

**By Laws  
Of  
Branch 5**

**National Association of  
Letter Carriers**

**As Amended August 2008**

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## **Branch 5**

### **National Association of Letter Carriers**

#### **Omaha, Nebraska**

Gate City Branch of the National Association of Letter Carriers is an organization composed of Omaha Letter Carriers and other employees of the Postal Career Service, and those who have retired from active duty but still retain their cherished membership in Branch #5.

Branch #5, NALC was originally organized in 1887 as the “Omaha Association of Letter Carriers”. In 1889 Letter Carriers from various parts of the nation met and organized the National Association of Letter Carriers. Omaha Letter Carriers attended that gathering and upon that occasion the Omaha Branch was granted a charter as “Gate City Branch 5 of the National Association of Letter Carriers”.

Through the long years since that humble beginning the NALC has grown to become an organization with more than 315,000 members. Through those same long years, Branch #5, NALC, of Omaha has grown from the mere handful of members who had the fortitude to organize for “their mutual welfare and for the betterment of the postal service” to be one of the outstanding Branches in the country.

Branch #5 members through the long history of our association have become outstanding leaders not only in the State Association effort but also on the National level. Branch #5, NALC, has a tradition of being a “fighting and forward thinking Branch”. Each member has contributed their share to the brilliant history of this branch. No one can be singled out for glory - the glory of this record belongs to all. We can be proud to be associated with other members in this great organization.

You can help make history and help yourself by being an active member of Branch #5 - attend Branch meetings.

# ARTICLE I

## Name and Object

**Section 1.** This Branch shall be known as Gate City Branch #5 of the National Association of Letter Carriers of the United States of America.

**Section 2.** The objectives of this Branch shall be: To unite fraternally all Letter Carriers and other Employees of the Postal Service for their mutual benefit; to obtain and secure our rights as Employees of the United States Postal Service and to strive at all times to promote the safety and the welfare of every member.

# ARTICLE II

## Membership

**Section 1.** Application for membership shall be open to all employees of the Postal Career Service, Letter Carrier Temporary Employees (TEs), retirees from the Service who were regular members of the NALC when they retired and persons leaving the Service with coverage under Office Workers Compensation Programs (OWCP). No applicant shall be denied membership in this Branch because of sex, race, creed, color, or national origin, age, religion, handicap, or marital status.

**Section 2.** Application for membership must be made in writing, signed by the applicant stating place of residence.

**Section 3.** The application shall be read at the regular meeting and a ballot shall be taken, and a two-thirds vote of those members present and voting shall be required to elect.

**Section 4.** The initiation ceremony shall be conducted as provided by this Association and the applicant elected shall be present for initiation within three months following their election. Payment of regular dues however, shall date from the month of this election.

**Section 5.** Any member in good standing in this Branch, moving to another city, may transfer membership to the Branch located in such city.

**Section 6.** A member is in good standing when his/her dues are paid for the current month.

**Section 7.** Any members of a subordinate Branch leaving the carrier service may retain his/her membership therein by paying the regular dues of this Branch.

- A.** Any member may revoke their authorization for voluntary allotment of dues from their pay, by filing such a revocation form (Standard Form 1188) or other written revocation request with the Payroll Office of his/her employing agency, in accordance with Article XVII Section 7A, B and C of the National Agreement.

**Section 8.** Article II, Section 1, of the National Constitution will be complied with when any member leaves the carrier service for any reason, other than retirement.

**Section 9.** Any member on tendering a written resignation of membership and paying all current dues shall receive from the Secretary a certificate thereto. Such certificate shall be proof of good standing at the time of resignation. This section shall apply only to members who leave the active carrier service, or other Federal Government employment.

**Section 10.** All NALC members, in good standing, will be presented a NALC watch upon retirement.

**Section 11.** All retired members, in good standing, who are not paying their dues by payroll deduction, will be sent a reminder by the Financial Secretary when their yearly dues are due.

## ARTICLE III

### Meetings

**Section 1.** Regular meetings of this Branch shall be held on the first Friday of each month, at 6:00 pm. The Executive Board Meeting shall be held immediately preceding the Regular Membership Meeting, at 5:00 pm on the first Friday of each month.

**Section 2.** Special meetings shall be called by the President or by vote of the Branch upon written request of thirty members in good standing and the Secretary shall cause notice of such meetings to be posted in each station at least three days in advance.

- A.** No business shall be transacted at a special meeting other than that for which it has been called.

