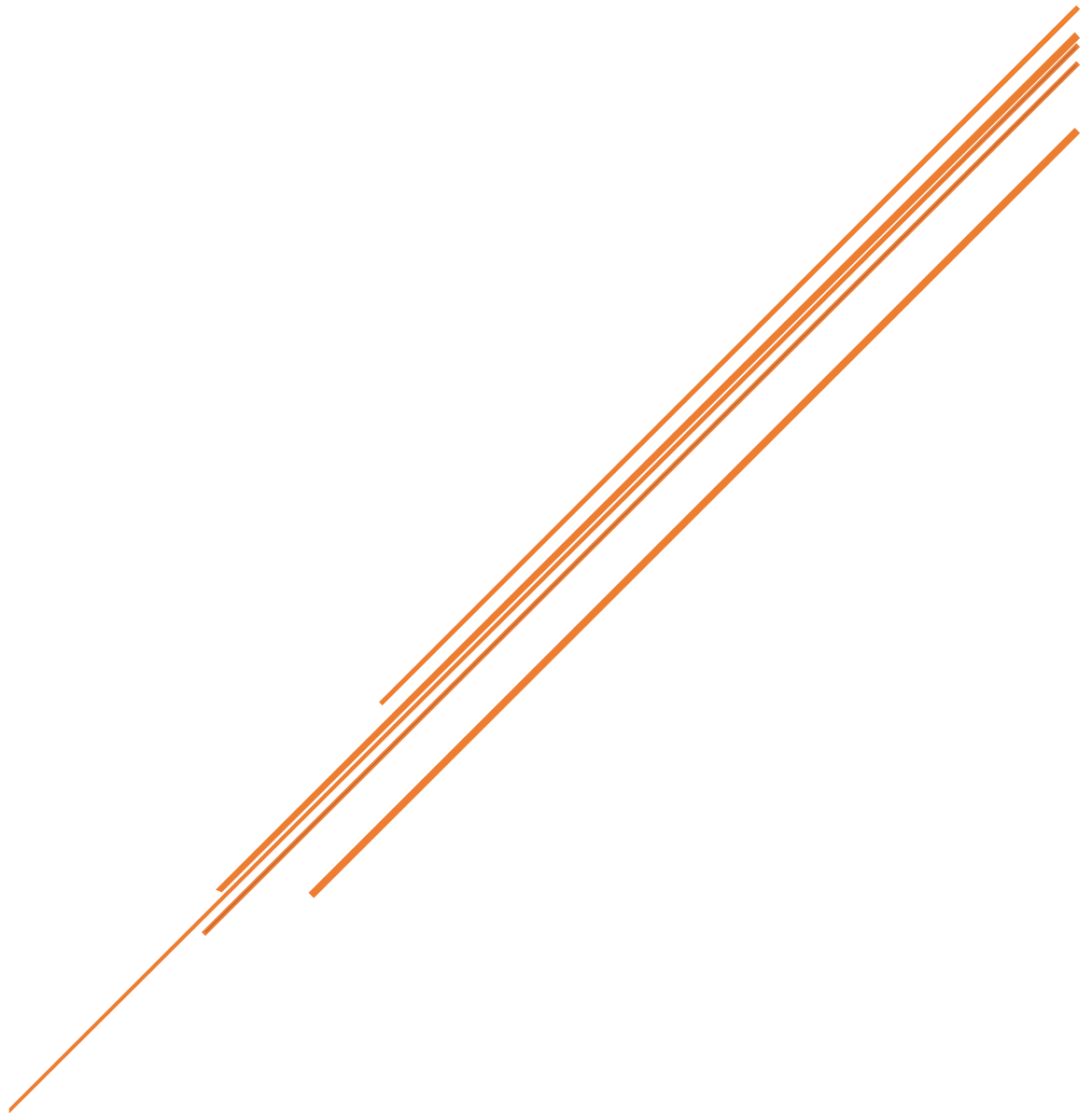


# CENTRAL KENTUCKY BLUEGRASS BRANCH 361



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## **PREAMBLE**

These are the By-Laws of Central Kentucky Bluegrass Branch 361, Lexington, Kentucky of the National Association of Letter Carriers. These By-Laws and those that may be adopted in the future will conform to the National Constitution for the Government of the Association of Letter Carriers.

