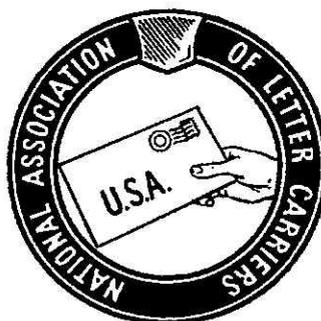


**THE
NATIONAL ASSOCIATION
OF
LETTER CARRIERS**



BRANCH 111

The Wasatch Branch

SALT LAKE CITY

UTAH

BY-LAWS

**Branch Approved May 09, 2024
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ARTICLE 1 - NAME

This Branch shall be known as "The Wasatch Branch", Branch #111 of the National Association of Letter Carriers.

ARTICLE 2 - OBJECT

Branch 111 will achieve solidarity through strength. Our strength will be the result of empowering our leaders and members through education, training, and involvement. We recognize our obligations as we embrace the principles of integrity, open communication, and unity.

ARTICLE 3 - MEMBERS

Section 1. The dues of this branch shall be 1 hour per pay period at city letter carrier grade 2 step C, Carrier Technician rate. Any member not on dues check off shall maintain their dues (1) year in advance.

Section 2. The dues for retirees shall be thirty-two (\$32) dollars yearly plus any assessment by the State Association.

Section 3. Any probationary employee that joins Branch 111 during their first ninety (90) days of employment, who fails to pass probation, shall upon request to Branch 111 be refunded any dues actually deducted from their paycheck.

Section 4. An aggrieved member dissatisfied with the decision of the President or any other officer of the Branch may appeal in accordance with Article XI of the NALC Constitution.

Section 5. Members of NALC Branch 111, who have maintained a continuous membership in any branch of the NALC for five (5) years, upon retirement from the United States Postal Service, shall be given a retirement watch and a retirement pin.

ARTICLE 4 - OFFICERS

Section 1. The Secretary shall cause to be published a notice of nomination and election. This issue shall be mailed not less than 45 days prior to the date of nominations. Such notice must state:

- A. The offices to be filled and length of term for each office.
- B. Date, time, place, and method for submitting nominations.
- C. Date, time, place, and method of election.
- D. Which officers will be convention delegates by virtue of the office they hold.

Section 2. Elected offices to be filled are: President, Executive Vice President, Vice President, Secretary, Treasurer, Sergeant-at-Arms, Health Benefits Representative, MBA & Compensation Specialist, Safety and Health Representative, Director of Retirees and three (3) Trustees. The Trustees will choose the Chairperson of the Board of Trustees. Elected offices are for a term of three (3) years.

Section 3. Nominations of officers shall take place at the October meeting every third year. All nominees must accept the nominations in person, by letter, by electronic communication, or by proxy. The election by secret ballot shall be conducted prior to the December meeting.

- A. No member shall be eligible for, nor accept, nomination to hold more than one elected office at one time within the Branch.
- B. Self-nomination is permissible.
- C. Upon nomination, every nominee must certify that he or she has not served in, or applied for, a supervisory position for the twenty-four (24) months prior to being nominated.

Section 4. Installation of officers shall take place prior to the January branch meeting. The exception being in case of a tie, the installation of Officers shall be after the run-off election.

Section 5. The members of each Delivery Unit shall conduct a nominating election for Shop Steward within ten (10) days prior to the end of March every even year. The Recording Secretary shall cause to be posted at each delivery unit notice of such election not sooner than Jan. 1st and not less than forty-five (45) days prior to the nominating election. Each candidate for office of Shop Steward must comply with NALC National Constitution Article V, Section 2. The Branch President shall appoint nominated stewards on April 1st for a term of two (2) years. Should vacancies occur at any Delivery Unit for the office of Shop Steward, the President of the branch shall appoint a replacement in order to fill the vacancy. Stewards may be removed from office for reasonable cause by the Branch President.

1. At the expressed request of at least 51% of members assigned to the Delivery Unit. A removed steward may appeal the removal to the Executive Board. The Executive Board will provide a recommendation to the Branch President. Should vacancies occur at any Delivery Unit for the office of Shop Steward, the President of the branch shall appoint a replacement in order to fill the vacancy.

