

ARTICLE I

NAME AND OBJECTIVE

SECTION 1.

This Branch shall be known as John Grace Branch 825 of the National Association of Letter Carriers of the United States of America.

SECTION 2.

The objectives of this Branch are to unite all employees who are eligible for membership under Article 2, Section 2 of the Constitution of the National Association of Letter Carriers into one harmonious body for their mutual benefit, and to assist the National Association of Letter Carriers in its efforts to improve the condition of its entire membership.

ARTICLE II

MEMBERSHIP

P.S. Form 1187 (dues check-off) must be signed by all applicants seeking a membership in the Branch and NALC.

ARTICLE III

MEETINGS

SECTION 1.

The regular meetings of Branch 825 shall be held on the last Thursday of each month, except for August, November, and December. There shall be no meetings in July and December and the November meeting shall be held on the third Thursday of that month. All meetings shall be held at multiple geographic locations each year. Proper notification, via monthly postings and the Branch Newsletter will be sent to all active and retired members by mail. The time and locations shall be chosen by the Executive Board before the start of each year.

SECTION 2.

Special meetings shall be called by the President when the business of the Branch warrants, or upon the written request of twenty-five (25) members in good standing. Two (2) days notice shall be given and posted in each station. No business shall be transacted at a special meeting other than that for which it may have been called.

(ARTICLE III, continued)

SECTION 3.

Twenty-five (25) members shall constitute a quorum at all regular and special Branch meetings.

SECTION 4.

The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to adjourn, or to *recess*.

SECTION 5.

A majority of those present and voting shall carry on all votes except those for which another method is called for in these Bylaws or in the National Constitution.

SECTION 6.

In the absence of the President, Executive Vice President, and Vice Presidents, any member in good standing may be elected to preside by a majority of those present.

ARTICLE IV

OFFICERS

SECTION 1.

The officers of Branch 825 shall be President, Executive Vice President, First Vice President, Second Vice President, Secretary, Treasurer-Financial Secretary, Sergeant-at-arms, Health Benefits/OWCP/Retirement Representative, and a board of three trustees.

SECTION 2.

All officers shall be elected for a term of three (3) years, or until their successors are duly elected and installed.

SECTION 3.

In the event of the death, resignation or disqualification of the President, the Executive Vice President shall succeed to the Presidency. The President shall retain the power of appointment to fill any other vacancy resulting from the death, resignation or disqualification of any officer or steward.

ARTICLE V

ELECTIONS

SECTION 1.

- A. The election of officers and stewards shall be held at the November, 1983 meeting and every third year thereafter.
- B. The election of convention delegates shall be held at the November, 2014 meeting and every year thereafter.

SECTION 2.

Announcement of the elections and the opening of nominations shall be published in a timely manner in the POSTAL RECORD.

SECTION 3. NOMINATIONS

- A. The Branch nominations must be made in writing, and be received by the Secretary not less than 30 days before the date of the election.
- B. All nominations must be signed by both the nominator and the nominee, whose signature shall be regarded as indication of his/her willingness to serve if elected.

SECTION 4. ELECTION COMMITTEE

- A. After the close of nominations and at least twenty-one (21) days prior to the election, the President shall appoint an Election Committee of five members, none of whom may be a candidate for office.
- B. The Election Committee shall be responsible for seeing that the election is held in accordance with the NALC REGULATIONS GOVERNING BRANCH ELECTION PROCEDURES.

SECTION 5. GENERAL ELECTION RULES

- A. Voting shall be accomplished by secret ballot.
- B. When there is only one candidate for any office, the President will declare that candidate elected.
- C. A plurality of all votes cast determines the successful candidate.
- D. No proxies will be accepted.
- E. All candidates for office must receive equal treatment from the Branch. No Branch funds or equipment will be used to subsidize any candidate's campaign.
- F. The installation of officers shall take place at the January branch meeting following the elections or time and place set by the Executive Board.