## **ARTICLE I: NAME AND OBJECT**

### **Section I: Branch Name**

This Branch shall be known as the Central Kentucky Bluegrass Branch 361, Lexington, Kentucky of the National Association of Letter Carriers of the United States of America.

### **Section II: Objective**

The object of this Branch is to unite all employees who are eligible for membership under Article II, Sections I and II of the National Constitution into one harmonious body for their mutual benefit and to assist the National Association of Letter Carriers in its effort to improve the condition of its entire membership.

## **ARTICLE II: MEMBERSHIP**

### **Section I: Applications**

All sections of the Article II of the National Constitution will apply.

### **Section II: Discrimination**

There shall be no discrimination in accepting members of this Branch.

### **Section III: Requirements**

(a) Regular members of this Branch will be all Postal Employees and Retirees from the United States Postal Service who are non-supervisory employees. Regular members shall have all voting and organization rights.

(b) Associate members shall be other Federal Employees presently on the membership rolls and Supervisory employees of the Postal Career Service who maintain membership for participation in insurance program benefits only. Associate members do not have the right to hold office or vote at any meetings or in Branch elections. They can vote on any proposition to raise the dues of Associate members or any proposition having to do with insurance or benefit plans to which they belong.

### **Section IV: How to Apply**

Applications for membership must be in writing which shall be accomplished by completing PS Form 1187 (dues check-off-provision). This form must be signed and filed by all applicants seeking membership in NALC Branch 361.

### **Section V: Supervisory Employees**

All applications for membership from Supervisory Postal Employees who wish to pay full NALC dues in order to join the Health Benefit Plan by completing PS Form 1187 will be accepted, but these members will have no voice in Branch affairs whatsoever.

## **ARTICLE III: MEETINGS**

### **Section I: Schedule**

The regular meeting of this Branch will be held once a month at 7:00 pm, on the first Tuesday of each month. However, if the meeting would fall on a holiday or the day following a holiday, the meeting shall be held on the second Tuesday of that month.

**Section II: Special**

Special meetings shall be called by the President upon written request of at least twenty (20) members in good standing or by the vote of the Branch. Notice of this meeting must be given by the Recording Secretary, stating object and call. No business shall be transacted other than that for which the special meeting is called.

**Section III: Quorum**

The Branch meeting will be called to order if a quorum of ten (10) members are present.

**Section IV: Chair**

In the absence of the President and Vice-President, the Financial Secretary/Treasurer or Recording Secretary will chair the meeting.

**Section V: Discussions**

All discussions will be governed by the Roberts Rules of Order along with applicable general rules of the Branch.

**Section VI: Required Attendance**

All union officers and stewards must be a member in good standing and must attend at least 80% of the monthly Branch meetings within each calendar year.

**Section VII: Steward Meetings**

All stewards must be a member in good standing and must attend at least 80% of the monthly Branch and bi-monthly trainings held on the third Tuesdays of odd months or as determined at the prior meeting.

**Section VIII: Branch Business Meetings**

The President, Vice-President, Financial Secretary/Treasurer, Recording Secretary, Assistant Financial Secretary/Treasurer will meet every Tuesday at 6:00 pm.

**ARTICLE IV: OFFICERS**

**Section I: Officer List**

The officers of the Branch shall be President, Vice President, Recording Secretary, Financial Secretary/Treasurer, Compliance Officer, Media Officer, Sergeant at Arms, Health Benefits Representative, Director of Retirees and three (3) members of the Board of Trustees.

(In accordance with Article IV of the National Constitution for the Government of Subordinate Branches the Branch has consolidated the offices of Financial Secretary and Treasurer.)

**Section II: Eligibility to Run**

All regular members are eligible to be elected to an office in this Branch, except for anyone who has served in a supervisory capacity in the two (2) years preceding the election, or anyone who has had an application pending for a supervisory position during that same time. All officers will be elected for a term of three (3) years, or until their successors are elected.