Section 6. All officers of Branch 111 shall fulfill the requirements of the Constitution for Subordinate and Federal Branches, and the Branch By-laws. The President shall be Chairperson of the Executive Board.

Section 7. The President shall be responsible for daily operation of Branch 111. The President shall serve as chairperson of the Executive Board and shall chair monthly branch meetings. The office hours of Branch 111 will be established and posted, National and State holidays exempted. If the President cannot be at the office during the designated hours, [he/she](#) will ensure that a telephone-recording device will be in place or will designate (in this order) the Executive Vice President, Vice President, a bonded officer, or steward to take their place.

Section 8. The Executive Vice President shall work in the Branch 111 Office two days each month during the normal operating hours of Branch 111. The Executive Vice President will take Branch 111 phone calls on Saturdays. The Executive Vice President will be responsible for ensuring that the grievance files are entered in the Branch 111 log and filed in their appropriate locations. The Executive Vice President will perform such other duties as may be assigned to [him/her](#).

Section 9. The Vice President is the Director of Branch Education. The Vice President will perform such other duties as may be assigned to [him/her](#).

Section 10. The Secretary shall also be the Secretary of the Executive Board and such other Committees as directed by the President.

Section 11. The Board of Trustees shall keep a record of all Branch 111 property and shall check this property and audit all books and financial records at least every six (6) months. The Trustees shall also be tellers when a vote count is taken.

Section 12. The Treasurer, in addition to his/her other duties, shall handle all taxes for the Branch. Before the Treasurer can issue a voucher for payment, he/she must be given an itemized statement of services rendered, purchases made, or incurred expenses. Two authorized bonded union officers must sign all checks and withdrawals from savings.

Section 13. The Secretary and Treasurer shall preserve all official papers for the period required by law.

Section 14. All officers and shop stewards shall be bonded in accordance with the requirements of the Labor Management Reporting and Disclosure Act of 1959.

Section 15. The Director of Retirees shall be a retired member of Branch 111.

Section 16. *If any Branch office, except that of the President (Refer to Article 6 Section 2 of Subordinate and Federal Branches of the National Constitution), becomes vacant the Branch President will, within thirty (30) days and in accordance with applicable rules specified within the NALC Constitution, appoint a member in good standing to fill the vacancy until the end of the office's term. In the event the office of President becomes vacant, the Executive Vice President shall succeed to the Presidency.*

Section 17. The Shop Steward shall represent the Branch and perform such other duties as may be assigned them. The Shop Steward may assign such duties to alternates as will further the welfare of the Branch. Alternate stewards must meet the same NALC Constitutional requirements as any shop steward.

Section 18. The Branch President shall appoint other officers as necessary.

ARTICLE 5 – MEETINGS

Section 1. *At the special or regular meeting thirty (30) members shall constitute a quorum for the transaction of business.*

Section 2. *The number of members upon whose written request for a special meeting of this Branch shall be called shall be twenty-five (25) in good standing.*

Section 3. *The regular Branch meeting shall start promptly at 6:30 P.M. on the second (2nd) Thursday of each month.*

Section 4. *The Secretary shall post the minutes of the previous union meeting prior to the commencement of the current meeting for review.*

Section 5. The Sergeant-at-Arms will monitor the recording of attendance, via a sign in sheet, and provide the completed list to the Secretary. The Secretary will keep on file for six years each roll record for future reference.

Section 6. It shall be the responsibility of each member to sign their name legibly to the record as proof of their attendance. The Sergeant-at-Arms shall record the names of members attending the meeting via electronic communication.

Exception - Section 7. For the purposes of convention eligibility attendance shall mean physical or virtual attendance with the exception of N.A.L.C. or military duties. Members may be excused in cases of required USPS overtime extending beyond the scheduled start time of branch meeting. Such absences will require documentation prior to nomination of delegates.

Section 8. Branch 111, with prior approval of its membership, shall have the option of only meeting ten (10) times per year.

Section 9. Any member asking for expenditures of Branch funds in excess of one hundred (\$100) dollars shall present, in writing, to the Executive Board their proposal. The Executive Board will make recommendations on requests. Proposals must be submitted at a regularly scheduled Executive Board meeting.

