

**BY-LAWS**  
**HEART OF AMERICA BRANCH NO. 30**  
**NATIONAL ASSOCIATION OF**  
**LETTER CARRIERS**

ARTICLE I

**NAME AND OBJECT**

Sec. 1. This subordinate Branch shall be known as the Heart of America Branch No. 30 of the National Association of Letter Carriers of the United States of America.

Sec. 2. The object of this Branch is to unite all employees who are eligible for membership under Article II, Section 2, of the National Constitution, into one harmonious body for their mutual benefit and to assist the National Association of Letter Carriers in its efforts to improve the condition of its entire membership.

ARTICLE II

**MEMBERSHIP**

Sec 1. Applications in Branch #30 for membership, must be accompanied by P.O.D. Form 1187, be made in writing, signed by the applicant stating social security number, place of residence and such other information as may be determined by the Branch.

Sec 2. The application shall be read at a regular meeting.

Sec 3. Membership may be transferred to another Branch, located in another city, in accordance with Section 3 of Article II of the Constitution for the Government of subordinate Branches.

## ARTICLE III

### **DUES, FINES AND ASSESSMENTS**

Sec 1. The regular dues of the Branch shall be:

- (a) Active members – a minimum dues structure. Each member shall pay monthly dues equal to two hours base pay for a City Carrier Grade 1, Step D employed by the United States Postal Service.
- (b) Associate Members shall be same as Active Members.
- (c) Retired Members dues shall be thirty-six (\$36.00) dollars per annum, payable semi-annually. Effective January 1, 1985.

Sec 2. Branch #30 may by a two-thirds vote of the members present and voting at a regular meeting levy assessment upon the membership for a specific purpose and may impose fines upon members or officers of the Branch.

Sec 3. Any member leaving the Postal Career Service for any reason other the Retirement may retain their membership but only for the purpose of membership in the NALC Benefit Plans.

Sec 4. (a) Any member failing to pay any fine assessment or monthly dues within thirty (30) days after the same shall become due shall forfeit his/her membership. He/she shall vacate any office held in the Branch or Association, effective on the date of such forfeiture. He/she shall not be entitled to vote in the Branch and he/she shall not be eligible for nomination or election to any office. Provided, that the Branch for good and sufficient reasons may extend the thirty (30) day grace period for not more than an additional sixty (60) days.

- (b) Any former member shall not be considered for reinstatement in the Branch except by making application on Post Office Form 1187.

Sec 5. (a) A former member whose membership has been forfeited may be reinstated, but that reinstatement may be conditioned on the payment of back fines, assessments and dues, as well as such reinstatement fee as the branch may prescribe by reasonable rules, uniformly applied. However, a member's dues obligation ends upon forfeiture of membership. A member who is 30 days delinquent in the payment of financial obligations to the branch (a period which the Branch may extend to 90 days) must forfeit membership. Accordingly, the maximum amount of back dues a former member may owe is dues covering 90 days of membership. A non-member cannot accrue a dues liability to the branch.

**(b) Deleted 7/13/09**

## ARTICLE IV

### **MEETINGS**

Sec 1. The regular meetings of the Branch shall be held on the second Thursday of each month, except in the month of June, the meeting will be held on Wednesday. There will not be a meeting held in the month of August. Branch 30 meetings will be held at such place and at such times as the Branch may decide. (Standing Rule No. 1.) Notice of meetings shall be posted at each station and in the Letter Carriers Viewpoint.

Sec 2. Special meetings shall be called by the President upon written request of seven (7) members in good standing. Notice of such meetings shall be posted at each station. Retired members will be notified by mail. No business shall be transacted at a special meeting except that for which it was called.

Sec 3. A quorum shall consist of twenty-five (25) members in good standing.

Sec. 4. Any member of Branch 30, in good standing, absent from a regular branch meeting while attending to authorized union business, shall be counted present and given credit for attending the meeting.

