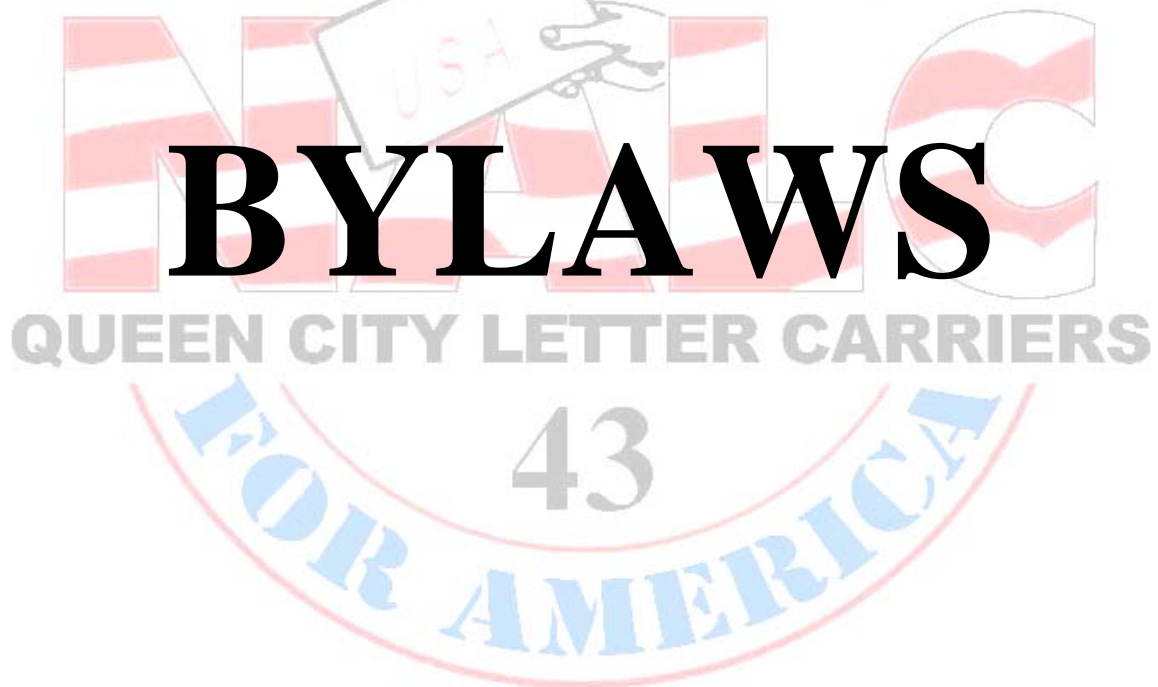
Queen City Branch #43

N.A.L.C./AFL~CIO

4100 Colerain Avenue

Cincinnati, Ohio 45223

Telephone: 513-542-6400



PREAMBLE

For the purpose of effecting uniformity in the administration of its privileges, honors and benefits, the National Association of Letter Carrier Branch #43 ordaining the following bylaws to govern the members under its jurisdiction

ORDER OF BUSINESS

- 1.** Call the meeting to order
- 2.** Pledge to the American Flag
- 3.** Recognition of visitors
- 4.** Roll call of officers
- 5.** Appoint election committee
- 6.** Read minutes of previous meeting
- 7.** Read communications, notices, etc.
- 8.** Committee reports:
 - a)** Eligibility-delegates sign in within 30 minutes after start of meeting
 - b)** Grievance
 - c)** Organization
 - d)** Entertainment
 - e)** Legislation
 - f)** Bylaws
 - g)** Attendance
 - h)** Retirees
 - i)** Picnic/dance
 - j)** Safety
 - k)** News and Views
 - l)** P.T.F
- 9.** AFL-CIO Report
- 10.** Trustee's Report
- 11.** Financial Secretary's Report
- 12.** Treasurer's Report
- 13.** Reading of the bills
- 14.** Application for membership/ new members
- 15.** Health Benefit Representative report
- 16.** M.B.A. / N.S.B.A. report
- 17.** E.E.O. Report
- 18.** State Association report
- 19.** Unfinished business
- 20.** New business
- 21.** Adjournment

ARTICLE I

NAME AND OBJECT

Section 1 This branch shall be known as the "Queen City Branch" #43 of the National Association of Letter Carriers

Section 2 The objects of this subordinate branch are:

- 1) Of mutual benefit to unite all letter carriers of this branch into one harmonious body, and
- 2) To assist the National Association of Letter Carriers in its efforts to improve the conditions of all Letter Carriers.

