



NALC Branch 609, Newport News, Virginia:

By-Laws: Approved and Amended 2019

ARTICLE I (1): NAME AND OBJECT

- Section 1. This Branch shall be known as Newport News Branch 609 of the National Association of Letter Carriers of the United States of America.
- Section 2. The object of this Branch is to unite all employees who are eligible for Membership under the National constitution into one harmonious body for the mutual benefit and to assist The National Association of Letter Carriers in its efforts to improve the condition of its entire membership.
- Section 3. Branch 609 will be affiliated with The Virginia State Association of Letter Carriers and The Virginia AFL-CIO.
- Section 4. We hold that the grievance of ONE member will be the grievance of ALL.

ARTICLE II (2): MEMBERSHIP

- Section 1. Application for membership shall be in writing and Standard Form 1187, Authorization for Deduction of Dues, will be signed by the applicant with all required data completed.
- Section 2. Applicants whose applications have been accepted for membership will present themselves at a regular meeting of the Branch within three (3) months for an initiation ceremony.

ARTICLE III (3): MEETINGS

- Section 1. The Branch Shop Steward meeting shall be held on the first Thursday of the month at seven o'clock (7:00 p.m.). The Branch Executive Board shall be held on the second Thursday of the month at seven o'clock (7:00 p.m.). The Shop Steward and Executive board meeting shall be conducted at the Matney building located at 4112 George Washington Memorial Hwy, Suite 3, Yorktown, VA 23692. The regular meeting of the Newport News Branch 609 shall be held on the third Thursday of the month except July and August at seven o'clock p.m. (7:00 p.m.) at the American Legion located at 368 American Legion Drive Newport News, VA 23608.
- Section 2. The meeting shall be called to order at the time prescribed by the BYLAWS, if a quorum be present. Fifteen (15) members shall constitute a quorum for the transaction of any business at any meeting. The only business to be transacted in the absence of a quorum is to take measure to obtain a quorum, to fix time to which to adjourn or take a recess.
- Section 3. At seven-thirty (7:30 p.m.) the attendance book will be signed off by the President and the Sergeant-at-Arms.

- Section 4. The Officers' meeting will be held on the second (2nd) Thursday of each month at 7:00 p.m. at 4112 George Washington Memorial Hwy, Suite 3, Yorktown, VA 23692, to conduct any official business there must be a quorum of seven (7) officers present. Each officer must make a minimum of seven (7) meetings per year to maintain their office and pay.
- Section 5. All officers and stewards shall notify the President or Vice President when he/she will not be in attendance at any scheduled meeting.
- Section 6. All business shall be conducted according to the parliamentary rules of order as outlined in "Robert's Revised Rules of Order".

ARTICLE IV (4): OFFICERS

- Section 1. The officers of the Branch shall a President, Vice President, Recording Secretary, Financial Secretary, Treasurer, Sergeant-of-Arm, Insurance Representative, Director of Retirees, Chaplain, and a Board of Trustees composed of three (3) persons.
- Section 2. All officers shall be elected every three (3) years. In the event of death, resignation. disqualification. refusal or neglect of such officers to discharge the duties of their office, the Branch President shall appoint a successor within (30) days to serve until the next regular election. If there were other candidates on the ballot, they are to be considered before choosing anyone else to fill the vacancy.
- Section 3. All candidates for office must be present at the time of nomination OR signify in writing their willingness to serve if elected.
- Section 4. The duties of the officers and trustees shall be outlined be Constitution of the National Association of Letter Carriers of the United States of America. In addition, each officer shall preform such other Duties or tasks as the Branch may direct.

ARTICLE V (5): ELECTIONS

- Section 1. All regular members shall be eligible to hold any office or position in the Branch, except that a member who voluntarily or otherwise, holds, accepts, or applies for supervisory position in the Postal Career Service for any period of time, whether one (1) day or fraction thereof, either detailed, acting, probationary or permanently, shall immediately vacate any office held, and shall be ineligible to run for any office or other position for a period of two (2) years after termination of such supervisory status. Upon nomination, the candidate must verify that he or she has not served in a supervisory capacity for the 24 months prior to the nomination. The Insurance Representative must be a member of the NALC Health Benefit Plan. Director of Retirees must be retired.
- Section 2. Nominations for elective officers shall be made at the regularly scheduled Branch meeting in January of the election year. Each regular member shall have a right to nominate a candidate for any office, the President may state or declare that such

person has been elected. Members may be candidates for only one office. The President or Election officers shall ask for additional nominations three (3) times before closing nominations.