## ARTICLE V

### **OFFICERS**

Sec 1. The Officers of the Branch shall be a President, Vice President, Recording Secretary, Financial Secretary, Treasurer, Sergeant-at-Arms, Insurance Officer and a board of three (3) Trustees.

Sec 2. All regular members, except those who are acting in a supervisory position in the two years preceding the election, are eligible to be elected to any office in Branch #30. All Officers will be elected for at term of three year, or until their successors are elected.

Sec 3. In addition to the officers provided in the National Constitution for the government of subordinate Branches, there shall be: Shop Stewards for stations who shall be elected by Branch members thereof.

## ARTICLE VI

### **DUTIES OF OFFICERS**

Sec 1. Duties of Branch Officers shall be as outlined in Article VI of the National Constitution for the Government of Subordinate Branches plus such other duties as ordered by the Branch.

#### **PRESIDENT**

Sec. 2. The President shall preside at all meetings of the Branch, preserve order, sign all warrants on the Treasurer, 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. Give the deciding vote when a tie occurs, examine and announce the result of all balloting and other votes. He shall not make or second any motion or take part in any debate while in the chair; he shall ascertain from the Financial Secretary before adjournment of the meeting the amount of money on hand. At the end of his term he shall make a report showing the progress and condition of the Branch. Note: Both the notice of election and election ballot used for the election will specify that the President will also serve as convention delegate.

He shall together with the Treasurer sign and file with the Secretary of Labor on behalf of the Branch, an annual financial report.

He shall by virtue of his office be the Chief Steward for the Branch and he may delegate such authority to the members.

The President shall officially represent the Carriers before the Postmaster or the Public; (2) attend legislative conferences when called by the National President if so directed by the Branch or Executive Board or majority consent of the trustees: (3) the President by virtue of his office shall officially represent the Carriers in any functions concerning the welfare of the membership; (4) attend the Labor management meeting' (5) attend the Joint Postal Council dinners and meetings; (6) attend the State AFL-CIO Convention: (7) entertain all National Officers who come to town ; (8) be responsible for the preparation of the budget; (9) be an ex officio member at committee meetings' (10) shall be an advisor to the Editor of the Branch Paper; (11) the President by virtue of his office be the Chairman of Delegates of the State and National Conventions.

### **VICE PRESIDENT**

Sec 3. The Vice President shall preside in the absence of the President. Shall be the Chairman of the Committee on Membership and Organization; (2) assist in the preparation of the Budget; (3) be the Editor of the Branch Paper.

### **RECORDING SECRETARY**

Sec 4. The Recording Secretary shall accompany the President to Labor-Management meetings and assist the President in any representation when necessary; (2) attend the Joint Postal Council dinner and meetings; (3) prepare the official and sample ballots according to Article IX; (4) assist in the preparation of the budget; (5) keep a correct record of the proceedings of the Branch in a book to be kept for that purpose; (6) he shall draw all warrants on the Treasurer; (7) perform all other duties under Article VI, Sec. 3 of the National Constitution, for subordinate branches.

### **FINANCIAL SECRETARY**

Sec 5. The Financial Secretary shall perform the duties set forth for him in Article IX; (2) assist in the preparation of the budget; (3) keep a record showing the names of members, collect dues and all other monies due the Branch; (4) perform all other duties under Article VI, Sec. 4, of the National Constitution, for subordinate branches.

### **TREASURER**

Sec 6. The Treasurer shall: (1) assist in the preparation of the budget; (2) shall receive receipt for and disburse all monies of the Branch, and keep a regular account thereof; (3) he/she shall pay all warrants drawn on him/her by the Recording Secretary and signed by the President; (4) make a report showing his receipts, disbursement and amount of money on hand; (5) co-ordinating records with Certified Public Accountant.

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

Sec 7. The Sergeant-At-Arms shall: (1) keep a registration book of the members and visitors attending the Branch meetings; (2) furnish the Recording Secretary with the attendance records of all Stewards and Candidates for officers or delegates; (3) shall preserve order in the meeting under the instruction of the President; (4) 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; (5) bring forward all new members for initiation, if present.