**Section III: Executive Board**

The Executive Board of this Branch shall consist of all elected officers. They shall meet at 7:00 pm on the last Tuesday of each month or as determined at the prior monthly meeting, or as the President may direct.

**ARTICLE V: NOMINATIONS – ELECTIONS**

**Section I: Governorship**

All elections shall be conducted as outlined in Article V of the National Constitution.

**Section II: Who may Run**

**Article V applies** to all elections for Branch Officers, Stewards and Convention Delegates.

**Section III: Notice**

(1) Notice of the election will be posted in the August Postal Record of the election year.

(2) Nominations of Officers, Stewards, and Convention Delegates will be at the October meeting of the election year. All nominees that have someone with the same or similar names in the Branch shall be identified by their work location at the time of nomination. Retirees shall be identified by the abbreviation "RET." Anyone who has been nominated for an office of this Branch may also be nominated to run for Steward in their respective work location. Only someone that works in their section at the time of nomination may nominate Stewards (self-nominating is accepted).

(3) The Election Committee will make all nominees aware of the election results prior to the December meeting of the election year. They will announce the results to the membership at the December meeting of the election year and in the December-January-February Issue of the News and Views of the election year.

(4) New Officers and Stewards are to be sworn in at the December monthly meeting of the election year.

**Section IV: Delegates**

Delegates to the State and National Conventions must be a member in good standing. They must have attended at least 80% of the monthly Branch meetings during the period between the time of their nomination and the date of submission of registration and/or funds submitted for travel and/or lodging in order for the Branch to pay or reimburse expenses. Upon notification to the Branch President and approval by the Executive Board, an absentee may be excused. Any member in good standing may attend as a delegate, if elected, and within the number of authorized Branch delegates for each convention year at own expense.

**Section V: How to Conduct**

Election of all Officers, Stewards, and Convention Delegates shall be by secret ballots, to be mailed out to all regular Branch members and Retirees at their last known address. This mailing shall be no later than October 20th of each election year. Ballots must be returned to the Election Committee so as to be received no later than November 10<sup>th</sup> of the Election year. Election results will be presented by the Election Committee at the December meeting. No write-in candidates are allowed.

The Financial Secretary/Treasurer will secure a Post Office Lock-Box in September of each Election year and present the key(s) and mailing address to the election committee on the night of nominations. The box must be large enough to hold 700 letters.

**Section VI: When to Conduct**

Elections shall be held every three (3) years starting in 1984. Each officer shall be elected by secret mail ballot to serve for the three (3) years. Stewards shall be elected for a period of three (3) years. A delegate list shall be for the same three (3) year period with selection by numerical standing.

**Section VII: Automatic Delegates**

President, Vice President, Recording Secretary, and Financial Secretary/Treasurer shall be Delegates to all State and National Conventions. The notice of election and actual voting ballot shall contain notification that these officers are automatic delegates.

**Section VIII: Committee**

The Election Committee shall consist of a minimum of eight (8) members that volunteer. In the case of insufficient volunteers, the presiding official at the meeting for nominations shall appoint sufficient members. These committee members shall select a Chairperson. The committee will conduct the election in compliance with the NALC Regulations Governing Branch Election Procedures and the following guidelines.

1. The committee chair will notify each candidate of the dates and locations for ballot preparations, ballot stuffing, and ballot mailing no later than 5 days after nominations.
2. No branch funds will be used in processing any campaign material although mailing list will be provided as soon as possible for any candidate who request them. The candidate must pay a fee for each list which the financial secretary/treasurer will set prior to the October Monthly Meeting during each election year.
3. Ballots will be picked up at the PO lock-box on November 10th at 6pm during each election year. The ballots will be transported directly to 1101 Redmile Road at which time the tally will commence.

No candidate for office can be on the Election Committee.

