

This branch, under charter from the National Association of Letter Carriers of the United States of America, known as the **Emerald Empire Branch #916**, shall be governed first by the Constitution and Laws of the National Association of Letter Carriers, and second by the following bylaws.

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## **ARTICLE I — NAME**

### **Section 1.**

This subordinate Branch shall be known as the Emerald Empire Branch Number 916 of the National Association of Letter Carriers.

## **ARTICLE II — MEETINGS**

### **Section 1.**

Regular meetings of the Branch shall be held on the first Thursday of each month at 7:00 P.M. at the Teamsters' Union Hall, 711 Shelley Street, Springfield, Oregon 97477

### **Section 2.**

The Secretary shall give written notice of all regular meetings of this Branch prior to such a meeting.

### **Section 3.**

A special meeting shall be called upon the written request of fifteen (15) members in good standing or by vote of the Branch. Notification of such meetings, stating the object of the call, shall be given the members by the Secretary three (3) days prior to such meeting. No business shall be transacted at a special meeting other than that for which it was called.

### **Section 4.**

Eight (8) members of this Branch in good standing shall constitute a quorum for the transaction of business at any regular or special meeting.

### **Section 5.**

No person or persons, other than bonafide fraternal delegates, shall be permitted within the meeting hall while the regular order of business is being conducted, without approval of the President, or two-thirds ( $\frac{2}{3}$ ) of those members present and voting on the question of their admittance and presence.

## **ARTICLE III — ELECTIONS**

### **Section 1.**

Elected officers of the Branch will be President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Health Benefits Representative, Mutual Benefits Association Agent, Director of Retirees, and five (5) Trustees

### **Section 2.**

The term of office for all elected officers of Branch 916 shall be two (2) years. Delegates shall be elected for the Convention specified.

### **Section 3.**

Elections will be held in accordance with Article V of the National Constitution. No less than forty-five (45) days before each election, the Secretary shall mail to each member notice of the election, stating the offices for which elections shall be held and the time, place, and manner for nomination. This requirement may be satisfied by timely publication of the notice in the Postal Record, or in State or Branch publications that are mailed to the last known address of the member.

### **Section 4.**

- A.** Nomination of candidates for Branch offices or Delegates to the State and National conventions shall be held at the October Branch meeting. Nominations will be closed at the October meeting and will not be reopened.
- B.** Any member in good standing may be nominated for office, or as a Delegate, except for any member who has served in a supervisory capacity during the past two (2) years.
- C.** Any nominee not present at the October Branch meeting shall be notified of their nomination by the Branch Secretary within ten (10 ) days after the close of nominations. All such nominees will notify the Branch Secretary of his/her acceptance of nomination within two (2) days after being notified of their nomination.
- D.** The Secretary shall deliver the list of nominees for Office or Delegate to each Shop Steward, to be posted at all work stations where city letter carriers are employed, and deliver a list of nominees to the Relay Box Editor to be published in the next Relay Box
- E.** Section E: Each candidate for office / delegate may inspect, but not copy, the Branch 916 membership list once within thirty (30) days prior to the election. No candidate shall be entitled to receive a copy of the list. Interested candidates shall contact the Branch Secretary to arrange an appointment to inspect the list at the Branch office. The Branch President or his / her designee shall observe the inspection. No candidate shall be provided membership-mailing labels.
- F.** Branch 916 shall honor any reasonable request by a candidate to distribute campaign literature to members and shall be at the candidate's expense. Requests will be honored in the order received. Campaign literature must be provided to the Election Committee in sealed, stamped envelopes that are ready for mailing. Each candidate shall ensure that the proper amount of postage is affixed to each envelope. The Election Committee shall affix Branch membership mailing labels to each envelope and shall ensure that the envelopes are mailed in a timely manner.