Section 3. Ballots shall be mailed to all eligible members at their last known address. The last date on which ballots must be received in order to be counted shall be considered the date of election. This date should coincide with the regular February meeting. All regular members shall be entitled to one vote for each office or position, or as directed on the ballot. Voting will be by secret with NO write-in votes for candidates. The Recording Secretary shall preserve for one (1) year the ballots and all other records pertaining to the election.

Section 4. The Branch shall have a complete eligibility roster available for members eligible to vote during voting periods.

Section 5. Election of officers shall take place at the time prescribed by the Branch bylaws. At least ten (10) days prior to nomination and no less than 45 days before each election, the Secretary shall mail to every member notice of the election, stating the offices for which election shall be had and the time, place manner for nomination and election. for purposes of this provision, the requirement that notices be mailed may be satisfied by timely publication of the notice in The Postal Record, or in State or Branch publications that are mailed to the last known address of the member.

Section 6. The installation of officers shall take place at the first or second Branch meeting following elections in February and shall be by such ceremony as The National Association may direct. No other business shall be transacted other than the installation of officers followed by a social event for the membership and invited guest.

ARTICLE VI (6): DUTIES OF OFFICERS

PRESIDENT:

Section 1. The President shall preside at all meeting of the Branch; preserve order; sign all warrants on the 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. He/she shall not make or second any motion or take part in any debate while in the Chair. He/she shall ascertain from the Financial Secretary or Treasurer before adjournment of the meeting the amount of money received since the previous meeting. At the end of his/her term, he/she shall make a report showing the progress and condition of the Branch. He/she shall, together with the Financial Secretary or Treasurer, sign, and file with the Secretary or on behalf of the Branch, an annual financial report if required by 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. He/she shall, by virtue of his/her office, be the chief steward for the Branch, and he/she delegate such authority to other members. In 2011 the annual salary of the President, if actively employed by the Postal Service, is \$2130.00 per annum, provided future salary adjustments will be made based on the percentage of increase in regular Branch dues annum. In addition, due to the frequent use of annual leave for Branch business and loss overtime pay resulting from time used in Branch business, the President shall be eligible for up to twelve (12) days per annum lost time pay rate for his/her grade and step. If the President is retired from the Postal Service, lost time does not apply. His/her salary will be \$8130.00, with future salary adjustments to be made based on the percentage of increase in regular Branch dues per annum.

VICE PRESIDENT:

- Section 2. 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 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. For the faithful performance of the above duties, he/she shall be paid \$939.00 per annum, provided, that the future salary adjustments will be made based on the percentage of increase in regular Branch dues per annum.

RECORDING SECRETARY:

- Section 3. 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 draw all warrants on the Financial Secretary or Treasurer ordered by the Branch. He/she shall report to the National Secretary or 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 the members elected, rejected, initiated, suspended, reinstated, withdrawn, and the number of deaths, giving date of death; also, the receipts, benefits paid, amount expended, and amount on hand. Within one (1) week after his/her term expires, he/she deliver to his/her successor all books together with all property of the Branch in his/her procession. For the faithful performance of the above duties, he/she shall be paid \$1398.00 per annum, provided, that further salary adjustments will be based on the percentage of increase in regular Branch dues per annum.