## **TRUSTEES**

Sec 8. The Trustees shall: (1) be the legal corporate body of the Branch, subject to its By-Laws and the Laws of the State; (2) designate the banks or depositories for the funds of Branch 30 and its subsidiaries; (3) specify the amount of bond required for the Financial Secretary, Treasurer and the Insurance Officer; (4) be the Audit Committee; (5) assist in preparation of the budget; (6) render decisions to cover emergencies between meetings by majority vote (pertaining to financial matters only); (7) in conjunction with the Certified Public accountant shall examine and report the Branch condition of the books of the officers; (8) at least once every six months compare the vouchers and records and see that they correspond with the collections and disbursements.

## **INSURANCE OFFICER**

Sec 9. The Insurance Officer in co-ordination with the Branch office shall furnish NALC Forms to hospitals and assist members in preparation of forms; (2) assist in the preparation of the Budget.

## **POSTAL RECORD CORRESPONDENT**

Sec 10. The Postal Record Correspondent shall: (1) submit for publication in the Postal Record Magazine articles of any activity, news or matters of interest and welfare of this Branch and its members.

## **SHOP STEWARDS**

Sec 11. The Shop Steward shall: (1) guard the interests of the Branch in their particular station under the direction of the Branch or its Officers. Be knowledgeable of all documents, pertinent to their craft work; (2) report to the Relief Committee all cases of sickness and assist in looking after same; (3) assist in the handling of grievances; (4) collect the regular dues of the Branch; (5) make all other collections; (6) forward all monies collected to the Financial Secretary.

## ARTICLE VII

### **OFFICER'S EXPENSE REIMBURSEMENT**

Sec 1. (1) The President shall serve on a full-time basis; (2) the salary of the President shall be three thousand (\$3,000.00) per annum over and above the annual salary of a top-grade Letter Carrier plus normal fringe benefits and social security. The President shall receive mileage reimbursement at the current negotiated rate between the USPS and the NALC for the use of privately owned vehicles for a required union business only, not to include portal to portal pay, holidays, non-scheduled union office hours, or personal leave purposes. The President shall submit, in writing documented mileage used to the Branch Recording Secretary biweekly for payment. The mileage reimbursement payment shall be reviewed by the Branch #30 Executive Board; (3) the President shall have an office maintained and equipped by Branch #30, at the direction of the President and/or Branch action, other Branch Officers and/or Branch Committees may use these facilities; (4) The President shall be entitled to the same sick and annual leave provisions of Letter Carriers, and shall be limited to twenty six (26) days of annual and thirteen (13) days of sick leave to be used prior to the end of each calendar year or lose the leave provided.

AMENDED: If there is need for additional convalescence, it shall be granted after approval of Branch #30.

Sec 2. The Vice President shall receive for expenses incidental to his/her office reimbursement of \$800.00 per annum, payable quarterly. The Branch, however, will provide postage & supplies.

Sec 3. The Recording Secretary shall receive for expenses incidental to his/her office a reimbursement of \$1,100.00 per annum, payable quarterly. The Branch, however, will provide postage, supplies, long distance telephone, & telegram expenses.

Sec 4. The Financial Secretary shall receive for expenses incidental to his/her office a reimbursement of \$800.00 per annum, payable quarterly. The Branch however, will provide postage and supplies.

Sec 5. The Treasurer shall receive for expenses incidental to his/her office, reimbursement of \$1,100.00 per annum, payable quarterly. The Branch, however, will provide postage and supplies.

Sec 6. Each Trustee shall receive for expenses incidental to the duties of their office reimbursement of \$400.00 per annum, payable quarterly. The Branch, however, will provide postage and supplies.

Sec 7. The Sergeant-At-Arms shall receive for expenses incidental to his/her office reimbursement of \$400.00 per annum, payable quarterly. The Branch will provide postage and supplies.