### **Section IX: Special**

If **both** the President and Vice President offices become vacant during a three-year term (creating a situation where neither was elected by the membership as either president or vice-president), a special election shall be called for by the executive board. Nominations for the two offices will occur at the first monthly meeting that allows for notice of nominations to be mailed to the membership twenty-one days in advance. It will be the duty of the Sergeant at Arms to conduct the monthly meetings, accept nominations and appoint an election committee. Within ten days of the nomination, ballots will be mailed to the last known address of all members in good standing. Ballots must be returned so as to be received by the election committee by the last day of the month in which nominations occur. The day to day operations of the branch will be conducted by the Executive Board until the election results are announced and the President and Vice-President are installed at the following monthly meeting.

## **ARTICLE VI: DUTIES OF OFFICERS**

Duties of Branch Officers shall be outlined in Article VI of the National Constitution for the Government of Subordinate Branches this Article, with additional duties and responsibilities defined in Article XIV below.

### **Section I: President**

The President shall preside at all meetings of the Branch; preserve order; sign all warrants on the Assistant Financial Secretary/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 result 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; shall ascertain from the Financial Secretary/Treasurer before adjournment of the meeting the amount of money received since the previous meeting. At the end of the President's term, they will make a report showing the progress and condition of the Branch.

The President will, together with the Financial Secretary/Treasurer, sign and file with the Secretary of Labor 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.

The President is the chief steward for the Branch, and may delegate such authority to other members. The President shall at all times have the authority to relieve any steward, whether appointed or elected, of any representational duties or functions, and to assign such duties or functions to another member appointed by the President, whenever the President concludes that such action is necessary to ensure that the Branch meets its representational responsibilities or to ensure Branch compliance with NALC policy.

The President will review and approve all work hour request and payment vouchers before work is performed and payment is made by the Financial Secretary/Treasurer.

### **Section II: Vice-President**

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.

He/she shall draw all warrants on the Financial Secretary/Treasurer as ordered by the Branch. He/she will assist the Financial Secretary/Treasurer in all duties as assigned by the President.

**Section III: Recording Secretary**

The Recording 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 the members of special meetings when ordered by the President. He/she shall make semi- annually a report to the Branch showing the number of members elected, rejected, initiated, suspended, reinstated, with-drawn, 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 an 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.

**Section IV: Financial Secretary/Treasurer**

The Financial Secretary/Treasurer shall keep a record book showing the names of members, when admitted and place of residence, collect dues and all other moneys due the Branch, keep a regular account thereof, and at each meeting (or prior thereto whenever the prompt payment of the National per capita tax or other necessity may require same) pay the same to the Treasurer, take his/her receipts and retain them as vouchers in settlement. He/she shall personally, or through duly authorized deputies appointed when necessary for each station, and who shall whenever practicable be the station delegate or representative selected or appointed to represent the station, solicit payment from all members in arrears, and on the day of an election and before a ballot taken, furnish the President with a list of members not entitled to vote. He/she shall semi-annually furnish the National Secretary-Treasurer with a list of names of all the members of the Branch in good standing and shall notify the National Secretary-Treasurer monthly of the election of new members, also those suspended, expelled, deceased or re - signed. He/she shall keep an account of all properties, investments, and funds of the Branch which at all times shall be open for inspection, and at the end of his/her term make a report, and deliver to his/her successor in office, when qualified, all the books, papers and property in his/her possession belonging to the Branch. To insure the faithful performance of their duties, the Financial Secretary and his/her deputies shall be bonded in such amount and in such manner as the Branch may direct.

The Financial Secretary/Treasurer shall receive, receipt for, and disburse all moneys of the Branch, and keep a regular account thereof. He/she shall pay all warrants drawn on him/her by the Assistant Financial Secretary/Treasurer voted 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 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.

**Section V: Records Compliance Officer**

The Records Compliance Officer will ensure the branch complies with all Department of Labor, National Association, and Branch guidelines on membership tracking and database maintenance, mailing list, dues rosters, and ensures the Branch Document Management Policy is adhered to.

**Section VI: Sergeant-at-Arms**

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.

**Section VII: Health Benefits Representative**

The Health Benefits Representative shall perform such duties as the Constitution and Laws of the National Association of Letter Carriers Health Benefit Plan require. 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 amount of money on hand; 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.