FINANCIAL SECRETARY:

- Section 4. The Financial Secretary shall perform the duties of the Financial Secretary as outlined by the national Constitution. The Financial Secretary shall keep records

showing the names of members and places of residence and ensure that the required Branch dues are paid by all members, if applicable. If a Branch member's dues are in arrears, the Financial Secretary shall take steps in conjunction with the Board of Officers to collect the required dues. On the day of election and before a ballot is taken, he/she shall furnish the President with a list of members not entitled to vote. He/she shall semi-annually furnish the National Secretary or Treasurer with a list of names of all members of the Branch in good standing and shall notify the National Secretary or Treasurer monthly the election of new members and those suspended, expelled, deceased, or resigned. The Financial Secretary shall maintain ledgers showing documentation of receipts, disbursement, and amount of money on hand. The Financial Secretary shall, whenever requested by the President, and at the end of his/her term make a report showing documentation of receipts, disbursements, amounts of on hand; deliver his/her books, papers, and money, and property in his/her possession belonging to the Branch to his/her successor in office when qualified, within one (1) week after the term has expired. To ensure faithful performance of his/her duties, he/she and his/her associates shall be bonded in such amount and in such manner as Branch may direct. To facilitate accuracy and to avoid backlog of work, the Financial Secretary and the Treasurer may work together and divide duties as needed. For faithful performance of the above duties, he/she shall be paid \$939.00 per annum, provided that the future salary adjustments will be made based on the percentage of increase in regular Branch dues per annum.

TREASURER:

- Section 5. The Treasurer shall perform the duties of the Treasurer as outlined in the National Constitution. The Treasurer shall receive, receipt for, and disburse all monies of the Branch, and keep a regular account thereof. He/she shall pay all warrants drawn on him/her by the Recording Secretary voted on by the Branch and signed by the President, and have all accounts receipted upon payment of the same. The Treasurer shall serve as the pay officer for all Branch officers and employees and shall ensure that the correct deductions are made from all salaries. The Treasurer 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, and property in his/her possession belonging to the Branch to his/her successor in office, when qualified, within one (1) week after his/her term expires, and to insure faithful performance of his/her duties, he/she and his/her associates shall be bonded in such amount and in such manner as the Branch may direct. To facilitate accuracy and to avoid backlog work, the Financial Secretary and the Treasurer may work together and divide duties as needed. For the faithful performance of the above duties, he/she shall be paid \$703.00 per annum, provided, that future salary adjustments will be made based on the percentage of increase in regular Branch dues per annum.

SERGEANT-AT-ARMS:

Section 6. The Sergeant at Arms shall preserve order in meetings under the instruction of the President. The Sergeant at Arms must have the meeting room ready to conduct business. Meeting preparation includes security, gathering chairs and tables, and checking the food and other equipment as needed, The Sergeant at Arms will be responsible for obtaining refreshments for the regular Union meetings, as necessary. The Sergeant at Arms will maintain a sign-in book that lists members who attended. The Sergeant at Arms maintains order and enforces standards for proper behavior. With a courteous demeanor, the Sergeant at Arms calls for quiet and the attendees at the meeting to be seated if needed. For those who disrupt proceedings, the Sergeant at Arms is to escort them out of the room or building. It shall be his/her duty to ensure that none, but members of Branch 609 are present at the meeting unless directed by the President or a vote of the Branch. The Sergeant at Arms will also be responsible for purchasing office supplies for the Branch. To ensure the faithful performance of his/her duties, he/she shall be bonded in such sum as the Branch may direct. For the faithful performance of the above duties, he/she shall be paid \$939.00 per annum, provided that future salary adjustments will be made based on the percentage of increase in regular Branch dues per annum.

MBA/ HEALTH BENEFITS REPRESENTATIVE (INSURANCE REPRESENTATIVE):

Section 7. The MBA/Health Benefits Representative shall perform duties as the Constitution and Laws of the MBA and 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 Health Benefits receipts, disbursements, and amount of money on hand; deliver any MBA monies to his/her successor in office when qualified; and to insure the faithful performance of the above duties, he/she shall be required to furnish a bond in such sum as the Branch may direct. For the faithful performance of the above duties, he/she shall be paid \$1085.00 per annum, provided, that future salary adjustments will be made based on the Percentage of increase in regular Branch dues per annum.

