

## **2023 AIR CAPITAL BRANCH 201 BY LAWS**

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**Updated November 1, 2023**

### **PREAMBLE**

Branch 201 NALC was organized at Wichita, Kansas, April 4, 1891. Brother W.C. Donnelly was the first President and Brother J.T. McDonald was the first Secretary.

### **ARTICLE I - NAME AND OBJECT**

Section 1. This Branch shall be known as the Air Capital Branch No. 201 of the National Association of Letter Carriers of the United States of America.

Section 2. Hereafter the word Constitution shall mean the Constitution of the NALC and the word Branch shall mean Branch 201.

Section 3. Roberts rules of Order, Revised, shall be used in all parliamentary procedures not covered by the Constitution or these By-Laws .

Section 4. The object of this Branch is to unite all members into one harmonious body for their mutual benefit and to assist the National Association of Letter Carriers in its efforts to improve the conditions of its entire membership.

### **ARTICLE II – MEMBERSHIP**

Section 1. Applicant must complete and sign form 1187 (dues check off).

Section 2. Membership applications will be further governed by Article II of the Constitution.

### **ARTICLE III – MEETINGS**

Section 1. The regular meetings of the Branch shall be held at 7:00 p.m. on the third Monday of each calendar month (January through May, and July through November), at the Branch Office, 227 S. Pattie St, Wichita, Kansas. The June meeting will be a dinner meeting to be held at a time and location to be announced at least 60 days prior to the said June meeting. Each member attending either the May meeting, or the July Meeting, will be given credit for having attended the June meeting. There will be no December

meeting. In a month where a Holiday falls on the meeting day, the meeting will be changed to the Monday following the holiday.

Section 2. Special meetings shall be called by the President upon written request of fifteen (15) or more Members in good standing or by a vote of the Branch. Notification of such meetings stating the object of the call shall be given Members by the Recording Secretary as directed by the Branch.

Section 3. No business shall be transacted at a special meeting other than that for which it may have been called.

Section 4. A Quorum shall consist of ten (10) members.

Section 5. In the absence of the President and Vice President, any member in good standing may be elected to preside by a majority of those present.

Section 6. Any expenditure of money not budgeted must be posted, reread, and voted upon at the next regular Branch business meeting.

#### **ARTICLE IV - OFFICERS**

##### Section 1

A. The Officers of the Branch shall be: President, Vice President, Recording Secretary, Secretary-Treasurer, Health Benefits Representative, Director of Retired Members, and a board of Trustees composed of three (3) members: Trustee, Trustee/Sergeant-at-Arms, and Trustee/MBA-NSBA Director.

B. The members of the Executive Board shall be all of the Branch Officers in Section 1.A.

Section 2. Effective November 1991, all Officers shall be elected biennial and hold office for two (2) years, or until their successors are duly elected and installed.

Section 3. In addition to the Officers, there shall be a Shop Steward elected for each Postal Station with five (5) or more active members, whose duties shall be to guard the interests of the Branch in their Station. Additional Stewards may be elected in accordance with the formula as set forth in Article 17 of the National Agreement. Stewards shall serve a two (2) year term when elected. The President shall appoint a Union Representative in Postal Stations with less than five (5) members, in lieu of elected Shop Stewards,

Section 4. The Director of Retired Members shall be elected by the members of Branch 201 of the National Association of Letter Carriers who are in good standing with the Association. The Directors duties shall be to coordinate all activities of the retired

members, shall be under the direct supervision of the Branch President, and shall perform such other duties as may be assigned to him/her from time to time by the President.

## **ARTICLE V - NOMINATION AND ELECTION OF OFFICERS AND DELEGATES**

Section 1. All regular members shall be eligible to hold any office or position in the Branch, except a member who voluntarily or otherwise, holds, accepts or applies for a supervisory position in the Postal Career Service. Such member shall immediately vacate any office held, and shall be ineligible to run for any office for a period of two years after termination of such supervisory status. Upon nomination, the candidate must verify that he or she has not served in a supervisory capacity for the 24 months prior to the nomination.

Section 2. Nomination of Officers and Shop Stewards shall take place at the regular Branch meeting in October. No less than 45 days before each election, the Secretary shall publish a notice of nominations and elections in THE POSTAL RECORD and/or the official Branch Newspaper.

In addition to nominations at the meeting, nominations may also be made in writing. Such nominations must be received by the Recording Secretary by 7:00 p.m. on the day of the October meeting, which shall be at least thirty (30) days before the election. At the time of nomination, the member nominated must be present or have written consent accepting the nomination on file with the Recording Secretary. Election of Officers and Shop Stewards shall be by mail ballots, which shall be received no later than 10:00 a.m. on the day of the November Branch meeting.

Section 3. Installation of Branch Officers and Shop Stewards, shall take place at the Annual Christmas Dinner following their election.

