



Buckeye Branch 78, Columbus Ohio  
By-Laws

Effective March 11, 2020

## **ARTICLE I – PURPOSE**

### ***SECTION 1***

This branch shall be known as Buckeye Branch 78 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 II (2) Section II (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.

### ***SECTION 3***

NALC Buckeye Branch 78 will use a Policy Book to clarify the processing of payments for goods and services, use of branch credit cards, paying lost time, expense reimbursements, travel and per diem, changing officers benefits, record retention and destruction, grievances and arbitrations, stewards pay and expenses, mileage reimbursements and delegate fund usage or other.

Policy Book may be edited as needed by a proposal to the By-Law committee. Once the By-Law committee has reviewed the proposal they will present to the executive board for approval to take to the meeting floor.

Any changes to the Policy Book will be brought to the branch floor at the next branch meeting for a vote. The Policy Book can be edited as needed by a majority vote of the branch meeting attendees.

## **ARTICLE II – MEMBERSHIP**

### **SECTION 1**

Application for membership must be made in writing, signed by the applicant stating the place of residence and such other information as may be determined by the Branch.

### **SECTION 2**

Any regular branch member on tendering a written resignation of membership and paying all fines, assessments and dues shall receive from the secretary a certificate thereto. Such certificate shall be proof of good standing at the time of resignation.

### **SECTION 3**

Any regular branch member in good standing in his or her branch, moving to another city, may transfer membership to the branch located in such city. He or she shall make application to the Recording Secretary of his or her branch, who shall ascertain from the Financial Secretary if all dues and assessments charged against him or her on that date are fully paid; if so, it shall be the duty of the Recording Secretary to announce at the next regular meeting of the branch that the application has been received and all obligations discharged. There being no objections, the Recording Secretary will at once forward to the Recording Secretary of the branch with which affiliation is desired a letter of recommendation. The letter shall be read at the first regular meeting of the receiving branch held after its receipt and the transferred individual shall be considered a member at that time. The Recording Secretary of the branch shall then notify the Recording Secretary of the original branch that the transferee had been received into membership.

## **ARTICLE III – MEETINGS**

### ***SECTION 1***

The regular meeting of this branch shall be held the second Wednesday of each month at 6:30 PM. The Stewards meeting shall be the first Wednesday of each month at 6:30 PM. The Executive Board Meeting shall be the Monday preceding the Stewards meeting at 6:30 PM.

### ***SECTION 2***

Seven members shall constitute a quorum and shall have power to transact business, excluding the officers. Members in attendance via teleconference shall count toward quorum, excluding the officers.

### ***SECTION 3***

The Recording Secretary shall notify each member and unit of the time and place of each regular or special meeting by the Branch Bulletin or other mailed notice.

### ***SECTION 4***

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 and notification of such meetings shall be followed as in Section three (3) above and by certified mail to each unit seven (7) days prior to the meeting. The object of the request shall be stated and included in the notification and no other business shall be transacted at the special meeting other than that which it may have been called.

## **ARTICLE IV – OFFICERS**

### **SECTION 1**

The Officers of the Branch shall be the President, Vice-President, Recording Secretary, Financial Secretary-Treasurer, Assistant Secretary-Editor, Director of Safety and Health, Sergeant-of-Arms, M.B.A. Health Benefits Representative and Director of Retirees (to come from the ranks of Retirees) and a Board of Trustees composed of five (5) members. The Trustees will elect one of their members to serve as Head Trustee. The membership may elect to honor a worthy past president with the honorary position of President Emeritus.

### **SECTION 2**

The term of office shall be for the period of three (3) years (thirty-six months), starting the first Branch Meeting in January. This term of office applies to all Officers and Delegates.

### **SECTION 3**

The President will appoint a successor to fill the unexpired term of any vacant office.

### **SECTION 4**

All candidates for office or delegate must be present at the meeting when nominated, or signify in writing their willingness to serve if elected.