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 this 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. He/She shall not make or second any motion or take part in any debate 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 his/her term, he/she shall make a report showing the progress and conditions of the Branch. He/She shall together with the Treasurer, sign and file with the Secretary of Labor on behalf of the Branch, an annual financial report if required by law. The filing of such a report will be required unless the Branch has received express notification from the National Association that it is exempt from such requirements. He/She 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 may, when he/she deems it necessary, temporarily increase the amount of paid time any officer may utilize for Branch business. The President of Branch 825 shall devote full time to his/her duties and shall be paid a salary of a letter carrier at City Carrier Grade 2, Step 0 of the City Carrier Salary and Rate Schedule plus an additional \$ 5,500.00 annually, payable biweekly. In addition, the Branch shall pay the President all benefits ordinarily paid by the Postal Service and the employee.

SECTION 2. EXECUTIVE VICE PRESIDENT

The Executive Vice President shall preside in the absence of the President, and in the case of death, resignation, disqualification, refusal or neglect of the President to discharge the duties of his/her office. He/She shall then succeed to the Presidency and serve the remainder of the term of office. He/She shall assist in the handling of grievances and be responsible for the Branch training schools. For the faithful performance of the above duties, the Executive Vice President shall devote full time to his duties and shall be paid at the rate of City Carrier Grade 1, Step 0 of the City Carrier Salary and Rate Schedule plus an additional \$3,500.00 annually, payable biweekly. In addition, the Branch shall pay the Executive Vice President all benefits ordinarily paid by the Postal Service and the employee.

SECTION 3. TWO VICE PRESIDENTS

A. FIRST VICE PRESIDENT

With the assistance of the Branch Secretary, they shall coordinate the handling of grievances, maintain the Branch grievance book, ascertaining the status of all grievances filed by the Branch and its stewards, report pertinent grievance information to the membership, and assist the Executive Vice President at the Branch training schools.

(ARTICLE VI SECTION 3. A. Continued)

For the faithful performance of the above duties, the Vice Presidents shall be paid at the rate of City Carrier Grade 1, Step 0 of the City Carrier Salary and Rate Schedule plus an additional \$3,500.00 annually, payable biweekly. In addition, the Branch shall pay the Vice Presidents all benefits ordinarily paid by the Postal Service and the employee.

B. SECOND VICE PRESIDENT

With the assistance of the Branch Secretary, they shall coordinate the handling of grievances, maintain the Branch grievance book, ascertaining the status of all grievances filed by the Branch and its stewards, report pertinent grievance information to the membership, and assist the Executive Vice President at the Branch training schools. For the faithful performance of the above duties, the Vice Presidents shall be paid at the rate of City Carrier Grade 1, Step 0 of the City Carrier Salary and Rate Schedule plus an additional \$3,500.00 annually, payable biweekly. In addition, the Branch shall pay the Vice Presidents all benefits ordinarily paid by the Postal Service and the employee.

SECTION 4. RECORDING SECRETARY

The Recording Secretary shall keep a correct record of the proceedings of the Branch in a book to be kept for that purpose. He/She shall draw all warrants on the Treasurer ordered by the Branch. He/She shall notify applicants for membership in writing of their election or rejection, and members of their suspension, expulsion, or acceptance of resignation; report to the National Secretary-Treasurer immediately the suspension, expulsion, or reinstatement of any member; attend to all correspondence for 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; make, semiannually, a report to the Branch, showing the number of members elected, rejected, initiated, suspended, reinstated, withdrawn, and the number of deaths, giving the date of death. 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. The Recording Secretary is also responsible for the everyday functioning of the Branch and its physical office, and will assist the other officers in these matters. For the faithful performance of the above duties, the Recording Secretary will be required to work sixteen (16) hours per week for Branch 825, for which he/she will be paid at the rate of City Carrier Grade 1, Step 0 of the City Carrier Salary and Rate Schedule plus \$1.00 per hour, payable biweekly. In addition the Branch shall pay any lost benefits due to the LWOP in service of the Branch.

SECTION 5. TREASURER-FINANCIAL SECRETARY

The Treasurer-Financial Secretary shall keep a record book showing the names of members, when admitted, and place of residence; collect dues and all other monies due the Branch, and keep a regular account thereof He/She shall, when necessary, solicit payment from all members.

