

NATIONAL ASSOCIATION OF LETTER CARRIERS NORTHSOUND BRANCH 450 BRANCH BY-LAWS

Article 1 Name and Object

Section 1 This organization will be known as Northsound Branch 450 of the National Association of Letter Carriers of the United States of America.

Section 2 The object of this Branch is to unite all employees who are eligible for membership under Article 2, of the National Association of Letter Carriers in its endeavors to improve the condition of its entire membership.

Article 2 Membership

Section 1 Application for membership must be done by completing PS Form 1187 Branch 450 Membership Application and other such information as may be determined necessary by the Branch.

Section 2 There will be two (2) types of memberships:

- (a) Regular Branch Members who are craft employees in the Postal Service and retirees from that service.
- (b) Associate Branch Members, who are craft members only for the purposes of membership in United States Letter carrier Mutual Benefit Association and/or the Letter Carriers Health Benefits Plan.
- (c) Present members, who have left the Postal Service or have been temporarily or permanently promoted to supervisory status, may retain their membership in the NALC Life Insurance Plan and/or NALC Health Benefit Plan. These members shall have no voice or vote of the affairs of the Branch, except they shall have a voice and vote at the Branch level upon matters pertaining to the NALC Life Insurance Plan and/or 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, of delegates to any conventions. They may attend only that part of the meeting which concerns them, such as change of dues structure and information concerning Health or Life Insurance.

Article 3 Meetings

Section 1 Regular Meetings of Branch 450 will be held on the second Thursday of the month at 6:00 PM. Meetings will be held at 1155 N. State Street, Bellingham, WA 98225 all months except April and September. April and September meetings will be held in Skagit County. The exact location will be voted upon by the March and August branch meeting.

Section 2 Ten (10) members will constitute a quorum for the transaction of business.

Section 3 Special meetings shall be called by the President upon written request of ten (10) members in good standing or by a vote of a majority of members present at the Branch Meeting. Notification of such meetings, stating the subject of the call shall be given the members by the Secretary. The President shall call said special meeting not less than five (5) days or more than fifteen (15) days after the petition has been filed within and receipted by the President.

Section 4 Meetings may be held with a virtual option. Attendance virtually will count towards quorum.

Article 4 Officers

Section 1 The Elective officers of this Branch will consist of a President, Vice President, Recording Secretary, Financial Secretary/Treasurer, Sergeant-at-Arms, Director of Retirees, Mutual Benefits Representative, Health Benefits Representative, Editor/Webmaster, and a Board of Trustees consisting of three (3) members. These officers will be duly elected biennially and hold office for two (2) years or until their successors are duly elected and qualified, except for the Board of Trustees, one whom will be elected annually for a full term of three (3) years.

Section 2 The following officers will be compensated at the rates listed for each office at a monthly rate, paid quarterly, on the last day of the quarter.

President	Ninety (90) Dollars
Vice President	Thirty-five (35) Dollars
Recording Secretary	Eighty (80) Dollars
Financial Secretary/Treasurer	Eighty (80) Dollars
Editor/Webmaster	Twenty-five (25) Dollars
Trustees	Twenty-five (25) Dollars
Shop Stewards	Ninety (90) Dollars
Alternate Shop Stewards	Twenty-five Dollars

Article 5 Nominations and Elections

Section 1 Petition for nominations for all candidates of the elective officers and delegates will be signed by one member in good standing and must be presented in person or by mail to the Committee of Nominations by the November meeting, and will then be delivered to the Secretary before the adjournment of the meeting. All nominations for elective offices and delegates to all National Association of Letter Carriers Conventions will be closed at the end of November Branch meeting.

Section 2 All regular members will be eligible to hold office in this Branch, in accordance with Article 2, Sec 2.

Section 3 Election of Branch officers and Convention delegates will be held by secret ballot mailed to each member in good standing. Ballot will include a postage paid return envelope addressed to the Branch 450 Election PO Box. Following the November meeting, the election committee will mail ballots within 10 days. Member ballots must be returned such that they are in the Branch 450 Election PO Box by the December meeting day or delivered to the election committee prior to the excusal of the election committee at the December meeting.

