

# **ZENITH BRANCH #114 BY-LAWS**

Revised May 2021

NALC BRANCH 114  
ZENITH BRANCH MERGED



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# ZENITH BRANCH #114 BY-LAWS

## ARTICLE I

### NAME

**SECTION 1.** This Branch shall be known as Zenith Branch Merged #114 of the National Association of Letter Carriers, of the United States of America and shall hereafter be known as Zenith Branch #114.

## ARTICLE II

### MEMBERSHIP

**SECTION 1.** Membership in the NALC Zenith Branch #114 shall be open without regard to race, creed, color, sex, national origin, age, religion, sexual orientation, handicap, or marital status. Membership shall be made by application.

- a. Application for membership must be made in writing, signed by the applicant, stating social security number, place of residence, and such other information as may be determined by the Branch. A Form 1187 (Dues Check-off) must be signed by all applicants seeking a membership in both the NALC and Branch #114. A member in good standing shall not have their standing affected by the fact that their paycheck for the payroll period in which their dues deductions are made is insufficient to permit such dues deductions, by reason of illness, injury, FMLA leave, lay-off, disciplinary suspension, lockout, military leave, or strike.

**SECTION 2.** Any regular branch member on tendering a written resignation of membership and paying all fines, assessments, and dues shall receive from the Secretary a certificate thereto. Such certificate shall be proof of good standing at the time of resignation.

**SECTION 3.** Any regular branch member in good standing in Zenith Branch #114 moving their employment to another city, or retiree in good standing in Branch #114 moving to another city, may transfer membership to the Branch located in such city.

- a. The membership of an active member shall be transferred in accordance with procedures established by the Secretary-Treasurer of the National Association.
- b. In the case of a retiree member seeking to transfer membership, they shall make application to the Recording Secretary of Zenith Branch #114, who shall ascertain from the Financial Secretary if all dues and assessments charged against them on that date are fully paid; if so, it shall be the duty of the Recording Secretary to announce at the next regular meeting of the Branch that the application has been received and all obligations discharged. There being no objections, the Recording Secretary will at once forward to the Recording Secretary of the Branch with which affiliation is desired, a letter of recommendation. The letter shall be read at the first regular meeting of the receiving Branch held after its receipt and the transferred individual shall be considered a member at that time. The Recording Secretary of the receiving Branch shall then notify the Recording Secretary of Branch #114 that the transferee has been received into membership.

**SECTION 4.** Upon proper execution and receipt of Form 1187, the Branch shall provide to all new members access to Zenith Branch #114's bylaws and LMOU.

**SECTION 5.** In the year when a member is to complete fifty, sixty, and seventy years and when receiving proper notification by the Recording Secretary, the Branch shall provide a letter of appreciation to such member.

**SECTION 6.** Membership shall be:

- a. Regular branch members who shall be non-supervisory employees in the Postal Service, and regular branch members who the Executive Council has determined were unjustly separated from the Postal Service, retirees from that Service who were members of the Zenith Branch #114 when they retired, and persons leaving the Service with coverage under Office of Workers Compensation Programs (OWCP). Such retirees, OWCP retirees,

and non-letter carrier members shall have no vote in the Zenith Branch #114 in any matter pertaining to the ratification of a National Agreement, local memorandum of understanding, or proposed work stoppage.

- b. Present members who have left the Postal Service or have been temporarily or permanently promoted to supervisory status may retain their membership but shall be members only for the purpose of membership in the NALC Life Insurance Plan and/or the NALC Health Benefit Plan. These members shall have no voice or vote in any of the affairs of the Zenith Branch #114, except they shall have a voice and vote in matters appertaining to the NALC Life Insurance Plan, and/or the NALC Health Benefit Plan, if they are a member thereof, and on any proposition to raise dues. These members are not eligible to be candidates for any State Association, Branch, or National office, or be delegates to any conventions. They may attend only that part of the Zenith Branch #114 meeting which concerns them, such as change of dues structure and information concerning Health or Life Insurance.

**SECTION 7.** Retirees will pay \$12 per annum to retain full membership. Form 1189 (Dues Check-off Provision) must be signed by all retiring members within the NALC who wish to retain their membership. Retiring members who currently hold office can remain in office until expiration of their term as long as the incumbent remains as a member in good standing belonging as a retiree member and pays dues.