**Section 3.** Steward Training shall be held on the last Thursday of each month at 5:00 pm and upon occasion additional meetings may be called as determined by the Executive Board or the Branch President.

**Section 4.** This Branch shall be called to order at the time prescribed in these By-Laws, providing a quorum is present.

- A.** Seven Branch Officers shall constitute a quorum for conducting business at an Executive Board Meeting.
- B.** Seven members shall constitute a quorum for conducting business at a Regular Membership Meeting or any Special Meeting.

**Section 5.** An unexcused absence from four (4) meetings in any year shall be cause for removal from office. Prior to any removal from office the party will be afforded all procedural safeguards as outlined in Article 10 of the Constitution for the Government of Subordinate and Federal Branches (CGSFB).

## **ARTICLE IV**

### **Duties of Officers**

#### **PRESIDENT**

**Section 1.** The President shall preside at all meetings of the Branch, preserve order, sign all warrants on the 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. The President shall not make or second any motion or take part in any debate while in the Chair; he/she shall ascertain from the Financial Secretary before adjournment of the meeting the amount of money received since the previous meeting, and from the Treasurer if he/she has received notice of the same. At the end of the term he/she shall make a report showing the progress and condition of the Branch.

#### **VICE PRESIDENT**

**Section 2.** 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 the office; the Vice President shall then perform all duties incumbent upon the President for the remainder of the term in office.

#### **RECORDING SECRETARY**

**Section 3.** The Recording Secretary shall keep an accurate record of the proceedings of the Branch in a book to be kept for that purpose as directed by the National Association. A copy signed by the Recording Secretary, of the minutes of each Executive Board meeting and General Membership meeting will be furnished to the office secretary to be typed and entered into the Branch 5 records. A copy of the minutes of each General Membership meeting will be

printed in the following months Branch Newsletter. The Recording Secretary shall cause a warrant to be drawn on each check written and insure that the correct receipt is attached to each warrant.

### **FINANCIAL SECRETARY**

**Section 4.** The Financial Secretary shall keep a record book showing the names of members, when admitted and place of residence, collect dues and all other monies due the Branch, as directed by the National Association.

### **TREASURER**

**Section 5.** The Treasurer shall receive the receipts for and disburse all monies of the Branch. He/she shall keep a regular account thereof, as directed by the National Association.

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

**Section 6.** 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 no one but members are present at the meeting unless directed by the President or a vote of the Branch.

### **BOARD OF TRUSTEES**

**Section 7.** Board of Trustees shall consist of five members. It shall be their duty to examine all financial records of the Branch quarterly in the months of January, April, July and October and report to the Branch at the next General Membership meeting following the examination. They shall compare the warrants drawn with entries made, insure warrants have receipts attached, examine and verify the balances on all the Branch accounts and assure themselves that members have been given credit for money paid and that the members receiving same were in good standing. They shall verify that the Financial Secretary and the Treasurer both balance their accounts on a monthly basis. They shall keep a written record of each examination and furnish a copy of same to the office secretary for Branch 5 files.

### **BRANCH CORRESPONDENT AND BRANCH CHAPLAIN**

**Section 8.** The Branch correspondent to the Postal Record and Branch Chaplain shall be appointed annually by the President.

### **STATION REPRESENTATIVES (STEWARDS)**

**Section 9.** Station Representatives (Stewards) shall, under the direction of the President, guard interest of the Branch in the maintenance of the current National Agreement, Local Memorandum of Understanding, and other applicable directives of the USPS, NALC, and Branch 5 Executive Board.

## **HEALTH BENEFITS REPRESENTATIVE**

**Section 10.** This officer shall perform such duties as the Constitution and Laws of the National Association of Letter Carriers Health Benefit Plan require. In addition, the Health Benefit Representative shall cause to be distributed, to enrollees in the plan, the necessary forms for submission of claims to the plan. The Health Benefits Representative shall assist enrollees in properly completing NALC Health Benefits Plan forms. Also the Health Benefits Representative shall assist others such as doctors and dentists billing departments with NALC Health Benefits Plan forms as requested. The Health Benefits Representative shall be versed in all changes in the plan, or during "Open Season" the Health Benefits Representative will be available to answer any questions of potential enrollees in the plan. It shall be the responsibility of the Health Benefits Representative to submit the Branch Reimbursement Certificates to the plan.