### **SECTION 5**

Each Finance Unit shall have one of its members as a station steward for each fifty (50) carriers or portion thereof. If a finance Unit has more than 50 members the steward that receives the most votes will be declared the chief steward of the Finance Unit. The member of his/her respective station when no election is held shall be designated by the Branch President. His/her duties shall be to report the sick members to the branch office and to transact any and all business of the branch that may be referred to him /her. The election of said steward shall be conducted as provided in Article V, Section 2 of N.A.L.C. constitution for government of subordinate branches. He/she shall be the only authorized person to perform these duties for him/her, providing that if he/she is on sick leave, scheduled day off, or vacation, he/she may designate some other member of the unit to perform these duties for him/ her and must be certified by the Branch President. Should a steward transfer to another unit or personally request to be relieved of his/her duties, or a majority of the membership requests a new steward, an election will be held.

### **SECTION 6**

Line of succession of officers. In the event of a disaster or the inability of any officer to physically or mentally discharge his duties for the remainder of their term in office the following will be the line of succession, Vice President, Recording Secretary, Asst. Secretary-Editor, Financial-Secretary Treasurer, Director of Safety and Health, M.B.A. Health Representative, Head Trustee, Sergeant-at Arms, Director of Retirees.

## **ARTICLE V – ELECTIONS**

### **SECTION 1**

The provisions of this article shall govern the election of all Delegates to the National Association Convention and to State Association Conventions and for all Branch Officers or other elected branch positions.

### **SECTION 2**

All regular members, except those who are acting or who have acted in a supervisory position in the past two years, shall be eligible to hold any office in the branch.

### **SECTION 3**

All regular members shall be entitled to one (1) vote for each office or position to be filled.

### **SECTION 4**

Nominations of officers and delegates shall be held in October and elections in December. Installation of all branch officers will be at the first branch meeting in January following the Elections. No less than forty five (45) days before each election the Recording Secretary shall submit a notice for publication in the Postal Record stating the office for which the election shall be held and the time, place, and manner for nomination and election.

### **SECTION 5**

(a) Every Member shall have the right to nominate a candidate for any position to be filled. (b) each candidate shall be nominated at a regular or special meeting of the branch not less than four (4) weeks before the date of the election, but not less than ten (10) days after the notice of nomination and election has been sent out. (c) Election of Branch officers and delegates shall be by mail in ballot. The Election Committee will use the procedures as written in the N.A.L.C. regulations governing Branch Election Procedure handbook. When there are two (2) or more candidates for any office at least twenty (20) days before the announced Election Date which is the Regular Branch meeting in December, the second Wednesday of the month, the Election Committee, chosen by the Branch President, will mail, FIRST CLASS to all eligible members, at each members last known address. The return address on the envelope will be a separate PO Box purchased by the branch. The Chairman of the election committee will be responsible for checking this PO Box once every week including the day of the election.

A. Instructions for voting and the deadline for returning marked ballots.

B. A ballot.

C. A Plain envelope marked "SECRET BALLOT".

D. A PREPAID BUSINESS REPLY OR STAMPED envelope, addressed to a U. S. Post Office Box, previously rented by the Election Committee Chairman

## **SECTION 6**

When there are two (2) or more candidates for any office on the ballot, the plurality of all votes cast for such office shall be necessary to elect. There shall be no write in votes for candidates not officially on the ballot. Any such write-in shall not be counted but will not invalidate the rest of the ballot. When there is but one (1) candidate for any office the President may declare that candidate has been elected without objection. Adequate safeguards to insure a fair election shall be provided. The ELECTION COMMITTEE shall count the ballots and the results shall be announced at the December Branch meeting. Any candidate wanting to have an observer at the counting of the votes will have that right. A request in writing to the Election Committee must be provided TWO WEEKS prior to the count. The ELECTION COMMITTEE will notify all parties as to when the count will take place.

The Recording Secretary will preserve for one (1) year the ballots and all other records pertaining to the election. All candidates for office and delegates must be present at the meeting when nominated or be obligated to signify in writing no later than fifteen (15) calendar days after being nominated their willingness to serve, if elected, in order to have their name officially on the ballots.

