

**By-laws for the Government of Greeley, Dwight Palser Branch 324, National Association of Letter Carriers of the United States of America**

**PREAMBLE**

For the purpose of effecting uniformity in the administration of its privileges, honors, and benefits, the National Association of Letter Carriers in convention, ordains the following Constitution for the government of Branches under its jurisdiction.

**ARTICLE 1**

**NAME AND OBJECT**

Section 1. This Branch shall be known as Dwight Palser Branch 324 – Greeley, Colorado 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. Application for membership must be made in writing, signed by the applicant, stating age, social security number, place of residence, and such other information as may be determined by the Branch. A Form 1187(Dues Check-off) must be signed by all applicants seeking membership in the Branch and the NALC.

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/her Branch, moving his/her employment to another city, or retiree in good standing in his/her Branch moving to another city, may transfer membership to the Branch located in such city. He/She shall make application to the Secretary of his/her Branch, who shall ascertain from the Treasurer if all dues and assessments charged against him/her on that date are fully paid; if so, it shall be the duty of the 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 Secretary will at once forward to the 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 Secretary of the Branch shall then notify the Secretary of the original Branch that the transferee has been received into membership.

## **ARTICLE 3**

### **MEETINGS**

Section 1. The regular meetings of the Branch shall be held not less than once a month, at such time and place as may be designated in the Branch by-laws. Each branch, with prior approval of its membership, shall have the option of only meeting ten (10) times per year.

- a. The regular meeting of this Branch shall be the first Thursday of every month at 6:30p.m.

Section 2. Special meetings shall be called by the President upon the written request of three (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 Secretary as directed by the Branch or as required by the By-laws.

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. Seven (7) members shall constitute a quorum. (*This shall consist of retirees and those attending virtually via online conference call*)
- b. Regular monthly meetings may be attended either in person or virtually via online conference call.

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 4**

### **OFFICERS**

Section 1. The officers of the Branch shall be a President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, a Health Benefits / MBA-NSBA Representative, and a Board of Trustees composed of three (3) members.

Section 2. All officers shall be elected for a term of two (2) years or until their successors are duly elected and installed. With the exception of the office of the President, the President shall appoint the successor of all other officers in the event of death, resignation, disqualification, refusal, or neglect of such officers to discharge the duties of their office.

Section 3. The offices of Recording Secretary and certain duties of the Financial Secretary have been consolidated into the office of Secretary. The office of Treasurer and certain duties of Financial Secretary have been consolidated into the office of Treasurer.

Section 4. Any active or retired letter carrier in good standing in the Branch shall be eligible to any off therein or for election as a delegate to the State and/or National conventions, except as provided in the Constitution of the NALC. All candidates for office or delegates must be present at the meeting when nominated or signify in writing their willingness to serve if elected.

Section 5. Shop Stewards shall be elected within their respective stations with their duty to be to guard the interests of the Branch in their particular station under the direction of the Branch or its officers.

## **ARTICLE 5**

### **ELECTIONS / FINANCIALS**

Section 1. The provisions of this Article shall govern the election for all Branch officers or other elected Branch positions.

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 Career Service for any period of time, whether one (1) day or a 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 in writing that he or she has not served in a supervisory capacity for the 24 months prior to the nomination.

Section 3. All regular members shall be entitled to one vote for each office or position to be filled. However, Shop Stewards shall be elected only by the regular members within the station or area that they represent. Voting via online conference call for branch officer elections shall not be permitted.

Section 4. Election of officers shall take place at a time prescribed by the Branch by-laws. No less than 45 days before each election, the Secretary shall mail to every member a notice of the election, stating the offices for which election shall be had and the time, place, manner for nomination an 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

(a). Every regular member shall have the right to nominate a candidate for any office or 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.