## **COMPENSATION OFFICER**

**Section 11.** Under the direction of the President, Branch 5, the Compensation Officer will instruct Stewards on initial basis for, and filing of, claims and procedures to be followed on Workmen's Compensation; alert membership as to benefits available; assist members in claiming benefits; expedite claims of members; maintain files on pending and completed claims; maintain liaison between Branch and appropriate government agencies, hospitals and doctors.

## **DIRECTOR RETIRED MEMBERS**

**Section 12.** The Director of Retired Members shall coordinate all activities of the retired members and he/she shall be the legislation advocate and the Congressional Liaison for the retired members for Branch 5. He/she shall be under the direct supervision of the President and shall perform such other duties as may be assigned to him/her from time to time by the President.

## **EXECUTIVE BOARD**

**Section 13.** Executive Board shall consist of the elective officers of this Branch. Seven (7) members of this Board shall constitute a quorum for the transaction of business.

# ARTICLE V

## **Elections**

**Section 1.** Nominations of Officers shall take place triennial at the regular meeting in October. All Officers and Stewards shall be elected triennial and hold office for three years, commencing in December 1980.

- A.** An Election Commissioner shall be appointed by the President. Article V of the National Constitution shall be complied with in all election procedures.
- B.** The Election Commissioner shall have printed ballots prepared and mail to each eligible member, under the following procedures:
- 1)** No less than twenty days before the election (that is, the last day on which ballots may be received), the Election Commissioner shall mail to each member a Notice of Election of Officers of Branch 5 and instructions to Eligible Voters Voting, by U.S. Mail, a ballot, a secret ballot envelope and a prepaid reply envelope. When ballots for Stewards elections are mailed to members, the Election Commissioner/Committee will assure that proper ballots are sent with Officers ballots, by using station assignment sheets to determine eligibility.
  - 2)** The return address of the prepaid reply envelope shall be that of the Election Committee at the Post Office Box.
  - 3)** All mailed ballots shall be picked up by the Election Committee, in the presence of observers, at 9:00 am of Election Day, brought to a place previously designated for tally, and tallied immediately.
  - 4)** The name on each reply envelope shall be checked against the list of eligible voters.
  - 5)** The reply envelopes should then be opened and segregated and all secret ballot envelopes should be mixed thoroughly to prevent any possibility of identification, unless challenged.
- C.** Stewards will be elected triennially by the members of their own stations at the regular election of officers, under the provisions of Article V, these By-Laws. In addition to the provisions of Article V the following items will be applicable for station Representatives (Stewards).
- 1)** When ballots for Stewards elections are mailed to members, the Election Commissioner/Committee will assure that proper ballots are sent with Officers ballots, by using station assignment sheets to determine eligibility
  - 2)** In the event no candidates for Station Representative (Steward) are received at a station, the President or his/her designee shall handle specific grievances of that station as they arise, under the provisions of Article XV of the National Agreement.
  - 3)** In the absence, due to illness or removal from office, of any Steward, the President may appoint a person to serve until next election.

**Section 2.** Nominees for any office Branch 5, NALC, election must be present or have a letter of intent presented at the time of nomination.

**Section 3.** Election of Officers and Stewards shall be conducted by mail balloting on the second Saturday in December, triennial.

**Section 4.** When there are two or more candidates for any office, the election will be by ballot, and the plurality of all votes cast for such office shall be necessary to elect. When there is but one candidate, the President may declare the election by consent. A printed ballot on which appear the names of all candidates only where the voter's intent is clearly expressed. Names of candidates shall be listed alphabetically on ballots.

**Section 5.** Vacancies, caused by resignation, death or incapacitation, shall be filled by appointment by the President. The appointed officer shall then serve until the next scheduled election.

**Section 6.** All officers must be in good standing before being installed. An elected officer failing to qualify within three months after his/her election (sickness or absence from the city excepted) shall result in their election result being declared null and void.

**Section 7.** Installation of officers shall take place triennial at the first regular meeting in January and those elected shall assume office on January 1, following the election. The ceremony shall be conducted as provided for in the National Association's Constitution; the incumbent officers and stewards shall serve and assist the newly elected officers and stewards until said ceremony.

## ARTICLE VI

### Fees and Dues

**Section 1.** Dues paid to this branch are paid through payroll deduction or to the Financial Secretary.

**Section 2.** The dues structure of all members (except retired) shall be fixed, based on budget approved by the membership.

