



NALC

**National Association
of Letter Carriers**

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www.nalc.org

March 16, 2023

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CHARLES P. HEEGE

Lyndon Valentine, President
NALC Branch 4837
P O Box 893922
Mililani, HI 96789-3922

Re: File No. 23 - 8081

Dear Brother Valentine:

The Committee of Laws has reviewed the proposed By-Law amendments of Branch 4837, Wahiawa, HI, and finds that they do not conflict with the National Constitution with the following exceptions.

The part of Article 4, Section 9 of the proposed By-Laws which provides that the Branch president may fill vacancies in Branch offices subject to the approval of the membership, conflicts with Article 4, Section 2 of the Constitution for the Government of Subordinate and Federal Branches (CGSFB) which gives the Branch President sole discretion to appoint vacancies unless the By-Laws specify the order of succession to vacant offices.

Article 5, Section 3 of the proposed By-laws, which concerns acceptance of nominations, may conflict with federal law if it is applied so as to deny a candidate who has been unavoidably detained an alternative means of accepting nomination for office.

Article 5, Section 9.A of the proposed by-laws setting forth a procedure for selecting a delegate in the case of a tie vote, conflicts with the NALC Regulations Governing Branch Election Procedures (RGBEP) which provides: If there is a tie for the highest vote, a runoff election of the candidates who tied must be held within thirty (30) days of the original election. (Section 11.31)

However, previous Presidential Rulings have held that, in the case of a tie in a delegate election, the candidates who tie can waive a run off election by agreeing to who will be the alternate delegate or agreeing to a coin toss.

Article 5, Section 9.B of the proposed by-laws setting forth a procedure for selecting a delegate in the case of a tie vote, conflicts with the NALC Regulations Governing Branch Election Procedures (RGBEP) which provides: If there is a tie for the highest vote, a runoff election of the candidates who tied must be held within thirty (30) days of the original election. (Section 11.31)

However, previous Presidential Rulings have held that, in the case of a tie in a delegate election, the candidates who tie can waive a run off election by agreeing to who will be the alternate delegate or agreeing to a coin toss.

Article 10, Section 4 of the proposed By-laws, which provides for a minimum meeting attendance requirement for convention delegates, conflicts with Article 5, Section 2 of the NALC National Constitution which provides that all "qualified regular members shall be eligible to be a delegate or alternate delegate to the National Association Convention or State Convention ..." except for members who have applied for or held a supervisory position within the 24 months prior to the nomination. Presidential rulings have held that the term "qualified regular members" refers to all members in good standing. The NALC Constitution merely conditions membership in good standing on the payment of all dues, fines, and assessments. (See Article 2, Sections 1 and 2 of the CGSFB.)

It should be clear, however, that the above decision refers only to eligibility to be a delegate in the first instance. Branches may require a delegate to attend a reasonable number of Branch meetings in order to qualify to be paid an allowance or to be otherwise reimbursed by the Branch for Convention expenses.

That portion of Article 12, Section 5.C of the proposed By-laws, which provides funding a death benefit, is not permissible as it is presently set up because the By-Laws require the participation of all Branch members in the Fund. A Death Benefit Fund is permissible only so long as it complies with Article 8 of the CGSFB. The Constitution prohibits mandatory assessment of dues to fund such a program. However, a Branch may vote on a case by case basis to provide a gift (such as flowers or a cash donation) to a sick or injured member or to the survivor of a deceased member. Each such expenditure of Branch funds would have to be approved by "a majority vote of the members present and voting at a regular meeting," as provided by Article 12, Section 3 of the CGSFB. A decision to provide a gift on one occasion would not require the Branch to make a gift in any other situation. In this scenario, the gift would not represent a mandatory benefit or obligation of Branch membership and, therefore, would be outside of the scope of the prohibition set forth in Article 8.

