# BY-LAWS

NATIONAL ASSOCIATION OF LETTER CARRIERS
TONY TRIPOLINO BRANCH NO. 2200
PASADENA, CALIFORNIA

## ARTICLE I
## Name and Authority

**Section 1.** The name of this Branch shall be the Anthony Tripolino Branch, No. 2200, National Association of Letter Carriers.

**Section 2.** Roberts' Rules of Order, revised, shall govern the deliberations of this Branch in all things not covered by the Constitution for the Government of Subordinate Branches of the National Association of Letter Carriers, or these By-Laws.

## ARTICLE II
## Meetings

**Section 1.** Regular meetings of the Branch shall be held at the Union Hall at 7:00 p.m. on the second Wednesday of each month unless it conflicts with a holiday or a national or state convention and it will then be held on the third Wednesday. Members may participate by Zoom or any other virtual meeting service that the Branch may adopt providing a membership verification method is utilized. Digital members will be counted as present and be allowed to vote. The meeting shall not continue beyond 9:00 p.m. without the consent of the members present and voting.

**Section 2.** The President may call special meetings with written request of at least fifteen (15) members in good standing or by vote of the Branch.

**Section 3.** At all special or general meetings, twelve (12) members in good standing shall constitute a quorum for the transaction of business.

**Section 4.** No member may speak more than twice on any pending motion.

## ARTICLE III
## Nominations

**Section 1.** The Officers of this Branch shall be President, Vice-President, Secretary-Treasurer, Financial Secretary, Health Benefits Representative, MBA Officer, Sergeant-at-Arms, and three (3) Trustees.

**Section 2.** Nominations for Branch Officers shall take place triennially at the regular Branch meeting in the month of October. The notice of nomination and election shall be sent out to the membership prior to the October meeting, in accordance with Article 5, Section 4 and Section 5(b) of the Constitution of Subordinate Branches.

**Section 3.** At the same October meeting, this Branch shall nominate candidates for delegates to the State and National Conventions.

**Section 4.** Candidates and delegates must accept nomination, in writing, within three days on the official Branch acceptance form.

## ARTICLE IV
## Elections

**Section 1.** The Branch Officers shall be elected every three (3) years by secret ballot in accordance with Article V of the National Constitution for the Government of Subordinate Branches. All regular members in good standing shall be eligible to hold any office or position in the Branch **except** those members holding supervisory positions, who have acted in a supervisory capacity, or who have applied for a supervisory position in the preceding two (2) years. The election shall be held no later than December of the year preceding the National Convention.

**Section 2.** The Secretary-Treasurer shall provide the Election Committee with a list of all eligible voters of the Branch. This list will be presented to the Election Committee within ten (10) days after their appointment.

**Section 3.** All members must be in good standing to be eligible to vote. When a member becomes thirty (30) days in arrears in payment of financial obligations to the Branch, (a period which may be extended for not more than an additional sixty (60) days), she/he forfeits Branch membership. To be reinstated, that member must reapply as a new member and also pay back fines, assessments and dues, as well as a reasonable reinstatement fee if the Branch requires one. A member must complete a Form 1187 for direct dues withholding in order to regain good standing.

**Section 4.** The President of the Branch shall appoint five members: a Chairperson, an Assistant Chairperson, and three members who are not candidates for any elective office, who shall be known as the Election Committee. These five members will be in full charge of elections, properly preparing and handling the ballots.

**Section 5.** The Election Committee shall mail one ballot to each member not less than twenty (20) days prior to the December election meeting. The Committee shall enclose a notice of election of Officers of the Branch, instructions to eligible voters, a ballot, a secret ballot envelope, and a prepaid reply envelope.

**Section 6.** The Branch election shall be conducted by mail balloting in accordance with the provisions of Article V of the NALC Constitution for the Government of Subordinate and Federal Branches. All ballots must be returned not later than 12:01 a.m. the day of the December meeting.

## ARTICLE V
## Delegates

**Section 1.** This Branch shall elect a full delegation to all national and state conventions. By virtue of election to office, the President, Vice-President, and the Secretary-Treasurer shall be paid delegates. Such a notice will appear on the ballot. The balance of delegates shall be elected by a referendum vote. If delegates are elected by acclamation, the ranking will be by a random drawing of delegate names after the number of delegates to be funded has been determined.

**Section 2.** At the regular meeting, at least ninety (90) days prior to each national and state convention, respectively, the Branch shall decide the number of delegates to be allowed expense money and also to fix the amount of such expense money. The membership may also allow delegates in LWOP status from USPS to be paid up to 20 hours in wages for the National Convention. All convention expenses will be transferred from the Convention/Training Fund to the General Fund.

**Section 3.** Members whose dues and assessments have not been paid in full for the quarter preceding the Conventions are **not** eligible to serve as delegates or alternates to any national or state convention, nor to serve as unfunded delegates. To be eligible for funding, members must attend 18 total, 9 in-person, of the 24 membership meetings, or be on official NALC business, during the 24 months preceding January 1st of the convention year.