**Section VIII: Director of Retirees**

The Director of Retirees shall be responsible for periodic retirement seminars for the membership, maintaining a list of retired members and years of membership, and organize the annual retirement luncheon and gold card presentations.

**Section IX: Trustees**

The Trustees shall examine and report to the Branch the condition of the books of the officers, compare the vouchers and records to see that they correspond with the collections/disbursements, report to the membership monthly the budgeted and non-budgeted expenditures, and examine the membership data base during February and August of each calendar year. They shall have custody of all Branch property and maintain record of same, they shall also perform other duties as the Branch may require of them. The Board of Trustees shall be known as the Trustees of Branch No. 361 of the National Association of Letter Carriers of the United States of America.

**Section X: Officer Vacancies**

After consultation with the Executive Board all vacancies in the Branch shall be filled by Presidential appointment from the membership to serve the remainder of the term.

**Section XI: Additional Duties**

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

**Section XII: Bonding**

Every officer, agent, shop steward, or other representative or employee of the Branch who handles funds or other property of the Branch shall be bonded to the extent required by applicable law. All bond premiums shall be paid by the Branch. The Financial Secretary/Treasurer shall be bonded for the amount required by law.

**ARTICE VII: DUES-FEES-FINES-ASSESSMENTS**

**Section I: Dues of the Branch**

- Retirees: \$12.00 per year
- Regular Members: Two (2) hours pay per month City Carrier 1 step D
- Associate Members: Two (2) hours pay per month City Carrier 1 step D

**Section II: Fines/Forfeitures**

Any member failing to pay fines, assessments or monthly dues within thirty (30) days after same becomes due shall forfeit his/her membership, vacate any Branch Office that he/she may hold and lose his/her right to voice and vote at Branch Meetings.

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 the Branch may prescribe by reasonable rules, uniformly applied.

**Section III: Dues Increase**

The rate of dues of this Branch may be raised by secret ballot vote of the majority of members present and voting at a Branch Meeting, after due notification to members, in accordance with to the National Constitution.

**Section IV: Retirement Dues**

Any member leaving the Postal Career Service for any reason other than retirement shall be dropped from membership unless he/she signifies in writing to the Branch Recording Secretary as soon as possible that he/she wishes to become an associate member.

**Section V: Time Limits**

All retiring Postal Career Employees must submit a PS form 1189 (Payment of Dues from Annuity) after their official retirement date to maintain their membership in the NALC. The National Secretary will provide direction to each retiree on how and when to submit PS Form 1189 upon retirement.

**ARTICLE VIII: BRANCH PAYMENT OF DUES**

**Section I: Funds Relief**

A member in a non-pay status because of sickness or injury with no sick or annual leave left to his/her credit shall have their dues paid for by the Branch treasury. Also, any regular member on LWOP due to a suspension shall have their dues paid while an active grievance is in progress. Any member that is on Postal rolls and is being compensated by the Department of Labor shall be required to meet his/her Branch dues obligations to the National and State Associations. The amount of such obligation shall be calculated by the Financial Secretary/Treasurer and mailed to the member.

Any member who is being paid directly by the National Headquarters of the NALC, must make arrangements with the Financial Secretary/Treasurer to pay their dues either annually, biannually or quarterly and shall be considered in good standing for all purposes including nominations and elections. If they have not remitted their yearly dues within each calendar year, they will be handled in accordance with Article VII Section II in this document.

**ARTICLE IX: COMMITTEES**

**Section I: Presidential Appointment**

The President of this Branch shall appoint all committees of the Branch.

**ARTICLE X: CHARGES**

This Branch will comply with Article X of the National Constitution for the Government of Subordinate Branches.

**ARTICLE XI: APPEALS**

This Branch will comply with Article XI of the National Constitution for the Government of Subordinate Branches.

**ARTICLE XII: FUNDS**

**Section I: Name of Bank**

All funds of the Branch shall be deposited in the Lexington Postal Credit Union or in any other federally insured bank or deposit institution so agreed upon by the Branch Executive Board.