## **ARTICLE III**

### **MEETINGS**

**SECTION 1. GENERAL MEMBERSHIP AND EXECUTIVE BOARD MEETINGS:**

- a. General membership meetings of Zenith Branch #114 shall be held on the **third Thursday** of each month, except December, at 7:00 p.m. Meetings shall be held at such a place and time as the Branch by majority vote may direct. The meeting shall not continue beyond 9:00 p.m. unless such time limit is extended by a majority vote of those present. Notice of all meetings of this Branch shall be published in the *Zenith Branch News*.
- b. In the absence of the President and Vice President, any member in good standing may be elected to preside over the Branch meeting by a majority of those present.
- c. Executive Board meetings shall be held thirty (30) minutes prior to each general membership meeting or as directed by the President should a conflict arise.
- d. All Executive Board members shall be required to attend Executive Board meetings unless excused by the majority of the Executive Board. The request to be excused must be in writing.

**SECTION 2. QUORUM:** Six (6) members of this Branch shall constitute a quorum for the transaction of business at any regular or special meeting; but less than that number may adjourn to meet at a future specified time, provided notice of such action is immediately posted on bulletin boards at the Main Post Office and each represented Carrier Station.

**SECTION 3. SPECIAL MEETINGS:** Special meetings shall be called by the President upon written request of **six (6)** members in good standing, or by vote of the Branch. Notification of such meetings, stating the specific object of the call, shall be given the members by the Recording Secretary as directed by the Branch or as required by the by-laws. No other business shall be conducted beyond the stated purpose of the meeting.

**SECTION 4. BRANCH STEWARD'S MEETINGS:** Branch Steward's meetings shall be held prior to the general membership meeting each month or as directed by the Chief Steward and/or the President should a conflict arise. All Duluth Stewards shall be required to attend meetings unless excused by the Chief Steward or designee.

**SECTION 5. TRUSTEES MEETINGS:** The Trustees of this Branch shall meet quarterly at a time and place to be determined.

**SECTION 6. CANCELLATION OF MEETINGS:** The President and/or designee of the Branch shall have the authority to cancel meetings due to severe weather, terroristic threats, civil disorders, acts of God, advice of authorities and/or the majority of the Executive Board. If such decision is to cancel a meeting, the President or designee shall provide publicity as to the cancellation. The meeting shall be rescheduled as soon as reasonably possible with the

majority consent of the Executive Board. Notification of the rescheduled meeting shall be posted at the Main Post Office and each represented Carrier Station.

## **ARTICLE IV**

### **OFFICERS**

**SECTION 1.** Officers of Zenith Branch #114 are elected or appointed.

- a. Elected: President, Vice President, Recording Secretary, Financial Secretary, Treasurer, Sergeant-at-Arms, Health Benefits/Mutual Benefit Association Representative, and a Board of Trustees composed of three members.
- b. Appointed: Shop Stewards, Newsletter Editor, Union Organizer, Social Welfare Committee Chair, Entertainment Committee Chair, *Postal Record* Scribe, City Carrier Assistant Committee Chair, and Electronic Media Coordinator.

**SECTION 2.** All officers elected shall serve for a term of two (2) years or until their successors are duly elected and installed. In the event of death, resignation, disqualification, refusal or neglect of such officers to discharge the duties of their office, the Branch President will appoint the successor until the next regular Branch election. With the exception of the office of the President, which is expressly provided for in Article 6, Section 2, in the National Constitution, all officers appointed shall serve a term as directed by the Branch President.

**SECTION 3.** Any candidate for office or delegate must be present at the meeting when nominated, or signify in writing their willingness to serve if elected.

**SECTION 4.** All Shop Stewards are appointed by the Branch President and serve accordingly within their respective stations as the Branch President may determine and whose duties shall be to guard the interests of the Branch in their particular station under the direction of the Branch or its officers. Stewards shall receive reimbursement of their annual membership dues subject to the rules of attendance in Sec. 5.b except stewards in Two Harbors and Silver Bay. Reimbursement shall be based on attendance of general membership meetings.

**SECTION 5.** All Officers and Stewards will attend their respective meetings unless excused by the Executive Board by majority vote (except where noted). The request to be excused must be in writing. All officers and paid positions within the Branch will receive pay every six (6) months, in June and December. Attendance is encouraged for receipt of pay every six (6) months as outlined:

**MEETINGS:**

- a. Officers: Monthly Branch meetings.
- b. Stewards: Monthly Steward meetings. The Branch President and Chief Steward or designated representative shall have the excusing authority over attendance at Steward meetings.
- c. Trustees: Quarterly Trustees meetings.

**The following pay guidelines will be used per 6 or 5 month period**

- Four or more attended or excused meetings: 100% of pay per annual budget
- Three (3) attended or excused meetings: 75% of pay per annual budget
- Two (2) attended or excused meetings: 50% of pay per annual budget
- One (1) attended or excused meeting: 25% of pay per annual budget
- Zero (0) attended or excused meetings: 0% of pay per annual budget

- d. Sergeant-at-Arms pay is based on \$10.00 per regular meeting paid every six (6) months based on attendance at the meetings.
- e. Branch Newsletter Editor is required to produce and disseminate a newsletter as directed by the membership. Pay is conditioned to the publishing of the newsletter.
- f. Any paid position not specifically named will fall under Sec. 5.a. above for pay and attendance.