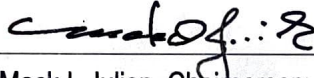
Article 1, Section 1 — Approved
Article 1, Section 2 — Approved
Article 2, Section 1 — Approved
Article 2, Section 2 — Approved
Article 2, Section 3 — Approved
Article 3, Section 1 — Approved
Article 3, Section 2 — Approved
Article 3, Section 3 — Approved
Article 3, Section 4 — Approved
Article 3, Section 5 — Approved
Article 3, Section 6 — Approved
Article 3, Section 7 — Approved
Article 3, Section 8 — Approved

- Article 3, Section 9 — Approved
- Article 3, Section 10 — Approved
- Article 3, Section 11 — Approved
- Article 3, Section 12 — Approved
- Article 3, Section 13 — Approved
- Article 3, Section 14 — Approved
- Article 4, Section 1 — Approved
- Article 4, Section 2 — Approved
- Article 4, Section 3 — Approved
- Article 4, Section 4 — Approved
- Article 4, Section 5 — Approved
- Article 4, Section 6 — Approved
- Article 4, Section 7 — Approved
- Article 4, Section 8 — Approved
- Article 5, Section 1 — Approved
- Article 5, Section 2 — Approved
- Article 5, Section 4 — Approved
- Article 5, Section 5 — Approved
- Article 5, Section 6 — Approved
- Article 5, Section 7 — Approved
- Article 5, Section 8 — Approved
- Article 5, Section 10.A — Approved
- Article 5, Section 10.B — Approved
- Article 6 — Approved
- Article 7, Section 1 — Approved
- Article 7, Section 2 — Approved
- Article 7, Section 3 — Approved
- Article 7, Section 4 — Approved
- Article 8, Section 1 — Approved
- Article 8, Section 2 — Approved
- Article 8, Section 3 — Approved
- Article 8, Section 4 — Approved
- Article 8, Section 5 — Approved
- Article 8, Section 6 — Approved
- Article 8, Section 7 — Approved
- Article 8, Section 8 — Approved
- Article 8, Section 9 — Approved
- Article 8, Section 10 — Approved
- Article 9, Section 1 — Approved
- Article 9, Section 2 — Approved
- Article 10, Section 1 — Approved
- Article 10, Section 2 — Approved
- Article 10, Section 3 — Approved
- Article 10, Section 5 — Approved
- Article 10, Section 6 — Approved
- Article 11, Section 1 — Approved
- Article 11, Section 2 — Approved

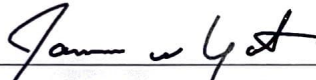
- Article 11, Section 3 — Approved
- Article 12, Section 1 — Approved
- Article 12, Section 2 — Approved
- Article 12, Section 3 — Approved
- Article 12, Section 4 — Approved
- Article 12, Section 5.A — Approved
- Article 12, Section 5.B — Approved
- Article 12, Section 6 — Approved
- Article 12, Section 7 — Approved
- Article 12, Section 8 — Approved
- Article Addendum — Approved

With the above noted exceptions, and inasmuch as they are the wish of your membership, the proposed By-Laws are approved.

Sincerely and fraternally,



Mack I. Julion, Chairperson
Committee of Laws



James W. Yates, Member
Committee of Laws



Manuel L. Peralta Jr., Member
Committee of Laws

APPROVED w/ EXCEPTION

COMMITTEE OF LAWS

File 23 - 8081

, Mar 16 - 2023

N.A.L.C.

NALC Branch 4837, By-Law Change Request

Date of first reading: 09/22/2022

Date of branch vote: 10/20/2022

Please see attached file for all change requests

Branch 4837
Bylaws

**National Association
Of
Letter Carriers**

Branch 4837

Bylaws

Organized at Wahiawa, Hawai'i 1958

Revised 10/20/2022 Effective MM/DD/YYYY

Article 1. (Name)

Section 1 This organization shall officially be known as the National Association of Letter Carriers Branch 4837. However, the name Branch 4837 may also be used to indicate this organization where appropriate.

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

Article 2 (Membership)

Section 1 Application for membership shall be open to all non-supervisory employees of the United States Postal Service.