- A.** Dues for retired members of this Branch shall be \$36.00 a year (effective January 1994) payable at the rate of \$3.00 per month.
- B.** Dues of Transitional Employees (T.E.'s) and non postal employees shall be fixed, based on the budget approved by the membership.
- C.** The sum of \$1.50 per active member shall be deducted from the monthly dues and deposited in a separate fund to be known and designated as the Branch 5 NALC Convention Fund.

- 1) Said fund to be used for convention purpose only, such as paying transportation costs and other legitimate expenses of duly elected delegates from the Branch to State and National Conventions of the NALC.
- D.** A fund to be designated the Branch President Special Fund and totaling the amount of \$150.00, shall be set aside for use of the Branch President in case of emergencies and at his/her sole discretion, with the provision that such expenditures from the Fund shall be duly reported to the membership at the next regular meeting.
- E.** From the regular monthly dues, the sum of \$0.50 per active member shall be set aside in the Branch 5 Activities Fund. Any amount in excess of \$15,000.00 goes into the General Fund.
- 1) Activities Fund shall be used by the Activities Committee to provide supplemental funds for various activities sponsored by the Committee through the year.
  - 2) Expenditure of monies from Activities Fund shall be at the recommendation of the Activities Committee, as approved by the Branch 5 Executive Board, and ordered by not less than two-thirds vote of the members present at the General Membership Meeting, in advance of the event for which the monies are intended.
- F.** Since the 1978 National Convention ruled that each member of the National Association of Letter Carriers must be a member of the State Association, as well as the Branch, the State per capita tax shall be incorporated in the dues structure of Branch 5 members.
- G.** From the regular monthly dues, the sum of \$1.00 per Active member shall be set aside in a Branch 5 Training Fund at a financial institution decided by the Branch membership voting at a General Membership Meeting.
- 1) This fund shall be used for expenses related to Branch 5 Training and not covered by Article VI, Section 2.c. (1)
- H.** The following funds will be set up as individual checking accounts: President's Annual Leave Fund, President's Sick Leave Fund, Activities Fund, Convention Fund and Training Fund. Expenditures, deposits and balances of each account must be included with the financial reports at each General Membership Meeting.

**Section 3.** The rates of dues may be increased (50% vote) and assessment (two-thirds vote) levied upon members by secret ballot, of all regular members in good standing at the meeting, after reasonable notice has been given that this question will be before such meeting.

**A.** The proposed budget must be submitted to the members at the November meeting and voted on at the December meeting each year. The approved budget shall run for (1) year.

**B.** Dues for active members will be \$2.00 per pay period above the minimum dues structure effective, January 1994, with 50 cents per Active member, per month going into Branch 5 savings account.

**Section 4.** Any member with 50 years membership will be exempt from the payment of dues.

## ARTICLE VII

### Representation

**Section 1.** The Branch shall between the first day of June and the fifteenth day of December previous to each Biennial Convention elect delegates to the National Convention, in accordance with Article V of the National Constitution.

**Section 2.** One delegate and one alternate is elected for each twenty members or fraction thereof.

**Section 3.** Each delegate and alternate is elected by popular vote.

**Section 4.** Each delegate and alternate must have attended six meetings per year, in order to qualify for any expense money paid by the Branch. For biennial Conventions, the delegate or alternate delegate must have attended twelve (12) meetings; six (6) meetings per year.

**A.** The year for State Conventions will be May 1 through April 30. The year for National Conventions will be June 1 through May 31.

**B.** If Branch meetings are canceled for any reason, in order to be credited with attendance for the canceled month, the member must have attended the meeting the month prior to the canceled meeting. During July and August if Branch meetings are suspended, a member must be in attendance at the June meeting to receive credit for July, and attend the September meeting to receive credit for the August meeting.

**C.** The Recording Secretary shall provide the Branch President or his/her designee a list of eligible delegates and alternates 90 days prior to the National Biennial Convention and 60 days prior to the State Convention.

**Section 5.** No supervisor or foreman or acting supervisor or foreman, will be allowed any compensation from this Branch, to attend any State or National Convention.

**Section 6.** The Branch President, by virtue of his/her office, shall be a delegate to Nebraska State and National Convention, and Nebraska State Seminars.

**Section 7.** Attendance at Educational Functions: Any member or members eligible to attend educational training that will benefit this Branch, including National, Regional or State Seminars or Workshops, but excluding State, Regional or National Conventions will first obtain approval by the Executive Board. He, she, or they will then obtain the approval, by majority vote, of the members in attendance, and voting at a Branch meeting, preceding the Seminar or Workshop.