Section 4 Any candidate desiring to withdraw his/her name from any official ballot must do so in writing to the Secretary within five (5) days after the meeting at which He/she was nominated.

Section 5 When there are two or more candidates for any office, the election will be by secret ballot. The greatest number of all votes cast for such office will be necessary to elect. When there is but one candidate, the President may declare the election by consent. In the event of a tie, the election committee will mail out ballots to be returned in ten (10) days. The results will be posted on the NALC bulletin boards.

Section 6 All candidates and delegates to all National Association of Letter Carrier conventions must be in good standing upon the books of the Branch and will be present at the time of their nomination, or have signed in writing to the Branch Secretary their willingness to serve if elected.

Section 7 All names appearing on the ballot will be arranged in the alphabetical order under the caption of the office for which the candidate is running.

Section 8 The election committee will open and tabulate all ballots prior to the adjournment of the December meeting. All ballots will be preserved by the Trustees for at least two years in a sealed envelope which has been signed by the President and the Secretary and having the official seal of the Branch.

Section 9 Delegates and alternates will be elected to State Convention will be elected annually and National Conventions biannually. The number of delegates will be determined by the State by-Laws and National Constitution. The president or their designee will be considered as an ex-officio delegate to national and state conventions and assemblies. The president or their designee will be the chair and spokesperson for the delegation.

Section 10 No delegate to the State or National Convention will receive expense or compensation money from the Branch who has not attended at least six (6) of the previous twelve (12) regular meetings directly preceding the Month of nomination. Excused absences for Branch business, determined by the President, will be counted as attended.

Article 6 Officer's Duties

Section 1 President - The President will be available to the organization and its members as needed. The President will preside at all meetings of the Branch. The President will preserve order and have general supervisory power over the Branch. The President will see that officers perform their duties, enforce the Constitution, By-laws, rules and regulations of the Branch. The President will have the authority to fill temporary vacancies as required to conduct Branch Business, Appoint all committees not otherwise provided for, and announce the results of all balloting and other votes. If a member of the assembly, he/she is entitled to vote when the vote is by ballot (but not after the teller have commenced to count the ballots), and in all cases where the vote would change the result. Thus, in a case where two-thirds vote is necessary, and he/she can cast his/her vote; so also, for example he/she can vote with the minority when it will produce a tie vote and thus cause the motion to fail; so also he/she may give the deciding vote when a tie occurs. At the end of each year the President will make a report showing the progress and condition of the Branch. The President will together with the Secretary and Treasurer, sign and file with the Secretary of Labor on behalf of the Branch, an annual financial report if required by public law. He /She shall, by virtue of his office, be the Chief Steward of the Branch, and he/she may delegate such authority to other members.

Section 2 Vice President - The Vice President will preside in the absence of the President and in case of death or resignation of the President, will discharge the duties of the term of office.

Section 3 Recording Secretary - The Recording Secretary will keep a record of the proceedings of the Branch. The Recording Secretary will read or cause to be read all communications, reports, etc. The Recording Secretary will assume the duty of receiving all mail to the Branch P.O. Box and distribute to the appropriate officer/addressee in a timely manner (no less than once a week). The Recording Secretary will keep a record of each member application for all membership in the Branch. The Recording Secretary will maintain the Branch mailing list bi-monthly adding new members and deleting former employees and non-member retirees. The Recording Secretary will attend to all correspondence of the Branch, and properly mark and file all papers ready for inspection at any time. The

Recording Secretary will notify members of special meetings when called by the President. The Recording Secretary will make an annual report to the branch showing the number of members initiated, reinstated, withdrawn, and the number of deaths (giving date of death). The Recording Secretary will submit the notification of deceased members to the Postal Record for publishing. The Recording Secretary will submit a list of the past years deceased members to the branch delegates for the State Convention so as to be recognized at the memorial service. The Recording Secretary will order all NALC awards to include Years of membership pins, e.g....25, 30, 35, 40, 45, 50, 55, 60, 65, 70, Past Presidents, Past Secretary pins for presentation to the members, not less than annually. The Recording Secretary will submit notification to the Postal Record the Branch 50 Year Gold Card Members, 60 and 70 year members. Prior to the day of election and before ballots are issued, the Recording Secretary will furnish the election committee with a list of members not entitled to vote.