Section 4. The President may fill any vacancies by appointment until an election can be held. The President may appoint alternate stewards to serve in the absence of the elected or appointed stewards.

Section 5. Shop Stewards shall be nominated and elected by the members of his respective Postal Station.

Section 6. Nominations of Delegates to the State convention/training shall take place at the regular Branch meeting in October. No less than 45 days before each election, the secretary shall publish a notice of nominations and elections in the POSTAL RECORD and/or the official Branch Newspaper. In addition to nominations at the meeting, nominations may also be made in writing. Such nominations must be received by the Recording Secretary by 7:30 p.m. on the day of the October meeting, which shall be at least thirty (30) days before the election. At the time of the nomination, the member nominated must be present or have written consent accepting the nomination on file with

the Recording Secretary. Election of State Convention Delegates shall be at the regular branch meeting in November. The Executive Board, by virtue of their elected office shall be delegates to the State Conventions which will take place during their term of office provided they have met the requirements to be delegates.

Section 7. Nominations of Delegates to the National Convention shall take place at the regular Branch meeting in October. No less than 45 days before each election, the Secretary shall publish a notice of nominations and elections in the POSTAL RECORD and/or the official Branch Newspaper. In addition to nominations at the meeting, nominations may also be made in writing. Such nominations must be received by the Recording Secretary by 7:00 p.m. on the day of the October meeting, which shall be at least thirty (30) days before the election. At the time of nomination, the member nominated must be present or have written consent accepting the nomination on file with the Recording Secretary. Election of National Convention Delegates shall be at the regular branch meeting in November. The President and Vice President, by virtue of their elected office shall be delegates to the National Convention which shall take place during their term of office.

Section 8. No Delegate to State Convention shall be eligible for funds from the Branch Treasury unless the Delegate has attended at least eight (8) regular Branch meetings during the preceding twelve (12) month period prior to the election of Delegates. No Delegate to the National Convention shall be eligible for funds from the Branch treasury unless the Delegate has attended sixteen (16) meetings the previous 24 months. Members with less than twelve (12) months membership shall attend at least two-thirds (2/3) of the regular Branch Meetings since becoming a member. Except for Members from merged branches whose work location is 40 miles or more from the meeting location. Those Members shall be eligible for funds when elected as a delegate.

Section 9. No LWOP will be paid any Branch Officer or Delegate to any Convention without prior approval of the President.

Section 10. Any Branch Delegate eligible for funds to attend State and National Conventions shall have said funds reduced by the amount of funds received from the State Association when attending Conventions as a representative of the State Association.

Section 11. Ties in the voting for Officers and Shop Stewards shall be broken by a runoff election and then, if necessary, by a coin toss. Ties in the voting for National and State Convention Delegates shall be broken by the drawing of lots.

Section 12. Any funds allocated to Convention or Training delegates, which are not used, will be returned to the general fund, if the funds were issued immediately preceding the event.

## **ARTICLE VI - DUTIES OF OFFICERS**

Section 1. The duties of the Officers of Branch 201 will be as set forth in the Constitution for Government of Subordinate Branches, with these additions:

Section 2. The Secretary-Treasurer shall attend the meetings of the Auditing Committee if requested, and give such information as shall be required.

Section 3. The Secretary-Treasurer shall deposit all monies in the checking account. Vouchers shall be issued by the Recording Secretary countersigned by the President authorizing the withdrawals from the checking account. Either the President, Vice-President, or Recording Secretary will countersign all checks issued by the Secretary-Treasurer.

Section 4. The Recording Secretary shall keep a correct record of the Executive Board meetings, which shall become a part of Branch records.

Section 5. The Secretary-Treasurer shall assist Executive Accounting in making the LM2 (Labor report) yearly, make quarterly reports on the withholding and Social Security to the Internal Revenue Service, and issue W-2 forms to the salaried employees at the proper time.

Section 6. The Sergeant-at-Arms shall keep records of all Members attendance at regular meetings, and Executive Board meetings to include all visitors,

Section 7. Additional duties of all Officers: in addition to the duties assigned to each Officer, he shall perform such other duties as the Branch may from time to time direct.

Section 8. The Branch President will be allowed to attend, at his/her discretion, one (1) committee of Presidents Meeting, per calendar year. Assignment time, transportation and per diem will be allowed.

## **ARTICLE VII – MEMBERSHIP DUES**

Section 1. There shall be a minimum dues structure which shall consist of the following: Each member shall pay bi-weekly dues equal to one (1) hour base pay for NALC Table 1 Grade 1, Level **D** Letter Carrier employed by the United States Postal Service.

Section 2. The dues of associate members will be the same as regular members of Branch 201

Section 3. The dues of retired members shall include the current National, State and local per capita tax per year.