DIRECTOR OF RETIREES:

Section 8. The Director of Retirees, who must be retired from the U.S. Postal Service, shall coordinate all activities of the retired members of the Branch and he/she shall be the legislative advocate and the congressional liaison for the retired letter carriers of the Branch. He/she shall be the organizer for retired letter carriers of the Branch. He/she shall exchange information with the National Director of Retired Members and the State Director of Retirees for the mutual benefit of all retirees. For the faithful performance of the above duties, he/she shall be paid \$939.00 per annum, provided, that future salary adjustments will be made based on the percentage of increase in regular Branch dues per annum.

CHAPLAIN:

Section 9. The Chaplain shall be expected to open and close each general meeting or called meeting of the Branch with prayer. In his absence, of course, another member can be called upon to fulfill this duty. Any member in good standing is qualified to run for this office without regard to religious affiliation, race, or sex and the person can be active or retired. In recognition of the fact that most members of Branch 609 over the years have had some religious affiliation and that we have always opened and closed our meetings with prayer, it is reasonable to conclude that there has always been a spiritual aspect to our Branch. The Chaplain will, therefore, also be expected to counsel any member who requests spiritual counsel, and the Branch will respect confidentiality of any counseling sessions the Chaplain conducts. It is also expected that the Chaplain will, whenever possible, attend the funerals and/or visitations and/or wakes of members, and will visit sick members at home or the hospital. For the faithful performance of the above duties, the Chaplain will be paid \$939.00 per annum, provided that future salary adjustments shall be made based on the percentage of increase in regular Branch dues per annum. Additionally, the Chaplain shall be eligible to receive reimbursement for local travel, provided that he/she provides documentation for mileage.

TRUSTEES:

Section 10. 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 collections and disbursements. They shall verify the authority by which disbursements of Branch monies have been made. They shall have custody of all Branch property and shall perform such other duties as the Branch Bylaws may require of them. The Board of Trustees shall be known as the Trustees of Newport News Branch No. 609 of the National Association of Letter Carriers of the United States of America. For the faithful performance of the above duties, each Trustee shall be paid \$939.00 per annum, provided, that future salary adjustments will be made based on the percentage of increase in regular Branch dues per annum.

ADDITIONAL DUTIES:

Section 11. In addition to the duties assigned to each officer, he/she perform such other duties as the Branch may from time to time direct.

Section 12. In the absence of the President and Vice President, the line of succession shall be: Recording Secretary, Treasurer, Financial Secretary, Sergeant at Arms, Director of Retirees, MBA/Health Benefits Representative, Chaplain and Trustees.

ARTICLE VII (7): SHOP STEWARDS

Section 1. All Shop Stewards and Assistants will be appointed by the President of the Branch. The President may request recommendations from the membership as to consideration for appointment for Shop Stewards and Assistants.

- Section 2. The duties of the Shop Steward(s) shall be to supervise the interest of the Branch Letter Carriers and service all problems in the work area with first line supervisor and perform such other duties or task as may be directed by the Branch President.
- Section 3. For the faithful performance of the above duties, Shop Stewards at all stations shall be paid \$781.00 per annum, and the Assistant Shop Stewards shall be paid \$611.00 per annum. Future salary adjustments for Shop Stewards and Assistant Shop Steward(s) will be made based on the percentage of increase in regular Branch dues per annum.

ARTICLE VIII (8): DELEGATES TO THE CONVENTION

In accordance with the National Constitution, Article IV:

- Section 1. By virtues of the offices, the President and Director of Retirees shall be funded delegates to the National and State Conventions provided they have met the requirements of Article 8, Section 4.
- Section 2. Delegates and alternate delegates to the National and State Conventions shall be nominated at the November regular Branch meeting of the year proceeding each convention year. Elections will be held no later than December of the year preceding the convention year. No less than 45 days before each election, the Secretary shall mail to every member at his/her last known address, notice of the election, stating that election for National or State Association delegate and alternate shall be held and the time, place, and manner of for nomination and election.
- For purposes of this provision, the requirement that notices be mailed may be satisfied by publication in the Postal Record or Branch publication which are mailed to the last known address of the member.
- Section 3. When there are more candidates for delegate or alternate delegate than the authorized number for the Branch, the election shall be by secret ballot, and the candidates receiving the largest number of votes shall be elected. There shall be NO write-in votes for candidates not officially on the ballot. Each eligible regular member shall be entitled to one vote for each delegate or alternate position to be filled. The Recording Secretary shall preserve for one year the ballots and all other records pertaining to the elections.
- Section 4. Any member not attending at least five (5) regular Branch meetings as of the night of nominations shall not be eligible for Branch funding.
- Section 5. All qualified regular members shall be eligible to be a delegate or alternate delegate to the National Association Convention or State Convention, except that any regular member who voluntarily or otherwise, holds, accepts, or applies for a supervisory position in the Postal Career Service for any period of time, whether one (1) day or fraction thereof, either detailed, acting, probationary, or permanently, shall immediately vacate any office held, and shall be ineligible to