- A.** He/she, or they may be allowed branch reimbursable LWOP to attend the approved Seminar or Workshop. Such reimbursable LWOP will be for the period of the seminar or workshop. The Executive Board will determine and approve any necessary additional time for travel, but not to exceed two days.
- B.** The President will receive his/her regular pay and will not be required to take leave to attend any Union function during normal working hours.
- C.** If the member or members intend to drive their private vehicle and charge mileage to Branch 5, such action must be approved by a majority vote of the members in attendance, and voting, at a Branch meeting preceding the Seminar or Workshop.
- D.** After all precautions have been taken to assure minimum use of private vehicles, the driver shall be paid prescribed government rate per mile.
- E.** No member shall be reimbursed for meals or lodging, unless approved, by a majority vote, of the members in attendance, and voting, at a Branch meeting preceding the Seminar or Workshop.
- F.** No person shall be reimbursed for repairs as a result of an accident or mechanical failure, while en route to or from, or attending, the Seminar or Workshop, unless approved, by a majority vote, of the members in attendance, and voting at a Branch meeting succeeding the Seminar or Workshop.

**Section 8.** Branch 5, by virtue of its membership and payment of per capita tax, is entitled to six (6) delegates to the Omaha Federation of Labor and here in referred to as OFOL. The following rules will apply:

- A.** By virtue of their office, the President and Recording Secretary, Branch 5, will be delegates to the OFOL.
- B.** By virtue of his/her office, the Vice President, Branch 5, will be alternate delegate to the President.

- C.** The remaining four (4) delegates and five (5) alternate delegates will be elected by the Branch triennial, with term of office from February 1 through January 31 of the second year hence.
- 1)** Nominations will be made at the regular Branch 5 meeting in December of the year prior to expiration of term. Nomination and election of delegates and alternate delegates will be in accordance with provisions of Article V of these By-Laws.
  - 2)** Retired members of Branch 5 are not eligible for nomination, election or appointment as delegate, or alternate delegate, OFOL.
  - 3)** The first election, under this article, for delegates and alternate delegates to the OFOL, will be in January 1978.
    - a.** Until the first election, delegates and alternate delegates to the OFOL will be appointed by the Branch President.
- D.** The Recording Secretary will maintain an attendance record of delegate attendance at each OFOL meeting.
- 1)** Any delegate absent from three (3) or more regularly scheduled OFOL meetings in a year, shall be considered to have abandoned his/her Delegate position. The President of Branch 5 will appoint a person to complete the unexpired term of office.
- E.** In the event of the inability of an elected delegate or alternate delegate to complete his/her term of office, the President of Branch 5 will appoint a person to complete the unexpired term of office.

## ARTICLE VIII

### Committees

**Section 1.** All committees shall be appointed by the President and will consist of at least three members.

## ARTICLE IX

### Charges and Appeals

**Section 1.** Charges maybe brought against any member of this Branch as stated under Article X of the National Association of Letter Carriers Constitution.

**Section 2.** Appeals may be made under Article XI of the NALC Constitution.

# ARTICLE X

## Funds

**Section 1.** All funds of the Branch 5 shall be deposited in such federally insured banks of investment/savings institutions or companies, in readily convertible insured securities, that have a stated or well-known money market value. The Branch or subsidiary organization will not at any time loan or invest money on personal security or real estate mortgages and the Union designates the Trustees for safekeeping, recording and reporting to the membership quarterly all bonds, deeds and securities belonging to this Union.

**Section 2.** The President and Treasurer must sign all checks.

**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 not less than a two-thirds vote of the members present at a regular meeting. The Financial Secretary and Treasurer shall be required to keep separate accounts of all Branch Funds, including General, Convention, and Beneficiary Funds.

**Section 4.** After appropriate investigation, the Executive Board will determine the applicable mileage rate to be paid under the appropriate Articles of these By-Laws. The effective rate and date of change will be reported to the membership.

# ARTICLE XI

## Salaries and Bonds

**Section 1.** All salaries set by the Branch are as follows:

- A.** President has base salary at NALC, Grade 2, Step O, plus \$200.00 per month, with the following benefits paid by the Branch: all expenses incurred in performance of duties, including mileage rate set by Executive Board, shall be reimbursed on a monthly basis; pays employer's part of participation in President's choice of Federal Employees Health Benefit Plan, Civil Service and Social Security Retirement; Government Life Insurance with option. In addition, the President shall receive within said base salary, the same cost of living allowances and salary increases that are at times prescribed by the National Agreement. The President shall also be given the same sick leave and annual leave benefits credited annually at NALC Grade 2, Step O letter carrier. All unused leave may be drawn upon as needed and the unused remainder shall be paid to the President, except interest accrued at the end of each three year term of office. In the event the elected President is vested FERS employee, Branch 5 will match the TSP investment up to 5 percent.