Sec 8. The Insurance Officer shall be reimbursed \$1,100.00 per annum, payable quarterly. The Branch however, will provide postage & supplies. A telephone will be provided if needed.

Sec 9. Shop Stewards and/or their designated alternates shall be compensated one month's dues for each regular monthly or special meeting, called for by the President' attended. Attendance recorded and payable quarterly. All Shop Stewards that attend the July and September meetings will be paid for the August meeting.

Sec 10. The Postal Record Correspondent and/or his/her alternate shall receive for expenses incidental to his/her office \$75.00 reimbursement per annum payable quarterly. The Branch however, will provide postage and supplies.

Sec 11. All Branch paid Officers and Shop Stewards shall be required to attend three (3) regular meetings each budgeted period to qualify for pay. No officer or branch member may be reprimanded, fined or removed from office unless and until the procedural safeguards for bringing charges set forth in Art. 10 of the CGSFB (Constitution for the Government of Subordinate and Federal Branches) have been observed.

**Sec 12. Deleted 7/13/09**

## ARTICLE VIII

### **NOMINATIONS AND PREPARATION OF BALLOTS**

Sec 1. Nominations of candidates for the various offices of the Branch, delegates to the Annual State Convention and delegates to the National Convention shall be opened at the beginning of new business at the September meeting and closed at the beginning of new business at the October meeting.

Sec 2. Nominations shall be made only by filing written notice with the Recording Secretary, giving name of nominee and office for which nominated on or before the meeting designated for such nominations, provided however, it is with the consent and approval of the nominee. The names of the nominee shall be read at said meeting upon the arrival of new business, and if there be no further nominations, the nominations shall be closed. Provided, however, that in case there are offices for which no nominations have been filed, nominations for such offices shall be held open for a period of one week longer.

Sec 3. The Recording Secretary shall after the closing of nominations prepare the official ballots and also a sufficient number of sample ballots of a distinctive color so that each member may receive one, listing candidates for each respective office, or delegates to a convention, in order of their attendance at the past twelve (12) meetings, (twenty-four meetings for the National Convention) attended. In case of a tie the names shall appear alphabetically. The sample ballot shall show the stations designation, or in the case of a substitute or retired member the word "substitute" or "retired" shall be used, of each member nominated and the number of meetings attended. The official ballot shall show only the names of the candidates listed as prescribed above.

## ARTICLE IX

### **ELECTIONS**

Sec 1. In the election of officers of this Branch and delegates to the State and National Conventions, voting shall be by a secret mail ballot, mailed to member's last known address. (Except in the off year when National and State Delegates shall be elected at the Union Hall by secret ballot.) Election Day shall be the regular meeting in November. Ballots must be mailed and received by 7:30 PM to election Judges on day of election, to be counted.

Sec 2. The Branch shall, upon the closing of nominations, elect three (3) Judges of Election, one of whom shall be designated as Chairman, who shall conduct the election and certify the final results.

Sec 3. The President shall appoint no more than (6) tellers. Each candidate can have an observer present during the election procedures as provided in Sec. 11.8 of the NALC Regulations Governing Branch Election Procedures.

Sec 4. The Financial Secretary shall make available to the Election Chairman the "Pay card" of each eligible member entitled to vote. Alterations to be made only by verification of the Financial Secretary.

Sec 5. The Recording Secretary will furnish the Election Chairman with an accountable number of Ballots. Unused Ballots are to be retained by the Election Chairman.

Sec 6. Each voter shall mark his/her ballot, seal the ballot, in the blank envelope with no identification on it, seal this blank envelope in the larger envelope. Sign his/her name and address on the upper left-hand corner and mail, allowing time to reach the Post Office Box selected by the Election Judges.

Sec 7. If a voter makes a mistake in marking his/her ballot and so declares at the that time, he/she shall be given a new ballot and the election supervisor or his assistant shall so mark the ballot and sign his/her names. Such ballots shall be returned to the election judges.