## ARTICLE VI
## The Executive Board

**Section 1.** The Executive Board shall consist of the elective Officers of the Branch, Shop Stewards, Branch Food Drive Coordinator, Branch Muscular Dystrophy Coordinator, Branch Legislative Coordinator, Branch Delegates to the L.A. County Federation of Labor, Mail Call Editor and chairpersons of the standing committees. Eight (8) members shall constitute a quorum. All members shall be notified by the Secretary-Treasurer five (5) days prior to said meeting.

**Section 2.** Meetings of the Executive Board are to be held within the week preceding the membership meeting or at the request of seven (7) members of the Board.

**Section 3.** The duties of the Executive Board shall be advisory: to attend to all matters referred to it by the Branch, and hear all grievances. It shall take no action pledging or committing the Branch to any action without first submitting same to the Branch.

## ARTICLE VII
## Committees

**Section 1.** There shall be a Conference Committee consisting of the President, Vice-President, and Secretary-Treasurer. The duties of the Conference Committee shall be to receive and attempt to adjust all complaints and grievances concerning members of the Branch when such complaints and grievances are referred to the committee either by action of the Branch or of the Executive Board.

**Section 2.** There may be a Membership Committee consisting of five (5) members who shall be appointed by the President. The duties of the Membership Committee shall be to secure new members and assist the Financial Secretary in collecting dues of members in arrears, as well as assist in keeping the membership as near one hundred percent (100%) as possible.

**Section 3.** There may be a Retired Carriers Committee consisting of at least three (3) members appointed by the President, whose duties are to represent and report on retired members and retirement legislation.

**Section 4.** The President may appoint a Chaplain whose duties shall be to open the meeting with the Chaplain's ritual, and such other duties as pertaining to the Chaplain's office.

**Section 5.** Upon the death of a member, the President may appoint a committee who, along with the president, may consult with the relatives of the deceased and at their request may arrange for the funeral ritual.

**Section 6.** The President shall have the power to appoint such other committees as the President sees fit, and designate the duties of same.

## ARTICLE VIII
## Duties of Officers

**Section 1.** The President of this Branch shall perform the duties required by the National Constitution for the Government of Subordinate Branches, Article VI Paragraph A. In addition, the President will:

a) be a full-time employee of the Branch
b) represent the Branch at all conferences and seminars of the association
c) have the authority to make assignments of officers and members to activities deemed necessary by the membership
d) be required to make a report of his/her activities of the Branch for the previous month at the regularly scheduled meeting of the Branch
e) for the faithful performance of these duties, receive the pay of a top step letter carrier technician plus twenty percent (20%) with all fringe benefits paid by the Branch
f) be entitled to the same sick and annual leave hours earned as an active letter carrier. Accrual of sick leave may be unlimited, annual leave will have an annual carryover maximum in the same number of hours as provided annually for letter carriers. The president may, at his/her discretion, be paid for up to 80 hours of unused annual leave per year.

**Section 2.** Upon leaving office, the full-time president will be paid fifty percent of accrued sick leave and will be entitled to pay for accrued annual leave in the amount not to exceed 440 hours.

**Section 3.** The Vice-President shall perform the duties required by the National Constitution for the Government of Subordinate Branches. In addition, the Vice-President shall be Chairperson of the Executive Board. The Vice-President shall perform other duties assigned by the President from time to time.

**Section 4.** The duties of the Recording Secretary and Treasurer shall be consolidated in the office of Secretary-Treasurer. The Secretary-Treasurer shall perform the constitutional duties of the Recording Secretary and Treasurer. In addition to the requirements of the Constitution, the Secretary-Treasurer shall be secretary of the Executive Board. The Secretary-Treasurer shall be allowed up to sixteen (16) hours per week to perform secretarial and treasurer duties for the Branch. Such hours to be used at the direction of the President and will be paid by the Branch at the top step regular city letter carrier rate. The Secretary-Treasurer shall perform the duties required by the National Constitution for the Government of Subordinate Branches and shall perform other duties assigned by the President from time to time.

**Section 5.** The Board of Trustees shall perform the duties required by the National Constitution for the Government of Subordinate Branches. The Board of Trustees shall act as the Committee on Audits. The Secretary-Treasurer and the Financial Secretary shall attend the meeting of the Committee on Audits. The Board of Trustees shall also perform other duties assigned by the President from time to time.

**Section 6.** The Secretary-Treasurer and Financial Secretary shall preserve all correspondence and financial records and make available to the Trustees during audit meetings held at least every six months.

**Section 7.** The offices of President, Secretary-Treasurer, Vice-President, and Financial Secretary shall be bonded by the Branch to cover amount of expenditures.

## ARTICLE IX
## Representation

**Section 1.** Shop Stewards. There shall be representation in accordance with the National Agreement. Shop Stewards and Alternate Shop Stewards shall be appointed by the President for each station. The alternate shall assist the steward. The President, by virtue of the elected office, shall be the Chief Steward.

**Section 2.** The Shop Steward shall represent the Branch at their respective stations and perform such other duties that may be assigned to them.