**SECTION 6.** All pay and allowances are set annually in the Branch annual budget as set by majority vote during the November regular meeting.

## **ARTICLE V**

### **ELECTIONS**

**SECTION 1.** The provisions of this Article shall govern the election for all Zenith Branch #114 officers and election of delegates to State and National Conventions.

**SECTION 2.** All regular members shall be eligible to hold any office or position in the Branch, except that a member who voluntarily or otherwise holds, accepts, or applies for a supervisory position in the Postal Service for any period of time, whether one (1) day or fraction thereof, either detailed, acting, probationary or permanently, shall immediately vacate any office held, and shall be ineligible to run for any office or other position for a period of two (2) years after termination of such supervisory status. Upon nomination, the candidate must verify that he or she has not served in a supervisory capacity for the 24 months prior to the nomination.

**SECTION 3.** All regular members shall be entitled to one vote for each office or position to be filled.

**SECTION 4.** Election of officers shall take place biennially, during odd numbered years. Notice of such election, stating the offices for which the election shall be held, the time, place, manner for nomination and election. The requirement for such notices shall be published under a special heading in the August issue of the *Zenith Branch News* and/or the *Postal Record*. This publication is mailed monthly to the last known address of each member.

**SECTION 5.**

- a. Every regular member shall have the right to nominate a candidate for any office.
- b. Each candidate shall be nominated at the September and October general membership meetings, under a special order of business. The Recording Secretary shall print in the *Zenith Branch News* the names of all candidates nominated prior to the meeting at which the election is to be held. Such names shall be placed in alphabetical order under the caption of the office for which they have been nominated.
- c. Elections shall be by secret ballot and provided by the Recording Secretary at the November general membership meeting. 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 shall be necessary to elect. There shall be no write-in votes for candidates not officially on the ballot. Any such write-in shall not be counted but will not invalidate the rest of the ballot. Each eligible regular member shall be entitled to one (1) vote for each position to be filled. When there is but one (1) candidate for any office, the President may declare that such person has been elected.

**SECTION 6.** Installation of Branch officers shall take place at the second regular meeting of the Branch following their election and shall be by such ceremony as the National Association may provide. Any National Officer, a Past President of the National Association, or 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 a Branch may act as such.

**SECTION 7.** Every qualified member of Zenith Branch #114 may run for unpaid delegate to State and National Conventions except that a member who voluntarily or otherwise holds, accepts, or applies for a supervisory position in the Postal Service for any period of time, whether one (1) day or fraction thereof, either detailed, acting, probationary or permanently, shall immediately vacate any office held, and shall be ineligible to run for any office or to be a delegate to any Convention for a period of two (2) years after termination of such supervisory status. Upon nomination, the candidate must certify that he/she has not served in a supervisory capacity for the 24 months prior to the nomination. The President and Vice President of this Branch at the time of the convention, by virtue of their office, are automatically considered delegates. Only those qualified members (including the President and Vice President) having attended eight (8) union meetings of the **last eleven (11)** prior to nominations may run for paid (receiving union funds for their expenses) delegates for State and National Conventions.

**SECTION 8.** Notice of nomination and election of delegates and alternates to State and National Conventions shall be printed in the **August** issue of the *Zenith Branch News* and/or the *Postal Record* with nominations at the regular **September and October** general membership meetings. Election of said delegates will be at the **November** meeting by secret ballot provided by the Recording Secretary. Prior to nominations of delegates and alternates, the Branch shall decide the number of delegates to be elected and the amount of compensation to be allowed each delegate and alternate.

## ARTICLE VI

### DUTIES OF OFFICERS

**SECTION 1. PRESIDENT:** The President shall preside at all meetings of the Branch; preserve order; sign all warrants on the Treasurer ordered drawn by the Branch, and all other papers ordered by the Branch; have general supervisory powers over the Branch; see that officers perform their duties; enforce the Constitution, By-Laws, Rules and Regulations of the Branch; appoint all committees not otherwise provided for; give the deciding vote when a tie occurs; examine and announce the result of all balloting and other votes. The President shall not make or second any motion while in the Chair; he/she shall ascertain from the Financial Secretary before adjournment of the meeting the amount of money received since the previous meeting and from the Treasurer if he/she has received the same. At the end of President's term, he/she shall make a report showing the progress and condition of the Branch. The President shall, together with the Treasurer, sign and file with the Secretary of Labor on behalf of the Branch, an annual financial report. The President shall by virtue of his/her office, be the Chief Steward for the Branch, and he/she may delegate such authority to other members. The President shall at all times have the authority to relieve any steward of any representational duties or functions, and to assign such duties or functions to another member appointed by the President, whenever the President concludes that such action is necessary to ensure that the Branch meets its representational responsibilities or to ensure Branch compliance with NALC policy. The President shall visit each station (including associate offices) semi-annually to stimulate the member's interest in Zenith Branch #114. The President may appoint other duties to any of the officers of the Branch.