- G:** Each candidate shall be treated equally with respect to the cost of distributing campaign literature. The Election Committee shall determine costs associated with distributing campaign literature. There shall be no requirement that Branch 916 distribute campaign literature free of charge. However if Branch 916 distributes a candidate's literature free of charge then all other candidates shall be notified in writing on Branch 916 letterhead that they are also entitled to have their literature distributed free of charge.
- H:** The use of any union or employer funds collected by dues, fees or assessments to promote the candidacy of any person in a union officer or delegate election shall be prohibited. This prohibition applies to:
  - Campaigning on time paid for by any union or the employer
  - Use of any union or employer owned or leased equipment such as computers, telephones, fax machines or copy machines
  - Use of any union or employer supplies such as stamps, paper and envelopes
  - Use of any union employees to prepare campaign literature while on union time
  - Use of the NALC or Branch 916 letterhead
  - Use of any union or employer owned, leased or rented property or facilities
  - Printing articles that support or criticize an individual's candidacy in any NALC/ or Branch 916 newsletter, publication or letter.
  - Giving free services or special discounts to a candidate-customer such as printing, photocopying etc.
- I:** Candidates may submit an information sheet for publication in The Relay Box with biographical data. All candidates shall be given an equal opportunity to submit data and equal space and prominence shall be provided in the newsletter at no charge. Candidates may also submit one (1) article for publication expressing their views. All candidates shall be given an equal opportunity to submit their statements and shall be provided equal space and prominence in the newsletter at no charge.
- J:** Paid political advertisements shall be accepted for publication in The Relay Box. The publication rates for political advertisements and the rules for acceptance shall be determined by the Branch 916 Executive Board in consultation with The Relay Box editor prior to the October meeting. Each candidate shall be notified of the rates of publication and the rules for acceptance at the close of nominations.
- K:** Candidates are entitled to have observers present at the polls and the tally of the election ballots. Observers shall not be candidates for any office for which the election is being conducted; observers are not required to be members of Branch 916. Candidates shall submit the names of their observers in writing to the Chairperson of the Election Committee prior to Election Day. Election campaigning shall be prohibited in any area utilized as a polling place or any area utilized to tally ballots.
- L:** Each candidate shall be allowed to challenge the eligibility of voters in accordance with section 15.0 of the publication "NALC Regulations Governing Branch Election Procedures".
- M:** After the election the Election Committee Chairperson shall deliver all election records to the Branch Secretary. The election records include:
  - All used, unused, spoiled, void and challenged ballots
  - Eligibility lists
  - Voting registers
  - Mail ballot envelopes
  - Vote tally sheets
 All election records shall be preserved for a period of one (1) year after the date of the election.
- N:** After the close of nominations all candidates shall be provided a copy of Article III Section 4.E through Article III Section 4.N of the Branch Bylaws.

**Section 5.**

- A.** No later than ten (10) days following the October meeting, the President shall appoint an Election Committee of five (5) members, one of which shall be appointed as Chairperson. No more than two (2) members of this committee shall be from any one station, and no member seeking Office or Delegate status shall be a member of the Election Committee. Once appointed, the Election Committee shall have complete responsibility in seeing that the Elections are conducted according to the By-Laws of Branch 916 ,the following "the publication "NALC Regulations Governing Branch Election Procedures" and the National Constitution. Announcement of the members of the Election Committee shall be made by posting at all work stations were city letter carriers are employed and in the Relay Box.
- B.** The election shall be by secret ballot by mail or in person at the regular Branch meeting in December. Balloting shall be open from 6:00 p.m. until 8:00 p.m. The election shall be closed at that time.
- C.** Ballots shall be mailed out no later than twenty-one ( 21 ) days after the close of nominations and ballots must be received by the Election Committee no later than 8:00 p.m. of election day at the Branch 916 December meeting.

## **Section 6.**

### **A.** Election of officers shall be handled in the following manner;

The Election Committee shall prepare ballots and instructions for conducting the elections. Each active and retired member shall be mailed a ballot, accompanied by a copy of the printed voting instructions and two envelopes. Members may vote at the December meeting if mailed ballot is not returned by mail.

The larger envelope shall be postage pre-paid and have printed upon it, for purposes of identification, spaces for the voter's name and address. Envelopes returned by the member without a name and address of the member shall be voided. The larger envelope shall be pre addressed to a Post Office Box established by the Branch secretary, for the sole purpose of election returns, at Branch expense . The smaller envelope shall be used for securing the ballot within the return envelope. The voter shall indicate his/her choice for each of the offices or delegates by making a cross (x) opposite the name of the candidate for which he/she wishes to vote.