ARTICLE II

MEETINGS

Section 1 This branch shall meet for regular business on the second Thursday of each month at seven thirty (*7:30 P.M.*). When the need for special meetings arises the date and time will be determined by the Board of Officers.

Section 2 Special meetings shall be called by the President upon the written request of three (3) members in good standing or by a vote of the branch. Notifications of such meetings stating the object of the call shall be provided the members, by the Recording Secretary, as directed by the Branch.

Section 3 The only business that will be transacted at a special meeting will be the business for which the special meeting was ordered.

Section 4 The board of officers will meet monthly prior to the regular membership meeting. The time and place to be determined by the Branch President

Section 5 By a majority vote of the Branch 43 Board of Officers, any scheduled meeting may be canceled for causes including but not limited to: severe weather, NALC conventions, NALC training, etc. If a cancellation is effected, the Board of Officers has authority to conduct the necessary business of the Branch to meet the membership needs, until the next meeting is held.

ARTICLE III

QUORUM

Fifteen members shall constitute a quorum. A lesser number may disperse to meet at a future specified time.

ARTICLE IV

MEMBERSHIP

Section 1 Membership in the National Association of Letter Carriers shall be open to all, without regards to race, color, creed, sex, religion or national origin. There shall be three (3) types of membership:

- a) Regular branch members, who shall be non-supervisory employees in the Postal Career Services and retirees from the service who were regular members of the National Association of Letter Carriers (NALC) when they retired.
- b) Present members of existing federal branches.
- c) Associate members, and former regular members of the NALC who have left the Postal Service, or who have been promoted to supervisory status, and who shall be members only for the purpose of membership in the NALC sick benefit plan and/or the NALC life insurance plan and/or the NALC Health Benefit Plan. Associate members shall have no VOICE or VOTE on any of the affairs of the Branch, except that he/she shall have a voice and vote on matters concerning any or all of the three (3) Plans aforementioned, provided the associate member is enrolled in any of those Plans, which includes any attempt to increase the dues of the associate member. Associate members are not eligible to become candidates to the State Association Branch Association or any office of these Branch Association or any office of these Associations or delegates to any conventions. An associate member may associate member may attend only that part of any meeting that concerns him/her: such as proposed changes in the dues structure, and any information that concerns their Health, Life or Sick benefit plan

Section 2 The initiation fee for membership shall be a signed application for dues check-off (Form 1187).

Section 3 The secretary shall maintain a record of obligation for each member.

Section 4 Each applicant shall sign his/her name to a membership form as evidence of his/her intentions to conform to and abide by the bylaws of this branch.

ARTICLE V

DUES

Section 1 The dues of each member will be the minimum dues structure as outlined in article VII, section 2a, of the Constitution of the National Association of Letter Carriers. The dues of each retired member shall be thirty-seven dollars and twenty cents (**\$37.20**) per annum. Per the National Constitution all 1189 for deduction of dues, unless retired on OWCP)

Section 2 Any member who has been a member of this Branch for FIFTY (**50**) years and holds a gold card from the NALC, shall be exempted from all local dues and assessments

Section 3 Dues will be withheld by payroll deduction from all active carriers and will be forwarded to national headquarters for disbursements. After deductions required by the National Constitution, State Constitution and these by-laws, a check for the remainder is mailed from National Headquarters. Any other moneys allocated to Branch 43 funds in these by-laws shall be disbursed accordingly. After all disbursements to Branch funds, the remainder of the money will be net dues. The net dues will be disbursed as follows:

- a) Seven percent (**7%**) of the net dues shall be set aside monthly in a “delegates fund” for the sole purpose of defraying the expenses of delegates to the National Convention. Two percent (**2%**) of the net dues shall be set aside monthly in a “delegates fund” for the sole purpose of defraying the expenses of delegates to the state convention.
 - b) All remaining net dues will be set aside in the “Treasurer Account” for expenses.
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ARTICLE VI

OFFICER'S DUTIES

Section 1 a) An elected officer must attend nine (**9**) meetings of the twelve (**12**) monthly officers meetings and regular monthly branch meetings each calendar year to

qualify to receive his/her salary. If an officer fails to meet the attendance requirements, their pay will stop as of the time of infraction. The only exclusions to this by-law are extended illness, Union business or death in the family.

b) Any officer failing to attend to the duties of his/her elective office shall be subject to Article X of the National Constitution: Government of subordinate Branches.

c) The President will determine the regularity of visits to stations and offices represented by branch 43 depending on the urgency of problems in each station of office.

Section 2 In addition to the duties prescribed in the NALC Constitution the *Vice President* will oversee grievance appeals to Formal A and the DRT for proper processing. The *Vice President* will meet as needed with the Grievance Committee to review all grievances and develop a report for publication.

In the absence of the President the vice president will assume the duties of the President. Additionally, the *Vice President* will perform any and all duties assigned by the President. The *Vice President* will be compensated by the Branch for all lost time and benefits.

Section 3 The *Secretary* duties will be to monitor and report on the duties of Recording Secretary, Treasurer and Assistant Secretary as prescribed in the NALC Constitution. The *Secretary* will be responsible for membership dues, disbursement of funds, payment of bills, official Branch notices and fulfillment of Branch motions and maintenance of Branch records. The *Secretary* will maintain a record book of the minutes of all official meetings of Branch 43. Additionally, the *Secretary* will perform any and all other duties assigned by the President.

Section 4 The *Recording Secretary* will record the minutes of all official meetings of Branch 43. The *Recording Secretary* will be responsible for maintaining an original file of the minutes of every meeting for permanent records. The *Recording Secretary* will maintain an original record book of the minutes of all official meetings of Branch 43, Additionally, the *Recording Secretary* will perform any and all other duties assigned by the President

Section 5 In addition, to the duties prescribed in the National Constitution, the *Assistant Secretary/Treasurer* will perform the duties of the Secretary in his/her absence. The *Assistant Secretary/Treasurer* will assist as directed by the Secretary in fulfillment of his/her duties. Additionally, the assistant Secretary/Treasurer will perform any and all other duties assigned by the President.

Section 6 In addition to the duties prescribed in the NALC Constitution, the *Treasurer* will maintain records on Branch accounts in accordance with these by-laws and record and verify all disbursements (checks). The *Treasurer* will cause to be paid all

bills approved by the members and President of the Branch. The *Treasurer* is responsible to record and store all vouchers and financial records to meet legal standards. The *Treasurer* will assist Trustees with records of all accounts for audits by the Trustees. The *Treasurer* will assist the Trustees in developing and maintaining an annual budget. Further, the *Treasurer* will perform any and all other duties assigned by the President.

Section 7 In addition to the duties prescribed in the NALC National Constitution, the *HBR/MBA-NSBA* may be assigned to the branch office by the President as needed. The Branch will use the membership commission checks to help defray the expense of lost time and benefits, by the Branch. The *HBR* will perform any and all other duties assigned by the President.