## **SECTION 7**

To be eligible for funds all delegates except the President and Vice President must attend nine (9) of the twelve (12) branch meetings and sign the attendance sheet. Starting with the 2020 National Convention, the eligibility period will be January through December preceding each convention (National or State). A retiree, who is not a branch officer to receive funds from the Branch to be a paid delegate to any convention (National or State) shall be determined by the ratio of one (1) to seven (7) or a major portion thereof. The retiree must fulfill the requirements of any other elected delegate. The placement on the selected delegate list shall determine the number of retirees who are not branch officers by the above ratio to attend any convention. Any retired member who is an officer of the branch shall be considered as an active member and his position on the delegate list shall be determined by the number of votes received.

## **SECTION 8**

The names of all nominees shall be placed on the ballot in alphabetical order with the last names first.

## **SECTION 9**

By virtue of their office, the first two (2) positions on the elected delegate list shall be filled by the President and the Vice President, respectively

## **SECTION 10**

An Election Committee shall be appointed by the President at least thirty (30) days before the election. They shall collect the voted delegate ballots. The ballots are to be securely tied and placed under the seal of the branch in the presence of three (3) elected officers to be designated by the President. The Election Committee will meet within the week following the December meeting at a place designated by the committee chairman to count the ballots and be ready to report the results to the next branch meeting. Such other members as are sufficiently interested may be present for the counting.

## **SECTION 11**

(a) The expense of any elected delegate from Branch 78 to any convention shall be paid in the following manner:

(b) For a State convention, each delegate attending shall be paid the current Federal Standard Mileage Rate, to and from the convention city, plus lodging, plus \$50.00 (fifty) per diem for the duration of the convention.

(c) For a National Convention, within two (2) months after the election of delegates, the President shall instruct the trustees to determine the most economical transportation and housing accommodations for the elected delegates attending the National Convention of the National Association of Letter Carriers. The Financial Secretary-Treasurer shall then estimate the approximate amount in the delegate fund by the first of the month of the convention. Any convention site under the three hundred (300) miles shall be by surface rate; over three hundred (300) miles by air rate. The total cost of transportation and housing, \$50.00 (fifty) per diem for the duration of the convention shall then be totaled. Using this estimation, the Financial Secretary-Treasurer will determine the number of delegates to attend the convention based on the number of votes received, starting with the highest in order until the delegate fund is expended. The President Emeritus shall be able to attend any convention. The cost of sending the President Emeritus to the convention will be taken from the general fund of the branch. The amount received and the number of delegates to receive funds shall be announced at the next meeting following the meeting of the committee. A delegate must attend the convention in its entirety to be eligible to receive funds. The Branch President will appoint someone to keep the attendance record of all delegates attending the National Convention.



## **ARTICLE VI – DUTIES OF OFFICERS**

### **SECTION 1**

The President shall preside at all meetings of the branch; preserve order, sign all warrants on the Financial Secretary-Treasurer ordered drawn by the branch, and all other papers ordered by the branch; have general supervisory powers over the branch, see that officers perform their duties, enforce the constitution, by-laws, rules and regulations of the branch; appoint all committees not otherwise provided for, give the deciding vote when a tie occurs; examine and announce the results of all balloting and other votes. He/she shall not make or second any motion or take part in any debate while in the chair. He/she shall ascertain from the Recording Secretary before adjournment of the meeting the amount of money received since the previous meeting, and from the Financial Secretary- Treasurer if he or she has received the same. The President shall arrange an independent audit on all financial accounts held by the branch. The audit will be conducted by a licensed CPA, individual or firm. This audit must be completed by March 1 of each year. Upon completion, a full report will then be made to the executive Board of officers. At the end of his/her term, he/she shall make a report showing the progress and conditions of the branch. He/she shall together with the Financial-Secretary Treasurer, sign and file with the Secretary of Labor on behalf of the branch annual financial report, if required by public law. The filing of such a report will be required, unless the branch has received express notification from the National Association that it is exempt from such requirements. He/she shall by virtue of his/her office be the chief steward for the branch and he/she may delegate such authority to other members.