Section 2 No applicant shall be denied membership because of sex, race, creed, color, national origin, age, religion, handicap, or marital status.

Section 3 Application for membership in the NALC shall be by a Form 1187 for active members, and by a Form 1189 for retirees as stipulated in Article 2 of the NALC Constitution.

Article 3 (Meetings)

Section 1 There shall be eleven (11) membership meetings each calendar year. A meeting notice shall be posted at the time clock of each station and mailed out to retirees no later than ten (10) days prior to the meeting. The meeting notice may also be posted on the Branch social media page(s), if such exist.

Section 2 The membership meetings shall be held on the last Thursday of each month at 6:00 PM, unless such scheduled meeting day conflicts with a holiday or other special circumstance; in those cases the meeting may be held on another date set forth by the Executive Board or Branch.

Section 3 The business portion of the membership meetings shall be called to order at 7:00 PM, and shall be conducted using Robert's Rules of Order and parliamentary procedures. The President or authorized representative, having the ultimate responsibility for conducting an orderly and productive meeting, shall have the authority to suspend these rules as circumstances dictate. No official business shall be conducted unless a quorum is present.

Section 4 The membership meeting shall be restricted to all members in good standing, prospective members employed in facilities within the responsibility of the Branch, and other invited persons attending in an official capacity.

Section 5 Meetings shall be held at a local establishment as determined by the Executive Board or Branch. In cases where this meeting place becomes unexpectedly unavailable, the Executive Board, as defined by Article 4, Section 2 of these Bylaws, shall be empowered to determine a location for the next meeting. The membership will be notified of the alternate location as early as feasible. Consumption of intoxicating beverage(s) is prohibited during the business portion of the membership meeting.

Section 6 The Executive Board shall have authority to conduct membership meetings online via a web conferencing platform in conjunction with in-person meetings. The Executive board shall have the authority to conduct meetings exclusively via a web conferencing platform, on a temporary basis only, if an in-person meeting cannot be held. In such cases where web conferencing is made available attendance information shall be included with all meeting notices.

Section 7 Special meetings shall be called by the President upon the written request of seven (7) members in good standing or by vote of the Branch.

Section 8 Notice for the special meeting shall state the purpose of the meeting and shall be mailed no less than ten (10) days before the meeting. Notice *shall not* be mailed to those members who *do not* have a voice or vote, as defined by Article 2 of the NALC Constitution, on the subject matter to be discussed.

Section 9 No business shall be transacted at the special meeting other than *that* for which the special meeting was called.

Section 10 Ten (10) members shall constitute a quorum.

Section 11 In the event that no member of the Executive Board is in attendance, any member in good standing may be elected by a majority of those present to preside at the meeting.

Section 12 Items put forth for voting during membership meetings shall be passed by a majority vote.

Section 13 Only in-person attendance shall be counted towards Meeting Attendance. The Meeting Attendance Track Record shall be kept and annotated accordingly by the Sergeant-at-Arms.

Section 14 The order in which the meeting shall be conducted is as follows:

- I. Call to Order
- II. Roll Call to establish a quorum
- III. Reading of the minutes from the previous meeting
- IV. Reading of the Treasurer's Report
- V. Reading of correspondence
- VI. Reading of committee reports
- VII. Reading of membership report
- VIII. Nomination and Elections
- IX. Unfinished business
- X. New business
- XI. General discussion
- XII. Adjournment

Article 4 (Officers)

Section 1 The elected officers of the Branch shall be:

- A. President
- B. Vice President
- C. Recording Secretary
- D. Financial Secretary/Treasurer
- E. Sergeant-at-Arms
- F. MBA & Health Benefits Representative
- G. Three (3) Trustees
- H. Two (2) Shop Stewards

Section 2 The Executive Board shall consist of the President, Vice President, Recording Secretary, Financial Secretary/Treasurer, and Sergeant-at-Arms. Except for the Office of the President, duties of another office may be combined with another.

Section 3 Each elected officer shall serve for a term of three (3) years, or until their successor is qualified.