- B.** Vice President: Salary at \$1,140.00 per annum, payable \$95.00 per month.
- C.** Recording Secretary: Salary at \$1,020.00 per annum, payable \$85.00 per month and \$25.00 per audit attended.
- D.** Financial Secretary: Salary at \$1,020.00 per annum payable \$85.00 per month.
- E.** Treasurer: Salary at \$1,020.00 per annum, payable at \$85.00 per month and \$25.00 per audit attended.
- F.** Sergeant-at-Arms: Salary at \$600.00 per annum, payable at \$50.00 per month.
- G.** Health Benefits Representative: Salary at \$1,020.00 per annum payable \$85.00 per month.
- H.** Trustees: Salary at \$25.00 per audit; and \$420.00 per annum, payable \$35.00 per month.
- I.** Compensation Officer: Salary at \$1020.00 per annum, payable \$85.00 per month.
- J.** Director of Retired Members: Salary at \$1,020.00 per annum, payable \$85.00 per month.
- K.** Stewards: Salary \$600 per annum, payable \$50.00 per month.
- L.** Alternate Stewards: Salary \$390.00 per annum, payable \$32.50 per month.
- M.** Branch 5 Training Coordinator: Salary \$960.00 per annum, payable at \$80.00 per month. Coordinator will perform training duties as specified by the President.

**Section 2.** The President, Vice President, Financial Secretary, Treasurer and the Office Secretary shall each give a bond, the amount to be decided on by the Branch. The premium of such bonds shall be paid by the Branch.

**Section 3.** Salaries for all members of the Executive Council (Officers & Stewards) except the President, shall be subject to the following conditions:

- A.** An unexcused absence from a Regular or Special Executive Council Meeting shall cancel 50% of the member's salary for the month in which the absented meeting was declared unexcused by the board.
- B.** An unexcused absence from a Regular or Special Branch meeting shall cancel 50% of the member's salary for the month in which the absented meeting was declared unexcused by the membership.

## ARTICLE XII

### Funeral Benefits

**Section 1.** In case of the death of a member, this Branch shall furnish a Bible of their faith.

**Section 2.** In case of the death of a spouse of a member, this Branch shall furnish a Bible of their faith.

**Section 3.** In case of the death of a mother, father or child of a member, this Branch shall furnish a Bible of their faith.

**Section 4.** Bibles will be presented by the Branch Chaplain, Director of Retirees, or in their absence, any officer of Branch 5.

## ARTICLE XIII

### Contracts

**Section 1.** All contracts of which this Branch is to be a party shall first be examined by the President and no obligation shall be incurred by the Branch upon any contract not bearing the signature of the President and Recording Secretary.

## ARTICLE XIV

### Amendments

**Section 1.** These By-Laws shall be amended only by a two-thirds vote of all members present and voting at a regular Branch meeting. All proposed amendments shall be presented, typed on plain paper, with the signatures of at least three members in good standing to the Executive Board, Branch 5, for its recommendation, prior to the next meeting.

**A.** Amendments, with the recommendation of the Executive Board, will be brought to the membership for consideration at the next regular Branch meeting. At this meeting, a reading and discussion will be the order. Vote required will be taken at the next regular Branch meeting following this one.

**Section 2.** In March of each year, the President of Branch 5 will call for a review of the By-Laws by a By-Laws Committee of five (5) members. The By-Laws Committee shall consist of the Branch 5 Vice President as Chairman, and four (4) members as appointed by the Branch 5 President.

- A.** The purpose is to review the By-Laws and recommend any changes necessary to bring the By-Laws up to date; to propose any new By-Laws required by the events of the preceding year, or anticipated future requirements.
- B.** Recommended changes will be presented at the next regular meeting, with the provisions as outlined in Section 1 to be applicable.

**We hereby certify that the above By-Laws of Branch No. 5, NALC, are official By-Laws of this Branch and in no way conflict with the Constitution of the National Association of Letter Carriers.**

**PRESIDENT – Donna Whitmarsh**

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**VICE PRESIDENT – Billy Ray Stevens**

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**RECORDING SECRETARY – Bob Martens**

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