### **SECTION 2**

(a) The Vice-President shall preside in the absence of the President, and in case of death, resignation, disqualification, refusal or neglect of the President to discharge the duties of his/her office. The Vice-President shall then perform all duties incumbent upon the President for the remainder of the term of office. (b) He/She shall be responsible to coordinate educational seminars for the branch stewards. (c) He/She shall perform other duties assigned by the Executive Board and be obligated to perform any duties requested by the President. (d) He/She shall be responsible for processing grievances beyond the Formal A.

### **SECTION 3**

The Recording Secretary shall keep a correct record showing the names of members, when admitted and place of residence. He/she shall also keep a record of the proceedings of the branch in a book to be kept for that purpose. He/she shall draw all warrants on the Financial Secretary-Treasurer ordered by the branch. He/she shall notify applicants for membership in writing of their acceptance, expulsion or resignation to the branch. He/she shall report to the National Secretary-Treasurer immediately the suspension, expulsion, or reinstatement of a member. He/she shall attend to all correspondence to the members, properly mark and file all papers ready for inspection at any time, and notify the members of special meetings, when ordered by the President. He/she shall make semi-annually a report to the Branch showing the number of members elected, suspended, reinstated, withdrawn, and the number of deaths, giving the date of death. Also he/she shall report the total of the receipts, benefits paid, amount expended and the amount on hand. Within one (1) week after his/ her term expires, or upon an earlier termination thereof, he/she shall deliver to his/her successor all books and papers, together with all other property of the branch in his/her possession. On the day of election and before a ballot is taken, he/she shall furnish the President with a list of members entitled to vote. He/she shall be obligated to perform any other duties as requested by the President.

### **SECTION 4**

The Financial Secretary-Treasurer shall collect all dues and all other monies due the branch. He/she shall promptly deposit all monies received by the branch. He/she shall keep an account of all properties, investments, and funds of the branch which at all times be open for inspection and at the end of his/her term make a report and deliver to his/her successor in office, when qualified, all books papers and property in his/her possession belonging to the branch. He/she shall pay all warrants drawn on him by the Recording Secretary voted by the branch and signed by the President, and at the end of his/her term make a report showing his/her receipts, disbursements and amount of money on hand, deliver his/her books, papers and money to his/her successor in office. To insure the faithful performance of his/her duties, the Financial Secretary-Treasurer shall be bonded in such an amount and in such a manner as the National Department of Labor may direct. He/she shall be obligated to perform any other duties as requested by the President.

### **SECTION 5**

The Assistant Secretary-Editor shall be the editor of Branch 78's monthly publication, known as the Buckeye Branch 78 Bulletin. He/she shall perform any other duties requested of him/her by the Vice-President, President, or Recording Secretary.

### **SECTION 6**

The Safety and Health Officer shall be responsible to guide and direct the activities of the branch relating to Safety and Health matters. This shall include guidance to the membership concerning all issues of safety, health and OWCP claims. He/she shall also assist the Vice-President in education seminars pertaining to Safety & Health. He/she shall be obligated to perform any other duties as requested by the President.

#### *SECTION 7*

The Sergeant-at-Arms shall preserve order in the meetings under the instruction of the President. It shall be his/her duty to see that none, but the members are present at the meetings unless directed by the President or a vote of the branch. He/she shall be obligated to perform any other duties as requested by the President.

#### *SECTION 8*

The M.B.A./Health Benefits Representative shall perform such duties as the constitution and the laws of the National Association of Letter Carriers M. B.A./Health Benefits Plan require. He/she shall be responsible for filing the annual NALC "Branch Expense Reimbursement Report" prior to March 1<sup>st</sup> of each calendar year and shall receive \$.05 for each member in good standing. He/she shall be obligated to perform any duties as requested by the President.

