

BY-LAWS
CLARK V. SAVIDGE, BRANCH #351
Of The
NATIONAL ASSOCIATION OF LETTER CARRIERS
Revised as of

December 22, 2021

Attested By: Al Floyd President

Attested By: Elyse L. Boyajian Recording Secretary

ARTICLE I – Name

Section 1. Branch 351 (merged Olympia and Shelton) shall be designated as “Clark V. Savidge, Branch #351, Olympia, WA” of the National Association of Letter Carriers.

ARTICLE II – Meetings

Section 1. Meetings of this Branch shall be held on the first Wednesday of every month at 7:00 PM at the Davis-Williams Building, located at 906 Columbia Street SW, Olympia, WA 98501. When legal holidays and conventions interfere with such meeting, then the regular meeting shall be held on the second Wednesday of the month. When legal holidays or conventions interfere with both dates, the date of the meeting shall be decided by a majority vote at a previous meeting.

Section 2. Special meetings shall be called by the President, upon the written request of (5) members or by vote of the Branch. It shall be the duty of the Recording Secretary to notify each member of the time, place and the subject of the meeting. No business other than that for which it may have been called shall be transacted at a special meeting.

Section 3. The Quorum for this branch, for both Article II, Sections 1 and 2, shall consist of seven (7) members in good standing.

ARTICLE III – Initiation and Re-Instatement

Section 1. Application for membership must be made by submitting Standard Form 1187 for active carriers or Standard Form 1189 for retired carriers.

Section 2. Any member who resigned may be re-instated by submitting an application as a new member on the appropriate form.

ARTICLE IV – Dues

Section 1. Dues of the active and associate members shall be in accordance with the minimum dues structure of the NALC Constitution.

Section 2. The total sum deducted monthly will include per capita dues for the WSALC.

Section 3. Dues of retired members shall be \$16.08 annually.

ARTICLE V – FUNDS

Section 1.a. The Secretary-Treasurer, the President and the Vice-President shall be authorized to sign checks, and make deposits and withdrawals for Branch 351.

Section 1.b. That all checks require two (2) signatures.

Section 2.a. In the event of the death of a Branch Member, or a member of their immediate family, the sum of \$75.00 shall be allowed from the Birth/Memorial budget line item. The funds shall be used for the purchase of flowers, donation to charity, or disbursement as designated by the member or their family. A member of the immediate family shall be defined as: Spouse, Children, Mother, Father, Sister, Brother, or Guardian.

Section 2.b. The same amount from Section 2.a shall be allowed for the purchase of flowers, donation to charity, or as designated by the member for the birth of each child.

Section 3. The sum of \$150.00 shall be allowed for purchasing a retirement gift for a Branch member in good standing at the time of retirement.

Section 4. The President shall be authorized the sum of \$100.00 for expenditures between meetings in case of emergency.

Section 5.a. Delegates attending the Washington State Convention shall be reimbursed at the IRS per diem rate for that city for up to three (3) days, and for their mileage at the current IRS mileage rate. Per diem for the Washington State Convention will be reduced by ½ (50%) the cost of one Banquet ticket if provided for by the branch.

Section 5.b. The Branch will provide the hotel accommodations and the Banquet tickets, if needed.

Section 6.a. Branch members attending Official Union Functions with Branch approval, such as National Conventions, Regional Assemblies, Education Assemblies, etc. shall be reimbursed at the IRS per diem rate for that city for each day, and the IRS per mile each way, or other approved travel expenses. Per diem for Regional Assemblies will be reduced by ½ (50%) the cost of one Banquet ticket if provided for by the branch.

Section 6.b. The Branch will provide the lodging, registration fee and the banquet tickets as needed for members attending Official Union functions with Branch approval.

Section 6.c. Branch members attending official Union functions at Branch expense shall turn in an itemized Statement of Expenses within 45-calendar days or forfeit reimbursement.

Section 7. Members attending any Official Union function for the Branch are expected to attend all Union oriented activities of that event, except simultaneous activities and those activities that are excused by the President.

Section 8a. For their expenses. except as authorized under Article V, Sections 4, 5, and 6, the following officers shall be reimbursed for their expenses the following sums per year at the end of the year: President \$1,100.00, Vice-President \$200.00 plus \$50.00 per meeting chaired, Secretary-Treasurer \$1,400.00, Recording-Secretary \$800.00, Editor \$1000.00, Director of Media \$800.00, Sergeant at Arms \$250.00, Director of Retirees-\$300.00, Director of Community Services and each Trustee \$300.00. These changes would be effective in calendar year 2020.

Section 8.b. Stewards appointed by the formula in Article 17.2.a of the National Agreement shall at the end of the year be compensated for their labor and expenses their dues withheld and be compensated for each Steward position held, to be effective calendar year 2017.