Section 10. There shall be two Progressive drawings for the amount of twenty-five (\$25.00) dollars and two cash drawings in the amount of fifty (\$50.00) dollars at the regular Branch meeting immediately after the adjournment of the Branch meeting.

Section 11. The Vice President will schedule a regular monthly Training Meeting. Up to two meetings per year may be cancelled. The Vice President or their designee will conduct this training.

Section 12. The branch may use current video technology to allow remote attendance and voting at union meetings.

ARTICLE 6 – EXECUTIVE BOARD

Section 1. Board Composition. The Executive Board shall consist of all elected and appointed officers of Branch 111.

Section 2. Elected officers of the Branch shall be voting members of the Executive Board, appointed officers of the Branch shall be non-voting members of the Executive Board. There must be a quorum of at least 5 voting members of the Executive Board present to vote on any issue.

Section 3. The Executive Board shall meet every first Thursday of the month at 6:30 pm at the Branch office.

Section 4. Special Executive Board meetings may be called by the Branch President or 5 members of the Executive Board in writing and presented to the Branch Secretary. Executive Board meetings may only be cancelled if they are in proximity to, holidays, conventions or training sessions.

Section 5. The Executive Board shall have supervision of the affairs of the Branch. The Board shall be subject to the orders of the membership. The Executive Board shall take no action committing or binding the Branch to a definite policy or pledging its funds or property without first submitting the same to the membership for consideration, except in an urgent situation.

ARTICLE 7 – COMMITTEES

Section 1. - Election Committee.

- A. The President shall appoint an Election Committee of 9 members and three alternates. These appointments will be made after the nominations and at least 21 days before the election. This committee shall be composed of non-candidates; one member shall be appointed Chairperson.

The President will instruct the Election Committee of its duties and responsibilities at the time of appointment.

- B. The Election Committee shall adhere strictly to Federal Labor Election Law; comply with provisions of the Labor-Management Reporting and Disclosure Act of 1959, the N.A.L.C. Constitution and to the guidelines contained in the publication "NALC REGULATIONS GOVERNING BRANCH ELECTION PROCEDURES."
- C. All members of the Election Committee, candidates, and observers must have available a copy of U.S. Department of Labor Office of Labor - Management Standards publication entitled, "ELECTING UNION OFFICERS" and a copy of "NALC REGULATIONS GOVERNING BRANCH ELECTION PROCEDURES."
- D. Balloting in Branch 111 shall be conducted by mail as described in "NALC REGULATIONS GOVERNING BRANCH ELECTION PROCEDURES."
- E. The issue of the branch newsletter immediately prior to a scheduled branch election will be mailed no less than 10 days prior to the mailing of election ballots. All candidates may submit a biographical sketch, no more than one (1) page, at no cost to the candidate.
- F. The Election Committee must receive all ballots no later than 5:00 P.M. on a date to be determined by the Election Committee, not more than 5 days prior to the December branch meeting. The final return date shall be printed on the ballot. Tallying of ballots will begin immediately thereafter. There shall be no alcohol consumed on the premises during the counting of the ballots. All improperly marked ballots shall be handled according to Section 17 of the Regulations Governing Branch Election Procedures (RGBEP).
- G. The newly elected officers shall be announced at the December meeting by the Election committee chairperson. The results of the election shall also be published in the branch newsletter and posted on the branch web page.
- H. *In the case of a tie, a notice will be sent by mail no later than fifteen (15) days prior to the January branch meeting announcing a run-off election to be conducted at said meeting. For such run-off election, polls will be open from 4:00 PM to 8:00 PM, on the night of the January branch meeting. If a tie still exists a flip of the coin will decide the winner.*
- I. *Appeals of an election will be conducted according to "NALC Regulations Governing Branch Election Procedures" and Article XI Section 4 of the National Constitution.*

Section 2. - Official Delegations:

- A. The election of delegates to a National Convention shall take place on odd numbered years at the regular October meeting. The nominations of those delegates shall be made at the last regular meeting held prior to that meeting. Notice of nomination and election shall be made at least forty-five (45) days prior to the date of nomination.