#### *SECTION 9*

A Director of Retirees shall be responsible to aid retirees and represent retirees in the area of retirement. He/she shall be responsible to communicate with the National Director of Retirees and report monthly to the membership in the branch bulletin. He/she shall be obligated to perform duties as requested by the branch President.

#### *SECTION 10*

A Trustee shall examine and report to the branch the condition of the books of the officers at least once a month, compare the vouchers and records and see that they correspond with the collections and disbursements. They shall have custody of all branch property and have the responsibility to manage all of the operational and fiscal aspects in the management of the branch office. The allotted amount for running the branch office shall be placed in the master ledger account monthly by the branch Financial Secretary-Treasurer. The Head Trustee shall be accountable for the disposition and records kept. The Trustees shall perform such other duties as the branch by-laws may require of them. The Board of Trustees shall be known as the Trustees of Buckeye Branch 78 of the National Association of Letter Carriers of the United States of America. The officers and the board of trustees shall have a key to the branch office. They shall be obligated to perform any duties as requested by the President.

#### *SECTION 11*

The branch may wish to bestow upon a worthy former President the title of President Emeritus. The President Emeritus shall be an honorary position. The duties of the President Emeritus are to give insight and advise the current standing President and Board. They may attend all the Executive Board meetings and have a voice but no vote in all matters of the meeting.

## **ARTICLE VII – DUES EXPENSES & SALARIES SECTION**

### **SECTION 1**

The dues shall be equal to two hours of base pay at Q-1 Step M from Table 1 plus \$4.00 per month. for each active member and associate member. Any Member who is in a non-pay status for thirty (30) consecutive days or longer, not to exceed one (1) year, shall have his/her dues forgiven. Members receiving annual leave, sick leave or Workman's' Compensation are in a pay status. Any future per capita tax imposed upon Branch 78 by the National and/or State Organization shall be passed on to the active regular and associate membership through an automatic dues increase of the exact amount imposed.

### **SECTION 2**

For services rendered for organizational expense, all non-full time officers and stewards shall be paid two hours of base pay at Q-1, Step O from table 1 equal to the top step of a table 1 Carrier Technician, per month (to be paid semi annually).

(b) Stewards shall also receive the following funds semi-annually. \$20.00 per monthly branch meeting attended; \$30.00 per monthly stewards meeting attended. (c) Anyone holding a dual position cannot be paid more than once for attending the same meeting.

### **SECTION 3**

(A) Effective January 2018

Effective January 2018

[1] The President of Branch 78 shall be a full time officer at a salary equal to that of a table 1 top step and grade Q2 letter carrier Carrier Technician, plus twenty-five (25%) percent, payable biweekly. The President shall share in any and all monetary increases and benefits received by the top step and grade carrier. The employee will be responsible for his/her share of

health benefits and life insurance.

[1b] The President shall be entitled to the same annual and sick leave as provided to a table 1 top step and grade letter carrier Carrier Technician. When he/she leaves office, he/she shall be paid for all accrued hours of sick and annual leave credited to him/her. At the end of each 3 year term or if he/she leaves office early, the monies will be paid out or he/she can withdraw these monies yearly during pay period 26. If the President is re-elected for another 3 year term, it will be the responsibility of the President to invest/save these monies for any future long term absence. If the President is enrolled in the Federal Employee Retirement System (FERS), the branch will match the employee's contribution up to five (5%) percent of the employee's base salary in a 401k plan of the employee's choice. The employee will be allowed to contribute up to the maximum allowance under the IRS guidelines.

[2] The Vice President of Branch 78 shall be a full time officer at a salary equal to that of a top step and grade Q2 letter carrier, plus fifteen (15%) percent, payable biweekly. The Vice President shall share in any and all monetary increases and benefits received by the top step and grade carrier. The employee will be responsible for his/her share of health benefits and life insurance.