(ARTICLE VI SECTION 5 Continued)

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, all the books, papers, and property in his/her possession belonging to the Branch. The Treasurer-Financial Secretary shall receive, receipt for, and disburse all monies of the Branch, and keep a regular account thereof He/She shall pay all warrants drawn on him/her by the Secretary, voted by the Branch, and signed 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, and deliver his/her books, papers, and money to his/her successor in office, and, to insure faithful performance of his/her duties, he/she shall be required to furnish a bond in such sum as the Branch may direct. For the faithful performance of the above duties, the Treasurer-Financial Secretary shall be reimbursed for eight (8) hours per week at the rate of City Carrier Grade 1, Step 0, of the City Carrier Salary and Rate Schedule plus \$1.00 per hour, payable biweekly. In addition, the Branch shall pay any lost benefits due to LWOP in service to the Branch.

SECTION 6. SERGEANT-AT-ARMS

The Sergeant-at-Arms shall preserve order in the meetings 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 by the vote of the Branch.

SECTION 7. HEALTH BENEFITS/OWCP/RETIREMENT REPRESENTATIVE

The Health Benefits/OWCP Representative shall perform such duties as the Constitution and the Laws of the National Association of Letter Carriers Health Benefits Plans require. He/she shall also serve as Branch Ombudsman for the NALC Health Plan and serve as MBA-NSBA Representative. The Health Benefits/OWCP Representative shall handle all of the forms, inquires, billings, and other matters relating to any on-the-job injuries. He/she will be responsible for maintaining all records regarding these claims, and investigate and attempt to resolve problems involving all injury claims of Branch 825 members. At the completion of his/her term in office, the Health Benefits/OWCP Representative will deliver to his/her successor all books, files, and paperwork in his/her possession. For the faithful performance of his/her duties, the Health Benefits/OWCP Representative will be reimbursed ten (10) hours per week at the rate of City Carrier Grade 1, Step 0 of the City Carrier Salary and Rate Schedule plus \$1.00 per hour payable bi-weekly. In addition, the Branch will pay any lost benefits due to LWOP in service to the Branch.

SECTION 8. TRUSTEE

The Trustees shall examine and report to the Branch the condition of the books of the Branch quarterly, compare the vouchers and records and see that they correspond with the collections and disbursements.

(ARTICLE VI SECTION 8 Continued)

They shall have custody of all Branch property, and shall perform such duties as the Branch Bylaws may require of them. The Board of Trustees shall be known as the Trustees of the John Grace Branch No. 825 of the National Association of Letter Carriers of the United States of America.

SECTION 9. EXECUTIVE BOARD

The executive Board shall consist of the officers of the Branch and elected Executive Board Members. The number of elected members shall be the same as the number of affiliated stations. The Executive Board will choose a Chairman from among its members. It shall be the duty of the Executive Board to initiate and direct Branch policy; supervise Branch affairs, authorize all allowances and disbursements which it deems necessary for the effective functioning of the Branch. In November of each year, the Executive Board will submit to the Branch a budget for the following calendar year. In the event that expenses exceed the budgeted amount, they must be approved by the Executive Board and the Branch. In the event that there is no quorum at a Branch meeting, the recommendation of the Executive Board on all matters will become Branch policy until such time as the Branch can and does act.

SECTION 10. (Reserved)

SECTION 11. In addition to the duties assigned to each officer he/she shall perform such other duties as the President may, from time to time, direct.

ARTICLE VII

FEES, DUES, FINES, AND ASSESSMENTS

SECTION 1.

Dues for active and associate members shall be in accordance with the minimum dues structure as articulated in the National Constitution, including the Illinois State Association of Letter Carriers per capita, plus an additional \$ 1.60.

SECTION 2.

Dues for retired members shall be \$7.00 payable by the Branch.

SECTION 3.

Members of this Branch who are on active duty with the military service shall not pay dues.

(ARTICLE VII Continued)

SECTION 4.

Any recommendation by the Executive Board for a dues increase shall be subject to ratification by the Branch utilizing the procedure for a Bylaw change.

SECTION 5.

Any member leaving the Postal Career Service for any reason other than retirement, shall be dropped from membership within thirty (30) days unless he/she signifies in writing to the Branch Secretary within that time that he/she wishes to become an associate member.