Section 4 Elected officers shall be installed as the first order of business at the first membership meeting of the year following an Election.

Section 5 The President, by virtue of their office, shall serve as chief steward for the Branch and may delegate such authority to other members. The President shall have authority to relieve Shop Stewards, whether elected or appointed, and appoint replacement(s) in accordance with the Constitution for the Government of Subordinate and Federal Branches Article 6, Section 1. The President shall assign one (1) Shop Steward to be responsible for each station.

Section 6 The President shall ensure one (1) vacation monitor and one (1) alternate monitor is selected at each station. The vacation monitor(s) shall be responsible for conducting choice vacation period selections and producing a vacation calendar. The monitor(s) shall also ensure correct vacation postings on the vacation calendar throughout the year.

Section 7 In the event the President is unable to discharge their duties, the following line of succession shall be followed: Vice President, Recording Secretary, Financial Secretary/Treasurer, Shop Steward, Sergeant-at-Arms, Head Trustee, and MBA & Health Benefits Representative. The successor shall serve the remainder of the term vacated by the President.

Section 8 For the purpose of the section above, Shop Stewards shall succeed in the order of position seniority and Head Trustee is defined as the Trustee who received the plurality of votes for said office.

Section 9 The President or authorized representative shall have the authority to appoint members to vacated office(s) or positions within the Branch. These appointments are subject to approval by majority vote at the membership meeting in which these appointments are made. The appointee(s) shall serve the term or remainder thereof.

Article 5 (Elections)

Section 1 Nominations for officers shall be made by any regular member in good standing at the membership meeting in the month of September preceding the year in which a new term for elected officers shall start. If there is only one candidate nominated for any office, the Branch President or authorized representative may declare that person elected.

Section 2 Nominations for convention delegates shall be made by any regular member in good standing at the membership meeting in the month of September preceding the year of the convention.

Section 3 Candidates for office must be at the meeting when nominated unless the candidate provides a notice in writing that he/she will accept the nomination and office if elected.

Section 4 Elections shall take place during the October membership meeting.

Section 5 Notice for nominations and election shall be mailed to every member no less than forty five (45) before the election, and posted at the union bulletin board of each station. Notice may also be posted on the Branch social media page(s), if such exist.

Section 6 All balloting for the election of officers and convention delegates will be done by mail. Secret ballots shall be mailed to eligible members soon after nominations are held in the month of September, but no later than twenty (20) days before the date of the election. Ballots will be counted by the Election Committee at the membership meeting in October. Each candidate is entitled to be an observer or to have one present (Observers do not have to be members of the Branch) in accordance with the NALC Regulations Governing Branch Elections, Section 11.8.

Section 7 The election of any officer shall require that they be a member in good standing and receive plurality of all votes cast for said office.

Section 8 The election of convention delegates shall require the elected names to be listed in the order of votes received from greatest to least, until all positions are filled.

Section 9 In the event of a tie vote for a position as a delegate to a convention, no tie breaker election shall be held unless a tie breaker election for another office is necessary. The following method shall be used as a tie breaker for convention delegates only:

- A. The winner shall be the person who has attended the most membership meetings within the two (2) calendar years prior to the election.
- B. If above method still results in a tie, attendance records for meetings beyond the original two calendar (2) years shall be reviewed one at a time until such time as one of the candidates attended a meeting and the other(s) did not. Said attending candidate shall be declared the winner.

Section 10 All regular members, as defined in Articles 2, Section 1, subsection A of the NALC Constitution are eligible to hold any office or position in the Branch, with following exceptions:

- A. Any regular member who accepts or applies for a supervisory position in the Postal Career Service for any period of time, no matter how brief, is ineligible during the tenure of that position and for period of two (2) years after termination of supervisory status. This exception includes temporary, probationary, and permanent supervisors.
- B. Any person convicted of robbery, bribery, extortion, embezzlement, grand larceny, burglary, arson, violation of narcotics laws, murder, rape, assault with intent to kill, assault which inflicts grievous bodily injury, or a violation of Title 2 or 3 of the Labor-Management Reporting and Disclosure Act is ineligible to run until thirteen (13) years following conviction or release from prison, whichever is later.