[2b] The Vice President shall be entitled to the same annual and sick leave as provided to a top step and grade letter carrier. When he/she leaves office, he/she shall be paid for all accrued hours of sick and annual leave credited to him/her. At the end of each 3 year term

or if he/she leaves office early, the monies will be paid out or he/she can withdraw these monies yearly during pay period 26. If the Vice President is re-elected for another 3 year term, it will be the responsibility of the Vice President to invest/save these monies for any future long term absence. If the Vice President is enrolled in the Federal Employee Retirement System (FERS), the branch will match the employee's contribution up to five (5%) percent of the employee's base salary in a 401k plan of the employee's choice. The employee will be allowed to contribute up to the maximum allowance under the IRS guidelines.

Effective July 1, 2019

[3] the Branch Recording Secretary shall be paid a salary of \$407.00 per month, payable monthly.

[4] the Assistant Secretary-Editor shall be paid a salary of \$357.00 per month payable monthly.

[5] the Financial Secretary-Treasurer shall be paid a salary of \$450.00 per month, payable monthly.

[6] the Safety and Health Officer shall be paid a salary of \$294.00, per month payable monthly

[7] the MBA, HBR and NSBA Representative shall be paid a salary of \$200.00 per month, payable monthly.

[8] The branch Trustees shall be paid a salary of \$100.00 per month, paid monthly. The Head Trustee shall be paid a salary of \$125.00 per month, paid monthly.

[9] the Sergeant at Arms shall be paid a fee of \$100.00 per month, payable monthly.

[10] the Director of Retirees shall be paid a salary of \$200.00 per month, payable monthly. Any full-time officer that is enrolled in Federal Employee Retirement System (FERS) the branch will match the employee's contribution up to 5% of the employee's base salary in a 401K plan of the employee's choice. The employee will be allowed to contribute up to the maximum allowance under the IRS guidelines. This will take effect September 1, 2016. (B) Any officer or steward serving the branch in a LWOP status for an accumulated period of eighty (80) work hours or more must submit their vouchers for payment within forty-five days of this accumulation or Branch 78 will not be responsible for this payment of lost Sick and/or Annual Leave..

#### **SECTION 4**

All retired members who have been members of Branch 78, N.A.L.C. for five (5) years or more may retain full membership in this branch by paying dues of \$20.00 per year, per capita tax included, including any amount of State or National per capita tax increase in the future to be added to the above amount. Gold Card Members shall be exempt from paying dues.

#### **SECTION 5**

Any employee removed from the service during their probationary period shall not have his/her dues rebated.

#### **SECTION 6**

A charge card will be issued to the President to cover "out of pocket" branch expenses. There will be a \$500.00 credit limit on this card.

#### **SECTION 7**

(a) Pay for LWOP and hourly union work shall be equal to base pay rate of a table 1 top step Carrier Technician.

(b) The Vice-President shall replace the President when the President is unable to perform his duties for either sickness, annual leave, or any other acceptable reason. He/she shall certify to the correctness of all bills incurred. The same shall apply to any member who has been duly authorized by the branch President or membership and the same shall be paid out of the General Fund of the Branch.

#### **SECTION 8**

Any member that voluntarily terminates his/her employment with the Postal Service except by retirement or on OWCP roll, or requests cancellation of dues to the N.A.L.C., will not be eligible to continue membership in the N.A.L.C.

#### **SECTION 9**

Any member failing to pay any fine, assessment or monthly dues within thirty (30) days after the same shall become due, shall forfeit his/her membership. He/she shall vacate any office held in the branch or association, effective on the date of such forfeiture. He/she shall not be entitled to vote in the branch, and he/she shall not be eligible for nomination or election to any office. Provided that the branch for good and sufficient reasons under reasonable rules uniformly applied may extend the thirty day (30) grace period for not more than an additional sixty (60) days.

#### **SECTION 10**

A former member whose membership has been forfeited may be reinstated by the payment of one (1) months' regular dues and submit Form 1187.

