

NATIONAL ASSOCIATION of LETTER CARRIERS



By-Laws of NALC Bergen County Merged Branch 425

Article 1 Name and Mission

Section 1: This Branch shall be known as Bergen County Merged Branch 425 of New Jersey, which consists of letter carriers from stations located in Bergenfield, Bogota, Edgewater, Fort Lee, Hackensack, Hasbrouck Heights, Leonia, Little Ferry, Maywood, New Milford, Ridgefield Park, South Hackensack, Teaneck and Teterboro, New Jersey.

Section 2: The mission of the branch is to assist its members and promote the general welfare of the membership of the National Association of Letter Carriers, and the New Jersey State Association of Letter Carriers. Our mission is also to promote a true feeling of friendship and respect among the members of Bergen County Merged Branch 425.

Article 2 Meetings

Section 1: There shall be ten (10) regular meetings held per year. In the absence of the president the senior officer shall preside. Regular branch meetings will be called to order at 6:30 PM and held at:

American Legion Hall
650 American Legion Drive
Teaneck, NJ 07666

Section 2: Regular meetings of this branch shall be suspended during the months of July and August.

Section 3: The President will convene special meetings only upon written request or a vote of the branch.

**Article 3
Quorum**

Section 1: No less than ten (10) members shall constitute a quorum.

**Article 4
Dues Structure**

Section 1: The monthly dues for active and associate members shall be as per the National structure plus one (1) dollar.

Section 2: The regular dues for retired letter carriers shall be none. Retired members shall be required to pay National and State per capita tax.

Section 3: A change in dues can be made by providing reasonable notice to the membership and by putting forth the question of a dues increase before a Branch meeting. Dues may be increased only following a secret ballot where the majority of members present approve.

**Article 5
Members in Good Standing**

Section 1: A member in good standing shall be defined as one not owing dues in excess of three (3) months. Only members in good standing shall be permitted to present a motion, vote or take part in a debate on the meeting floor, be a candidate for office or a delegate to conventions.

**Article 6
Officers**

Section 1: The officers of the branch shall be: President; Executive Vice-President; 1st Vice-President; 2nd Vice-President; Director of City Delivery; Secretary/Treasurer; Assistant Secretary/Treasurer; Director of Health Benefits; Director of Retirees; and Sergeant at Arms.

Section 2: The number of shop stewards elected to serve in each station shall be in accordance with Article 17.2.A of the National Agreement. The President may appoint alternate shop stewards where deemed necessary. The President or his designee shall serve as the chief steward for the entire branch.

Section 3: There will be five (5) Trustees of the branch which are elected positions; they will conduct audits of the branch finances twice each year. The Trustees will elect a chairperson to represent the committee after conducting an audit and present their report to the branch at the next regularly scheduled meeting.

Section 4: The Executive Board will consist only of those officers listed in Section 1 and Section 3 of this article.

Article 7
Election of Officers

Section 1: Nomination of candidates for office of the branch shall be made at the regular meeting in the month of November. A member must be of good standing to accept nomination to office.

Section 2: The members working in each station shall elect the primary Shop Steward(s). Alternate Shop Stewards will be appointed by the President.

Section 3: The term of office for all elected officers of this branch shall be for three (3) years. Elections shall take place at the regular December meeting. The President shall appoint a chairman and two (2) tellers to conduct the election. They are to keep a record of the members voting, count ballots and announce the result of the election before the close of the meeting.

Section 4: All elections shall be by secret ballot.

Article 8
Duties of Officers

Section 1: The President shall preside at all meetings and shall not extend the privilege of the floor to members not in good standing. He/she shall sign all checks on the treasury together with the Secretary-Treasurer. The President shall appoint to fill all vacancies. He/she is a standing member of all committees. All officers who sign checks must be bonded. The President will be compensated with fourteen (14) hours of pay each month.

Section 2: The Executive Vice-President shall preside in the absence of the President, and in case of vacancy of that office, he/she shall automatically become acting President until the next election. The Executive Vice-President will be compensated with twelve (12) hours of pay each month.

Section 3: The 1st Vice-President shall assist the President and Executive Vice-President in the performance of their duties. The 1st Vice-President will be compensated with eight (8) hours of pay each month.

Section 4: The 2nd Vice-President shall assist the President and Executive Vice-President in the performance of their duties. The 2nd Vice-President will be compensated with eight (8) hours of pay each month.

Section 5: The Director of City Delivery shall be in charge of all organizational activities relating to the city delivery service, including but not limited to the preparation of materials for training programs. The Director of City Delivery will be compensated with eight (8) hours of pay each month.

Section 5: The Secretary/Treasurer shall keep a true record of communications, bills or other documents received by the branch. He/she shall notify members of all meetings and other duties he/she may be called upon to perform by the President. At the conclusion of his term of office, he shall turn over to his successor all books and property belonging to the branch. He/she shall deposit monies in a bank designated by this branch at a regular meeting. He/she

shall pay all bills by authorization of this branch. The President and the Secretary/Treasurer must sign all checks. The Secretary/Treasurer will be compensated with eight (8) hours of pay each month.