- B. The election of delegates to a Utah State Association of Letter Carriers Convention shall take place on even numbered years at the regular October meeting. The nominations of those delegates shall be made at the last regular meeting held prior to that meeting. Notice of nomination and election shall be posted in the Pavement Pounder and on the Branch web page at least forty-five (45) days prior to the date of nomination.
- C. *The nominations of delegates and alternates to the Utah AFL - CIO Convention shall be made at the April meeting of the year of the Utah AFL - CIO Convention, and elections to take place at the May meeting. Notice of nomination and election shall be posted at least forty - five (45) days prior to the date of nomination.*

Section 3. The Branch President is an automatic delegate to all National, State and AFL-CIO conventions. If the President cannot attend the Executive Vice President shall be the automatic delegate. If the President and Executive Vice President cannot attend, the Vice President shall be the automatic delegate.

Section 4. *The Branch President shall determine Branch representatives to training and seminars.*

Section 5. *This Branch shall elect a full delegation and an equal number of alternates to all National and State Conventions.*

- A. *The Executive Board will recommend, and the Branch will determine the Budget for convention. Each qualifying delegate will receive an equal portion of the budgetary amount. Any qualified delegates who chose not to attend the convention will notify the Branch President prior to applicable deadlines. Funds for delegates choosing not to attend will revert to the attending delegates.*
- B. *Convention delegates and training seminar attendees shall receive funds, prior to departure to the event, from the branch. Adjustments for lodging may be made by the Branch President for delegates sharing a room. These expenses shall not exceed IRS allowances.*
- C. *Convention delegates and training seminar attendees who choose to provide their own lodging and/or transportation will receive funds equal to those provided by the branch.*
- D. Any losses incurred by the Branch due to a member's cancellation of travel plans shall be repaid by that member.

Section 6. No delegate or alternate elected to any National, State, or AFL-CIO Convention shall receive any convention expenses from this Branch unless their regular Union Dues and assessments have been paid in full, as provided for in Article 3 Section 1 of the By-Laws and in accordance with Article V, Section 2 of the National Constitution.

- A. Be it further provided that no elected delegate or alternate elected to represent this Branch at a National Convention shall receive any expense monies from this Branch unless they shall have physically or virtually attended at least 67% of meetings annually, held from April of Convention year to and including March of the next Convention year. Official N.A.L.C. or military duties will excuse the necessity for physical attendance. Members may be excused in cases of required

USPS overtime extending beyond the scheduled start time of branch meeting. Such absences will require documentation prior to nomination of delegates.

1. If a member enters the Postal Service following the April of Convention year, to receive monies [he/she](#) must be a member of Branch 111, NALC one (1) year and have attended 67% of the union meetings including March of the next Convention year.

2. Members of newly merged branches must attend 67% of Branch meetings from date of merger to the date of the convention.

B. No elected delegate to Utah State NALC or Utah AFL-CIO conventions shall receive expense allowances unless they will have physically or virtually attended at least 60% of regular branch meetings annually, held from April of Convention year to and including March of the next Convention year. Members with less than one full year with the Postal Service (including merged branches) must attend sixty percent (60%) of regular branch meetings from their anniversary date to receive expense allowances. Official NALC or military duties will excuse the necessity for physical attendance. Members may be excused in cases of required USPS overtime extending beyond the scheduled start time of branch meeting. Such absences will require documentation prior to nomination of delegates.

Section 7. The Membership Committee shall consist of the Branch Executive Vice President as Chair and all Shop Stewards as members. They shall perform the duties outlined in the Constitution for the government of Subordinate Branches, together with such other duties as may be referred to them by the Branch.

Exception (not approved) - Section 8. The President shall appoint a Sick and Memorial Committee. The Director of Retirees shall serve as Chair of this committee, The Committee may make expressions of sympathy or **memoriam** to families of gravely ill or deceased members, at a reasonable cost.

Section 9. *Such other committees, standing or special, shall be appointed by the President as deemed necessary to carry on the work of the branch.*

Section 10. *President's Ex-Officio Committee Membership. The President shall be Ex-Officio a member of all committees except the Election Committee.*

ARTICLE 8 – FINANCIAL

Section 1. The Executive Board will review and recommend an annual budget to the membership at its January meeting. The proposed budget will be presented to the membership at the January branch meeting. A final form of that budget will be approved by a majority vote of the membership at the February branch meeting.