Article 6 (Duties of Officers)

The duties of the elected officers are outlined in the NALC Constitution, Article 6 of the Constitution for the Government of Subordinate and Federal Branches, and in case of stewards Article 17 of the National Agreement.

Article 7 (Dues)

Section 1 Dues shall be in accordance with Article 7, Section 2 of the NALC Constitution.

Section 2 Retirees shall pay dues of an amount equal to the total NALC per capita tax.

Section 3 The NALC Constitution for the Government of Subordinate and Federal Branches Article 7, titled "Fees, Dues, Fines, and Assessments", shall prevail over all Branch members with no exceptions.

Section 4 Dues shall be paid by "Dues Withholding" by submitting a Form 1187 for active members or a Form 1189 for retirees

Article 8 (Compensation and Expenses)

Section 1 The following officers shall receive a salary per annum for their service. President, Vice President, Recording Secretary, Financial Secretary/Treasurer, Shop Stewards, Sergeant-at-Arms, Trustees', and MBA & Health Benefits Representative. In cases where the duties of offices are combined, the higher of the two salaries shall be paid to the officer.

Section 2 Salaries for officers must be approved by majority vote at the first membership meeting of the year and recorded on the addendum page attached to these Bylaws.

Section 3 Branch annual budget must be approved by majority vote at the first membership meeting of the year, and items listed under Article 12 (Funds), Section 5 (Expenses), subsection C of these Bylaws, recorded on the addendum page.

Section 4 Mileage incurred in the performance of duties shall be paid at the standard mileage rate determined by the Internal Revenue Service (IRS).

Section 5 Other necessary expenses shall be paid with the submission of proper receipts attached to a reimbursement voucher.

Section 6 Expenses outlined below shall be paid for funded delegates who attend State and National Conventions:

- A. Registration fees
- B. Transportation
- C. Meal per diem (see addendum page)
- D. Hotel accommodation
- E. Administrative material(s) required, but not provided, by the sponsoring organization
- F. Other necessary expenses not covered by the previous items A-E may be covered with proof of expense.

Section 7 Expenses for other official functions, such as: union training sessions, rap sessions, and other union functions, requiring out of town travel may be reimbursed using the above Section 6 (Expenses), items A-F as guidelines.

Section 8 Compensation for union activity time, when approved by the Branch, will be paid at the CC2 Step O rate, unless a different rate is specified prior to the activity in question.

Section 9 Union activity time, which applies to Branch members only, is defined as time spent performing union duties or time spent fulfilling a union function as directed and approved by the Branch.

Section 10 Loss of pay from the Postal Service while performing union activities is not a requirement for compensation for union activity time however, compensation for union activity time will not be paid when a person is already being compensated by another entity for the time spent on the activity. For the purpose of this section, Pay from a member's earned leave shall not constitute compensation.

Article 9 (Committees)

Section 1 The Vice President shall serve as the head of all committees; and all committee members shall serve at the discretion of the President.

Section 2 The standing committees of the Branch shall be for Charity (MDA and Food Drive), Letter Carrier Political Fund (LCPF), Safety, and Social Events. The President may convene other committees to perform other duties as assigned by the Executive Board or Branch.

Article 10 (Conventions)

Section 1 The election of delegates to National and State Conventions is ruled by Article 5 of these Bylaws and Article 5 of the National Constitution.

Section 2 The President shall automatically be a delegate to any convention, but they shall retain the option to abdicate their delegate position by notifying the Branch prior to delegate nominations

Section 3 The number of delegates and alternate delegates shall be in accordance with the Article 4, Section 1 of the NALC Constitution.

Section 4 To be eligible for nominations as a convention delegate, the member must attend at least eighty (80) percent of the membership meetings within the two (2) calendar years before the nominations.