**SECTION 2: VICE PRESIDENT:** 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 be in charge of training & education, OWCP, and the AL calendar. He/she shall assist in any other capacities as assigned by the President.

**SECTION 3: RECORDING SECRETARY:** The Recording Secretary shall keep a correct record of the proceedings of the Branch General Membership meetings, Executive Board meetings, and the Joint Labor-Management Committee meetings. He/she shall provide highlights of the General Membership and Labor-Management meetings for publication in the *Zenith Branch News* and/or for posting on the Zenith Branch #114 website each month or as directed by the membership. He/she shall draw all warrants on the Treasurer ordered by the Branch. He/she shall notify members of their suspension, expulsion or acceptance of resignation. He/she shall report to the National Secretary-Treasurer

immediately the suspension, expulsion or reinstatement of a member. He/she shall attend to all correspondence of the Branch, and properly mark and file all papers ready for inspection at any time, and notify the members of special meetings when ordered by the President. Within one week after his/her term expires, or upon an earlier termination thereof, he/she shall deliver to his/her successor all books and papers together with all other property of the Branch in his/her possession.

**SECTION 4: FINANCIAL SECRETARY:** The Financial Secretary shall keep a record showing the names of members, when admitted and place of residence, collect dues and all other monies due the Branch, keep a regular account thereof, and at each meeting (or prior thereto whenever the prompt payment of the National per capita tax or other necessity may require same) pay the same to the Treasurer, take his/her receipts and retain them as vouchers in settlement. He/she shall personally solicit payment from all members in arrears, and on the day of an election and before a ballot taken, furnish the President with a list of members not entitled to vote. He/she shall semi-annually furnish the National Secretary-Treasurer with a list of names of all the members of a Branch in good standing and shall notify the National Secretary-Treasurer monthly of the election of new members, also those suspended, expelled, deceased or resigned. He/she shall make semi-annually, a report to the Branch showing the number of members elected, rejected, initiated, suspended, reinstated, withdrawn, and the number of deaths. He/she shall keep an account of all properties, investments, and funds of the Branch which at all times shall be open for inspection, and at the end of his/her term make a report, and deliver to his/her successor in office, when qualified, all the books, papers, and property in his/her possession belonging to the Branch. To insure the faithful performance of their duties, the Financial Secretary shall be bonded in such sum as the Branch may direct.

**SECTION 5: TREASURER:** The Treasurer shall receive, receipt for, and disburse all monies of the Branch, and keep a regular account thereof. He/she shall provide to the trustees the bills, receipts, and bank statements received on a quarterly basis. He/she shall also be responsible for the following: Filing the quarterly IRS Form 941, filing and distributing all W-2 forms as required by law and filing the L-M 3 on an annual basis. He/she shall pay all warrants drawn on him/her by the Recording Secretary voted by the Branch and signed by the President, and shall have all accounts receipted upon payment of the same. 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 qualified; 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.

**SECTION 6: SERGEANT-AT-ARMS:** 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 7: MBA/HEALTH BENEFIT REPRESENTATIVE:**

a. The MBA/Health Benefit Representative shall perform such duties as the Constitution and Laws of the MBA require. Annually, he/she shall deliver a report at the January Branch meeting to include the number of people participating and a summary of the options available. He/she shall, whenever requested by the President, and at the end of his/her term, deliver any MBA monies in his/her possession, books or other papers to his/her successor in office, when qualified.

b. The MBA/Health Benefits Representative shall be enrolled in the NALC Health Benefit Plan, and shall perform such duties as the Constitution and Laws of the National Association of Letter Carriers Health Benefit Plan require. Annually, he/she shall deliver an enrollment summary at the February Branch meeting. He/she shall, whenever requested by the President, and at the end of his/her term, make a report showing the number of members at the beginning and end of his/her term and deliver his/her books and papers to his/her successor in office, when installed.

**SECTION 8: TRUSTEES:** The Trustees shall examine and report quarterly to the Branch the condition of the books. They will compare the vouchers and records and see that they correspond with the collections and disbursements. They shall have custody of all Branch property, and shall perform such other duties as the Branch by-laws may require of them.