SECTION 6.

Any member failing to pay any fine, assessment, or monthly dues within thirty (30) days after the same shall become due, shall forfeit his/her membership. He/She shall vacate any office held in the Branch effective on the date of such forfeiture. He/She shall not be entitled to vote in the Branch, and he/she shall not be eligible for nomination or election to any office, provided that the Branch, for good and sufficient reasons under reasonable rules uniformly applied may extend the thirty day grace period for not more than an additional sixty (60) days.

SECTION 7.

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

(ARTICLE VII, continued)

SECTION 8.

If the National Association of Letter Carriers per capita tax is raised, then the Branch dues will increase by the same amount.

SECTION 9.

Effective January, 1999, and each year thereafter, Branch 825 will offer two (2) scholarships of \$1000.00 each. These will be non-renewable scholarships. The requirements for, and the administration of the scholarship will be the responsibility of the scholarship committee.

ARTICLE VIII

COMMITTEES

SECTION 1.

The President shall appoint all committees consistent with his/her power of appointment.

SECTION 2.

The President of the Branch shall appoint three members to the Committee on Organization. Such committee shall work in conjunction with, while subordinate to, the National Executive Council to secure such benefits as the National Association may desire.

SECTION 3.

There shall be a committee (appointed by the President) consisting of three (3) members to whom all bills and claims against the Branch shall be referred before being acted upon by the Branch.

SECTION 4.

The Preseident of the Branch will appoint three (3) members to the Scholarship Committee. Such committee will be responsible for the administration of all the business of the branch scholarship. They shall keep all records, applications and documents associated with the scholarship program. They will be responsible for selecting a reviewing authority and making sure all the guidelines of the program are met. Requirement for the scholarship applicants must be voted on by the membership and once adopted will remain in force until a branch vote amends them.

ARTICLE IX

CONVENTION DELEGATES

SECTION 1.

Notice of the delegate election shall be published in the September issue of the Branch newsletter or the POSTAL RECORD.

SECTION 2.

Nominations for delegates must be made in writing and be received by the Secretary not less than thirty (30) days before the date of the election.

SECTION 3.

Delegates to conventions shall be elected at the November meeting each year.

(ARTICLE IX Continued)

SECTION 4.

When there are more candidates than the authorized number of delegates for the Branch, the election shall be by secret ballot, and the candidates receiving the largest number of votes shall be elected.

SECTION 5.

When there are fewer or the same number of candidates as the authorized number of delegates, the President may declare those persons elected.

SECTION 6.

In order to be eligible to receive any Branch funds disbursed to cover convention expenses, a delegate must have attended at least **FOURTEEN (14)** meetings in the two (2) years preceding each convention, or as determined by the Branch.

ARTICLE X

BY-LAWS

SECTION 1.

The Bylaws of this Branch may be changed by obtaining signatures of twenty-five (25) members in good standing on a petition which shall be given to the Secretary. The proposed amendments shall be read at the first Branch meeting which occurs at least five days after the receipt of the petition. The proposed amendments shall be voted upon at the next Branch meeting after the reading of the petition.

SECTION 2.

The Secretary shall provide a notice of the proposed changes to the Bylaws at each postal station represented by this Branch at least ten (10) days before the meeting at which the changes are due to be voted upon.

SECTION 3.

A two-thirds majority of those members present and voting shall be sufficient to change the Bylaws. The voting shall be by secret ballot.

SECTION 4.

Changes to the Bylaws fixing the amount of initiation fees, dues, and reinstatement fees, or the time and place of meetings shall become effective at the meeting at which they are approved.

(ARTICLE X Continued)

SECTION 5.

All other changes to the Bylaws become effective at the first meeting following receipt of the approval of the Committee of Laws, as required by Article XV of the N.A.L.C. Constitution.

ARTICLE XI

RULES OF ORDER

ROBERT'S RULES OF ORDER shall be the recognized authority of this Branch on all parliamentary questions.

ARTICLE XII

CHARGES

SECTION 1.