Section 5 Expense(s) for the National and State Conventions are paid in accordance with Article 8, Section 6 of these Bylaws.

Section 6 Compensation for State Convention delegates shall be paid in accordance with Article 8, Section 8 of these Bylaws.

Article 11 (Amendments)

Section 1 Article 15 of the NALC Constitution requires that: any amendment(s) to the Bylaws must be submitted in writing at the membership meeting preceding the meeting at which the vote on the amendments is to take place, and

Section 2 suitable notification to members must be made at least ten (10) days before any regular meeting at which a vote on an amendment is to be taken, and

Section 3 amendments to Bylaws, other than those affecting time and place of meetings, shall not become effective until approved by the Committee of Laws

Article 12 (Funds)

Section 1 All funds of the Branch shall be deposited in a bank or savings institution as the Branch may determine. Funds raised through activities on behalf of the Muscular Dystrophy Association (MDA) shall be kept in a separate account at the same institution.

Section 2 The above funds shall be listed in the name of NALC Branch 4837

Section 3 The payment of the NALC per capita tax may be paid by the Financial Secretary/Treasurer without authorization by the Branch.

Section 4 Reimbursement checks must be signed for by two (2) members of the Executive Board, normally the Financial Secretary/Treasurer and one (1) other; however, none is permitted to sign their own reimbursement check.

Section 5 Payment for the expenses listed herein is approved without the need for a Branch vote when meeting the stated requirements however, the items in Subsection C must be presented in accordance with Article 8, Section 3 of these Bylaws and shall be recorded on an addendum page attached to said Bylaws.

- A. Regularly Recurring Expenses
 - 1. Insurance and bonding as directed by the branch
 - 2. Any and all taxes
 - 3. AFL-CIO affiliation fees
- B. Administrative Expenses
 - 1. Post Office mailbox
 - 2. Postage stamps
 - 3. Office supplies
- C. Wages and Other Expenses (see addendum page)
 - 1. President's Fund
 - 2. Officer salary
 - 3. Meal and (1) non-alcoholic beverage (for in-person meetings at a local establishment only)
 - 4. Funeral Benefit for member
 - 5. Funeral Benefit for member's family
 - 6. Monetary gift for new retiree(s)

Section 6 Payments for items listed in Sections 4 (reimbursement checks) and 5 (expenses) are to be included in the Treasurer's report at the first membership meeting following the payment. Invoices, receipts, and other necessary documentation to verify the expenses will be available for review at the meeting.

Section 7 The Branch may suspend authorization for any of the expenses in Sections 4 and 5, except those legally required such as taxes and bonding, at any Branch meeting by a majority vote. Such suspension would require that the suspended expense(s) be approved at every Branch meeting until the suspension is lifted.

Section 8 Check images and financial records provided by the financial institution specified under Section 1 of this Article shall be reviewed by the Branch trustees at the appropriate audit to verify all payments have been made as approved by the Branch.

Current By-laws of Branch 4387

Revised April 8, 2016

BRANCH 4837 NALC
Wahlawa Branch, Hawaii

BRANCH BY-LAWS

This branch shall be known as Wahlawa Branch 4837, National Association of Letter Carriers of the United States of America.

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

Qualifications for membership in this branch will be in accordance with the rules set forth in Article II of the National Constitution.

A. MEETINGS

Meetings will be held in accordance with Article III (Constitution for the Government of Subordinate and Federal Branches) of the National Constitution, with these additions:

1. Meetings will be conducted under parliamentary procedures, using Robert's Rules of Order or other authoritative sources. It is understood, given the fact that the Branch President or his authorized representative has the ultimate responsibility for conducting an orderly and productive meeting, that these rules may be suspended as circumstances dictate.
2. Special Membership Meetings shall be called by the Branch President upon the written request of seven (7) members in good standing, and no business shall be transacted at the Special Membership Meeting other than that for which it was called.
3. No official business will be conducted at a General Membership Meeting unless a quorum is present. A quorum consists of ten (10) members, who are dues-paying in good standing, in accordance with the last previously received copy of the biweekly pay-period dues report from National Headquarters.
4. Attendance at the business portion of the meeting will normally be restricted to branch members in a dues-paid in good standing position, prospective members employed in facilities within the responsibility of the branch, and other persons either requested or required to attend in an official capacity (training, award presentation, etc.)
5. Whenever possible, General Membership Meetings will be held on the last Thursday of every month, except December, at 6:00 pm at a local area establishment. Unless circumstances dictate otherwise, the membership will be notified at least ten (10) days prior to the meeting.