Elections shall be by secret ballot. When there are two or more candidates for any office, the election shall be by the ballot and 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. Each regular member shall be entitled to one vote for each position to be filled. When there is but one candidate for any office, the President may declare that such person has been elected. Adequate safeguards to insure a fair election shall be provided, including the right of any candidate to have an observer at the counting of the votes and at any polling place. The election will be held at the December meeting with nominations to be opened at the regular October meeting and closed at the regular November meeting. All members may cast their vote at the regular December meeting or request a mail-in ballot to be returned to the Branch no less than one (1) day prior to the regular December meeting. Ballots for the Shop Steward will be cast at each station not more than seven (7) days prior, nor less than one (1) day prior to the regular December meeting. The Secretary shall preserve for one (1) year the ballots and all other records pertaining to the election. Voting via online conference call for branch officer elections shall not be permitted.

Section 6. Installation of Branch officers shall take place at the first or second meeting of the Branch following their election and shall be by such ceremony as the National Association may provide. Any National officer, a Past President of the National Association, a President or Past President of a State Association, shall act as Installing Officer, provided that in their absence any officer of a State Association of the Past President of a Branch may act as such.

Section 7. The nominations of delegates and alternates to the State Convention shall be made at the October and November meeting each year. The nominations of delegates and alternates to the National Convention shall be made at the October and November meeting in the years prior to when a National Convention is held. The office of President shall entitle this position as a

delegate to the State and National Conventions. The election of delegates and alternates for the State Convention shall be held at the December meeting each year. The election of delegates and alternates for the National Convention shall be held at the December meeting in the year prior to when a National Convention is held. Additional delegates shall be elected from the floor. After delegates have been elected, alternates shall be selected from the remaining candidates in proportion to the vote received. Should there not be a sufficiency of defeated candidates to fill the requisite for alternates, the remainder shall be selected by an election at the same meeting. It is also required that all candidates elected as delegates to the State and National conventions or any other elected representative convention attend 10 of the 12 regular meetings during the year immediately preceding the convention if they are to receive any remuneration from the Branch for expenses incurred in attending these meetings. Attending any meeting virtually via online conference call also qualifies for remuneration. Any member unable to attend a meeting due to union work, full day of annual leave or sick leave shall provide documentation to the branch and request the absence be marked excused. It will be up to the member to provide the documentation and request the absence be changed to excused if approved by the membership at the next monthly meeting.

- (a.) Nominations and elections of the Health Benefits / MBA – NSBA Representative will be held at the same time as the officers for the Branch. The President will be the delegate-at-large to the Health Benefits Seminar.
- (b.) Compensation for Delegates to the State and National Convention.
  - A. Compensation will include travel, lodging and per diem to cover meals and incidental expenses. Assignment Time will not be paid by the branch to attend a convention, unless suspended by a 2/3 vote of those in attendance.
  - B. The Executive Board will determine the means of travel. Anyone making other travel arrangements will be compensated for their expenses up to the cost of the determined means of travel.
  - C. All delegates will have their registration fee paid for by the branch.

Section 8. In the event of a tie for the position, each candidate will be offered five (5) minutes to address the members and a secret ballot will be held immediately. Shall either of the candidates not be in attendance at the December meeting, the President may call a special meeting or hold the run-off at the January meeting. No mail-in ballots shall be cast for the run-off election.

## **ARTICLE 6**

### **DUTIES OF OFFICERS**

#### **EXECUTIVE BOARD**

Section 1. The Executive Board shall be comprised of the following officers: President, Vice-President, Secretary, Treasurer and the Trustees. The responsibilities of this Board shall include general supervisory powers over the Branch; see that officers perform their duties, enforce the Constitution, By-laws, Rules and Regulations of the Branch, and oversee the financial well-being of this Branch.

Section 2. Meetings of the Executive Board shall be held at least twice every year. They shall be held at such times and in such places as the President shall determine. The President shall act as chairperson of the Executive Board when in session, and the Secretary shall act as its Secretary.

Section 3. A meeting of the Executive Board may be called by petition of a majority of the members of the Board.