Section 6: The Assistant Secretary/Treasurer shall keep a true record of the business transacted at all meetings, read all reports and previous meeting record at each meeting and any other duties he/she may be called upon to perform by the Secretary/Treasurer, such as keeping a record of attendance at meetings. At the conclusion of his term of office, he shall turn over to his successor all records and property belonging to the branch. The Assistant Secretary/Treasurer will be compensated with six (6) hours of pay each quarter.

Section 7: The Director of Health Benefits shall assist the membership with all issues related to the NALC Health Benefit Plan and report on any issues of interest to the branch at the regular meetings. The Director of Health Benefits will be compensated with six (6) hours of pay each quarter.

Section 8: The Director of Retired Members' duties shall be to coordinate all activities of the retired members. The Director of Retired Members' will be compensated with six (6) hours of pay each quarter.

Section 9: The Sergeant-at-Arms shall preserve order in the meeting under instruction of the President. It shall be his/her duty to see that only members and invited guests are present at the meetings unless directed by the President or invited by a vote of the branch. The Sergeant-at-Arms will be compensated with six (6) hours of pay each quarter.

Section 10: Shop Stewards will be compensated quarterly at the rate of eight (8) hours each quarter. Appointed Alternate Shop Stewards will be compensated with eight (8) hours per annum.

Section 11: All Branch Officers and Shop Stewards must attend at least eight (8) of the ten (10) monthly scheduled Union meetings per year. Anyone who fails to meet this criterion, without being excused by the President, will not qualify as a paid delegate to conventions or seminars in the following year nor will they be eligible to receive their regular stipend as stipulated above.

Article 9 Delegates

Section 1: All Executive Officers, Shop Stewards and Trustees shall be designated as paid delegates to State and National Conventions, seminars and rap sessions; the number of paid delegates to attend each event will be determined by the Executive Board in conjunction with their fiscal responsibility to the branch.

Section 2: Unpaid delegates to State and National Conventions shall be elected by the membership; each member seeking election as a delegate to a National or State Convention must have attended eight (8) out of the previous ten (10) regular branch meetings to be nominated as a delegate. The number of unpaid delegates to attend each Convention will be determined by the Executive Board in conjunction with their fiscal responsibility to the branch. Unpaid delegate elections will be held at the February meeting each year.

Article 10 Grievances

Section 1: The grievance procedure for Bergen County Merged Branch 425 will be as specified in Article 15 of the National Agreement between the USPS and the NALC. The Branch shall be bound by whatever changes may take place regarding the grievance procedure in the future.

Article 11 Union Expenditures

Section 1: The hourly rate of pay for all Executive Board Members, Shop Stewards, and Trustees including those Representatives who work at the direction of the President shall be that of a Grade 1 Step O letter carrier adjusted yearly on March 1st of each year.

Section 2: Paid delegates attending National or State conventions, meetings or seminars will receive eight (8) hours pay for each day in attendance and “per diem” at the allowed IRS federal rate for all events in which meals are not included; the only exception to this rule will be National Conventions for which there will be no compensation other than “Per Diem”. In addition, hotel and travel expenses will be covered by the branch.

Section 3: The total compensation for unpaid delegates to National or State conventions shall be hotel and travel expenses.

Section 4: The Executive Board may by a majority vote make expenditures up to \$1,000 without a motion being made on the floor of the meeting. At the next regularly scheduled meeting the Secretary-Treasurer will make a full report of all expenditures.

Section 5: Upon the passing of an immediate family member (parent, spouse, son or daughter) of a member of NALC Bergen County Merged, the Union will either send flowers, a fruit basket or make a donation in the name of the deceased to a designated charity.

Section 6: Office supplies may be purchased by officers who will then be reimbursed by the branch following submission of receipts.

Article 12 Amendments

Section 1: These by laws shall not be altered, amended, repealed or annulled except by resolution in writing to that effect, signed by at least fifteen members in good standing, to be present at a regular meeting. A two-thirds majority of members voting at a regular meeting shall be necessary to adopt these changes.

**Article 13
Adoption Clause**

Section 1: All resolutions, options and by-laws heretofore adopted, carried, approved or accepted by the branch, which are inconsistent with, contrary to or in conflict with the forgoing by-laws are hereby nullified, rescinded, repealed and abrogated.

**Article 14
Rules of Order**

Section 1: Roberts Rules of Order shall govern all meetings of this branch.

Official Record of Members Voting for Approval of By-Law Changes

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Signed and attested to that all members are in good standing:

**Clifford Lake
Secretary - Treasurer**

Date

Official Record of Members Voting for Approval of By-Law Changes

1. Robert Morton
2. JOHN DUDER
3. Joe Masten
4. Rak Bunt
5. Ruth Ann Dell.
6. Frank Gygerson
7. Scott
8. Joe R. Borg
9. John
10. Thomas R. Cyprien
11. Bob
12. George McKnight
13. [Signature]
14. Ray Coarice
15. Kenneth W. Gibbs

Signed and attested to that all members are in good standing:

Clifford J. [Signature]
Secretary - Treasurer