

National Association of Letter Carriers
James Carlton Sauer Branch 2076 Des Plaines Illinois

Bylaws

Article I Name

Section 1:

This organization shall be known as the James Carlton Sauer Branch 2076 National Association of Letter Carriers, Des Plaines, Illinois.

Article II Membership

Section 1:

Membership in this organization shall be in accordance with Article II, Section 1 of the Constitution of the National Association of Letter Carriers.

***Section 2:**

Any member who quits the James Carlton Sauer Branch 2076 NALC, shall be assessed the following:

1. From the 1st day he/she quits this union, they will have (60) days to get back into the union without penalty. After the sixty (60) days, one hundred dollars (\$100) fine will be assessed to be a member in good standing.

2. If a member quits a second time, that member must pay a fine of two hundred dollars (\$200).

Members requesting to be reinstated to the J. Carlton Branch 2076 must pay all back dues owed to this branch from the date he/she has quit this branch to become a member in good standing.

Article III Meetings

Section 1:

Regular meetings of the branch shall be held on the 1st Wednesday of each month, except during the months of July and August, or unless an emergency meeting is called by a board member.

Section 2:

The hour of call for the meeting shall be 7:00pm.

Section 3:

Six (6) members present, who are currently in good standing in the branch, shall constitute a quorum.

Section 4:

A special meeting on a specific agenda item shall be called by the President upon the written request of nine (9) members in good standing or by vote of the Branch. The membership will be notified as soon as possible of the emergency meeting and such notification will be posted on the union bulletin board. No business shall be transacted at a special meeting other than for which it may have been called.

Section 5:

Associate members shall not be entitled to a voice and vote in the branch meeting, except they shall have a voice and vote upon matters pertaining to the NALC Health Benefit Plan, NALC Life Insurance Plan and/or NALC Sick Benefit Plan, if they are a member thereof, and on any proposition to raise dues.

Article IV Revenue and Per Diem

Section 1:

Regular dues in this branch shall be in accordance with Article VII, Section 2(a) of the NALC Constitution. Regular dues may be raised by a majority vote of the members present at the regular or special meeting by secret ballot after a reasonable notice has been given that the question of a dues change will be before the meeting.

Section 2:

The President, Vice-President, Secretary, Treasurer, and no more than four (4) Stewards will have their dues paid by J. Carlton Sauer Branch 2076, NALC.

Section 3:

A member and/or members, delegated to represent the branch at a function of concern to the Branch shall be paid per diem and mileage, as the branch may determine from time to time.

Section 4:

The Branch will grant to the Executive board remuneration for leave and leave lost due to LWOP used to attend approved union business, such as but not limited to grievances, schools, training sessions, except conventions. The Branch shall also grant to a steward remuneration for leave or leave lost to attend training school or session. The member getting reimbursed for the LWOP will furnish proof before payment is made.

The board member or steward(s) will be reimbursed at the gross hourly rate at the time the leave was taken if still actively employed by the postal service. If retired from the postal service, he/she shall receive compensation at the same level and step of pay when he/she had at the time of retirement for all training seminars at its current rate in Table 1 city carrier pay chart.

Section 5:

Transportation, room and board shall be paid by the Branch for any officers, board members and/or designees in attendance at functions concerning union business, such as but not limited to grievances, schools, training sessions. Any elected delegate to any convention must have attended a minimum of 70% or seven (7) meeting during the period of time prior to the year of the convention in order to be eligible to receive branch funds for expenses, with the exception of new branch members who must attend 70% of branch meetings since becoming a member. Retirees shall be compensated at the level of retirement from the post office.

Section 6:

Convention Fund: The branch shall establish a separate convention fund for hotels, transportation and per diem for both the state and national conventions. The Branch shall determine the amount for hotels, transportation and per diem for both the state and national conventions and this shall come from the convention funds. The amount to be collected shall be **\$3.60** per active member bi-weekly for the state conventions and **\$4.45** per active member bi-weekly for the national conventions. The fund shall be deducted from the per-capita tax and listed as a separate fund. The amount of these funds may be changed by simple majority at any regularly scheduled branch meeting. The fund is to begin in May and disbursement announced in April for both the state and national conventions.

Article V Nominations and Elections

Section 1:

The notice of branch elections shall be in accordance with Article V, Section 4 of the Constitution for the Government of Subordinate and Federal Branches. Nomination of officers, delegates, and alternate delegates to

the NALC state and national conventions shall be made in November at the regular meeting, elections to be held in December in accordance with Article V of the NALC Constitution.

***Section 2:**

Officers to be elected are: President, Vice-President, Secretary, Treasurer, Sgt-at-Arms, Health Benefit/MBA Representative, Director of Retirees, and three (3) Trustees. The elected officials shall serve a term of two (2) years.

Section 3:

A member cannot be nominated to more than one (1) office.

Section 4:

The President, Vice-President, Secretary, Treasurer, Health Benefit/MBA Representative, and Director of Retirees, if elected, shall be delegates to all NALC conventions, balance of delegates and alternates to be elected.

Section 5:

Balloting shall be in the manner prescribed in the NALC Election Regulations. Branch representatives and stewards shall be appointed by the President.

Section 6:

The President will appoint an election committee and a chairman thereof, after the nominations are made. No member of this committee can be a candidate for office in this election. Members of this committee shall neutral and unbiased. The election committee shall determine the order in which the names are to be listed on the ballots.