#### **PRESIDENT**

Section 4. The President shall preside at all meetings of the Branch; preserve order; sign all warrants on the Treasurer ordered drawn by 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 Treasurer before the adjournment of the meeting the amount of money received since the previous meeting. At the end of his/her term, he/she shall make a report showing the progress and condition of the Branch. He/She shall, together with the Treasurer, sign and file with the Secretary of Labor and on behalf of the Branch, an annual financial report if required by public law. The filing of such 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, he/she may delegate such authority to other members. The President will be entitled to 79 hours of Assignment Time to perform the duties of said office. A vote from the floor during the regular meeting may increase the amount of Assignment Time if the need should arise. The President shall be paid \$600 as salary for the performance of his/her duties. This salary will be payable at the regular Branch meeting each December.

## **VICE PRESIDENT**

**Section 5.** 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. The Vice-President will be entitled to at least 4 days of Assignment Time to perform duties of said office. A vote on the floor at a regular Branch meeting may increase the amount of Assignment Time paid if need should arise. The Vice-President will receive a yearly salary of \$500.00 for the performance of his/her duties. This salary will be payable at the regular Branch meeting in December.

## **SECRETARY**

**Section 6.** The Secretary shall keep a correct record of the proceedings of the Branch in a book to be kept for that purpose. He/She shall notify applicants for membership in writing of their election or rejection, and members of their suspension, expulsion or acceptance of resignation. 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 of the Branch, and properly mark and file all papers ready for inspection at any time and notify members of special meetings when ordered by the President. He/She shall make semi-annually a report to the Branch showing the numbers of members elected, rejected, initiated, suspended, reinstated, withdrawn, and the number of deaths, giving date of death; also, the receipts, benefits paid, amount expended and amount on hand. Within one week after his/her term expires, or upon 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.

(a). The Secretary shall receive a yearly salary of \$300.00 payable at the regular Branch meeting in December.

(b). The Secretary may receive Assignment Time on an as needed basis as voted on from the floor at any regular Branch meeting.

## **TREASURER**

**Section 7.** The Treasurer shall receive, receipt for, and disburse all monies of the Branch, and keep a regular account thereof. He/She shall pay all warrants drawn upon him/her by the Secretary, voted on by the Branch and signed by the President and have all accounts receipted upon payment of the same. He/She shall, whenever requested by the President, and at the end of his/her term, make a report showing his/her receipts, disbursements and the amount of money on hand; deliver his/her books, papers and money to his/her successor in office, when qualified; and to insure the faithful performance of his/her duties, he/she shall be required to furnish a bond in such sum as the Branch may direct. The Treasurer shall provide all members receiving payment from the Branch with all and any forms required by the law for tax filing purposes.

- (a). The Treasurer shall receive a yearly salary of \$300.00 payable at the regular Branch meeting in December.
- (b). The Treasurer may receive Assignment Time on a needed basis as voted on by the floor at any regular Branch meeting.
- c.) The Treasurer will provide each salaried employee a copy of gross wages at the end of each fiscal year. It will be the employee's responsibility to file these under the regulations of the I.R.S.

### **SERGEANT-AT-ARMS**

Section 8. The Sergeant-At-Arms shall preserve order in the meeting under the instruction of the President. It shall be his/her duty to see that none, but members are present at the meetings unless directed by the President or a vote of the Branch. It shall be his/her duty to be in charge of an attendance record book which each member will sign to insure an accurate record of those in attendance and to verify and deliver to the Secretary after each meeting. The Sergeant-At-Arms shall be paid \$75 as a yearly salary payable at the regular Branch meeting in December.

### **SHOP STEWARD**

Section 9. The role of the Stewards is building and maintaining a strong union; and securing for the membership the best possible working conditions within the framework of the postal regulations, national and local agreements, and postal law.

- a.) The role of assistant shop steward is to fulfill the duties of the shop steward in their absence as needed.
- b.) The Shop Stewards will receive a monthly salary, as follows, paid quarterly:
  - Main and Downtown Offices- \$60
  - Ft. Morgan Office- \$60
  - Sterling Office - \$60
  - Eaton and Evans Office- \$60
- c.) The shop stewards shall be entitled to up to 4 days of Assignment Time per year for the performance of his/her duties.
- d.) Assistant Shop Stewards shall receive \$25 per month as salary at the regular Branch meetings and shall be entitled to 1 day of Assignment Time per year for the performance of his/her duties.