Sec 8. The Chairman of the Election Judges shall keep the ballot box in a safe place until 3:00 PM of the day of the election at which time they may be opened in the presence of the other Election Judges, the tellers and the watchers and the tabulation of the ballots may begin.

Sec 9. On the day of the election the Polls shall open at a time set by the Election Judges, and shall close not later than 8:30 PM.

Sec 10. Upon the closing of the polls at 8:30 PM the judges shall tabulate the additional votes and certify the results of the total votes cast. Mutilated, altered or erased ballots shall not be counted in favor of any candidate listed on said ballot.

Sec 11. When there are two or more candidates for any office the election shall be by ballot and the plurality of all votes cast, excluding blank ballots, shall be necessary to elect. When there is but one candidate for any office the President may declare the election by consent. Balloting shall be conducted under such rules as provided in the Branch By-Laws; provided that a printed ballot on which appear the names of all candidates to be voted for shall be construed as a vote cast for such candidates only where the voters intent is clearly expressed.

Sec 12. Vacancies may be filled by nominations and elections at a regular meeting and until so filled the President shall appoint an officer to serve until an election is held.

Sec 13. Installation of Officers shall take place in January of the year following the election in November and shall be by such ceremony as the National Association may provide. The Installing Officer shall be one of those set forth in Section 5 of Article V of the Constitution for the Government of Subordinate Branches.

Sec 14. All Ballots and tally sheets used in the election shall be turned over to the Recording Secretary who shall retain them for one (1) year, after which they shall be destroyed. These changes will change voting at each station to voting at the meeting place.

## ARTICLE X

### **REPRESENTATIVES**

Sec 1. Delegates to represent Branch No. 30 at the National and State Conventions shall be nominated and elected according to Articles VIII and IX of these By-laws.

Sec 2. To be a paid Delegate to a State Convention a member must have attend eight (8) in the past twelve (12) Regular meetings prior to January 1<sup>st</sup> of the convention year. One paid retired Carrier Delegate for every five paid Regular Carrier Delegates or fraction thereof to the State Convention. Members attending both the July and September Regular meeting will receive credit for August.

Sec 3. Alternate Delegates shall be those nominated for Delegates but who did not receive enough votes to be elected. Alternate Delegates shall be listed by plurality of vote.

Sec 4. To be a paid Delegate to a National Convention a member must have attended eighteen (18) regular meetings in the past twenty-four (24) regular meetings prior to January 1<sup>st</sup> of the Convention year. Members attending both the July and September Regular meeting will receive credit for August.

Sec 5. Any elected delegate to any convention shall sign an agreement, before receiving money advanced by the Branch for convention expenses, that he/she will attend each of the scheduled convention business sessions or refund to the Branch the money so advanced unless extenuating circumstances beyond the control of the Delegate so prevent his/her required attendance. The Chairman of the Delegation shall ascertain and keep a record of sessions attended by each Delegate.

Sec 6. The President of Branch 30 shall, by virtue of his office be Chairman of the National and/or State Convention and shall within two months after the election of Delegates issue a call for a meeting of the elected Delegates of each Convention.

Sec 7. The Chairman of the State and National Convention shall appoint a Resolutions Committee consisting of three (3) members of the Delegation, whose duty it shall be to receive resolutions that may be submitted by a member of the Branch, discuss the merits of any resolution known to the, or submitted, presenting them with their approval or disapproval to the membership attending the regular Branch meeting for their action. All resolutions approved by the membership of the Branch shall be sent to the National Committee on Resolutions, or the Secretary of the Missouri State Association of the NALC in accordance with the provisions stated, or applicable, to each resolution.

Sec 8. Each Delegate shall be supplied with a certificate of election signed by the President and Recording Secretary of the Branch.

## ARTICLE XI

### **STANDING COMMITTEES AND THEIR DUTIES**

Sec 1. Standing committees shall be appointed by the President of Branch #30, except where otherwise specified. Appointments shall be made at the January or February meetings. The terms of office for standing committees shall be for the term of office of the President who appointed them, except where otherwise specified.