Section 7:

At least twenty (20) days before the pre-announced election date, the election committee must mail first-class to all eligible members at each member's last known address:

- a. Instructions for voting and the deadline for returning marked ballots.
- b. A Ballot.
- c. A Plain envelope marked "SECRET BALLOT ENVELOPE".
- d. A prepaid business reply or stamp envelope addressed to the Election Committee at a post office box with a space for the member's signature.

Article VI Duties Of Officers

Section 1:

PRESIDENT: The President shall preside at all meetings of this organization and enforce all laws thereof. He/she shall appoint all committees and he/she shall attend all national and state conventions, steward training, health benefit seminars, president committee meetings, and any other meeting the membership feels he/she should attend.

Section 2:

VICE-PRESIDENT: The Vice-President shall preside in the absence of the President and in case of death, resignation, disqualification, refusal, or if removed from his position due neglect to discharge the duties of his/her office in accordance with Article 10 of Constitution for the Government of Subordinate and Federal Branches. The Vice-President shall then perform all the duties incumbent upon the President for the balance

of the term. He/she shall be chairman of all committees. He/she shall attend all national and state conventions, and any other meeting the membership feels he/she should attend.

Section 3:

SECRETARY: The Secretary shall keep records of the proceedings of this organization. He/she shall read or cause to be read all communications, reports, etc., and attest all order's drawn on the Treasurer. He/she shall conduct the correspondence of this organization. He/she shall perform such other duties as the organization may require and shall deliver to his/her successor in office all property of this organization at the expiration of his/her office, or upon an earlier termination thereof. He/she shall attend national and state conventions, and any other meeting the membership feels he/she should attend.

Section 4:

TREASURER: The Treasurer shall receive all moneys which may be paid to this organization, giving his/her receipt thereof. He/she shall deposit all monies received by him/her in depositories designated by the Executive Council. He/she shall keep a true and correct account of all money received and paid out belonging to this organization, and shall at the end of such term deliver to his/her successor in office all moneys, books, papers, securities, and other property of said organization in its possession. He/she shall attend all national and state conventions, and any other meeting the membership feels he/she should attend.

Section 5:

SGT-AT-ARMS: The Sergeant-at-Arms shall preserve order at all meetings, and perform such other duties as the President may direct.

Section 6:

HEALTH BENEFIT/MBA REPRESENTATIVE: The HBR shall obtain and maintain a supply of claim forms for use by the branch members, doctors, and hospitals in the area. To assist members in the completion and selection of the proper claim forms. To act as liaison between the member and the plan on questions of coverage, clarification of benefits and status of claims submitted when requested to do so. To advise the plan when they are aware of improper billing practices by area providers or other fraudulent practices. To contact new employees, and to contact other federal agencies employees not enrolled in the NALC during the open season. To promote and maintain good will between the plan and the members and potential enrollees. He/she shall attend all national and state conventions and health benefit seminars.

Section 7:

DIRECTOR OF RETIREES: The Director of Retirees shall coordinate activities of the retired members of this branch. He/she shall be the legislation advocate for the retirees of this branch. He/she 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. He/she shall attend all national and state conventions.

Section 8:

TRUSTEES: The Trustees shall examine the books at least once every six (6) months and perform other functions as prescribed by the president.

Section 9:

EXECUTIVE BOARD: The Executive Board shall consist of elected officers, namely the President, Vice-President, Secretary, Treasurer, Sgt-at-Arms, Health Benefit/MBA Rep, Director of Retirees and three (3) Trustees. The Executive Board **must** meet once a month to set Labor/Management meeting items and to approve the executive decisions of this union. Approval shall be by majority of the Executive Board present. All decisions of the Executive Board will be reported to the membership at the next meeting.

Section 10:

All stewards appointed by the Branch President shall attend all stewards training.

Article VII Disbursements

Section 1:

All checks shall be co-signed by any two (2) of the following officers: President, Secretary, Treasurer.

Article VIII Branch Welfare

Section 1:

The Health Benefit/MBA Representative must be a member of the N.A.L.C. Health Benefit Plan in order to be the Health Benefit Representatives.

Article IX Retirees

Section 1:

Branch members retiring from the postal service with ten (10) continuous years of J. Carlton Sauer Branch 2076 membership immediately prior to the day of retirement, shall receive **\$300** from the branch upon retirement.

Section 2:

Branch members retiring from the postal service with ten (10) continuous years of J. Carlton Sauer Branch 2076 membership immediately prior to the day of retirement, shall have their branch dues and national per capita tax paid by the branch.

Article X Amendments

Section 1:

The Bylaws of this branch may be amended at any regular meeting of the Branch provided the amendment has been submitted in writing at the regular branch meeting at least two (2) months prior to the vote. Suitable notification of the members shall be at least ten (10) days before the meeting at which the vote is to be taken. It requires a two-thirds (2/3) vote of the majority of members present to add, delete, or change these Bylaws.

Submitted in writing at the regular branch meeting on 11/06/2024

Discussed at the regular branch meeting on 01/08/2025

Approved by the membership at the regular branch meeting 02/05/2025

Approved by the Committee of Laws on 03/27/2025 except for the items listed with an asterisk (*), which will need further changes for approval by the membership and the Committee of Laws.

Members of the Bylaws Committee: Kostantinos Katsaros, John Manchur, Rita McCray, Jessica Rodriguez, Aidan Dolan and Aldo Alvarez