Section 8 In addition to the duties prescribed in the NALC Constitution, the *Trustees* will monitor all finances and funds of the Branch, including recommendations for donations. The *Trustees* will secure monthly prepared reports on all funds of the Branch, including reports on all funds for each membership meeting. The *Trustees* will immediately report any discrepancies to the President, Board of Officers and Membership. In all disbursement of funds, *Trustees* are not permitted to usurp the right of the membership to determine appropriations of funds by majority vote. The *Trustees* will authorize payment of the entitled death benefits, with concurrence of the Secretary/Treasurer. The *Trustees* will authorize distribution of the Delegate's fund for the State and National Conventions. The *Trustees* will authorize re-imbusement of dues for entitled stewards. The *Trustees* will monitor the President's Annual and Sick Leave fund and authorize payment as required at the end of the President's tenure. The *Trustees* will prepare quarterly and annual reports on the worth of the branch. The *Trustees* will monitor and advise regarding all funds of Branch 43. The *Trustees* will keep all permanent financial records on file at the Branch Office. The *Trustees* will maintain an updated list of assets, i.e. supplies, machines, equipment, etc. Additionally, the *Trustees* will perform any and all duties assigned by the President.

Section 9 In addition to the duties prescribed in the NALC National Constitution, the *Sgt.-at-Arms* will prepare all meeting accommodations with a head table, podium and microphone (if needed) and an American Flag. The *Sgt.-at-Arms* will preside at all meetings and will fulfill directions of the meeting chairperson. The *Sgt.-at-Arms* will be chairman of the Entertainment Committee for all meetings and conventions. Additionally, the *Sgt.-at-Arms* will perform any and all duties assigned by the President.

Section 10 The *AFL~CIO Delegates* will attend the monthly local labor council meetings, in lieu of the Officer meeting requirements. The *AFL~CIO Delegates* will determine a chairperson. The *AFL~CIO* will prepare a report to be printed for the News and Views.

Section 11 The *Compensation & I.O.D. Officer* will assist members in filing claims, proper forms (i.e. doctors, hospital work duty status, and any other forms) as necessary to help members with their claims for O.W.C.P. The *Compensation & IOD Officer* will be compensated for all lost time and benefits by the Branch and will perform any and all other duties assigned by the President

ARTICLE VII

STEWARDS

Section 1 Each Station or office (according to number of members) shall have at least one of it's' members as a Branch representative, whose duties shall be:

- 1) Police the contract.
- 2) Post all bulletins from National and Local Union Office. All Local Bulletins must be read on the work room floor prior to posting.
- 3) Investigate, document and file step one grievance.
- 4) Sign up new members.
- 5) Act as a mediator in all problems concerning the membership.
- 6) Follow all instructions from local union office i.e. filing of grievances, collection for Muscular Dystrophy, CFC, etc.
- 7) Adhere to all rules, instructions and by-laws of the local and National Union
- 8) Conduct yourself in a professional manner on and off the job. Keep a professional image as a representative of the union.
- 9) Contact the Branch office on all matters pertaining to the duties of the steward and all Contractual Issues.

Section 1a The Branch Representative shall be known as the Steward.

Section 2 Stewards shall be elected by the members of their respective station/unit every two (2) years. Elections will close the last working day (Monday thru Saturday) in the month of November during odd numbered years.

Section 2a A nomination notice will be posted thirty (30) days prior to the election. Members will then have ten (10) days to declare themselves as

candidates. Nomination notices will be withdrawn after ten (10) days and sent to the office for preparation of ballots. Ballots will be returned to the station/unit for distribution fifteen (15) days prior to the election. Ballots will be cast at the station/unit.

Section 3 The steward shall be the only authorized person at his/her respective workplace to perform these duties. If the steward is absent from the station/office, he/she may designate another member at the station/office to perform these duties until his/her return. The member replacing the steward shall be known as the alternate steward.

Section 4 Stewards will check with the Union President on all grievances of major consequence so as to ascertain the Union's position on the matter and the proper method in presenting the grievance Informal A level.

Section 5 Steward Seminars will be conducted two times per year. Stewards will be informed in advance for scheduling. Stewards or their designee will be required to attend one (1) of the two (2) steward seminars given each year. Failure to attend a steward's seminar will result in the forfeiture of one half (50%) of the steward dues reimbursement paid annually.