### **TRUSTEES**

Section 10. The Trustees shall examine and report to the Branch the condition of the books of the officers at least once every six months, compare the vouchers and records and see that they correspond with the collections and disbursements. They shall have custody of all Branch property and shall perform such other duties as the Branch By-laws may require them. The Board of Trustees shall be known as the Trustees of Greeley, Colorado Branch No. 324 of the National Association of Letter Carriers of the United States of America



## **HEALTH BENEFITS / MBA-NSBA REPRESENTATIVE**

**Section 11.** The office of Health Benefits / MBA – NSBA Representative shall be elected at the regular yearly election held in December. The Health Benefits / MBA – NSBA Representative shall perform such duties as the Constitution and Laws of the National Association of Letter Carriers Health Benefits Plan as well as the MBA and NSBA require. He/She shall whenever requested by the President, and at the end of his/her term make a report showing his/her receipts, delivery of any MBA and NSBA moneys in his/her possession, disbursements, and amount of money on hand, if any; deliver his/her books, papers and money to his/her successor in office, when installed; and to insure the faithful performance of his/her duties , he/she shall be required to furnish a bond in such sum as the Branch may direct.

The Health Benefits / MBA – NSBA Representative shall be paid \$100 as a yearly salary payable at the regular Branch meeting in December.

- a.) the Health Benefits / MBA – NSBA Representative will be paid 3 days of Assignment Time to attend the National NALC Health Benefits conference when held.

### **ADDITIONAL DUTIES**

**Section 12.** In addition to the duties assigned to each officer, he/she shall perform such other duties as the Branch may direct.

**Section 13.** The OWCP Steward will be appointed by the President and will assist the Branch officers and the membership in any matter concerning OWCP. Will attend OWCP training when available, and the OWCP Steward will receive \$100 a year as salary for the performance of his/her duties payable at the regular Branch meeting in December.

## **DIRECTOR OF RETIREES**

**Section 14.** The Director of Retirees shall be a retired member. This position will oversee a budget of \$500 annually and will coordinate all activities for retired members along with exchanging information with active members and Executive Board. The director will be under the direct supervision of the President and shall perform other duties as assigned by the President. The Director of Retirees shall be paid \$100 as a yearly salary payable at the regular Branch meeting in December. This position shall also receive per diem and be reimbursed expenses in accordance with local bylaws.

## **ARTICLE 7**

### **FEES, DUES, FINES AND ASSESSMENTS**

Section 1. Membership dues for all active carriers and associate members shall be as National mandates.

Section 2. Retired members shall be required to pay an amount equal to the Combined State and National Per Capita Tax. Retired members shall be exempt from all special assignments.

Section 3. The rates of dues and fees may be increased only by majority vote by secret ballot of the regular members in good standing at a special or regular meeting after reasonable notice has been given that this question will be before the meeting, the same rules of procedure shall apply to the levy of a special or general assessment and to the imposition of fines upon members found guilty of charges preferred against them, except that such assessments of fines must be approved by a two-thirds vote.

Section 4. (a) Any member leaving the Postal Career Service for any reason other than retirement or OWCP, or any member temporarily or permanently promoted to a supervisory position within the USPS, may retain membership only in accordance with Article 2, Section I–NALC Constitution.

(b) Branches may be exempt from, or remit the dues of, any member under reasonable rules uniformly applied for a stated period of time. Branches may provide for the payment of dues in advance for pay period beyond one month in extent.

Section 5. 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 of any office; provided, that the Branch for good and sufficient reasons, under reasonable rules uniformly applied, may extend thirty (30) days grace period for not more than an additional sixty (60).

Section 6. A former member whose membership has been forfeited may be reinstated by the payment of back fines, assessments and dues, as well as such reinstatement fee as Branch may prescribe by reasonable rules, uniformly applied.

## **ARTICLE 8**

### **FUNERAL BENEFITS**

Section 1. The Branch shall pay \$100.00 (one hundred dollars) immediately to next of kin of any deceased member.

## **ARTICLE 9**

### **COMMITTEES**

Section 1. The President of the Branch shall appoint all committees.