**Section II: Budget**

The Branch expenditures shall be determined by a yearly budget. The Budget Committee will be appointed by the President at the August meeting. The Budget Committee will present the upcoming year's budget at the October meeting. Discussion and/or amendments shall be held at the October meeting. By affirming vote of members present at the October meeting, the budget shall be scheduled for a final passage vote at the regular November meeting. Any expenditure in excess of \$100.00 or more that are not budgeted, or any expenditures in excess of the budgeted amount must be presented and approved at two (2) consecutive meetings prior to their expenditure, unless presented by the Executive Board and approved by vote at a regular meeting.

**Section III: Expenditure Authorization**

Under review of the Board of Trustees, approval of the budget, and passage of an authorizing vote at December's Monthly meeting, the President and Financial Secretary/Treasurer will have authority during the upcoming budget year to pay all budgeted items, with monthly expenditures being read into the next monthly meeting's minutes.

All Branch funds must be used for the purpose determined by the members.

This Branch will allow the President to obligate Branch funds up to \$1000.00 between Branch meetings to carry on the business of his/her office and the Branch to be used in the case of emergencies only. Vouchers are to be presented to the Financial Secretary/Treasurer.

All checks drawn on Central Kentucky Bluegrass Branch 361 funds must be signed by the President and Financial Secretary/Treasurer. In the absence of the President the Vice-President is authorized to sign.

**Section IV: End of Year Review**

At the February monthly meeting a recommendation by the Executive Board for any unspent, budgeted funds from the previous year will be presented to and voted on by the members present.

**Section V: Travel Expenses**

Travel expense and per diem will be paid by the Branch for any member in good standing when it is deemed appropriate that they need to attend any state and or regional meeting. All other members may attend these meeting at their own expense. Registration will be paid by the Branch for all members in good standing who attend these meetings. Any member registered for a meeting who fails to attend will be responsible for reimbursing any expenses incurred by the Branch on their behalf. In emergency situations the Executive Board can excuse the paid person and, if excused the forfeiture is not required.

**Section VI: Union Leave Reimbursement**

Whenever it is necessary for the President of Central Kentucky Bluegrass Branch 361 or any member authorized by him/her to perform duties necessary to the efficient operation of the Branch, they will be reimbursed for any Union Official Leave (084) time away from their Letter Carrier duties at their base rate of pay. For example: Grievances, negotiations, arbitration, training, etc.

The yearly budget for Union Official Leave (084) reimbursements will be set at 16 hours per pay period/416 hours per annum. All hours must be documented with a pay stub detailing Union Official Leave (084) usage and a voucher showing reason why Union Official Leave was used. Any hours used above the 416-hour annual maximum must be approved by the Executive Board and the membership at the next meeting. He/she will be paid wages for all Union Official Leave (084) approved and documented (up to 8 hours per day) along with lost benefits.

Lost benefits will be defined as:

- (a) Sick Leave: Four (4) hours for every eighty (80) union hours worked.
- (b) Annual Leave: Union Official will be reimbursed at his/her Postal Rate of Annual Leave Accrual.
- (c) All leave will be paid out in February of the following leave year.
- (d) If an officer (or designee) is in the "FERS" TSP program he/she shall be paid as an expense, by the Branch, the same percentage (1%-5%) as the Postal Service pays as matching funds. It is the responsibility of the officer (or designee) to provide the President proof of the percentage entitlement.

**Section VII: Presidents Fund**

The President of Branch 361 shall be allowed up to \$1,500.00 per year for entertaining special guests of this Branch.

**Section VIII: Salaries**

Effective January 1, 2020 Central Kentucky Bluegrass Branch 361 salaries are payable as follows:

The President, Vice President, Recording Secretary, Financial Secretary/Treasurer, and Assistant Financial Secretary Treasurer must work a minimum of 14 hours per month, but no more than 18 hours per month unless approved by the President. All other Officers and Stewards positions must work a minimum of 4 hours per month, any additional hours must be approved by the President.

Executive Board Meetings, Branch Business Meetings, and Training Sessions will be considered work hours for pay purposes. The Monthly Meeting will be considered work hours for the meeting Chair, Sergeant at Arms, Trustees, or any officer giving a report to the members.