Upon election of trustees, they shall elect an executive trustee to act as chair with the approval of the president. The Board of Trustees shall be known as the Trustees of Zenith Branch #114 of the National Association of Letter Carriers of the United States of America.

**SECTION 9: EXECUTIVE BOARD:** There shall be an Executive Board of this Branch which shall be composed of the President, Vice-President, Recording Secretary, Financial Secretary, Treasurer, and MBA/Health Benefits Rep. and Trustees. This Executive Board shall be empowered to act for the Branch between meetings and shall have the power to expend Branch funds of up to \$1,000 per annum when in the judgment of the majority of this board an emergency exists which justifies the expenditure for the best interests of the Branch or the NALC. The Executive Board shall propose a budget to be printed in the November issue of the *Zenith Branch News*, to be approved and/or altered by the members at the regular November general membership meeting. At the meeting in November of each year, the Executive Board shall present the proposed budget to the Branch for its approval.

**SECTION 10: BONDING:** Every officer, agent, shop steward, or representative of the Branch who handles funds or other property of the Branch shall be bonded to the extent required by applicable law.

**SECTION 11: EDITOR:** The President shall appoint the Editor to the *Zenith Branch News*. The Editor will be responsible for publishing and distributing the *Zenith Branch News*. The Editor may perform other such duties as the President may direct.

**SECTION 12: ORGANIZER:** The President shall appoint an Organizer, who shall be the head of the Membership Committee. He/she shall lead and be responsible for the actions and perform the duties as described in Article 9.

**SECTION 13: SOCIAL WELFARE COMMITTEE CHAIRPERSON:** The President shall appoint a Social Welfare Committee Chairperson. He/she shall lead and be responsible for the actions and perform the duties as described in Article 8.

**SECTION 14: ENTERTAINMENT COMMITTEE CHAIRPERSON:** The President shall appoint an Entertainment Committee Chairperson. He/she shall lead and be responsible for the actions and perform the duties of the Entertainment Committee as described in Article 9.

**SECTION 15: POSTAL RECORD SCRIBE:** The President or his/her designee shall be the Scribe to the *Postal Record*. The duties shall be to express the news and views of this Branch in the *Postal Record*.

**SECTION 16: CITY CARRIER ASSISTANT (CCA) COMMITTEE CHAIRPERSON:** The President shall appoint a CCA Committee Chairperson. He/she shall lead and be responsible for the actions and perform the duties as described in Art. 9 Sec. 7.

**SECTION 17: ELECTRONIC MEDIA COORDINATOR:** The Electronic Media Coordinator shall coordinate use of electronic media tools by Branch #114 to connect people to vital information, resources, activities, events and support, manage social media and website content, and other duties as assigned by the President.

**SECTION 18: APPOINTMENTS:** The President will have the responsibility of appointing in addition to those listed above, a Legislative Representative, Safety Representative(s), a Food Drive Coordinator, an MDA Coordinator, a Letter Carrier Political Fund (LCPF) Coordinator, a Retiree Representative, a Publicity Representative, an Office Administrator, and a Uniform Closet Coordinator.

a. Legislative Representative: He/she shall report to the Branch regarding letter carrier specific legislation and perform other duties as the President may direct.

b. Safety Representative(s): He/she shall attend safety meetings and inspections, act as liaison between the union and management regarding safety issues, promote safety among carriers, give reports on safety issues at general membership meetings of the Branch, and perform other duties as the President may direct.

- c. Food Drive Coordinator: He/she shall perform such duties as representing Branch #114 at scheduled food drive meetings, coordinating with other parties to facilitate the Stamp Out Hunger Food Drive as well as increasing interest and awareness of the event among other carriers and the general public. He/she shall also coordinate on the day of the drive to delegate tasks to volunteers and ensure accurate weights of the collected food are tracked for reporting purposes. He/she shall record all monetary donations to include donors, amounts donated, and date of donation. He/she shall also report to the Branch at the meeting following disbursement of checks to food shelves the amounts of donations and when disbursements were made, and perform other duties as the President may direct.
- d. MDA Coordinator: He/she shall organize and promote events that raise money for the Muscular Dystrophy Association, submit a yearly report in November to the National MDA Coordinator and the Branch at the November meeting, and perform other duties as the President may direct.
- e. LCPF Coordinator: He/she shall inform and recruit carriers to join and contribute to the Letter Carrier Political Fund and perform other duties as the President may direct.
- f. Retiree Representative: The retiree representative should be a retired letter carrier. He/she shall serve as liaison between active and retired members, attend retired letter carrier meetings and functions, report on retiree issues at general membership meetings of the Branch, write articles for the membership regarding retiree issues, assist retirees and their families with questions or problems, and perform other duties as the President may direct.
- g. Publicity Representative: He/she shall perform such duties as producing articles, flyers, and online publications that would increase interest and awareness of current and special events of Branch #114 among other carriers and, at times, the general public, and perform other duties as the President may direct.
- h. Office Administrator: He/she shall produce reports, letters, and other documents using word processing equipment; retrieve and/or update files and other data maintained on computers; send and receive electronic messages, files and other documentation; perform routine clerical duties such as operating office equipment, requisitioning supplies, and coordinating printing, maintenance, and other service requests; screen, log, and route office mail; and perform other duties as the President may direct.
- i. Uniform Closet Coordinator: He/she shall organize, clean, and distribute donated uniforms, and perform other duties as the President may direct.