#### **SECTION 11**

Other than a National or State convention any member attending Branch authorized seminars, \$50.00 per diem will be paid in addition to travel and lodging expenses when meals are not provided, from the Branch Funds.

## **ARTICLE VIII – STANDING COMMITTEES**

### ***SECTION 1***

There shall be a committee, consisting of all Officers and Trustees, to whom all bills and claims against the branch, and all requests for donations above \$250, shall be submitted in writing, before being acted upon by the Branch. This committee shall have the authority to pay all recurring bills, utilities and approve payment for emergency repairs for daily operational needs. Any branch expenses, donations, or funds payable whose total is less than \$250 shall be approved or disapproved by this committee without a vote of the branch.

### ***SECTION 2***

There shall be a committee on Public Relations, whose duty shall be to sponsor publicity in matters of branch interest and concern in an attempt to promote public goodwill and to improve the service thereby.

### ***SECTION 3***

There shall be a committee on Law, composed of three (3) members to whom shall be referred all proposed amendments to the By-Laws.

### ***SECTION 4***

All reports of standing and special committees shall be submitted to the branch at branch meetings.

## **ARTICLE IX**

Refer to Article X (10) of the National By-laws.



## **ARTICLE X – APPEALS**

Refer to Article XI (11) of the National By-Laws.

## **ARTICLE XI – FUNDS**

### ***SECTION 1***

All branch funds shall be deposited in depositories designated by the Executive Board and approved by the President. The Executive Board with approval of the President may direct the investment of the funds of the Branch in readily convertible Government, State, or Municipal Bonds and other securities to exclude the Stock Market. With the exception of the amount necessary to be kept in the checking accounts, for the Financial Secretary-Treasurer's needs. A Budget Committee appointed by the President, will submit a proposed budget in the month of November each year. The proposed budget will be submitted to the branch. The Main Body of the branch shall accept or reject.

### ***SECTION 2***

No money shall be paid out by the Financial Secretary-Treasurer, except on a warrant ordered by the branch and signed by the President and Recording Secretary; provided that it shall be the duty of the President and Recording Secretary to issue a warrant in favor of, the National Secretary-Treasurer in payment of the semi-annual per capita tax promptly after the first of January, respectively.

### ***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 meeting. An exception will be made for any funds allocated less than \$250 as determined by the committee of officers and trustees.

## **ARTICLE XII – INDEMNIFICATION**

Refer to Article XIII (13) of the National By-Laws.

## **ARTICLE XIII – AMENDMENTS**

### ***SECTION 1***

Proposed amendments to these by-laws must be submitted in writing, and the full section written out, giving the number of the article, and the number of the section, and signed by three (3) members of Branch 78, then to be read, and placed in the hands of the Law Committee. The proposed amendment shall be published in the following months Branch Bulletin, and voted upon at the second (2) Regular Branch meeting following the submission of the proposed amendment. The proposed amendment will be adopted or rejected by a majority vote of those present and voting.

### ***SECTION 2***

It shall be the Duty of the Recording Secretary, to make four (4) copies of the amendments adopted (pertaining to fixing the amount of initiation fees, dues and reinstatement fees, or time and place of meetings). These amendments become effective immediately, unless otherwise specified. One (1) copy is to be placed with the minutes of the meeting at which they were passed. One (1) copy is to be placed in the hands of the branch chairman of the Law Committee, one (1) copy is to be attached to the by-laws in the hands of the President; and the original copy is to be placed in the hands of the Trustees; to be kept with the branch records. All other amendments to these by-laws not mentioned above, must be submitted in duplicate to the Chairman of the National Committee of Laws, and shall not become effective until approved by the committee of laws as provided in Article XI (11), Section III (3) of the National Constitution.

### ***SECTION 3***

When the National Constitution and these By-Laws are silent, Robert's Rules of Order shall govern all proceedings of this branch.