The voter then shall seal their ballot in the smaller envelope, enclose this envelope within the larger one, fill in the required name & address on the return envelope, and mail it to the Elections Post Office Box. Any markings on the ballot or smaller envelope other than those indicated in this section shall void the ballot.

### **B.** Only the Election Committee or a member of that committee shall pick up the returned ballots from the designated Post Office Box after the close of business on election day.

### **C.** At the close of election the Election Committee shall open each outer envelope and remove the smaller envelope which contains the ballot.

The smaller envelopes shall then be shuffled before being opened by the election committee. The Election Committee shall then count the ballots and announce the results before the close of the Branch meeting.

### **D.** Any candidate for office or delegate shall be permitted one observer to watch the opening and tally of the ballots by the elections committee should they so desire.

### **E.** To have a valid election where there are two or more candidates for any office or delegate, a plurality of all votes cast for such office or delegate shall be necessary to elect.

### **F.** Where there is but one person nominated, the President may declare that such person has been elected. In such a case, that name shall not appear on the ballot.

### **G.** Vacancies which later arise in any office, except for delegate, shall be filled by an appointment by the Branch President. Vacancies arising in delegates shall be filled by the first alternate, second alternate, etc.

### **H.** All candidates shall be placed on the ballot in alphabetical order.

### **I.** No person shall be nominated for more than one office as mentioned in Article IV, Section I of the National Constitution.

### **J.** The Secretary shall deliver the results of the Election to each Shop Steward, to be posted at all work stations where city letter carriers are employed within seven (7) days of the Election. Election results shall be published in The Telay Box in the issue immediately following the election.

## **Section 7.**

The number of Delegates to State and National Conventions is set by their respective Constitutions. The number of funded delegates and lower limit of compensation shall be decided prior to the opening of nominations. The upper limit of compensation will be agreed upon by action of the Executive Board two (2) months prior to the function.

## **Section 8.**

Any member who commits himself/herself to attendance to a function requiring financial payment by the Branch, shall reimburse the Branch for such payment in the event of non- attendance. This may be waived by the Executive Board in emergency situations.

## **Section 9.**

A Delegate, or Alternate, to be eligible to be compensated from Branch funds, must have attended, or been excused from (i.e., union or postal business) at least seven (7) regular meetings of the twelve (12) preceding the election to the State Convention, and fourteen (14) of the twenty-four (24) preceding the election to the National Convention.

Such Delegates must also have attended, or been excused from, at least one-half (½) of the Branch meetings from the time of election until the Convention.

An exception to the requirement of attending the required number of meetings prior to the elections shall be in the case of members who transfer from other Branches. In such case, they shall have met the requirements in the Branch they previously belonged to, or shall by combination of the two(2) Branches have met the requirement. A second exception shall be in the case of new members to the Branch. They shall have attended one-half (½) of the meetings between joining and the elections. In the case of both exceptions, the member shall attend one-half (½) of the meetings between the election and the Convention.

**Section 10.**

Any Elected Officer absenting himself/herself for three consecutive meetings, unless excused (i.e. annual leave, sick leave, union or postal business or by vote of the branch) shall have charges of “Failing to fulfill the obligations of his/her office” filed against him/her.

Charges must be in writing and laid over until the next meeting. Charges filed in writing must be delivered to the Officer and he/she must be given the opportunity to defend himself/herself before the vote is taken. The Officer affected shall be removed from Office if two-thirds (2/3) of the members present and voting approve of the charges. The protections in Article X of the Constitution for the Government of Subordinate and Federal Branches will be observed before any Officers may be fined, reprimanded, or removed from office.

**Section 11.**

At any Convention where the Branch is represented by Delegates, the President, if present, shall act as Chairperson of the Delegation. If the President is not present, the Delegates shall choose their own Chairperson.

**Section 12.**

In addition to the above listed requirements concerning election of Officers and Delegates, additional requirements as listed in the National Constitution shall be followed.

**ARTICLE IV — OFFICERS DUTIES**

**Section 1.**

The duties of Elected Officers shall coincide with those listed in Article VI of the National Constitution of the NALC with the following exceptions. The Vice-President shall in addition act at the direction of the President. The Treasurer of the Branch shall accept the duties of Treasurer plus those duties of the Financial Secretary that deal specifically with money, investments, and property of the Branch. The Secretary of the Branch shall accept all remaining duties of the Financial Secretary plus those duties of the Recording Secretary.