Section 2. *Branch Officers shall be empowered to pay all bills relative to the operation of Branch 111 up to the approved annual budgeted amounts. Spending beyond amounts authorized by passage of the budget require a two-thirds vote by the body to increase those budgeted amounts. Furthermore, Branch Officers shall be empowered to pay the Branch's basic expenses until final passage of the budget.*

Section 3. *All receipts and disbursements will flow through one checking account designated as the General Fund.*

Section 4. Amounts budgeted but not used will be deposited into the following savings accounts:

1-National Convention, 2-State Convention, 3-Retirees, 4-Health Benefits, 5-Savings

Section 5. In the event the Treasure discovers and confirms any inadvertent charges made by a Branch officer on the Branch credit card (or via an invoice for goods/service, or by any other means), the officer who is responsible for the inadvertent charge will be billed for the amount and must remit to the Branch that amount within 31 days, or within some other extended amount of time as deemed appropriate by the Executive Board. In the event the officer so billed wishes to challenge the amount (in whole or in part) as an appropriate expense to the Branch, they may appeal the billing at the next Branch meeting where the decision of the membership, as expressed by a majority vote of those there assembled, will prevail.

Section 6. The Branch 111 Full Time President shall receive a salary equal to a full-time letter carrier at Grade 2, Step P, Carrier Technician rate, plus 5 hours per week at the overtime rate, payable biweekly. The president is entitled to all pay, bonuses, benefits, and holidays of an active Letter Carrier.

- A. The Branch will pay all costs to the USPS for the employee and employer contributions to retirement, life insurance, and health insurance (up to the current cost of the NALC Health Plan), which are directly billed the branch. The president will be exempt from collection of union dues.
- B. If the President is covered under the Federal Employees Retirement System (FERS), the branch will pay the USPS their contribution for agency automatic and matching funds, up to the Agencies maximum to offset the added costs for retirement benefits.
- C. If the President is a Retired Letter Carrier the branch will pay the cost of the President's Health Benefit premiums and a maximum of \$20 for USPS Basic life insurance premiums.
- D. The President shall receive annual leave equal to the amount that they would earn if working full time for the Postal Service. The President will not be required to use annual leave for actual days while attending official NALC functions and events. Annual Leave may be accrued during each term of office but must be used before the end of their term or forfeit all unused leave. The President shall record on a calendar starting in January all Annual Leave used for the year, the Trustees will monitor leave usage of the President.
- E. The President shall receive 13 days of sick leave per year (which accumulates) but must be used before leaving office or forfeit all unused leave. The President shall record on a calendar starting January all Sick Leave used for the year, the Trustees will monitor leave usage of the President.
- F. *The President of Branch 111 shall receive an annual clothing allowance equal to the sum of a Letter Carrier uniform allowance as determined by the National Agreement (Article 26, Section 2a).*
- G. *The President shall receive an entertainment expense allowance of \$800 per year.*

Exception (not approved) –H. The President shall have a discretionary payroll account, to distribute to any union member in good standing, to conduct union business, attend special meetings,

regional assemblies, and conferences. Pay shall be equal to NALC Grade 2 Step P Carrier Technician rate. The Executive Board must approve the use of monies from this account to pay the President.

- I. *While attending meetings, regional assemblies, or officially sanctioned business of the Union, the President and/or designee(s) shall receive per diem per IRS publications.*
- J. *Compensation for time spent outside regular duties and expense monies shall be paid to any officer(s) or member(s) on official business incurred in conducting the business affairs of Branch 111. Proof of expenses will be turned in monthly for reimbursement. Expenses will be paid in full for: all union business, meals, room, travel, and daily expense monies. The President or Executive Vice President or Vice President must give prior approval for the above-mentioned expenses.*
- K. The Branch President, as an automatic delegate to all National, State and AFL-CIO conventions shall be fully funded for these conventions. A separate budget category is to be maintained for this purpose. In the event the President cannot attend the Executive Vice President shall, as automatic delegate, be fully funded. If the President and Executive Vice President cannot attend the Vice President shall, as automatic delegate, be fully funded.