## **ARTICLE XIV – ORDER OF BUSINESS**

1. Roll Call
2. Reading of Minutes of Previous Meeting
3. Reading of Communications, Notices, bills & Etc.
4. Applications for Membership
5. Balloting for Candidates
6. Initiation of Elected Candidates
7. Reports of Standing and Special Committees
8. M.B.A.-N.S.B.A.
9. Unfinished Business
10. New Business
11. Good of the Association
12. For the Improvement of the Service
13. Financial Secretary /Treasurer's report of receipts and expenditures
14. Adjournment

### ***SECTION 1***

Branch 78 may at its own discretion, by a majority vote, change its regular order of business, so that unfinished business and new business shall precede the reports of standing and special committees.

## **REVISEMENTS/CHANGES**

Article 6, section 1 – April 2007  
Article 5, section 11 – May 2009  
Article 4, section 1 – November 2009  
Article 4, section 6 – November 2009  
Article 6, section 6 – November 2009  
Article 7, section 3 – November 2009  
Article 11, section 1 – May 2010  
Article 11, section 3 – May 2010  
Article 3, section 1 – October 2010  
Article 5, section 7 – July 2016  
Article 4, section 5 – September 2016  
Article 7, section 3 – September 2016  
Article 4, section 1 – November 2017  
Article 5, section 7 – November 2017  
Article 5, section 11 – November 2017  
Article 6, section 11 (added) – November 2017  
Article 7, section 1 (attached Table 1) – November 2017  
Article 7, section 3 – January 2018  
Article 5, section 7 – October 2018  
Article 5, section 11 – October 2018  
Article 7, section 2 – October 2018  
Article 7, section 11 – October 2018  
Article 4, section 6 – March 2019  
Article 5, section 5 – March 2019  
Article 7, section 7 – March 2019  
Article 4, section 1 – June 2019  
Article 6, section 10 – June 2019  
Article 7, section 3 – June 2019  
Article 7, section 5 – June 2019  
Article 8, section 1 – June 2019  
Article 11, section 3 – June 2019  
Article 1, section 3 – March 2020  
Article 17, section 11 – March 2020  
Article 3, section 2 – May 2023  
Article 7, section 2A – May 2023  
Article 7, section 3A(1) – May 2023  
Article 7, section 3A(1b) – May 2023  
Article 7, section 7A – May 2023

## Policy Book

### *Delegate/Officer Nominations*

Any member in good standing that is unable to attend the branch meeting in which Delegate/Officer Nominations are held, and would like to become a candidate for the position of delegate to the state and/or national convention, or any Branch 78 officer position, may complete a Delegate/Officer Nomination form in writing. The Delegate/Officer Nomination form will be available in the October Branch 78 Bulletin and/or Branch 78 website ([nalc-branch78.org](http://nalc-branch78.org)). The Delegate/Officer Nomination form must be placed in the secured ballot box at the Branch 78 Union Hall at 1029 Harrisburg Pike, Columbus Oh 43223 before the start of the branch meeting in which Delegate/Officer Nominations are held.

In the event that a teleconference is held simultaneously with the branch meeting in which Delegate/Officer Nominations are held, delegates and officers may be nominated via teleconference.

In order to have their name appear on the official ballot, any member that has not completed a Delegate/Officer Nomination form and is nominated at the branch meeting in which Delegate/Officer Nominations are held shall signify in writing their willingness to serve if elected no later than 15 calendar days after the branch meeting in which the Delegate/Officer Nominations are held in order to have their name officially on the ballot.

All other provisions of the Branch 78 bylaws regarding Branch Elections shall apply.

Signed by Ramon Lawson, Gary Porter Sr., Myron Miller

R. Lawson

Gar Porter Sr.

Myron Miller

In accordance with Article 13, Section 3, the undersigned do hereby propose the following addition to the Policy Book of Buckeye Branch 78 of the National Association of Letter Carriers.

Travel to any branch-authorized training or seminar shall be by surface transportation if under 300 miles and shall be by air transportation if 300 miles or greater.

Signed: Jeremy Hirschfelt, Ramon Lawson, Brenda Stidams  
Signatures on file