The Director of Retirees will act as the liaison between the retirees and the Executive Board and assist the President in matters regarding retirees.

**ARTICLE V — FEES, DUES AND ASSESSMENTS**

**Section 1.**

The dues of this branch shall be equivalent of one (1) hour of pay per pay period at Grade One (1) , Step D of a City Letter Carrier. An additional dues assessment of \$1.50 per member per pay period shall be charged to be used for training purposes only. An approved PS Form 3971 for LWOP shall be provided by the member receiving the funds before the training funds are dispensed

**Section 2.**

The annual dues for retired members of this Branch shall be twelve dollars (\$12).

**Section 3.**

All special assessments proposed shall be voted upon only after publication in The Relay Box and only after notification has been posted for ten (10) days at all work stations where city letter carriers are employed. Notification must show the amount and length of the assessment, and the specific purpose.

**ARTICLE VI — COMMITTEES**

**Section 1. ORGANIZATION COMMITTEE**

The Organization Committee shall consist of all Branch Officers. This 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. NEGOTIATION COMMITTEE**

The Executive Board of the Branch shall be the Negotiation Committee. Local negotiations for Eugene, Springfield, Cottage Grove, Junction City and Sweet Home will be conducted by the Branch President and a committee from that office.

**Section 3. VENDING COMMITTEE**

A committee of one (1) and an alternate shall be appointed by the President to represent the Branch on the Post Office Vending Committee.

**Section 4 OTHER STANDING COMMITTEES**

At the regular meeting in January, the President shall appoint the following committees:

**A. ENTERTAINMENT COMMITTEE**

This Committee shall, when directed by a vote of the Branch, plan all social functions, dinners, receptions, picnics, entertainment, etc. All expenditures of this committee are subject to approval of the Branch in advance.

**B. PUBLIC RELATIONS COMMITTEE**

This Committee shall promote the welfare of the members and the Branch through press releases, telegrams, radio, television and other media of communications.

**C. CONSTITUTION AND LAWS COMMITTEE**

This Committee shall examine all amendments to the Constitution and By-Laws which may be presented at any meeting, and report upon same at the next regular meeting of the Branch, and reasons therefore. They shall, when requested by the President, give him/her their opinion about questions concerning the Constitution and Laws of the NALC, these By-Laws and Points of Order.

**D. LEGISLATIVE COMMITTEE**

This Committee shall keep informed of and report to the Branch all matters pertaining to legislation of concern to the NALC.

**E. MEMBERSHIP COMMITTEE**

This Committee shall contact all prospective new members and inform them of the advantages of becoming a member of the Branch. They will solicit their membership to the Branch.

**F. RESOLUTIONS COMMITTEE**

This Committee shall accept, review and make appropriate recommendations to the Branch on all resolutions. They shall prepare a resolution on any subject ordered by the Branch.

**G.** The term of office for all standing committees appointed by the President shall expire at the same time as the term of office as the President who appointed them.

**H.** The President shall be ex-officio member of all committees.

**I.** All committees and members thereof shall be listed in the front of the Secretary's minutes binder and also be posted on the carrier's bulletin board at each station.

**Section 5. EDITORIAL COMMITTEE**

The President shall appoint an Editor for the Branch Newsletter. The Editor shall choose his/her own Associate Editor. It shall be the duty of this committee to edit and publish the Branch newsletter at such times as the Branch may require. The Editor shall receive for his/her services the sum of seventy-five (\$75) per issue payable monthly. The Associate Editor shall receive for his/her services the sum of twenty-five dollars (\$25) per issue payable monthly.

**Section 6. SCRIBE**

The President shall appoint a Scribe for the Postal Record. It shall be the duty of the scribe to write as the representative of the Branch to the Postal Record. Such writings need not be cleared by the Branch, but must be approved by the President.

**ARTICLE VII — FUNDS**

**Section 1.**

All monies collected for and in behalf of this Branch by anyone, other than the monies collected for the MSA, NSBA, or Hospitalization, shall be promptly turned over to the Treasurer.