Section 4 Financial Secretary Treasurer - The offices of the Financial Secretary and Treasurer are combined. The Financial Secretary/Treasurer will write all warrants ordered by the Branch for money in payment of bills that have been approved by the Trustees. The Treasurer will attest all orders drawn on the Branch. The Financial Secretary/Treasurer will report the monies received and expended since the previous meeting and amount on hand in accordance with Article 9. The Financial Secretary/Treasurer will together with the President and the Secretary, will complete and file with the Secretary of Labor an annual financial report if required by law. The will keep Financial Secretary/Treasurer an account of all properties, investments and funds of the Branch, which at all times, will be open for inspection. The Financial Secretary/Treasurer will receive all monies paid to the Branch, and will disburse all checks. All accounts must be in the name of Northsound Branch 450, National Association of Letter Carriers.

Section 5 Sergeant-at-Arms - The Sergeant-at-Arms will preserve order in the meetings under the instruction of the President. It will be his/her duty to see that none but members are present at the meeting unless directed by the President or vote of the Branch.

Section 6 Mutual Benefits Representative- To be eligible for this office he/she must be a member of the M.B.A.

Section 7 Health Benefits Representative - The Health Benefits Representative will be enrolled in the NALC Health Benefits Plan to be eligible for this office.

Section 8 Editor/Webmaster - The Editor/Webmaster shall be responsible for the editing, update and publication of Branch 450's newsletter and/or webpage. The Editor/Webmaster will be compensated, as long as, the publication is maintained.

Section 9 Trustees - The Trustees shall have custody of all Branch property, and shall perform such other duties as the Branch By-laws may require of them. No less than one (1) Trustee or designee will meet with the Treasurer prior to the close of the regular Branch meeting to examine and compare the check ledger, checks, receipts, warrants and bills that

correspond with the collection and disbursements of Branch funds. They will report their findings to the members when called upon by the President to give the Trustees report. They will make recommendations on bills, donations and claims against the Branch before being acted upon; Warrants for mileage and per diem must be signed by one (1) trustee for approval. The Board of Trustees is the legal corporate body of the Branch, subject to its bylaws and laws of the state. The Board of Trustees will be known as the Trustees of Northsound Branch 450 National Association of Letter Carriers.

Section 10 The Director of Retirees shall be a retired member of Branch 450 at the time he/she takes office. The Director of Retirees shall coordinate activities of the retired members of Branch 450 under the supervision of the President.

Article 7 Dues and Assessments

Section 1 The Dues of Branch 450 will be equal to the minimum dues structure outlined in Article 7, Section 2 of the NALC Constitution for members of the Letter Carrier Craft. (Active Members)

Section 2 The Dues of members who are not actually in the Letter Carrier Craft (Associate Members) will be the full National and State per capita taxes and in addition the prevailing dues of the Branch which jurisdiction over the zip code area where the member actually works if that member is a supervisory employee in the Postal Career Service. Each Associate member who is not a supervisory in the Postal Career Service shall pay directly to the National

Association per capita tax of \$36.00 per annum of fraction thereof, payable on the date of enrollment in the NALC Health Benefit Plan is effective, and on January 1 thereafter during continuance of the enrollment. Associate Membership shall be terminated if per capita tax payment is not made within sixty (60) days of the due date. These dues will not be refundable.

Section 3 All dues are due and payable by filling out PS Form 1187 or PS Form 1189.

Section 4 The rate of dues and assessments above the minimum specified in the National Constitution may be increased by majority vote or 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.

Article 8 Appointed Committees

Section 1 The President will appoint the following standing committees.