## **ARTICLE 10**

### **CHARGES**

Section 1. Any member of the Branch who shall violate the Constitution or By-Laws of the Association or Branch may have charges preferred against him/her, and if such charges are proved shall be fined, reprimanded, suspended, or expelled as the laws may direct or the Branch determine. Any officer of the Branch who shall fail or neglect to discharge the duties of his/her office, or who may be guilty of gross misconduct, may be removed from office. These determinations shall be made by the members present and voting at the next regular Branch meeting after which said charges were read to the Branch. The vote regarding any of the above matters may be continued once, by motion, to the following regular Branch meeting.

Section 2. Charges must be made in writing, specifying the offense, failure, neglect, or misconduct so as to fully apprise the member or officer of the nature thereof, and shall be signed by a member of the branch; and a copy of said charges, under seal of the Branch, shall be served upon him/her. Said charges shall be read by the recording secretary at the first regular Branch meeting after the service on the member or officer.

Section 3. The President, or if the President be the person against whom charges are made, the Vice-President, shall then appoint a committee of three disinterested members, who shall forthwith summon the parties, hear and take down or cause to be taken down and recorded, the testimony and /or documentary evidence presented. It shall be the duty of the committee to find the true facts and report to the Branch. The parties are entitled to be heard by the committee, to present evidence, and to cross-examine all witnesses who make statements to the committee, but rules of evidence and rules of judicial procedure need not be observed. The committee, after completing its fact-finding duty, will present to the Branch a written report of the facts elicited, and immediately thereafter disband and be eligible to vote. The Branch shall then decide, by simple majority vote, the issue of whether the facts, as found by the committee, sustain the charge. The charged party is entitled to defend himself/ herself before the Branch immediately before the vote is taken. If the Branch decides that the facts sustain the charge, the Branch shall entertain a motion to fix the penalty, if any be required.

Section 4. Questions of expulsion or removal from office shall be decided by ballot and require a two-thirds vote. If less than two-thirds of the ballots are for expulsion or removal from office,

the Branch shall proceed to determine whether the punishment shall be suspension, fine or reprimand. A fine and the amount thereof must be approved by a two-thirds secret ballot vote. If suspension be determined upon, the Branch shall fix the term of suspension. If reprimand be determined upon, the President or the Vice-President, if the President be the person against whom the charges were made, shall reprimand the accused in open meeting.

Section 5. During the suspension for an offense, a member is not exempt from dues, and he/she shall be subject to all penalties of Article 7, Section 4, for the non-payment of the same.

Section 6. Any member or officer suspended for any offense shall be reinstated on the removal of the payment of all demands against him/her, or at the expiration of the term for which he/she was suspended, without action of the Branch, and the President or Vice-President, as the case may be, shall declare in open meeting his/her reinstatement. This provision does not apply where the member is suspended pursuant to charges brought by the National Association or by any officer or representative by authority of the President or Executive Council of the National Association.

Section 7. An expelled member can be reinstated only after the manner of a new applicant.

Section 8. Any National, State, or Branch office or member of a Branch who, having first been charged under this Article with using or attempting to use the Branch, or any portion of it, or his/her influence therein, for political purposes, is determined by the Branch in accordance with the procedures prescribed in this Article to be guilty of the charge, shall be guilty of perfidy and shall suffer expulsion.

## **ARTICLE 11**

### **APPEALS**

Section 1. An appeal may be taken to the President from the decision of any other officers of the Branch, and to the Branch from any decisions of the President, which appeal must be taken at the meeting at which the subject appealed from is under consideration, and before any other business is taken up for action; and any member considering that an injustice has been done him/her by a decision of the Branch, may appeal in writing to the Committee on Appeals of the National Association.

Section 2. When an appeal from the action of the Branch is taken, the following rules must be observed;

First: The appeal must be in writing and filed with the recording secretary of the Branch, together with any written testimony, arguments and briefs, within twenty (20) days from the date of the Branch meeting at which the decision to be appealed from was made.