**Section 2.**

All funds of the Branch shall be deposited immediately. Exception: The Treasurer shall retain a sum not to exceed twenty dollars (\$20) for current expenses and for use as Petty Cash. Expenses used as Petty Cash shall be held accountable.

**Section 3.**

The Treasurer of the Branch shall select the bank used for deposits and withdrawals, subject to the approval of the Executive Board.

**ARTICLE VIII — SALARIES**

**Section 1**

The President of the Branch 916 shall receive for his/her services, pay equal to seven (7) hours per week. Rate of pay shall be equal to the rate of pay for a top level, Step H of a city letter carrier. In addition, the President shall be allowed such expenses as approved by the Branch. Pay for the President shall be paid monthly.

**Section 2.**

The Vice-President, Treasurer and Secretary of Branch 916 shall receive for their services, pay equal to four (4) hours per week.. The rate of pay shall equal the rate of pay for a top level, step H of a city letter carrier. In addition, the Vice-President, Secretary, and the Treasurer shall be allowed such additional expenses as approved by the Branch. Pay for the Vice-President, Secretary and the Treasurer shall be paid monthly.

**Section 3.**

The Health Benefit Representative will receive for their services, pay equal to two (2) hours per month. Trustees, the Sergeant-at-Arms and the Mutual Benefit Representative shall receive for their services, pay equal to one (1) hour per month. The rate of pay shall be equal to the rate of pay for a top level, step H of a city letter carrier. Payment shall be made monthly.

**Section 4.**

Each Steward and Chief Steward shall receive for his/her services, pay equal to four (4) hours per month. The rate of pay shall be equal to the rate of pay for a top level, step H of a city letter carrier. Except that:

- A. The Chief Steward shall not be paid if he/she is otherwise a paid officer of Branch 916.
- B. Any Steward not attending both the Steward and Branch meeting in any month, unless excused for reason as specified in Article III, Section 9, or one unexcused absence per year, or as excused by the President, shall not be paid for that month. Payment shall be made monthly.

**Section 5.**

All appropriate taxes shall be withheld for all Officers who qualify for such.

**Section 6.**

Each Alternate Steward shall receive pay equal to two (2) hours per month in exchange for his/her attendance at the monthly Branch meeting, unless excused for reason as specified in Article III, Section 9, or one unexcused absence per year, or as excused by the President. Rate of pay shall be equal to top lever, step H of a city letter carrier. Payment shall be made monthly.

**Section 7**

The Branch President or his/her designee will be allowed to use up to ten (10) days (80 hours) of lost time per calendar year for the purpose of Union business only. These hours will be paid by the Branch at the Branch President's or his/her designee's current City Letter Carrier level and step.

**ARTICLE IX — TRUSTEES**

**Section 1.**

The Trustees shall at all times have access to the books, documents, and other property of the Branch. The Trustees shall audit the books semi-annually, prior to the July and January Branch meetings. It shall be the responsibility of the President to call the audit. The Chairperson of the Board of Trustees is responsible for setting the date and arranging the audit.

**Section 2.**

The Trustees, with the help and cooperation of the President, the Secretary and the Treasurer, shall prepare the Annual Budget, and present it to the Branch at the January meeting.

**ARTICLE X — RULES OF ORDER**

**Section 1.**

A roll call vote must be taken on any question at the request of not less than five (5) members.

**Section 2.**

All questions pertaining to Points of Order not covered by the Constitution and Laws of the NALC and these By- Laws shall conform to Roberts' Rules of Order.

**ARTICLE XI — AFFILIATION**

**Section 1.**

Affiliation of the Branch with any other group shall require a two-thirds (2/3) vote of those members present and voting, and shall be done only after notice of such proposal has been posted for twenty-one (21) days. Such affiliation shall be in concurrence with Article XIV Section 2 of the National Constitution.

**ARTICLE XII — STATION STEWARDS**

**Section 1.**

Station Stewards shall be appointed for terms of one (1) year for each station and/or office where carriers are assigned. The number of stewards appointed for each station or office shall be determined by the formula found in the National Agreement. By virtue of their appointment, Stewards are Officers of the Branch.

**Section 2.**

The Station Steward shall collect the dues of the Branch from the members at his/her station not on dues withholding and turn them over to the Treasurer.