Sec 2. Membership and Organization Committee.

(a) The Vice President shall be the Chairman of this committee.

(b) The duties of the committee shall be:

- (1) to endeavor to secure new members;
- (2) to counsel and advise with delinquent members and suspend members with the view in securing their reinstatement;
- (3) to assist in promoting the attendance at meetings;
- (4) to report to the Branch anything under its observation that might be helpful or harmful to the membership as a whole;
- (5) to organize the activities of the Branch with the aim of securing coordination and cooperation between them.

Sec 3. Audit Committee

(a) The Trustees shall examine and report to the Branch the condition of the books of the Officers at least once every six months, compare the vouchers and records and see that they correspond with the collections and disbursements, and shall perform such other duties as the Branch By-Laws

may require of them. The Board of Trustees of Heart of America Branch No. 30 of the National Association of Letter Carriers of the United States of America.

Sec 4. Legislative Committee.

- (a) The Chairperson of this committee shall attend the Joint Postal Council dinners and meeting and shall arrange to meet with, entertain, and invite to Branch meetings Members of Congress.
- (b) The duties of this committee shall be:
  - (1) to give information to the members on such pending legislation that will be of benefit to Letter Carriers;
  - (2) to set up, promote, and supervise such programs as will assist in obtaining those things for which this Branch the NALC are working.

Sec 5. Entertainment Committee

- (a) The duties of this committee shall be:
  - (1) to furnish entertainment and/or refreshments desired at Branch meeting.
  - (2) To arrange for and have charge of all social functions of this Branch.

Sec 6. Executive Staff of the Viewpoint

- (a) Shall consist of the Editor, Associate Editor and President.

Sec 7. Joint Postal Council Committee.

- (a) This committee shall consist of six (6) members. The President of the Branch shall act as Chairperson of this committee. The Vice President, Recording Secretary, Treasurer, Financial Secretary, Legislative Chairperson. It shall be optional for spouses to attend.
- (b) The duties of the committee shall be to attend the Joint Postal Council meetings and dinners and endeavor to promote and protect the interest of Branch #30 and its members to the best of their ability and make a report of said meetings to the Branch.

Sec 8. Relief Committee.

- (a) This committee shall consist of four (4) members.
- (b) The duties of this committee shall be:
  - (1) to visit the sick members of Branch #30, contagious cases excepted and report all cases of sickness and distress to the Branch.
  - (2) To report to the Branch the names of deceased members.

Sec 9. Vehicle Safety Committee.

- (a) This committee shall be appointed by the President.
- (b) Their duties shall be:
  - (1) notice any defects of the vehicles in use by the Post Office.
  - (2) Make suggestions for the repair and upkeep of same.

Sec 10. Grievance Committee.

- (a) This committee shall be appointed by the President.
- (b) The purpose of this committee is to study and determine the validity of a grievance. Where a basis for action is determined the specific point will be defined and a recommendation will be made to the grievant and the President of Branch #30.

**Sec 11. Deleted 7/13/09**

Sec 12. Educational Training Committee.

- (a) This committee shall be appointed by the President.
- (b) Their duties shall be to work with the Shop Stewards, or any interested member in spreading knowledge of the contract provisions, the M-41 handbook, the E.L.&R., and any arbitration decision rendered, and/or any rights. Such training shall be done bimonthly.

**Sec 13. Deleted 7/13/09**

Sec 14. Letter Carrier Building Committee, Inc.

- (a) This committee shall be the Executive Board.
- (b) The duties of this committee shall be to investigate and recommend the purchase of a building or building site and the operation of same.

**ARTICLE XII**

**FINANCIAL**

Sec 1. The responsibility for the management of the finances and for the financial condition of this Branch and its subsidiaries is that of its Officers.

Sec 2. No Money shall be paid out by the Treasurer except on a warrant ordered by the Branch and signed by the President and the Recording Secretary.