## **ARTICLE VIII – COMMITTEES**

Section 1. In addition to the following requirements of the Constitution, there shall be the following standing committees:

- A. Executive, consisting of all elected officers.
- B. Entertainment, consisting of the Vice-President and three members appointed by the President or his designee.
- C. Memorial, consisting of the four current officers
- D. By-Laws, consisting of three or more members appointed by the President or his designee.
- E. Labor/Management and Grievance/Arbitration, appointed by the President or his designee.

Section 2. the President shall appoint a committee of five members on organization. Such committee shall work in conjunction with and subordinate to the National Executive Council to secure such benefits as the National Association may desire.

Section 3. There shall be a committee, appointed by the President, consisting of three members to whom all bills and claims against the Branch shall be referred before being acted upon by the Branch.

## **ARTICLE IX - DUTIES OF COMMITTEES**

Section 1. The Executive Committee shall act on all matters referred to it by the Branch or as required in the By-Laws. It shall also act between meetings on such matters as are not covered by other committees. It shall be the duty of the Executive Committee to prepare and present the Budget for the ensuing year.

Section 2. The Entertainment Committee shall arrange and conduct entertainments, socials and like matters, and such other duties as are referred to it by the Branch.

Section 3. The Memorial Committee shall provide a memorial designated upon the death of a Branch member or one of his/her immediate family. In absence of a designated memorial, a donation in their name will be made to the Horace Hewett Scholarship Fund. The term, immediate family, shall be construed to mean the spouse, child, or parent of a member, A card or letter of condolence may be sent to a Branch member upon the death of any other relative.

Section 4. The By-Laws Committee shall update yearly the By-Laws of the Branch.

Section 5. The President shall appoint other committees as the need arises.

## **ARTICLE X - CHAPLAIN**

Section 1. In addition to the requirements of the Constitution, a Chaplain shall be appointed annually by the President. The duties of the Chaplain shall be to open each meeting of the Branch by invocation and to act in a similar capacity as the occasion may require.

## **ARTICLE XI - DUES OR EXPENSE ALLOWANCES**

### Section 1

A. Dues reimbursement shall be a maximum of \$800 for all Executive board Members (ARTICLE IV Section 1. B.), Shop Stewards and Formal Step A Representatives who are active letter carriers, if recipient has met attendance requirements in Article XI, sec 2a. 2.B Three (3) months dues shall be allowed for the Workers Compensation Representative and the Safety & Health Representative.

Retirees who serve as executive board members, shop stewards and Formal A reps will receive \$40 dues reimbursement.

B. No member shall receive dues for more than one position, nor can they be reimbursed for more dues that they have paid.

C. Any member eligible for reimbursement of dues, who enters a management position in the calendar year of payment, forfeits dues and allowance reimbursement for that year.

### Section 2

A. To receive the full amount of dues and/or expense allowances a Branch Officer, steward or formal Step A representative must attend eight (8) regular meetings each calendar year.

B. A Branch Officer attending less than eight (8) regular meetings shall have his/her dues and allowances shall be calculated by percentage of meetings attended not to exceed 100%. Example: An officer/steward attends 4 meetings. The minimum number of regular meetings is 8. Their pay will be reduced 50%.

C. The President shall receive two (2) days assignment time per week to perform branch business. Compensation to be paid at the respective wage he/she would earn as a letter carrier. Postal Service Sick and Annual Leave forfeited as a result of LWOP from postal employment, shall be reimbursed at the appropriate wage rate. Any leave forfeited may be taken as time without pay from scheduled Union Office duties. The President shall receive an expense allowance of \$150 per month, payable monthly.

The Vice-President shall receive two (2) days assignment time per week to perform branch business. Compensation to be paid at the respective wage he/she would earn as a letter carrier. Postal Service Sick and Annual Leave forfeited as a result of LWOP from postal employment shall be reimbursed at the appropriate wage rate. Any Leave forfeited may be taken as time without pay from scheduled Union Office duties. The Vice-President shall receive an expense allowance of \$150 per month, payable monthly.

The Secretary-Treasurer shall receive one (1) day of assignment time every two weeks to perform branch business. Assignment time to be paid at the respective wage he/she would earn as a letter carrier. Postal Service Sick and Annual Leave forfeited as a result of LWOP from postal employment shall be reimbursed at the appropriate wage rate. Any leave forfeited may be taken as time without pay from scheduled Union Office duties. The Secretary-Treasurer shall receive an expense allowance of \$110 per month, payable monthly.

The Recording-Secretary shall receive one (1) day of assignment time every two weeks to perform branch business. Assignment time to be paid at the respective wage he/she would earn as a letter carrier. Postal Service Sick and Annual Leave forfeited as a result of LWOP from Postal employment shall be reimbursed at the appropriate wage rate. Any Leave forfeited may be taken as time without pay from scheduled Union Office duties. The Recording-Secretary shall receive an expense allowance of \$110 per month, payable monthly.