Section 6 The steward's dues will be reimbursed for each month that he/she serves in that capacity. The reimbursement will be paid to the steward annually. Alternate stewards will not receive any reimbursement of dues. Any steward on extended sick leave or LWOP due to illness or injury must notify the Branch office immediately, in order to be temporarily replaced by the alternate. When a steward is on extended leave, that steward is entitled to their dues reimbursement, if the leave is over 3 months the alternate or replacement will receive the dues reimbursement until the steward returns to duty. Upon return to work (full or light duty) the steward must notify the Branch office and resume the duties, or be permanently replaced by the Branch President

Stewards who attend a minimum of six (6) monthly membership meetings shall be eligible for \$20.00 expenses for each meeting attended, payable annually.

ARTICLE VIII

NON PAYMENT OF DUES

Section 1 Any member that becomes thirty (30) days in arrears of dues or assessments shall forfeit all benefits from the time he/she became delinquent until all arrears have been paid, provided, however that the member is not in ill health at the time of payment of delinquent dues and assessment .

ARTICLE IX

ELECTION OF OFFICERS

Section 1 The following list of offices are to be filled by popular vote each three (3) years by members in good standing of Branch 43, NALC:

1. President
2. Vice President
3. Secretary
4. Recording Secretary
5. Assistant Secretary
6. Treasurer
7. HBR/MBA-NSBA
8. Sgt-at-Arms
9. Trustees (5)
10. Director of Retirees
11. AFL-CIO delegates (to be determined by number of members)
12. Compensation IOD

Prior to nominations and elections, the Secretary/Treasurer will fulfill the requirements of Article 5 section 4 of the NALC National Convention. Nomination of officers shall take place at the regular meeting in November following the 1988 National Convention and every three years thereafter, with election and installation of officers following in their respective months of December and January, the term of office running three (3) years, thirty-six months.

Any member desirous of becoming a candidate for office for Branch 43 must signify in writing not earlier than 45 days and no later than the adjournment of that November meeting.

Section 2 The election of officers shall be by printed ballot, stating the office, the names of all candidates nominated for the office. The election shall be governed by the Australian Ballot, with the cross (x) mark or check mark in the square preceding the name of chosen candidate

When two (2) or more members are nominated for the same office, the candidates' names will appear on the ballot in alphabetical order.

Section 3 The ballots shall be mailed, under the supervision of the election committee, to the home address of each member in good standing with return addressed, stamped envelope and secret ballot envelope, at least two (2) weeks prior to the December election date and meeting. Ballots are to be returned to the election

committee sealed in the secret ballot envelope which must be placed in the return addressed, stamped envelope. No ballot shall be considered legal unless the official seal of the Branch appears on the ballot.

Section 4 The Branch officers, the election committee, all tellers and any other members wishing to attend will report to the designated place for the purpose of counting and tabulating the votes, promptly at 1:00 P.M. The committee and tellers will then begin to count and tabulate the ballots. All other business will then begin to count and tabulate the ballots. All other business will be taken care of at the regular meeting place at 7:30 P.M. The polls will close at 1:00 P.M. on the Second Thursday of December following nominations. The committee and tellers will then begin to count and tabulate the ballots at Branch 43 headquarters. Officer's ballots shall be tabulated first. There shall be one (1) caller and one (1) checker for each office. One (1) witness for each candidate is permitted.

Section 5 Before ballots are distributed, the President shall appoint six (6) disinterested members who shall act as judges and clerks of the election. They shall receive the votes count them and report the results to the President, who shall immediately announce the names of the successful candidates, declaring them daily elected to their respective offices. Each candidate shall have the privilege of having one (1) witness to the count of the ballots.

Section 6 The representatives of the Branch at the monthly meetings of the AFL~CIO Labor Council shall be members in good standing. The number of AFL~CIO Representatives will vary, according to the number of Branch members.

Section 7 When there are two (2) or more candidates for any office, the election shall be by ballot and the plurality of all votes cast for such office excluding voided ballots, shall be necessary to elect. When there is only one candidate for any office, the President will declare the election by consent.