A. MEETINGS (continued)

6. Except for unforeseeable circumstances, the business portion of the meeting will precede all other functions.

7. No alcoholic beverages will be consumed during the business portion of the meeting. Open containers of alcoholic beverages (i.e. beer bottles, cans, glasses, etc.) will not be allowed in areas considered accessible to the membership (i.e. on meeting tables, under chairs, etc.), during the business portion of the meeting.

8. The authorized cost of meals at General Membership Meetings is set at \$_____. In addition, one (1) beverage, not listed as included in the meal, is authorized. Meal expenses incurred by official guests will be assumed by the branch.

9. Unless conditions dictate otherwise, the order of business shall be as follows:

- a. Roll call-establishment of a quorum
- b. Reading of the minutes of the last meeting held
- c. Reading of the Treasurer's report
- d. Reading of correspondence
- e. Reading of committee reports
- f. Reading of membership reports
- g. Nominations and elections
- h. Unfinished business
- i. New business
- j. All other information of a general nature which is relative to the operation of the branch and/or importance to the membership.
- k. Adjournment

10. All dollar amounts allocated in the Branch By-Laws will be determined yearly at the first General Membership meeting of that year. Appropriate tax and reasonable gratuity will be paid by the branch.

a. These are the specific areas that are included:

- | | | |
|-------------------------|--------|-----------------|
| 1. Section A, Paragraph | 8: | Cost of meals |
| 2. Section C, Paragraph | 1.a: | Member death |
| 3. Section C, Paragraph | 1.b: | Family death |
| 4. Section C, Paragraph | 2: | Retirement |
| 5. Section C, Paragraph | 4.d.3: | Living expenses |

b. An addendum of all dollar amount changes will be attached to the Branch By-Laws.

B. OFFICERS

1. The officers of this branch will be known collectively as the Executive Board, and individually titled as the following:

- a. President
- b. Vice-President (to include duties of Health Benefits Representative)
- c. Recording Secretary
- d. Treasurer (to include duties of Financial Secretary)
- e. Shop Steward(s)
- f. Trustees (3)
- g. Sergeant-At-Arms

2. Whenever possible, election of the branch officers and NALC National and State Convention delegates will be held on the last Thursday of November at 6 p.m. at a local area establishment. The elected President shall be a delegate to the NALC National and State Conventions.

3. The length of term of the officers elected at General Elections will be for a period of three (3) years and will commence on January 1 of the year following the election process. Members appointed to fill unexpired terms will serve until the end of the term.

4. Officers shall receive a salary per annum for their services as follows:

a. President	\$550
b. Vice-President	\$400
c. Recording Secretary	\$400
d. Treasurer	\$400
e. Shop Steward	\$400
f. Trustee	0
g. Sergeant-At-Arms	0

5. Reimbursement will be effected within thirty (30) days after the completion of their term.

6. Officers unable to complete their terms for reasons other than due cause will be reimbursed a pro-rated amount for the time served in accordance with the above listing. Members appointed to complete unexpired terms will also be reimbursed at the pro-rated amount for the time served.

C. MISCELLANEOUS

1. DEATH

a. In case of death of a branch member, the sum of \$_____ will be donated to the next-of-kin.

C. MISCELLANEOUS (continued)

b. In case of death within the immediate family of a member, a sum of \$_____ will be donated to the member. Immediate family is considered to be a spouse, parent, or child.

2. RETIREMENT

A sum of \$_____ is to be expended for a retiring member, not to exceed \$250.