Work that is performed while on 084 Union Leave or is being performed on 613 Stewards Duty Time does not count toward the monthly work hour requirement. (All Work Hours will be rounded to the nearest Quarter Hour)

All hours will be recorded on vouchers and tracked by the President and Financial Secretary/Treasurer with any hours under the minimums being deducted from the Bi-Annual pay.

The place of work is 1101 Redmile Road Lexington Kentucky unless another location is authorized by the President.

No salaried employee of Central Kentucky Branch 361 will be paid less than the current Federal Minimum Wage (FMW) for hours worked. Any hours worked over 40 hours within a calendar week will be figured at 1.5-times current FMW.

President	\$650 per month
Vice President	\$ 475 per month
Recording Secretary	\$300 per month
Financial Secretary/Treasurer	\$400 per month
Records Compliance Officer	\$125 per month
Media Officer (Appointed)	\$75 per month
Contract Administrative Assistant (Appointed)	\$20 per hour
Health Benefits Representative	\$40 per month
Sergeant at Arms	\$40 per month
Trustees	\$40 per month
Editor (Appointed)	\$75 per issue
Director of Retirees	\$40 per month
Certified Stewards	\$175 per month

**\*Each officer will receive an additional \$25 per month in salary for maintaining Steward Certification.**

If a member holds two (2) of the positions above, the lower amount of the two (2) positions will be paid at the fifty percent (50%) rate. Salaries shall be due for pay after December 31st and June 30th bi-yearly. In addition to salaries the president and vice president will receive \$75 per month allowance. All other individuals receiving a salary will receive a \$10 dollar per month phone allowance.

**Section IX: Travel Reimbursement**

All elected Officers, Stewards, and appointed positions of this Branch having to travel to conduct official union business will submit a voucher for payment after December 31st and June 30<sup>th</sup> bi-yearly to the Financial Secretary/Treasurer. Special cases of travel can be submitted on a case by case to the Financial Secretary/Treasurer.

**Section X: Rate of Pay**

Travel allowance shall be paid at the amount set by the yearly budget for all authorized Union business travel.

**Section XI: Credit Cards**

Branch credit cards shall be maintained by the Branch Financial Secretary/Treasurer for issue and use for Union business only.

**ARTICLE XIII: INDEMNIFICATION**

Article XIII of the National Constitution for the Government of Subordinate Branches will apply.

## **ARTICLE XIV: DELEGATION OF AUTHORITY AND RESPONSIBILITIES**

### **Section I: Additional Officer Duties**

**President:** In addition to the duties of his/her position in Article VI, he/she is also primary contact for all Branch communications, oversees all Contractual Administration Activities, and all Membership Training and Education.

**Vice-President:** In addition to the duties of his/her position in Article VI, he/she is also primary contact for all Branch Social Activities (Picnic, Fall Festival, Holiday Party), primary contact for Food Drive and Hall Rentals.

**Recording Secretary:** In addition to the duties of his/her position in Article VI, he/she will assist the Records Compliance Officer with the Records Management Program and assist the Media Officer with the Website for the Branch.

**Financial Secretary/Treasurer:** In addition to the duties of his/her position in Article VI, he/she is primary contact for all Branch Travel and Lodging for Conventions and Regional Meetings.

**Sergeant at Arms:** In addition to the duties of his/her position in Article VI, he/she will assist the Vice-President in all Branch Social Activities, be point of contact for Letter Carrier Political Fund (LCPF), and ensure the Meeting Hall is properly prepared for the Monthly Meeting.

**Media Officer:** The media officer will ensure the website is updated monthly, the newsletter is printed and mailed monthly, and that any other branch mailings are prepared and mailed as necessary.

**All Active-Duty Officers:** Must maintain steward certification, any active-duty officer that is not currently certified must attain certification by October 1, 2021.

### **Section II: Administrative Duties**

The Executive Board oversees all Administrative Duties of the Branch.

### **Section III: Contractual Administration**

The President oversees all Contractual Administration Activities.

### **Section IV: Training and Education**

The Vice-President oversees all Membership Training and Education.