Section 7. Salaries of the other elected officers are as follows:

- A. The Executive Vice President shall receive a monthly salary of 40 hours at NALC City Carrier Grade 2, Step P, Carrier Technician rate.
- B. The Vice President shall be paid out of the discretionary payroll account for work performed.
- C. The Secretary shall receive a monthly salary of 24 hours at NALC City Carrier Grade 2, Step P, Carrier Technician rate.
- D. *The Secretary-Treasurer shall receive a monthly salary of 32 hours at NALC City Carrier Grade 2, Step P, Carrier Technician rate.*
- E. *The Sergeant-at-Arms shall receive a monthly salary of 2 hours at NALC City Carrier Grade 2, Step P, Carrier Technician rate.*
- F. *The Trustees shall receive a monthly salary of 3 hours at NALC City Carrier Grade 2, Step P, Carrier Technician rate.*
- G. *The Health Benefits Representative shall receive a monthly salary of 3 hours at NALC City Carrier Grade 2, Step P, Carrier Technician rate.*
- H. The Branch MDA/Workman's Compensation Specialist shall receive a monthly salary of 12 hours at NALC City Carrier Grade 2, Step P, Carrier Technician rate.
- I. The Director of Retirees shall receive a monthly salary of 4 hours at NALC City Carrier Grade 2, Step P, Carrier Technician rate. At years end, unused budget will be deposited into the retiree's account.
- J. *The Safety and Health Officer shall receive a monthly salary of 2 hours at NALC City Carrier Grade 2, Step P, Carrier Technician rate.*

Section 8. If appointed, the Salaries of the following appointed officers are as follows:

- A. *The Editor of the branch newsletter shall receive a monthly salary of 8 hours at NALC City Carrier Grade 2, Step P, Carrier Technician rate.*
- B. *The Legislative Representative shall receive a monthly salary of 2 hours at NALC City Carrier Grade 2, Step P, Carrier Technician rate.*
- C. *The Branch Organizer shall receive a monthly salary of 2 hours at NALC City Carrier Grade 2, Step P, Carrier Technician rate.*
- D. *The Branch Parliamentarian shall receive a monthly salary of 2 hours at NALC City Carrier Grade 2, Step P, Carrier Technician rate.*
- E. *Other officers shall be appointed as the Branch President deems necessary. Their compensation will be funded either in the annual budget or a separate mid-year majority vote of the body.*

Section 9. *To be eligible for payment of salary all Branch Executive Board members will attend all regular branch and executive board meetings, unless excused, 1 day of annual leave and 1 day of sick leave will be granted per year.*

Section 10. *Shop Stewards shall receive a salary equal to Union dues, payable quarterly.*

Section 11. *Shop Stewards shall receive an additional salary of fifty (\$50) dollars for each steward meeting attended, payable quarterly. Attendance will not be required for Stewards who are on Union, Postal or U.S. Government business. 1 day sick leave and 1 day annual leave will be granted per year.*

Section 12. *Alternate Shop Stewards shall receive a salary of thirty-five (\$35.00) dollars for each steward meeting attended, payable quarterly. Attendance will not be required for Stewards who are on Union, Postal or U.S. Government business. 1 day sick leave and 1 day annual leave will be granted per year.*

Section 13. *The members of the Branch election committee (Article 7) will be salaried one-day's pay (NALC Grade 2, Step P, Carrier Technician rate). Other expenses will be paid when documentation of the expense is submitted.*

Section 14. *That Branch 111 shall buy all active union letter carriers in Branch 111 a color-coded calendar, before vacation sign up period each year.*

ARTICLE 9 PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Branch in all cases to which they are applicable and in which they are not inconsistent with the National Constitution, these bylaws, and any special rules of order the Branch may adopt.

ARTICLE 10 AMMENDMENTS

Section 1. *Changes to Branch 111 By-Laws must be made by a motion at a regular Branch meeting. Notice of such changes must be published in the Pavement Pounder, which must be mailed at least 14 days prior to the next meeting, at which time voting will take place. Changes to branch bylaws must be submitted in writing to the Branch Secretary at least one month prior to the meeting in which they are submitted.*

Section 2. A defeated amendment shall not be submitted in like or similar form for six (6) months thereafter.

Section 3. Dues may be increased by majority vote by secret ballot of members present and voting at a Branch meeting following the compliance of Article 10, Section 1 of these by-laws.

Section 4. All members of Branch 111 will be issued a copy of the Constitution and By-Laws of this Branch upon their request.