1. One Alternate Steward appointed by each Steward shall at the end of the year be compensated for their labor and expenses $\frac{1}{2}$ their dues withheld and be compensated for each Alternate Steward position held, to be effective calendar year 2017.
2. The Chief Steward appointed by the Branch President shall at the end of the year be compensated for their labor and expenses by reimbursement of their dues withheld plus an additional \$300.00. The Chief Steward shall also be reimbursed lost time, with approved PS Form 3971 for LWOP, to be effective calendar year 2019.

Section 8.c. All reimbursement for lost time shall be paid at the City Carrier, Full-Time Regular Employees Carrier Pay, Schedule, Table 1, Grade 2, Step O, to be effective calendar year 2018.

Section 8.d. As compensation for lost time and labor the President shall be reimbursed 16 hours per year, the Vice President, Secretary-Treasurer, Recording Secretary, Director of Media, and Editor each shall be reimbursed 8 hours per year. This change will be effective calendar year 2018.

Section 8.e. For Union Business, Delegates to State Convention, National Convention, Regional Assemblies attendees, or Branch members attending other NALC sponsored educational event, members shall be reimbursed 8 hours each event for their lost time, with approved PS Form 3971 for LWOP. This reimbursement will be compensated at the end of the year.

Section 8.f. Successors whom are appointed to a vacant position will be reimbursed for their expenses at the end of the year. This is based on the original compensation of the position and the number of months it is filled by the successor. In the event a member holds more than one position due to a vacancy, that member will be fully reimbursed for each position held.

Section 8.g. All reimbursements set forth in Article V, Sections 8.a. and 8.b., will be based on participation at general meetings, steward meetings, executive council meetings, and special meetings. The President will keep record of the total meetings for the calendar year. All unexcused meetings will be deducted at the appropriate percentage from the officers', Shop Stewards' and Alternate Stewards' total reimbursements. The President or his / her designee will determine an unexcused absence.

Section 9.a. All expenditures, donations, and gift proposals in excess of \$75.00 must be proposed at a scheduled Branch 351 Union Meeting, then must be published in the Clark V. Savidge Sentinel, and voted on at the following Union Meeting.

Section 9.b. For an emergency expenditure, excluding donations, in excess of \$75.00, two-thirds of the membership present can approve said expenditure. Emergency expenditure will be defined as any expense that must be expedited before 30 days.

Section 10. All expenses covered in Article V must be accounted for by receipt, or as allowed in Article V, Section 8.

ARTICLE VI – Branch Publication

Section 1. An official Branch Publication shall be established and shall be designated as the “Clark V. Savidge Sentinel”. The Editor shall be responsible for the publishing The Clark V. Savidge Sentinel and shall be an elected branch member.

Section 2. All articles printed shall be considered as the opinion of the author and not of the branch.

Section 3. The Clark V. Savidge Sentinel shall be published monthly, and mailed at least 5 days prior to the monthly meeting.

Section 4. The Editor’s role shall be to encourage contributions from all Branch Members, especially Officers and Stewards. All articles written by branch members that are submitted for publication to the editor shall not be censored so long as they are not racist, sexist, or libelous.

Section 5. The Editor shall also gather other information to be reprinted in the Newsletter that relates to the NALC, USPS, and other Labor Issues. It will be the responsibility of the Editor to cite source of such material.

ARTICLE VII – Elections of Branch Officers and Convention Delegates

Section 1. Nominations for Branch Officers and National and State Convention Delegate shall be made during the regular meetings of October and November. Notice of nominations and election shall be mailed to each member no less than 10 days before the nominations and 45 days before the election.

Section 2. Elections shall be made by secret ballot. Ballots will be mailed to each active and retired member.

Section 3. Ballots shall be counted during the regular meeting of December.

Section 4. When there is but one candidate for any Branch Office the President may declare that person has been elected.

Section 5. There shall be NO write-in votes, any write-in votes will not be counted, but will not invalidate the rest of that ballot.

Section 6. The Recording Secretary will preserve the ballots and all other records pertaining to the election for one (1) year.

Section 7. Installation of Branch Officers shall take place at the Holiday / Retirees’ Banquet or during the January meeting.

Section 8. Members must attend six (6) regular meetings of the prior twelve to be reimbursed for expenses as a convention delegate.

Section 9. The Branch President will be an automatic delegate to the State and National Conventions provided that he or she is elected pursuant to NALC Election Regulations. The notice of nominations and election, as well as the ballot itself, shall inform the members of this provision.

ARTICLE VIII – Officers

Section 1. Elected Officers shall consist of the President, Vice-President, Secretary Treasurer (Responsible for the duties of both the Financial Secretary and Treasurer as set forth in Article VI

Sections 4 and 5 of the NALC Constitution for Subordinate and Federal Branches), Recording Secretary, Sergeant at Arms, MBANSBA Representative, Health Benefits Representative, The Clark V. Savidge Sentinel Editor, Director of Retired Members, Director of Media, Director of Community Services, and three (3) Trustees. All terms of office shall be for two (2) years. These officers shall make up the Executive Council of the Branch.