(A) Funds

Sec 3. The funds of this Branch and its subsidiaries shall be:

- (a) The General Fund.
- (b) The Building Fund.
- (c) The Convention Fund.
- (d) The Reserve Fund.

These funds shall be deposited in the name of Heart of America Branch 30 NALC in such banks or depositories as the Executive Board may designate.

(B) Budget

Sec 4. This Branch shall be operated on a budget which shall be the guide for the financial policies of this Branch.

Sec 5. This fiscal period of the Budget shall be for six (6) months: the first beginning January 1 and ending June 30; the second beginning July 1 and ending December 31.

Sec 6. The President and the Executive Board shall be responsible for the preparation of the Budget covering the first and second fiscal period.

Sec 7. The Budget shall be submitted to the Branch with an explanation as to how the amounts were determined, for revision and/or approval at the Branch meeting of the first of the fiscal period covered.

**Sec 8. The Convention Fund shall have assigned to it twenty five (25%) percent of the regular dues per month. 7/13/09**

Sec 9. In the event an emergency arises between meetings the Trustees may by majority vote authorize expenditures to cover this emergency up to \$5000.00.

**Sec 10. Deleted 7/13/09**

Sec 11. The Reserve Fund will be kept for Officers, Stewards, employees' payroll account, and convention disbursement.

**(a) The Reserve Fund will be used to keep the General Fund under one hundred thousand dollars (\$100,000.00), the federally insured limit and/or the Security Investment Protection Corporation limit whichever is higher. 7/13/09**

(b) The Reserve Fund will have assigned to it fifteen percent (15%) of the regular dues per month.

- (c) The Reserve Fund will be replenished from the General Fund when the Reserve Fund expenditures are below ten thousand dollars (\$10,000).

### (C) Disbursements

Sec 12. Disbursements in specific amounts of for specific persons not elsewhere mentioned in these By-Laws and Standing Rules shall be:

- (a) The Legislative Committee Chairperson shall receive for expenses he/she might incur in the performance of his/her duties, or for the reimbursement of members of his/her committee for expenses they might incur in the performance of the duties he/she might assign them, the sum of \$200.00 per annum, payable quarterly.
- (b) The Associate Editor of the Viewpoint shall receive incidental to his/her position a reimbursement of two hundred (\$200.00) per annum, payable quarterly. The Branch, however, will provide postage and supplies.
- (c) The Relief Committee Chairperson shall receive \$60.00 per annum and expenses if needed.
- (d) Any lodging and food expense incurred by any officer or member of this Branch elected or appointed to represent the Branch at a convention, seminar, RAP session, or labor management school, will be reimbursed pursuant to the Federal HI-LO per diem guidelines, as applicable.

### (D) Compensation or Reimbursement Payments

Sec 13. Any officer or member of this Branch who uses a day's annual leave, or W.O.P. time to handle any Branch Business, except the attendance of conventions, seminars and Labor-Management school, will be reimbursed one day's pay, for his/her salary grade, for each day so used.

Sec 14. Election Judges and Tellers shall be compensated one day's pay for his/her salary grade, for each day so used.

### (E) Other Disbursements

Sec 15. The Premiums for bonds of officers of this Branch shall be paid by the Branch.

Sec 16. Upon death of a member, his spouse or any unmarried-child who are still living at home, flowers or a donation of twenty dollars (\$20.00) shall be allowed for the funeral.

Sec 17. The members of the Branch Negotiating Team shall be paid for the time spent at the negotiating table (not on the clock) at his/her hourly rate to the nearest hour.

### ARTICLE XIII

#### **SUBSIDIARY FEATURES**

Sec 1. For the dissemination of information and for the enjoyment of the members of Branch #30 there shall be maintained an official paper. This paper shall be governed by separate and distinct Laws and Regulations, approved by the members of Branch #30.

### ARTICLE XIV

#### **PARLIAMENTARY AUTHORITY**

Sec 1. Roberts Rules of Order Revised shall be the authority on all questions not covered by the Constitution of the National Association of Letter Carriers, the Constitution for the Government of Subordinate Branches and the By-Laws and Standing Rules of Branch #30.