## ARTICLE VII

### FEES, DUES, FINES AND ASSESSMENTS

**SECTION 1.** There shall be a minimum dues structure which shall consist of the following: Each member shall pay monthly dues equal to the amount specified in Art. 7 Sec. 2 (a) of the National Constitution. One third of such dues shall be allocated to the National union and shall be designated the National per capita tax. The remaining two thirds of such dues shall be allocated to the member's branch and shall be designated minimum branch dues.

- a. Dues for retired members of Zenith Branch #114 will be \$12 per annum with \$7 of the dues paid to the National Secretary-Treasurer as per capita.
- b. CCA's shall receive a dues reimbursement of \$12.50 for each month they have paid dues on **the first** anniversary of joining the NALC.

**SECTION 2.** Associate dues shall be as required by the NALC Health Benefits Plan.

**SECTION 3.** The rates of dues and fees may be increased only by majority vote by secret ballot of the regular members in good standing at a special or regular meeting after reasonable notice has been given that this question will be before the meeting. The same rules of procedure shall apply to the levy of a special or general assessment and to the imposition of fines upon members found guilty of charges preferred against them, except that such assessments or fines must be approved by a two-thirds vote.

- a. Any member leaving the Postal Service for any reason other than retirement or OWCP, or any member permanently promoted to a supervisory position within the Postal Service may retain membership only in accordance with Art. 2, Sec. 1 of the NALC Constitution.
- b. The Branch may exempt or remit the dues of any member under reasonable rules uniformly applied for a stated period of time, with approval from the Executive Board. The Branch may provide for the payment of dues in advance for any period in excess of one month.

**SECTION 4.** Any member failing to pay any fine, assessment or monthly dues within thirty (30) days shall forfeit his /her membership. Such an individual will vacate any office held in Zenith Branch #114, will not be eligible to vote, will not be eligible for nomination to any office and may not represent the Branch at any function, event, or convention. If desired, the Branch may extend the grace period to a maximum of sixty (60) additional days.

**SECTION 5.** A former member whose membership has been forfeited may be reinstated by the payment of back fines, assessments and dues, as well as such reinstatement fee as the Branch may prescribe by reasonable rules, uniformly applied.

## **ARTICLE VIII**

### **SOCIAL WELFARE, INCAPACITATION RELIEF, AND FUNERAL BENEFITS**

**SECTION 1.** The duties of the Social Welfare Committee shall be to communicate with incapacitated members of the Branch, to report their condition to the Branch at its regular meeting, and have charge of acknowledgments for the following events for any member: incapacitation, death of a member or a member's immediate family, retirement, marriage, or the birth of a child. He/she shall inform the Financial Secretary of the death of any member.

**SECTION 2.** This Branch shall furnish a **Memorial Bible** or other remembrance in the event of death of a member, or a death in the immediate family of a member. The immediate family (for the purpose of this article) is: Spouse or significant other, child, sibling, or parent of the member.

## **ARTICLE IX**

### **COMMITTEES**

**SECTION 1.** The President of Zenith Branch #114 shall appoint a committee on organization, comprised of three members, whose purpose shall be to work in conjunction with and subordinate to the National Executive Council to secure such benefits as the National Association and the Branch may desire.

**SECTION 2.** The President of Branch #114 shall appoint a committee consisting of the Trustees of this Branch to whom all bills and claims against the Branch shall be referred to before being acted upon by the Branch. They shall attend to the bonding of the officers of Branch #114. All fidelity bonds shall remain in the custody of this committee.

**SECTION 3.** The President of Branch #114 shall appoint a Social Welfare Committee who shall be led by the Social Welfare Committee Chairperson per Article 6 and whose duties are outlined in Article 8.

**SECTION 4.** The President of Branch #114 shall appoint a Membership Committee who shall be led by the Organizer appointed per Article 6. The duties of the Membership Committee shall be; to endeavor to secure new members, to counsel and advise the delinquent and suspended members with a view of securing their reinstatement, to assist in promoting the attendance at meetings, distribute welcome packets to newly sworn in members at their initial general membership meeting, and to report to the Branch anything coming under its observation that might be harmful or helpful to the membership as a whole.