## ARTICLE X
## Fees and Dues

**Section 1.** The dues of the Branch shall be in accordance with the national dues structure set forth in Article VII of the National Constitution (Two hours base pay for a Grade 1, Step D), plus two dollars ($2.00). Two thirds of this amount shall be designated as local dues.

**Section 2.** Form 1187 (Dues Check-Off Provision) **must** be signed and filed by applicants seeking membership within the NALC.

**Section 3.** The dues for the retired carrier shall be $24.00 annually.

**Section 4.** When membership has been forfeited, reinstatement of the member may be made upon the payment of appropriate back dues, together with any fine or assessment, and a signed Form 1187.

## ARTICLE XI
## Funds

**Section 1.** The funds of this Branch shall be expended only for its actual and necessary expenses and support; and no appropriation shall be made except when ordered by a majority vote of the members present and voting at a regular meeting. The President of the Branch may spend up to one thousand dollars ($1000) in an emergency situation. An emergency situation is any unexpected and necessary expense that may occur between Branch meetings.

**Section 2.** There shall be apportioned eight percent (8%) of all Branch dues received each pay period for convention, training, and union travel expenses.

## ARTICLE XII
## Remuneration for Services

**Section 1.** The full-time president of this Branch shall be provided a car allowance, reset annually on January 1st per IRS mileage rate, and payable monthly to be calculated at the IRS rate per mile times 800 miles. Any mileage beyond a 60-mile radius from the union office may be billed to the Branch.

**Section 2.** All officers, shop stewards, and Mail Call Editor shall be provided the sum of $100 per month, payable after attending or being excused from the regular membership meeting. A member, officer, or steward will be excused no more than three meeting dates per year, unless on official business of the Branch.

**Section 3.** For faithful performance of their duties, shop stewards shall be provided a one hundred-dollar ($100.00) payment each month. The alternate shop steward shall be provided a fifty-dollar ($50.00) payment. Any shop steward designated area shop steward shall receive an additional twenty-five dollars ($25.00) each month. To be eligible for the above payment, the shop steward must be in attendance at the monthly Executive Board and membership meetings.

**Section 4.** Unless otherwise specified in these by-laws, career letter carrier(s) in a leave without pay status to perform hourly wage union work shall be paid an amount equal to his or her postal rate or Table 1, Step A regular letter carrier wage, whichever is higher. All other rates of pay shall be payable equal to Table 1, Step A regular letter carrier wage and be limited to eight (8) hours per day. Convention delegates are not considered for this pay except as stipulated in Article V, Section 2. All assignment work/hours must be pre-approved by a Branch motion or by the Branch president.

**Section 5.** All members working part-time for the union shall be entitled to sick/annual leave and retirement matching funds lost due to performing union business in a leave without pay status from USPS. All members working part-time for the union shall receive direct payment on a quarterly basis for all lost annual/sick leave and retirement matching funds.

**Section 6.** Branch will provide any full-time officer conducting station visits, with a uniform allowance up to annual USPS letter carrier allowance. In addition, any part-time officer/steward required to make station visits off the USPS clock, the Branch will annually provide up to two NALC polo shirts. Receipts for purchases will be required.

## ARTICLE XIII
## Branch News Organ

**Section 1.** Branch 2200 shall be authorized to sponsor a newsletter known as the Mail Call, and to publish and distribute it on a non-profit basis to all dues paying members, at such intervals as may be deemed expedient. All notices and announcements appearing therein shall be considered official.

**Section 2.** The President shall appoint an editor who, together with the Shop Stewards, shall be responsible for editorial and fiscal policies, which shall be further subject to the will of the membership as expressed in official meetings. The editor shall collect, edit, and arrange all copy for the Mail Call. In no case shall the editor be the President of the Branch.

**Section 3.** The editor shall have the authority to sell advertising or any other space to any persons or groups friendly to the National Association of Letter Carriers, and its members subject to the approval of the Executive Board. The editor may also collect a subscription fee of $10 per issue from any non-member who wishes to receive the Mail Call.

**Section 4.** One-fourth of all monies received for the advertising or the selling of subscriptions to the Mail Call shall be paid to the member who solicits.

## ARTICLE XIV
## Amendments

**Section 1.** Amendments to these By-Laws must be presented in writing and signed by at least seven (7) members in good standing. They shall be read by the Secretary-Treasurer at least one meeting prior to being voted on and shall require a two-thirds (2/3) vote of the members present and voting to be adopted. Suitable notification must be made to members at least ten (10) days prior to the meeting at which the vote on the proposed By-Law amendments is to be taken.

**Section 2.** A defeated amendment shall not be submitted in like form for a period of six (6) months.

**Section 3.** All By-Laws previously adopted shall be declared null and void upon adoption of these By-Laws.

**Section 4.** All By-Law amendments may not become effective until approved by the National Committee of Laws.

**Revised to include all changes and amendments approved by the National Association of Letter Carriers - Board of Laws.**

**APPROVED**: Mack I. Julion, Chairperson
Committee of Laws

Signatures on File: 12-17-2024
01-03-2025

Nancy L. Norman
Secretary-Treasurer