- (a) Budget Committee. The Budget Committee will consist of no less than three (3) elected officers whose duty will consist of preparing and presenting an annual budget to be voted on at the December meeting.
- (b) Sick and Condolence Committee. This committee's duty will be to visit and /or send flowers to any sick brother or sister or family member who may be confined at home or in the hospital. In the event of a brother or sisters death or death of a family member in his/her immediate family, flowers or a donation equal to, will be sent. The committee will read the names of a deceased member at the Branch meetings, for whom the Charter will be draped.
- (c) Legislative Committee. The Legislative Committee will consist of one regular Carrier and one retired member who will follow and study the Postal bills before Congress and keep the Branch informed of their progress.
- (d) Correspondent. It will be the duty of the Correspondent to write articles for the Letter Carrier paper and arrange for publicity for the Branch through local papers.
- (e) Nominations and Election Committee. The Nominations and elections Committee will consist of three (3) members whose duty it will be to solicit and receive petitions of nominations for all elective offices as provided for in Article 5. It will conduct and complete all elections. No member of the committee will be a candidate for office.
- (f) Chief Shop Steward and Shop Stewards. The Stewards will handle grievances of members of Branch 450 and keep informed of the eligibility of new workers, explain the advantages of belonging to this organization and offer membership to those eligible. They will encourage attendance at meetings by contacting members on the intercom. They will have charge of the station bulletin board and must preserve same in a neat and orderly manner. They will be duly authorized representatives of the Branch in the stations. The President may designate alternate stewards to handle specific grievances as they arise.

Section 2 The Chairman of each standing committee will be required to present quarterly, either oral report at the regular Branch meeting, or a written report to the Branch President for presentation to the members.

Section 3 The President will appoint special committees.

Section 4 The President is considered as an ex-officio member of all committees except Nominations and Elections.

Article 9 Bonding

Section 1 All officers of Branch 450 responsible for Union Property or funds must be bonded in accordance with regulations of the National Labor Relations Board.

Article 10 Funds

Section 1 All funds of the Branch will be deposited in such bank or savings institution as the Board of Trustees may determine. All funds will be deposited in the name of Northsound Branch 450, National Association of Letter Carriers. The Financial Secretary/Treasurer will maintain a record of all deposits.

Section 2 All checks drawn upon the funds of this Branch will be signed by the Financial Secretary/ Treasurer, or the President and countersigned by an Executive Council member, (excluding Trustees).

Section 3 An amount of three (3) Percent of all dues collected will be deposited in a fund to be known as Branch 450 Convention Funds from which all expense for hosting a Convention will be drawn. The fund will be held to a maximum of Fifteen Thousand (\$15,000) dollars.

Section 4 The General Fund- All monies received by the Branch and dues collected not slated for the Convention Fund will be deposited in the General Fund, A General checking account. All monies received by the Branch each month will be deposited in a fund to be known as the Branch 450 General checking Account. All expense incidentals to the transaction of the Branch will be drawn from this account.

Article 11 Amendments

Section 1 The By-laws cannot be suspended, but may be amended. Proposed amendments must be presented in writing and signed by three (3) members in good standing at a regular Branch meeting. The proposed amendment must be submitted to the Branch ratification at the next regular Branch meeting. Two-thirds of the members voting at said meeting must approve the proposed amendments before the By-laws can be changed. Proposed amendments will be posted at each station and published in the newsletter at least twenty-five (25) days prior to voting.

Section 2 A defeated amendment will not be submitted in identical form for six (6) months.

Article 12 Rules of Order

Section 1 In all matters of parliamentary procedure not covered by these By-Laws or the National Constitution for the Government of Subordinate Branches, Roberts Rule of Order will be the guide of this Branch.

Submitted at the Regular Branch meeting February 13, 2025

Approved at the Regular Branch meeting March 13, 2025

Committee of Laws Approved June 4, 2025

Kevin Ernest
President

Maureen Reilly- Thomas
Financial Secretary

Sarah Hubbard
By-Laws Committee Chairperson