### ARTICLE XV

Sec 1. A referendum vote on any issue or proposition may be called for by a two-thirds majority vote of the members present at any regular or special Branch meeting.

Sec 2. The referendum vote shall be conducted in the manner set down in Article IX, Elections. A majority of the referendum vote shall be required to adopt the issue or proposition.

Sec 3. Any issue or proposition defeated by a referendum vote shall not be considered in like form for six months thereafter.

### ARTICLE XVI

#### **AMENDMENTS TO THE BY-LAWS AND STANDING RULES**

Sec 1. These By-Laws may be altered or amended by a two-thirds majority vote of the members present and voting at any regular meeting or a special meeting for that purpose, provided, all alterations or amendments be in writing, signed by three or more members in good standing and presented at the regular meeting previous to the meeting at which final action is taken.

Sec 2. Any alterations or amendments do not become effective until approved by the Board of Laws of the National Association of Letter Carriers, except the amount of dues and reinstatement fees.

Sec 3. All alterations or amendments to these By-Laws must be published in the notice of meetings. Exact wording of the proposed alterations or amendment need not be used, but the intent or result of such alteration or amendment should be clear.

Sec 4. A defeated amendment shall not be submitted in like for six months thereafter.

Sec 5. The Standing Rules may be suspended altered or amended at any regular or special meeting by a majority of the members present and voting.

### **STANDING RULES**

Resolved: It is the will of the members of this organization that:

1. The regular meetings will be held at the place posted on the meeting notice, Kansas City, Missouri at 7:00 PM.
2. The notice of regular meetings must be posted ten days prior to the date of the meeting.
3. The President shall appoint a parliamentarian.
4. The President shall appoint a chaplain.
5. This Branch shall be affiliated with the Missouri State Association of the National Association of Letter Carriers.
6. This Branch shall be affiliated with the Joint Postal Council of Kansas City, Missouri.
7. There shall be given in February or March of each year a dinner meeting of the Officers, Shop Stewards, and Committee Chairperson and Station Reporters. This shall include the entire Legislative Committee.
8. A dinner in honor of the Retired Members to be given each year on a night other than a regular meeting night.
9. Debate on any question to be limited to ten minutes total time.
10. There shall no criticism, argument, reflection or debate touching upon any member's sex, creed, color or nationality allowed at any meeting or this Branch.
- 11. There shall be an Executive Board meeting the first Thursday of every month. Each Executive Board member shall attend unless otherwise excused. This day may be changed by a vote of the Executive Board members if it conflicts with any other Branch activity that may fall on that day. Each Executive Board member will be notified one week in advance by mail of the time and place of the meeting by the Recording Secretary or if the time and place of the meeting change. 7/13/09**

12. No Officer or Shop-Steward of Branch #30 shall be on the Supervisory Register.
13. No Branch contribution shall exceed \$25.00.

These By-Laws and Standing rules approved by the Committee on Revision of the By-Laws.

**RULES AND REGULATIONS GOVERNING OFFICIAL PAPER  
HEART OF AMERICA BR. NO. 30, NALC**

ARTICLE I

Sec 1. The name of the paper shall be "Heart of America Letter Carrier Viewpoint."

Sec 2. The words "Letter Carrier" shall be outstanding with "Heart of America" about them in smaller type and "Viewpoint" below them in smaller type.

ARTICLE II

Sec 1. This paper is to be published as a bimonthly issue, or as needed for information to the membership.

Sec 2. Advertising is to be sold in the paper to pay the approximate printing expenses. The balance of the expense to be borne by the Branch.

Sec 3. The Management of the paper shall be a board of five members, who will be call the Executive Staff.

Sec 4. The additional staff members shall be appointed by the President of Branch #30.

Sec 5. Viewpoint reporters shall be elected on official ballots.

These Rules and Regulations Adopted.