**SECTION 5.** The President of Branch #114 shall appoint a Labor-Management Committee. The duties of the Labor-Management Committee shall be to investigate and lay before the Postmaster or Supervisor any specific complaints furnished by any member of this Branch or other pertinent Branch business. They shall hold meetings with the Postmaster or his/her designated officials as spelled out in the Local Agreement. All committee members who attend Labor-Management meetings off-the-clock shall be paid a flat rate of \$35 by the Branch.

**SECTION 6.** The President of Branch #114 shall appoint an Entertainment Committee to be led by the Committee Chairperson as appointed per Article 6. The duties of the Entertainment Committee shall be; to furnish entertainment and arrange for and have charge of the social functions of this Branch, including, but not limited to the Retired Carriers Banquet, NALC Food Drive, and the Branch Picnic. The Chairperson of this committee shall keep an accurate account of all receipts and expenditures, and report such at the regular meeting following each function.

**SECTION 7.** The President of Branch #114 shall appoint a CCA Committee. The duties of the CCA Committee shall be; to present the particular problems of the CCA's of this Branch to the membership as a whole, for its consideration and action, and to encourage their attendance at all Branch meetings and functions. The Chairperson shall present problems to the Labor-Management Committee of this Branch, to be brought before the Postmaster or his/her designee, and may be present at such meetings with the Postmaster or his/her designee.

**SECTION 8.** The President of Branch #114 shall appoint a By-Law Committee. The Duties of the By-Law Committee shall be to meet in February of every odd-numbered year to review and recommend any necessary changes to the Branch #114 By-Laws. The Chair of the By-Law Committee shall read and bring the written recommendation of the committee to the March regular meeting. The By-Law Committee shall also submit their findings and proposed changes to the *Zenith Branch News* for publication in the March and April publications.

**SECTION 9.** The President of Branch #114 shall appoint three members who are not on the ballot for officers elections at the November general membership meeting as the Election Committee for that election. The President shall appoint three members who are not on the ballot for delegates elections at the December general membership meeting as the Election Committee for that election. The Election Committee will verify the member's credentials by using a copy of the active and retiree rosters, when distributing one ballot per member. The Election Committee will collect one ballot per member. When all ballots are collected, each member of the Election Committee will individually tally the ballots and keep their total until all members of the Committee have tallied, at which time they will compare tallies. The members of the Election Committee will recount until all three members agree on the tally of ballots. They will present their tallies to the President. The ballots will be given to the Recording Secretary to be kept for no less than one (1) year.

**SECTION 10.** The terms of office for all appointed committees shall be for the duration of the term of office of the President who appointed them. The President shall actively engage and interact with, if not be a part of each committee. Additional Committees may be appointed by the President as needed.

## **ARTICLE X**

### **CHARGES**

Any member of the Branch who shall violate the Constitution or By-Laws of the Association or Branch may have charges preferred against him/her, and if such charges are proved shall be fined, reprimanded, suspended or expelled as defined under Article 10 of the Constitution for the Government of Subordinate and Federal Branches.

## **ARTICLE XI**

### **APPEALS**

Appeals will be taken up in accordance with article 11 of the Constitution for the Government of Subordinate and Federal Branches.

## **ARTICLE XII**

### **FUNDS**

**SECTION 1.** All dues will be deposited directly in Branch #114's account at the North Shore Bank of Commerce. No cash may be withdrawn from this account.

**SECTION 2.** The Trustees will determine the amount of funds that are deposited on a monthly basis into Branch #114's dedicated fund savings account. Such dedicated funds will include: The Emergency Contingency Fund, National Convention Fund, State Convention Fund, Entertainment Fund, and the Capital Improvement Fund. These funds will be maintained at an institution separate from the institution that receives that Branch's dues deposit. Additional funds may be specified and added if requested by a majority vote of the Trustees. Cash may be withdrawn from these accounts, or check may be written from these accounts, but only if two qualified members are present for such an event. Branch #114 shall have no more than four (4) qualified members with access to this account, one of which must be the President, and the other of which must be the Treasurer.