**Section 3.**

The Station Steward shall act as the representative of the Branch at his/her station.

**Section 4.**

The Station Steward shall contact delinquent members in his/her station as instructed by the Treasurer.

**Section 5.**

The Station Steward(s) and Alternate Station Steward shall attend a monthly branch meeting unless otherwise excused.

**ARTICLE XIII — EXECUTIVE BOARD**

**Section 1.**

The Executive Board of this Branch shall consist of all elected officers.

**Section 2.**

When, in the judgement of the majority of the members of the Executive Board, a condition exists which justifies the expenditure of money for the best interest of the Branch, for the NALC, this board shall be empowered to act between meetings, and shall have the power to expend funds not in excess of five hundred (500) dollars.

**Section 3.**

Any action taken by the Executive Board shall have the majority approval of its members.

**Section 4.**

The Executive Board shall take no action pledging or committing this Branch to any definite policy which has not previously been agreed to by the Branch.

**Section 5.**

Meetings of the Executive Board shall be called on the request of the President, or by the majority of its members. The President shall be Chairperson of the board and the other officers shall act in positions corresponding to them in the Branch.

**Section 6.**

Any action taken by the Executive Board shall be reported at the next regular meeting and entered into the minutes of that meeting.

**Section 7.**

Branch 916 shall establish and maintain a Branch office for official Branch use. Funds to maintain the Branch office shall not exceed the approved budgeted amount, unless Branch approval is given in advance. Following approval of the amount budgeted for this Branch office, the Executive Board shall be empowered to sign all contracts necessary to secure a Branch office. Such contracts shall not be for a longer period of time than the funds budgeted for such will allow. The Executive Board of the Branch shall be empowered to determine who shall have access to the Branch office.

**Section 8.**

Sick leave and annual leave for the officers shall coincide with that used at the Post Office.

**ARTICLE XIV — INFORMATION**

**Section 1.**

All members of the Branch and new members, at the time of their initiation, shall be given a copy of the Branch By-Laws.

**Section 2.**

All employees listed on the carrier's seniority roster shall be given a copy of each new contract negotiated between Branch 916 and the Postal Service.

**ARTICLE XV — EXAMINATION OF BOOKS BY MEMBERS**

**Section 1.**

Any five (5) members of this Branch in good standing, upon making a written request to the President and in the presence of the officers having charge thereof, shall have access to the books of this Branch for the purpose of examination. Said members must make known their findings to the Branch at its next regular meeting.

**ARTICLE XVI — RECORD OF ATTENDANCE**

**Section 1.**

The Sergeant-at-Arms shall circulate an attendance roster at each regular or special meeting. It is the duty of each Branch member attending the meeting to sign this roster. No member may sign the name of another. This roster shall be the only record used to determine the number of meetings attended by a Branch member. The Sergeant-at-Arms shall announce at the close of the meeting that attendance roster is being closed. The Sergeant-at-Arms will then draw a line beneath the last name, sign his/her name in full, and place the roster in the custody of the Secretary.

**ARTICLE XVII — OFFICER BONDS**

**Section 1.**

The Branch shall furnish bonds as required by law on the following officers: President, Vice-President, Secretary, and Treasurer.

**ARTICLE XVIII — AMENDMENTS**

**Section 1.**

Amendments to these By-laws may be submitted in written form to the Branch at any regular meeting by any member in good standing.

**Section 2.**

The Secretary shall post the proposed amendment at all work stations where city letter carriers are employed, within three (3) days of their introduction. Proposed amendments shall be published in The Relay Box in the issue immediately following their introduction. **Section 3.**

The proposed amendment shall be voted upon not sooner than twenty-one (21) days after their introduction and shall require a two-thirds (2/3) vote of the members present to carry, except for increases in Branch dues, which shall meet the requirements as specified in the National Constitution.

**Section 4**

A defeated amendment shall not be submitted in like form for six (6) months thereafter.

**Section 5.**

All former By-laws of this Branch are hereby repealed and annulled.

## Section 6.

The foregoing By-laws shall go into effect as amended October 02, 2008.

