

BY-LAWS – BLACKSBURG, VA BRANCH NO. 4276

ARTICLE 1

Name and Object

- Section 1. This branch shall be known as Blacksburg, VA Branch No. 4276 of the National Association of Letter Carriers of the United States of America.
- 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 in its efforts to improve the condition of its entire membership.

ARTICLE 2

Membership

- Section 1. A Form 1187 {Dues Check-off} must be signed by all applicants seeking a membership in the Branch and the NALC. For more information on membership with the NALC refer to Article 2 of the NALC Constitution.

ARTICLE 3

Meetings

- Section 1. The regular meetings of the branch shall be held on the third Tuesday of each month starting between 4 p.m. - 6 p.m. EST. Notification of the meeting will be posted 10 days prior to the meeting. This branch shall meet a minimum of 10 times per year.
- Section 2. Special meetings shall be called by the President upon the written request of 3 members in good standing or by vote of the branch and notification of such meetings, stating the object of the call, shall be given the members by the Recording Secretary in a mailing to all members at their last known address.
- Section 3. No business shall be transacted at a special meeting other than that for which it may have been called.
- Section 4. The branch shall be called to order at the time prescribed in the by-laws if a quorum be present. A quorum for regular and special meetings of the branch are 5 members.
- Section 5. In the absence of the President and Vice President, any member in good standing may be elected to preside by a majority of those present.

ARTICLE 3 (continued)

Section 6. Alcoholic beverages shall not be permitted at any Branch No. 4276 meeting or function.

ARTICLE 4

Officers

Section 1. The officers of this branch shall be a President, Vice President, Shop Steward, Recording-Financial-Secretary Treasurer, Sergeant-at-Arms, a Health Benefits Representative, MBA Representative and a Board of Trustees composed of three members. These elected officers will comprise the Executive Board of the branch.

Section 2. All officers shall be elected for a term of three years. In the event of a vacancy in the office of President, the Vice President shall perform all duties incumbent upon the President for the remainder of the term. In the event of vacancy in any other office the Branch President shall appoint a successor for the remainder of the term.

Section 3. This branch will consolidate the office of Recording Secretary, Financial Secretary and Treasurer into one officer position. The Vice President and Sergeant-at-Arms into one officer position.

Section 4. The salary of branch officers shall be paid once quarterly at the first of the month of the last month of that quarter. The pay of the branch officer positions shall be determined by the budget made annually.

ARTICLE 5

Elections

Section 1. Article 5 of the Constitution of the Government of Subordinate and Federal Branches and the Regulations Governing Branch Election Procedures shall govern the branch elections.

Section 2. All regular members shall be eligible to hold any office or position in the Branch, except that a member who voluntarily or otherwise, holds, accepts, or applies for a supervisory position in the Postal Service for any period of time, whether one (1) day or fraction thereof, either detailed, acting, probationary or permanently, shall immediately vacate any office held, and shall be ineligible to run for any office or other position for a period of two (2) years after termination of such supervisory status. Upon nomination, the candidate must verify that they have not served in a supervisory capacity for the 24 months prior to the nomination.

ARTICLE 5 (continued)

- Section 3. All regular members shall be entitled to one vote for each office or position to be filled. However, station delegates, representatives, or shop stewards may be elected only by the regular members within the station or area they represent. Branch stewards and any other persons who are members of the Branch Executive Board or similar body must be elected by the entire branch, not just by the station or area they represent.
- Section 4. The election of officers shall take place at the December branch meeting every three years when branch officer positions are up for election. No less than 45 days before each election, the Secretary shall mail to every member notice of the election, stating the offices for which election shall be had and the time, place, manner for nomination and election. For purposes of this provision, the requirement that notices be mailed may be satisfied by timely publication of the notice in *The Postal Record*, or in State or Branch publications that are mailed to the last known address of the member.
- Section 5. Regarding the nomination and procedures for elections for the Branch shall be in accordance with Article 5, Section 5 and 6 of the National Constitution for the Government of Subordinate and Federal Branches.

ARTICLE 6

Duties Of Officers

- Section 1. The duties of the officers shall be the same as those listed in Article 6 of the Constitution for the Government of Subordinate and Federal Branches.
- Section 2. In addition to the duties assigned to each officer, he/she shall perform such other duties as the Branch President, or the branch may direct.
- Section 3. The board of Trustees shall be known as the Trustees of Blacksburg, VA Branch No. 4276 of the National Association of The Letter Carriers of The United States of America.
- Section 4. Every officer, agent, shop steward, or other representative or employee of the Branch who handles funds or other property of the Branch shall be bonded to the extent required by applicable law.

ARTICLE 7

Dues

- Section 1. The dues for active members of the branch shall be the same as set by Article 7, Section 2 of the NALC Constitution.

ARTICLE 8

Sick Relief and Funeral Benefits

- Section 1. Branch 4276 shall not provide for the payment of sick relief or funeral benefits or levy additional dues for such purposes.

ARTICLE 9

Committees

- Section 1. The Branch President shall appoint a committee of two on organization.
- Section 2. There shall be a committee of three appointed by the Branch President to whom all bills and claims against the branch shall be referred before being acted upon by the branch.

ARTICLE 10

Charges

- Section 1. Article 10 of the Constitution for the Government of Subordinate and Federal Branches will be followed by the branch.

ARTICLE 11

Appeals

- Section 1. Article 11 of the Constitution for the Government of Subordinate and Federal Branches will be followed by the branch.

ARTICLE 12

Funds

- Section 1. All funds of the branch shall be deposited in The National Bank of Blacksburg.
- Section 2. No money shall be paid out by the Treasurer except on a warrant ordered by the branch and signed by the President and Secretary.
- Section 3. All funds shall be devoted to such uses as the branch may determine; provided, that no appropriation shall be made except when ordered by a majority vote of the members present and voting at a regular branch meeting.
- Section 4. The Executive Board is authorized to spend \$500 between meetings in the case of an emergency. The expenditure will be reported to the branch at the next regular meeting.

ARTICLE 12 (continued)

- Section 5. The following routine bills may be paid by the officers between meetings: branch credit card bill, branch officer payroll, branch accounting software, payroll taxes, etc. These expenditures will be reported to the branch at the next regular meeting.
- Section 6. Lost duty time for branch members in good standing must be authorized by a majority vote at any regular membership meeting prior to the intended event such as a training, convention, etc.
- Section 7. Any expenditures regarding trainings, conventions, etc. shall be voted on by the members prior to the event. To be reimbursed, the ORIGINAL receipt MUST be provided to the Recording-Financial-Secretary treasurer.

ARTICLE 13

By-Laws

Any member proposing an amendment(s) to the branch By-Laws must submit their proposed change in writing at a regular branch meeting. Notice will then be sent out to each member at their last known address by the Recording Secretary in the form of a letter a least 10 days before the next branch meeting, at which the vote will take place. Included with the notice will be a copy of the proposed amendments(s).

ARTICLE 14

Order of Business

1. Roll Call
2. Application of Membership
3. Reading of Minutes of Previous Meeting
4. Reading of Communications, etc.
5. Committee Reports
6. MBA Report
7. HBP Report
8. Unfinished Business
9. New Business
10. Good of the Association
11. Improvement of Service
12. Financial Secretary's Report
13. Treasurer's Report
14. Adjournment