The NALC Health Benefits Insurance Representative shall receive one (1) day of assignment time per month to perform branch business. Assignment time to be paid at the respective wage he/she would earn as a letter carrier. Postal Service Sick and Annual Leave forfeited as a result of LWOP from postal employment shall be reimbursed at the appropriate wage rate. Any Leave forfeited may be taken as time without pay from scheduled Union Office duties. The Health Benefits Representative shall receive an expense allowance of \$55 per month, payable monthly.

D. Stewards, in offices of five (5) or more active members, shall receive an expense allowance of fifty dollars (\$50) per month. Representatives appointed in lieu of stewards in offices with less than five (5) active members shall receive an expense allowance of fifty dollars (\$50) per month.

F. President may authorize assignment time and expenses for members representing merged Branches on union business or filling working in the union office.

F. The Director of Retired Members shall receive an expense allowance of \$100.00 per annum provided he/she meets the guidelines provided in Article XI, Section 2, A. B.

Section 3. Any member of Branch 201 may be granted compensation for lost time (LWOP) while serving on official business. The authorization for payment of such leave

must be signed by the President (or his/her designee) and co-signed by the Branch Secretary. The Treasurer will issue payment after (1) he/she receives the pay voucher (signed by the President and Secretary) and (2) verification of LWOP of Postal Earnings Statement (PS Form 1223) for pay period reflecting loss.

Section 4. The Branch Office Expenses shall be the responsibility of the Branch President.

Section 5. Any member serving the Branch on Leave-Without-Pay (LWOP), for a period of eighty (80) hours and therefore suffers a loss of annual leave and/or sick leave, may file a claim supported by Payroll Form PS 1223. The Branch President will verify the loss and authorize payment.

Section 6. The Branch Editor shall be appointed by the President. The Branch Editor shall be allowed up to 10 hours assignment time per newsletter which must be authorized by the President.

Section 7: Travel for the purpose of training or representation shall be compensated according to one of three rates:

A. For travel outside the state of Kansas: Actual transportation expenses or mileage at the current Government rate if using a personal vehicle, government per diem rates will be allowed for meals and/or lodging. Actual cost of lodging may be approved by the membership at a monthly branch meeting.

B. For travel inside the state of Kansas: Actual transportation expenses or mileage at the current government rate if using a personal vehicle, government per diem rates for meals and/or lodging.

C. For all NALC conventions, rap sessions or trainings compensation will be limited to delegate funds as allotted by vote of the membership. In all instances of mileage being paid it is the intent of this section that carpooling be maximized.

Section 8. The Branch shall establish a scholarship award consisting of Two (2) \$1,000.00 scholarships. The scholarship award will be open to dependent children under age 22 of any member in good standing of Branch 201. The President will appoint a Scholarship Committee whose responsibilities shall include verifying age of applicants and accreditation of learning institutions to be attended. Applications for consideration must be submitted in writing determined by the committee.

Applications must specify the name of the person to be considered and the institution to be attended. A drawing for two names from all names submitted will be held at the Branch meeting in May. The check awarded to the winner must be made out to the institution he/she will be attending. The winner will be ineligible for future drawings. Should there be no names submitted for consideration, the amount of the award will be carried over to the next year.

Section 9. Upon approval by the membership, a Branch 201 member attending official business or training, during regular monthly Branch Meetings may receive credit for the meeting missed. The member's request for credit must be made to the membership at the next monthly meeting following the absence.

## **ARTICLE XII - DEATH BENEFITS**

Section 1. Immediately upon the death of a Branch member, except associate members, a sum of One hundred (\$100.00) dollars will be presented to the members spouse or minor child(children), if the deceased member was the custodial parent.

## **ARTICLE XIII - AMENDMENTS**

Section 1. By-Laws of the branch may be amended at any regular meeting of the branch, provided the amendment has been submitted in writing at the last previous regular branch meeting, and suitable notification to members shall be made at least ten (10) days before the regular meeting at which the vote is to be taken. By-Laws and amendments thereto, fixing the amount of initiation fees, dues, and reinstatement fees, or the time and place of meetings, shall become effective at the time determined by the Branch. All other by-laws must be submitted in duplicate to the Chairman of the Committee of Laws and shall not become effective until approved by the Committee of Laws.

## **ARTICLE XIV - ORDER OF BUSINESS**

Invocation  
Roll Call  
Reading of Minutes of Previous Meeting  
Reading of Communications, Notices, Bills, etc.  
Application of Membership  
Balloting of Candidates  
Initiation of Elected Candidates  
Reports of Committees  
Unfinished Business  
New Business  
Good of the Association  
For the Improvement of the Service  
Financial Secretary's Report  
Treasurer's Report  
Adjournment