- a. The Executive Board should determine the amount of money that the Branch keeps in its Emergency Contingency Fund. Money from the Emergency Contingency Fund may only be used if approved by the Executive Board. Such funds should be replaced as soon as possible.
- b. The National Convention Fund should be used only for expenses related to members attending the National Convention. Any exception must be approved by the Executive Board.
- c. The State Convention Fund should be used only for expenses related to members attending the State Convention or State Training. Any exception must be approved by the Executive Board.
- d. The Entertainment Fund is established to primarily fund the Branch's annual Retiree Banquet and the Branch's annual picnic. Funds from this account may be used for other reasons if approved by the Executive Board.
- e. The Capital Improvement Fund shall be used to purchase, replace, or repair office equipment for the Branch and shall be capped at \$10,000. Once the cap is reached, monies shall be distributed to the Entertainment Fund until such a time that the balance is less than \$10,000 at which time the deposits shall resume.
- f. The treasurer is authorized to withdraw funds from the above accounts provided that they are used only as intended. However, all expenses must be approved in advance by the Branch at a monthly meeting.

**SECTION 3.** If the Executive Board agrees that Branch #114 would be better served by another financial institution, such a change must be proposed by the board and approved by a majority vote at one of the Branch's regular meetings.

**SECTION 4.** All of Branch #114's expenses should be approved by majority vote at the Branch's regular meeting. The amount and purpose should be specified prior to the vote. If such a vote occurs, the treasurer is then authorized to withdraw only the specified amount from the specified account and use it only for the specified purpose. In the case of an emergency, the Branch's Executive Board may approve up to \$1000 per annum by majority vote.

**SECTION 5.** Any member of the Branch requesting payment or reimbursement for travel must abide by the Zenith Branch #114 travel policy, as approved by the membership, and submit the branch's expense report. The travel policy can be found on the Branch #114 website or upon request. The travel policy may be amended at any regular meeting of this Branch, provided the amendment has been submitted in writing and read by the Chair of the Bylaw Committee at the last previous regular Branch meeting, has appeared in the Zenith Branch News, and suitable notification to members has been made at least ten (10) days before the regular meeting at which the vote is to be taken. Passage of a proposed amendment is by a two-thirds majority of those members present and voting.

## **ARTICLE XIII**

## LITIGATION

**SECTION 1.** Zenith Branch #114 is hereby authorized, upon a majority vote of the membership, to pay all the expenses for investigating services, employment of counsel, and other necessary expenditures in any cause, matter, case or cases where an officer, representative, employee, agent or one charged with acting on behalf of Branch #114 and/or its affiliates is charged with any violation or violations of any law, or is sued in any civil actions with respect to any matter arising out of their official duties except of such officer, representative, employee or agent is charged with a breach of their trust to Branch #114 or any subordinate body or member thereof, in which event they may be indemnified if the action is terminated favorably to them. This provision does not apply to suits brought against Zenith Branch #114 or any of its officers, representatives, and/or agents by the National Association.

**SECTION 2.** Zenith Branch #114 nor any of its officers, representatives, or agents, shall be responsible or liable for the wrongful or unlawful acts of any of its members thereof, except where Branch #114 or its officers have actually participated in or actually authorized such acts, or have ratified such acts after actual knowledge thereof.

**SECTION 3.** Zenith Branch #114 shall not institute litigation in any court against the United States Postal Service to enforce, set aside, or declare the proper interpretation of any provision of a National Agreement between the Association and the United States Postal Service, except with the written approval of the National President.

## ARTICLE XIV

### BY-LAWS

**SECTION 1.** This Branch may make, alter, or rescind such by-laws, rules, and regulations as deemed necessary, providing they do not in any way conflict with the Constitution of the NALC.

**SECTION 2.** By-laws may be amended at any regular meeting of this Branch, provided the amendment has been submitted in writing and read by the Chair of the By-Law Committee at the last previous regular Branch meeting, has appeared in the *Zenith Branch News*, and suitable notification to members has been made at least ten (10) days before the regular meeting at which the vote is to be taken. Passage of a proposed by-law is by a two-thirds majority of those members present and voting. By-laws and amendments fixing the amount of initiation fees, dues, and re-instatement fees, or the time and place of meetings, shall become effective at the time determined by the Branch. All other by-law amendments shall not become effective until approved by the National Committee of Laws.

## ARTICLE XV

### ORDER OF BUSINESS

The order of business may be altered at any time with the approval of members present. Meetings will be conducted in accordance of *Roberts's Rules of Order* and the approved Code of Conduct.

1. Call to order
2. Pledge of Allegiance
3. Roll call of officers
4. Reading of minutes of previous meeting
5. Reading of communications, notices, bills, etc.
6. Financial Secretary's report of receipts
7. Treasurer's report of expenditures
8. Application for membership
9. Balloting for candidates
10. Initiation of elected candidates
11. Unfinished business:
  - a. Items for labor management
  - b. Safety and health
12. New Business

13. Reports of standing and special committees
14. MBA
15. Health Benefit Plan
16. Good of the association
17. For the improvement of the service
18. Adjournment

*Amended May 2021*