### Branch Policy

The policy of Emerald Empire Branch 916 NALC for the payment of allowable expenses to attend NALC functions shall be the following:

1. Meal and incidental expense per diem ( hereafter known as M&IE per diem) will be paid to members of Branch 916 to attend training sessions, conventions and assemblies or for those duties that require travel away from home as deemed necessary by the Executive Board of Branch 916. M&IE per diem shall be paid equal to, but not exceeding, the maximum federal per diem rate for M&IE per diem of the standard meal rate found in IRS publication 1542 for the city of destination except as noted in item #2 and item #3 below. Registration fees for an event shall not be included in the total amount determined by the Executive Board for M&IE per diem.
2. For the day of travel to the city of destination and on the day of travel home, the M&IE per diem amount to be paid shall be determined by the Executive Board of Branch 916. The amount determined shall not exceed the maximum federal per diem rate for M&IE per diem of the standard meal rate found in IRS publication 1542 for the city of destination.
3. On the day of a banquet, if a banquet ticket is included in the registration fee for the event, M&IE per diem will be paid at 2/3 of the full rate of the maximum federal per diem rate for M&IE of the standard meal rate found in IRS publication 1542 for the city in which the event is held.
4. Incidental expense for M&IE per diem includes ,but is not limited to, laundry services and tips for food servers, porters and baggage carriers.
5. Incidental expenses **does not include** travel fares by any means such as airplane, bus, car, train or taxi. Nor does it include lodging expenses, lodging taxes or telephone calls
6. Monies for M&IE per diem shall be advanced to the member(s) by the Treasurer of Branch 916 prior to the scheduled travel date(s).
7. It is not necessary for the member(s) to save M&IE per diem receipts however each member that has been advanced M&IE per diem monies by Branch 916 shall be responsible for providing documentation that he/she attended the event for which the monies were advanced. Documentation may include airline, bus or train tickets; rental car receipts showing departure, arrival and return dates; hotel receipts showing arrival and departure dates. Members traveling by private vehicle that **do not stay at a hotel** must furnish all meal receipts and provide the beginning and ending odometer readings of the vehicle used for travel to the event.
8. Members traveling to an event in official capacity on behalf of Branch 916 by airfare obtained through unused accrued air mileage credits shall not be reimbursed the value of that airfare.
9. When more than one member is traveling in a single private vehicle to an event in official capacity on behalf of Branch 916 only the owner of the vehicle shall be reimbursed mileage expenses at the current federal mileage reimbursement rate. Maximum mileage reimbursement shall be equal to the lowest airfare obtained by Branch 916 for other members traveling to the same event.
10. All unused monies that have been advanced to a member for the purposes of officially representing Branch 916 or for conducting business on behalf of Branch 916 shall be reimbursed to Branch 916 upon demand of the Treasurer and the Trustees of Branch 916.
11. Additional expenses incurred by any member while traveling in official capacity or acting on behalf of Branch 916 may be approved subject to review and approval of the Treasurer and the Trustees of Branch 916.

### Instructions for Branch 916 Members

1. In any meeting set up to resolve differences between craft and management, union members of this committee must, at all times, protect the contractual rights of letter carriers negotiated between the parties.
2. Any resolution of a dispute between craft and management where contractual rights are involved, shall include a remedy that is as close as possible to appropriate remedies previously announced as agreed to by higher level union officials.
3. In any such meeting where contractual rights of letter carriers are not involved, union members must, at all times, protect the principle of unionism in their comments and actions.
4. Included in such principles of unionism, but not limited to such, is the principle of seniority.
5. When no contractual right is involved, but where more than one viable alternative exists to resolve such dispute, union members of such committee must insist on the remedy which provides maximum benefits to senior letter carriers.

6. In attempting to provide such maximum benefits to senior letter carriers, union members of this committee must be guided by the principle that we cannot force management to be less efficient in order to provide such benefits to senior letter carriers.
7. In any such discussions with management, union members of the committee must, on a continuing basis, keep affected carriers informed of what is being discussed and solicit from them comments, ideas, or suggestions which must be considered before any resolution is agreed to by such committee.
8. Branch 916 members meeting with management must, at all times, remember that the principles of unionism must take precedence over any claim of good of the Service when conflicts between such principles exist.
9. No resolution agreed to by craft members of this committee shall compromise the above stated instructions for Branch 916 members.