Any member of the Branch who shall violate the Constitution or Bylaws 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 the laws may direct, or the Branch may determine. Any officer of the Branch who shall fail or neglect to discharge the duties of his/her office or who may be guilty of gross misconduct, may be removed from office by a two-thirds vote of the members present and voting at the next regular Branch meeting after which charges have been preferred against him/her, specifically setting forth the failure, neglect, or misconduct and a resolution therefore has been offered. Such officer, however, must be given the opportunity to defend himself/herself before the vote is taken.

SECTION 2.

Charges must be made in writing specifying the offense so as to fully appraise the member or officer of the nature thereof and signed by a member of the Branch, and copy of such charges, under seal of the Branch, served upon him/her. Said charges shall be read at the first regular meeting.

SECTION 3.

The President, or if the President be the person against whom charges are made, the Executive Vice President, shall then appoint a committee of disinterested members, consistent with his power of appointment, who shall, without unnecessary delay, summon the parties, hear and take down or cause to be taken down by a competent reporter or stenographer, the testimony presented, hear the accused in his/her own defense and report the testimony with the facts elicited and the verdict thereon. The Branch will pronounce its judgement upon the verdict rendered and fix the penalty, if any be required.

(ARTICLE XII continued)

SECTION 4.

Questions of expulsion or removal from office shall be decided by ballot. If less than two-thirds of the ballots are for expulsion or removal from office, the Branch shall proceed to determine whether the punishment shall be suspension, fine, or reprimand.

If the punishment is determined to be suspension or fine, the Branch shall fix the term of the suspension or the amount of fine. If the punishment is determined to be reprimand, the President, or the Executive Vice President, if the President is the person against whom the charges are made, shall reprimand the accused in open meeting.

SECTION 5.

During the suspension for any offense, a member is not exempt from dues, and he/she shall be subject to all the penalties of ARTICLE VII, Section 6, for the nonpayment of the same.

SECTION 6.

Any member or officer suspended for any offense shall be reinstated on the removal of the cause and the payment of all demands against him/her, or at the expiration of the term for which he/she was suspended, without action of the Branch, and the President or Executive Vice President, as the case may be, shall declare in open meeting his/her reinstatement. This provision does not apply where the member is suspended pursuant to charges brought by the National Association or by any officer or representative by authority of the President or Executive Vice President of the National Association.

SECTION 7.

An expelled member can be reinstated only after the manner of a new applicant.

SECTION 8.

Any officer or member of the Branch who shall, in any manner, use or attempt to use the Branch, or any portion of it, or his/her influence therein, for political purposes, shall be guilty of perfidy and suffer immediate expulsion.

ARTICLE XIII

APPEALS

SECTION 1.

An appeal may be taken to the President from the decision of any other officer of the Branch and to the Branch from any decisions of the President, which appeal must be taken at the meeting at which the subject appealed from is under consideration and before any other business is taken up for action; and any member considering that an injustice has been done to him by a decision of the Branch may appeal in writing to the Committee of Appeals of the National Association.

SECTION 2.

When an appeal from the action of the Branch is taken, the following rules must be observed:

1. Written notice of intention to appeal must be filed with the Secretary of the Branch within five (5) days from the date of the Branch meeting at which the decision to be appealed from was made.
2. The appeal must be in writing and filed with the Secretary of the Branch, together with any written testimony, argument, and briefs within twenty (20) days from the date of the Branch meeting at which the decision to be appealed from was made.
3. The Secretary shall submit and read to the Branch at its next regular meeting following the receipt of the appeal, the notice of intention to appeal, the appeal, and all written testimony, arguments, briefs, and evidence submitted by the appellant.
4. The Branch shall be then allowed twenty (20) days to prepare its reply, which reply shall be in writing with the seal of the Branch attached thereto. A copy of this reply shall be immediately transmitted by the Secretary to the appellant. The Secretary shall also immediately transmit the appeal, together with all testimony, arguments, briefs, and evidence submitted by the appellant, and the reply of the Branch thereto via registered mail to the Chairman of the Committee on Appeals of the National Association. Either party to an appeal from a decision of the Branch to the Committee on Appeals of the National Association, may, if dissatisfied with the decision, appeal to the National Convention of the National Association of Letter Carriers.