Section 8 Any individual, individuals, group or committee that solicits votes for any candidate to elective office, votes for delegates to any convention, or votes for delegates to the AFL~CIO Labor Council must comply with the following requirements:

- a) No candidates name will be used without his/her permission or consent.
- b) All printed election campaign material or literature shall bear the union label of the AFL~CIO.
- c) All election campaign material or literature must bear the personal name of the individual or individuals in addition to the group or committee name used to represent the group.

- d) Any election campaign material or literature that fails to comply with the above requirements shall be known as "OUTLAW" literature by the members and officials of the Branch
 - e) The above requirements shall be read by the Secretary at the meeting in November, when candidates are nominated, so as to guide all concerned parties.
 - f) Failure to read these requirements does not disqualify any or all parts of these requirements
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ARTICLE X

ELECTION OF DELEGATES

- Section 1** At the regular meeting in November, preceding the State Association Convention, delegates and alternates shall be elected to serve both National and State conventions. The elected delegates shall be chosen from those nominated at the regular monthly meeting in October.
- Section 2** Any member desirous of becoming a candidate for delegate for Branch 43 must signify in writing not earlier than **45** days and no later than the adjournment of that October meeting.
- Section 3** The delegate's fund shall be divided equally on a per share basis among all qualified delegates attending the National Association of Letter Carrier's Convention subject to the Trustee's recommendation and Branch approval. A qualified delegate shall be a member in good standing who has attended the convention requirements:
- a) Five of the eight regular Branch meetings previous to the State Convention.
 - b) Nine of the twelve regular Branch meetings previous to the National Convention.
 - c) Failure to attend the above stipulated meetings shall not disqualify any delegates from attending the convention provided that the member is out of town on union business or any extended incapacitation due to illness or injury on regular meeting nights.
 - d) The Convention Fund will be divided into monetary shares of one share for each convention session. Delegates are required to attend each convention session or forfeit one share for each session missed. The

eligibility committee will use a signature register with the same requirements for sessions as for membership meetings. Delegates are responsible to sign the register or lose credit for the session. In order to receive any share of the Convention Fund for the National Convention, the delegate must have attended the previous state convention in addition to the attendance requirements for monthly membership meetings and convention sessions

- e) Delegates to the National Convention will attend all business sessions of the convention in order to share in delegate's fund moneys unless excused by the chairperson(s) or on official business or assignment of the Branch, State Association, or incapacitated.
- f) Whenever the President and/or Vice President of the Branch are elected as a delegate to the National Convention the expenses of the President and or Vice President shall be paid from the General Fund.
- g) The purpose of the Delegate's Fund is to offset the expenses of delegates attending conventions. Delegates will determine their housing by majority vote. All delegates must use the same housing or be ineligible to any shares of the Convention Fund. Delegates will pay the deposits required by hotels. Deposits, along with the application to reserve the rooms, will be paid to Branch 43. Each qualified delegate meeting all requirements will be given an equal share of the Delegate's Fund. Upon completion of all requirements qualified delegates can pick up their share/check at the Branch office. The maximum amount of each share will be determined by the trustees of Branch 43.
- h) In order to be counted as present for a regular meeting of the Branch and a requisite for sharing in delegate's fund moneys, a delegate must be sign in at a regular branch meeting no more than **30** minutes after the meeting is brought to order, then remain during the meeting unless excused by the chairperson. Each delegate is responsible to sign the register. Failure to sign in or out or remain during the meeting will constitute no credit for the meeting. The eligibility committee will maintain the signature register and determine credits for each delegate.

Section 4 If an election is needed the election of delegates shall be conducted at the November meeting by members in attendance at that meeting on a secret ballot. The ballots shall contain an alphabetical list of candidates nominated from this list the delegates and alternates shall be elected by plurality.

Section 5 The number of delegates equal to the quota of delegates in accordance with the membership of the Branch receiving the most votes shall be declared delegates to represent the Branch and an equal number of candidates receiving the most votes

shall be elected alternates. In the event of the withdrawal of a delegate, alternates shall be chosen in accordance with the alternate with the most votes.