### **Section V: Social and Charitable Activities**

The Vice-President will oversee all Social and Charitable Activities.

### **Section VI: Additional Responsibilities for Stewards**

**Branch Activities:** Stewards will assist the Vice-President with publicizing the picnic, fall festival, holiday party, retiree luncheon and other branch activities.

**Food Drive:** Stewards will serve as the food drive coordinator for their zone or station and will be responsible for separating, transporting the bags and cards as well as ensuring they are delivered on the chosen date. They will coordinate the food collection and ensure the food is weighed and the totals given to the Branch food drive coordinator.

**Membership:** Recruit non-members and maintain a zone roster of members and non-members, with address, phone and email address, and present a copy to the secretary each quarter if there are any changes.

**Training:** Beginning January 2018 Stewards shall attend mandatory bi-monthly training on the third Tuesday of odd months. Newly elected stewards are to become certified within ninety days of installation. All stewards shall be required to be recertified annually, during the first quarter, beginning in 2019.

## **ARTICLE XV: BY-LAW AMENDMENTS**

These By-Laws shall not be altered, amended or repealed except in the following manner:

**Section I: How to Amend**

All changes must be in writing, stating the Article and Sections to be changed and signed by at least ten (10) members or presented by the Bylaws Committee. A Bylaws Committee will be appointed each year at the August monthly meeting to determine if and recommend any proposed changes.

**Section II: Introduction of Proposals**

All changes must be noted on call for the meeting at which they will be introduced.

**Section III: Changes to Proposals**

Any proposed changes/amendments must be introduced and discussed at the meeting the changes/amendments were introduced.

**Section IV: Vote on Changes**

All changes will be voted upon by a majority of the members present and voting at the Branch meeting subsequent to the meeting at which the By-Law changes were presented.

**Section V: Final Vote**

No Amendments will be accepted at the Monthly Meeting where the second reading occurs.

**Section VI: Effective Date**

All By-Laws shall become effective upon adoption by this Branch and the approval of the National Committee of Constitution of Laws.

**Section VII: Parliamentary Procedure**

The Roberts Rule of Order shall be the guide of this Branch in matters of Parliamentary practice.

**Section VIII: Supersession**

All resolutions, motions, rules, actions or By-Law contrary to the above are hereby rescinded and nullified.

**ARTICLE XVI: GENERAL RULES**

1. The maker of any motion and any member wishing to second a motion must rise and be recognized by the Chair. That person must then state his or her name and work location prior to making, or being the second for, any motion. Any retired member shall so identify themselves. A motion may not be opened for discussion until it has received a second motion and has been stated by the Chair. If the Chair so directs it shall be reduced to writing before being received.
2. When a question shall be up for consideration, only the following motions shall be entertained, having precedence in order named here: to adjourn, to lay on the table, for previous question, to postpone to a certain time, to amend or to postpone indefinitely. The first four (4) shall be decided without debate and the motion to adjourn shall not be considered until "New Business" in the order of business shall have been entered upon. When the previous question is called for it shall be put in this form: "Shall the main question not be put?"
3. No member shall have the privilege of speaking more than twice on any debatable question except by unanimous consent. No member shall speak more than five (5) minutes on any question unless additional time is allotted by the presiding officer.
4. Any member shall rise to a point of order. All debate shall cease until the point of order is decided by the chair. Any member may appeal the decision of the Chair to the members present.
5. Any member wishing to cross the floor to retire shall rise in his place and respectfully request permission from the Chair. If it is granted he or she may do so, but no member will be allowed to leave his or her place while a question is being debated.
6. Any member who talks too loudly or makes unnecessary noise will be asked to leave the meeting.

7. Official documents and extracts from private papers only shall become the property of the Branch
8. Any item that is to be brought up at the Labor Management Meetings shall be presented to the Branch Recording Secretary in writing prior to the start of each regular meeting of the Branch, At the discretion of the president other items may be submitted from the floor.

**Central Kentucky Branch 361**  
**NALC, AFL-CIO**  
**P.O. Box 911203**  
**Lexington, KY 40591-1203**

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