Second: The recording secretary shall submit and read to the Branch at its next regular meeting following the receipt of the appeal, the notice of intention to appeal, the appeal and full written testimony, argument, briefs, and evidence submitted by the appellant.

Third: The Branch shall then be allowed twenty (20) days to prepare its reply which shall be in writing with the seal of the Branch attached thereto. A copy of this reply shall be immediately transmitted by the recording secretary shall also immediately transmit the appeal, together with all the testimony, arguments, briefs, and evidence submitted by the appellant and the reply of the Branch thereto via registered mail, to the Chairman of the Committee on Appeals of the National Association. Either party to an appeal from a decision of the Branch to the Committee on Appeals of the National Association may, if dissatisfied with the decision, appeal to the National Convention of the National Association of Letter Carriers, in accordance with the procedure set out in Article 11, Section 4 of the National Constitution.

## **ARTICLE 12**

### **FUNDS**

Section 1. All funds of the Branch shall be deposited in such bank and savings institution as the Branch may determine.

Section 2. No money shall be paid out by the Treasurer except on a warrant ordered by the Branch and signed by the President.

Section 3. All funds shall be devoted to such used 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; provided further, that this Branch allow the President to spend \$150.00 between Branch meetings in cases of emergency.

Section 4. Expenses will be paid as follows to any member conducting union business. Per Diem- payable in accordance with IRS Publication 1542, Regular federal per diem rate method, Table 2. (Gives the per diem rate per locality). Mileage- Reimbursement will be at the rate same as the Internal Revenue Service mileage reimbursement rate to each driver who drives to and from an approved union function. However, every effort to carpool will be made. Lodging- The Branch will pay for accommodations for ½ the cost of a room for each member. When there is no other member to share a room with, the Branch will pay for the full cost of the room. If a member chooses to accommodate a room by themselves the other half of the room will be the responsibility of that member.

Section 5. NALC sponsored teams by Branch 324 will be members of Branch 324 only, regardless of the event. All equipment and clothing bearing the NALC logos will be returned to the Branch at the conclusion of each event/season.

Section 6. Funds will be allotted yearly in order for Ft. Morgan to have a Christmas party in the Ft. Morgan area.

Section 7. Funds will be allowed yearly in order for Sterling to have a holiday party in the Sterling area.

## **ARTICLE 13**

### **INDEMNIFICATION**

The Branch is authorized, upon affirmative vote of the membership, to pay all the expenses for investigating services, employment of counsel, and other necessary expenditures in any cause, matter, case or cases where an officer, representative, employee, agent or one charged with acting in behalf of the Branch and/or its affiliates is charged with any violation or violations of any law, or is sued in any civil actions with respect to any matter arising out of his/her official duties except if such officer, representative, employee or agent is charged with a breach of his/her trust to the Branch or any subordinate body or member thereof. This provision does not apply to suits brought against the Branch or any of its officers, representatives, and agents by the National Association.

## **ARTICLE 14**

### **AMENDMENTS**

This Constitution shall not be altered or amended except in the manner provided for the alteration or amendment of the Constitution of the National Association of Letter Carriers.

## **ARTICLE 15**

### **ORDER OF BUSINESS**

1. Roll Call (Officers)
2. Reading of the Minutes of previous meeting.
3. Reading of the communications, notices, bills, and etc...
4. Application for Membership
5. Balloting for Candidates
6. Initiation of elected candidates
7. Reports of standing and special committees
8. MBA-NSBA Health Benefit Plan
9. Unfinished business

10. New business
11. Good of the Association
12. For the improvement of the Service
13. Treasurer's report of expenditures
14. Adjournment

This Branch may, at its discretion, change the regular order of business so that unfinished business and new business shall precede the reports of Standing and Special Committees.

## **ARTICLE 16**

### **BY-LAWS**

Section 1. The Branch may make, alter or rescind such by-laws, rules and regulations from time to time as may be required providing they do not in any way conflict with this Constitution or that of the National Association of Letter Carriers. Such by-laws, however, shall not become effective until approved by the membership.

Section 2. The Branch shall review **annually** and update these by-laws ~~on a yearly basis~~ as needed.