Section 6 The expenses of the President and/or Vice President of the Branch shall be borne by the Branch, whenever either or both are elected as delegates to the State Convention.

ARTICLE XI

BENEFITS

Section 1 Branch 43 will provide death benefits as determined by the membership at the February, 1973 regular Branch meeting. The death benefit fund is presently self-sustaining

Section 2 Any eligible beneficiary of deceased member must present the death certificate within one (1) year of date of death.

Section 3 Branch 43 shall provide a spiritual gift, to the family of the deceased member.

Section 4 Effective upon Branch 43 ratification and NALC Headquarters' Committee of Laws approval, Branch 43 will begin participating in the NALC Annuity Trust Fund.

- a) While the contribution rate as of the present is 11% of salary, this rate is subject to being revised upward or downward by action of the NALC Executive Council
- b) No full-time employee or officer of a branch for whom contributions have been made has a vested right to an annuity under the terms of the Annuity Trust Fund until such individual has been enrolled in the Fund for a period of five years
- c) There shall be no refunds provided to the branch for payments made on behalf of any individual who does not vest tithes the NALC Annuity Trust Fund.
- d) Pursuant to the requirements of federal law, "full-time" officers and employees are defined as those officers and employees who complete 1,000 or more hours of service either during the first 12 months following employment or installation or during the first 12 months following employment or installation or during any Fiscal year (July 1-June 30) following employment or installation. Federal law also requires that branches enrolling eligible officers and employees into the

NALC Annuity Trust Fund must enroll all officers and employees who complete 1,000 or more hours of service either during any Fiscal Year (July 1-June 30) following employment of installation.

- e) The branch must pay the total premium for each enrollee because the NALC Annuity Trust Fund is totally non-contributory for all participants
- f) Premiums payable on behalf of all full-time officers and employees included in the NALC Annuity Trust Fund will be deducted for the branch reimbursement checks paid to the branches by the NALC every USPS pay period

Section 5 Branch 43 will have a Scholarship Fund for the purpose of awarding partial monetary college scholarships to the children and grandchildren of members in good standing for at least **3** years or the beginning of their carrier career. The Scholarship Fund will be funded on a monthly basis by an amount determined by the Trustees. The Scholarship Fund will accept voluntary contributions. The Trustees will be responsible for determining the rules for qualification and the number and amount awards.

ARTICLE XII

COMMITTEES

Section 1 The President shall appoint the following committee with the approval of the Board of Officers:

- a) Eligibility (**3** members)
- b) Grievance (**5** members plus **2** additional if necessary for grievance volumes)
- c) Legislation (up to **10** members)
- d) Bylaws (**3** members)
- e) Retirees (**3** members)
- f) New and Views (**3** members)
- g) Goals and planning (**5** members)
- h) Membership (**5** members)

One officer will be assigned as chairperson of each committee to report to the membership meetings. All committee members shall fulfill their respective duties for the term of office of the president who assigned them.

- Section 1a** The committee chairperson shall have the responsibility to submit a financial report showing a profit or loss within sixty (**60**) days of such profit or loss, whenever his/her committee deals with the moneys of the Branch.
- Section 1b** All committees shall meet at least three (**3**) times each calendar year.
- Section 2** The grievance committee shall consist of the Vice President as its chairperson. The committee shall have at least two (**2**) other members.
- Section 3** One member of the News and Views committee will be the Editor.
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ARTICLE XIII