3. FINANCES

a. Dues assessment is in accordance with the National Constitution.

b. All funds received will be deposited in an appropriate banking facility as soon as possible upon receipt.

c. Branch expenses will normally be paid by check. Disbursement checks are required to be co-signed by any two (2) of the following branch officers:

1. President
2. Vice-President
3. Recording Secretary
4. Treasurer

d. Receipts are required for all expenses. The receipt should be a pre-printed form bearing the title/name and address of the establishment where the expense was incurred.

4. OFFICIAL FUNCTIONS

a. The term "official function" includes, but is not limited to, such activities as State and National Conventions, Committee of Presidents Meetings, training sessions, seminars, etc.

b. Participation in these functions will be governed primarily by the requirements imposed by the sponsoring organization. Furthermore, members may not represent the Branch in an official capacity without prior approval of the Branch President and/or the membership (whichever is appropriate).

c. Participation in training sessions will normally be determined by the President and should be based primarily on the needs of and/or benefit to the branch.

d. The Branch will pay the following expenses for Branch Delegates to the State and National Conventions:

1. Registration, lodging, and transportation.

4. OFFICIAL FUNCTIONS (continued)

2. Administrative material required, but not provided, by the sponsoring organization.
3. Living expenses (i.e. meals, laundry, etc.) in the amount of \$_____ per day, up to the amount supported by receipts.

e. For all other functions, the Branch will pay the following expenses:

1. Registration
2. Administrative material required, but not provided, by the sponsoring organization.
3. Meals, when included as a part of the official function, or within the time frame of the function.

f. There will be no reimbursement of expense if the member does not attend all business functions of the activity, unless extraordinary or unforeseen circumstances dictate otherwise.

5. VOTING

a. Changes, additions, and/or deletions to these By-Laws require an approval vote of at least fifty-one percent (51%) of the membership. Presentation and voting on matters affecting these By-Laws will be in accordance with the National Constitution.

b. Changes in fees, dues, fines, and assessments will be made in accordance with the National Constitution.

c. All other business requiring membership approval will be conducted at officially called General Membership Meetings, and will require a simple majority of the members present.

NO PROCEDURE LISTED IN THESE BY-LAWS MAY CONFLICT, IN ANY WAY, WITH THE CONSTITUTION OF THE NATIONAL ASSOCIATION OF LETTER CARRIERS OF THE UNITED STATES OF AMERICA.

**Branch 4887, NALC
Wahiawa Branch, Hawaii**

ADDENDUM TO BRANCH BY-LAWS

As provided by Section A, Paragraph 10 of the Branch By-Laws (revision dated March 23, 1995), this addendum records all dollar amounts in the pertinent sections/paragraphs.

	A.7 Meals	C.1 Admin	C.2 .a Mem. Death	C.2.b Fam. Death	C.3 Retire	C.6.d.3 Living Exp.
01/25/01	\$16	\$50	\$150	\$50	\$250	\$75
01/24/02	No Change					
01/22/03	No Change					
01/29/04	No Change					
01/20/05	No Change					
01/25/06	No Change					
01/24/07	No Change					
01/23/08	No Change			\$75	\$250	\$75
01/28/09	\$16	\$50	\$200	\$75	\$250	\$75
01/27/10	\$17	\$50	\$200			
01/26/11	No Change			\$75	\$250	\$75
01/26/12	\$18	\$50	\$200			
01/24/13	No Change			\$75	\$250	\$75
01/23/14	\$23	\$75	\$200			
01/22/15	No Change			\$75	\$250	\$75
01/28/16	\$28	\$75	\$200			

As provided by Section A, Paragraph 10 of the Branch By-Laws (revision dated April 8, 2016), this addendum records all dollar amounts in the pertinent sections/paragraphs.

	A.8 Meals	C.1.a Mem. Death	C.1.b. Fam. Death	C.2 Retire	4.d.3 Living Exp.
01/28/16	\$28	\$200	\$75	\$250	\$75