Section 2. The duties of the Officers of this Branch shall be as outlined in the "Constitution of the National Association of Letter Carriers". **It shall be the duty of the Officers of this Branch to submit a monthly article for publication in the "Clark V. Savidge Sentinel", submitted to the Editor on or before the deadline set by the Editor. It shall also be the duty of the Officers of this Branch, whether representing or acting on behalf of NALC Branch 351, to maintain all documents, notes, contact names & numbers, etc. that pertain to their officer duties, as outlined within these bylaws, at the union office, whether on paper or electronic format, as stated in Article II Section 1.**

Section 3. The Recording Secretary shall request membership cards from National for the proceeding year NLT 1 November.

Section 4. The duties of the Director of Media of this branch shall be to maintain / update the branch Website. The Website shall be maintained / update no less than monthly. In addition, the Director of Media of this branch shall be responsible for all other electronic media approved by a majority of the Executive Council.

Section 5. The duties of the Director of Retired Members shall be to coordinate all activities of the Retired Members in the Branch. The Director of Retired members shall be under the direct supervision of the President, and shall perform such duties as may be assigned from time to time by the President. The Director of Retired Members shall be the legislative advocate and the Congressional Liaison for the retired members of the branch.

Section 6. The President shall appoint a Legislation Committee of six (6) members. It shall be the duty of this committee to study legislation affecting letter carriers and report the progress of such legislation at the regular meetings. The committee members shall also be responsible for keeping the membership in their respective offices informed as to legislation affecting Letter Carriers.

Section 7. The duty of the OWCP Advisor is to be knowledgeable on current OWCP laws and assist members of the branch in the basic workings of these laws, and/or recommend or refer these members to the proper resources.

Section 8. In case of a vacancy in any position, the President shall appoint a successor until the next regular Branch election. If the successor currently holds a position, he or she will be responsible for fulfilling both positions as they are outlined in the "Constitution of the National Association of Letter Carriers" and the By-Laws of this branch.

Section 9. The duties of the Director of Community Services shall be to coordinate all activities of the Community Services in the Branch but not limited to solely the Muscular Dystrophy Association fund raising's but to include any and all community services for the branch. The Director of Community Services shall be under the direct supervision of the President, and shall perform such duties as may be assigned from time to time by the President. **The Director of Community Services shall be the coordinate all community activities, to include, but not limited solely to, Muscular Dystrophy Association (MDA) fundraisers and the Food Drive Coordinator.**

ARTICLE IX – Amendments

Section 1. By- Laws of this branch may be amended at any regular meeting of the Branch, provided the amendment or amendments have been submitted and read at the previous meeting.

Section 2. Proposed amendments shall:

1. Not conflict with the National Constitution and By-Laws.
2. Be submitted in duplicate, on separate sheets of paper and signed by three (3) members.
3. Carry the date of adoption and be attested to by the President and the Recording Secretary of the Branch.

Section 3. These By-Laws may be amended by a two thirds (2/3) vote of all eligible members of the Branch present and voting.

Section 4. Amendments other than fixing the time and place of meetings, or the amount of dues and assessments, shall be approved by the National Committee of Laws.

Section 5. Suitable notification to members shall be made at least ten (10) days before the regular meeting at which time the vote is to be taken.

ARTLCLE X - Steward Elections

Section 1. A Shop Steward shall be elected at each carrier station/office during the month of December. Nomination shall be open from the 1st to the 10th of December. A list of nominees shall be posted on the Union bulletin board for five (5) days. When there are two or more candidates for office the election shall be by ballot and the plurality of all votes cast shall be necessary to elect. The election shall be conducted by two (2) members of Branch 351 who are not candidates. The incumbent Shop Steward shall select two successive working days between the 16th and the 31st of December for the election. If no election is held by the 31st of December, a Shop Steward will be appointed by the President of the Branch.

Section 2. The term of office shall be for one (1) year.

Section 3. The Shop Steward shall appoint an Alternate Shop Steward or Alternate Shop Stewards.

Section 4. The Shop Steward shall have charge of the Station Union Bulletin board and be the duly authorized representative of the Branch in his/her station and shall be responsible to this Branch for his/her official acts. The Shop Steward shall look after the interests of the Branch in his/her respective station. He/she shall handle all grievances at the station level.

Section 5. In case of death of a member, or death of a member's immediate family, it shall be the duty of the Shop Steward to notify the President promptly.

Section 6. It shall be the duty of each Shop Steward and Alternate Shop Steward(s) to submit a monthly article for publication in the "Clark V. Savidge Sentinel", submitted to the Editor on or before the deadline set by the Editor.