SALARIES AND REIMBURSEMENTS

- Section 1** The President of Branch 43 shall be a full time officer at a salary equal to that of a top step six (6) letter carrier, plus thirty-three (33%) percent, payable bi-weekly. The president shall share in any and all monetary increases and benefits received by the top step and grade carrier.
- Section 1a** The Queen City Branch will pay the total cost of the President's civil service annuity. If he/she is under FERS, QUEEN CITY branch will contribute up to **1.25%** to FERS. Queen City Branch will match the employee's contribution up to **5%** of the employee's base salary in a 401K plan of the employee's choice. The employee will be allowed to contribute up to the maximum allowance under the IRS guidelines. The employee will be responsible for his/her share of health benefits and life insurance. The FERS change will take place when applicable. The CSRS will take effect 1/1/2007.
- Section 1b** The President and the Vice President shall each be entitled to the annual and sick leave the same as provided to a top step and grade letter carrier. When either or both leave office, he/she will be paid for all accrued hours of sick and annual leave credited to him/her. However, he/she may not exceed two-hundred forty (**240**) hours of annual leave.
- Section 2** The Vice President of Branch 43 shall be a full time officer at a salary equal to that of a top step and grade letter carrier, plus twenty-five percent (**25%**), payable bi-weekly. The Vice President shall share in any and all monetary amounts, increases and benefits received by the top step and grade carrier.
- Section 2a** The Vice President will have the same benefits and leave entitlements as the other full time officer.

- Section 3** The Secretary shall receive a salary of one thousand (**\$1,000.00**) dollars per annum, payable quarterly.
- Section 4** The Recording Secretary shall receive a salary of five hundred (**\$500.00**) dollars per annum, payable annually.
- Section 5** The assistant Secretary shall receive a salary of five hundred (**\$500.00**) dollars per annum, payable quarterly.
- Section 6** The Treasurer shall receive a salary of five-hundred (**\$500**) dollars per annum, payable quarterly.
- Section 7** The H.B.R./M.B.A.-N.S.B.A. shall receive a salary of eight hundred (**\$800.00**) dollars per annum, payable quarterly.
- Section 6** Each Trustee shall receive a salary of three hundred dollars (**\$300.00**) payable quarterly.
- Section 7** The Sergeant-at-arms shall receive a salary of three hundred dollars (**\$300.00**) per annum, payable quarterly.
- Section 8** The director of Retirees shall receive no salary, but his/her expenses shall be paid for all union activities affecting Branch 43 retirees.
- Section 9** In addition to the specified salaries in this by-law article, each officer shall receive a reimbursement equal to yearly dues, payable quarterly (this excludes full time officers).
- Section 10** The Editor of the News and Views shall receive a salary of five hundred (**\$500.00**) dollars per annum, payable quarterly.
- Section 11** The Compensation & I.O.D. officer shall receive a salary of five hundred dollars (**\$500.00**) per year payable quarterly.
- Section 12** All officers, stewards and designated instructors will receive fifty dollars (**\$50.00**) for attending semi-annual steward seminars for expenses. A steward may designate his/her alternate to attend a seminar in the event that they cannot attend the alternate will receive the expense money when replacing the steward. Notification to the Branch office is required when a replacement is necessary.
- Section 13** Any member will be reimbursed one month's dues for every new member they have sign a form 1187 for dues deduction, after orientation.

ARTICLE XIV

FUNDS AND INVESTMENTS

Section 1 The Officers below shall deposit all funds in the name of the Branch in such depository as has been approved by the Board of Trustees; said funds shall be credited to the account of the Treasurer. Checks drawn on such depository shall be signed by two (2) of the four listed officers:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

Section 2 Any funds deemed not necessary to conduct the business of the Branch by the Trustees shall be invested into a feasible savings account.

Section 3 The Trustees shall maintain the Death Benefit Fund until all benefits are paid out. The remainder of the fund will at that time be known as the Scholarship Fund.

Section 4 A building fund will be set up of (\$1500.00) fifteen hundred dollars per month to maintain the building.

Section 5 A steward fund will be set up of (\$2800.00) twenty eight hundred dollars per month to pay the annual expenses of the stewards (dues Reimbursement).

ARTICLE XV

Section 1 These by-laws may be amended in accordance with Article 15 of the NALC National Constitution.

Section 2 Proposed amendments must be published in the monthly News and Views prior to being read at a Branch membership meeting and published a second time in the monthly News and Views after being read at a Branch Membership meeting before a vote can be taken on the amendment.