run for any office or to be a delegate to any Convention for a period of two (2) years after termination of such supervisory status. Upon nomination, the candidate must certify that he/she has not served in a supervisory capacity for the 24 months prior to the nomination.

ARTICLE IX (9): STANDING COMMITTEES

- Section 1. The Standing Committees of the Branch shall consist of the following:
- A.) Board of Officers
 - B.) Publication Committee
- Section 2. The Chairperson and members, as necessary, for each committee shall be appointed by the President, who ex-officio, shall be a member of each committee. If the President appoints no chairperson, it is at the discretion of the committee to select its own chairperson or to operate without one. The term of the office shall be at the discretion of the President. The duties of each committee shall be as follows.
- A. Executive Committee: Shall consist of elected officers of the Branch who shall convene at the direction of the President to consider problems, policy and solutions thereto affecting the welfare and well-being of the Branch.
 - B. Publication Committee: To gather information of a newsworthy nature for printing in the official publication of Branch 609, now known as *The Postal Beat*, and to publish, or have published, the aforementioned publication. All material considered by the committee to be in any way beneficial or enriching to the membership. Effective January 1, 1998, if the President has appointed a Chairperson of the Publication Committee, he/she shall be known as the Editor of Branch 609 and shall be paid \$669.00 per annum, provided that future salary adjustments will be made based on the percentage of increase in regular Branch dues per annum.
- Section 3. Special committees shall be appointed by the President on a one-time basis to perform special tasks or functions as required by the Branch. The ad hoc committees are as follows:
- A. Negotiations Committee
 - B. Legislative Committee
 - C. Budget Committee
 - D. Educational Committee
 - E. Social and Recreation Committee
 - F. Bylaws Committee
 - G. Branch 609 Benevolent Committee
 - H. Election Committee

- Section 4. The Chairperson of each committee shall ascertain from the Recording Secretary, if necessary, the personnel and official data required to perform the charged duties. A majority of the appointed committee shall be required to conduct official business and the lack of such quorum, after proper notification, shall be reported in writing to the Branch.
- Section 5. All committees shall report their proceedings in writing and shall not be discharged until all debts or obligations contracted shall have been finalized. Any expenses incurred by any committee shall have approval of the President or approval through minutes of the Branch during a regular meeting.
- Section 6. The written report of the majority shall be the report of record for the committee. A minority report is permitted for consideration as a substitute by the membership.

ARTICLE X (10): DEATH OF ACTIVE MEMBERS AND RETIREMENTS

- Section 1. Upon receipt of notification by the Branch of the death of a retired member in good standing, a bereavement tribute not to exceed fifty dollars (\$50.00) shall be given to the family.
- Section 2. Upon receipt of notification by the Branch of the death of a spouse or a dependent child of a member in good standing, the Branch shall have cause to extend a bereavement tribute not to exceed fifty dollars (\$50.00).
- Section 3. Within thirty (30) days after the retirement of a member in good standing the Branch shall issue a check in the amount of fifty dollars (\$50.00).

ARTICLE XI (11): FUNDS

- Section 1. The funds of the Branch shall be: General Fund, a Contingent Fund, Branch 609 Benevolent Fund, and if deemed necessary, a Petty Cash Fund.
- Section 2. All dues, fines and assessments shall be placed in the General Fund by the Treasurer, and account transfers will be made as necessary the Treasurer. All monies collected for the Benevolent Fund and paid out by the Treasurer through the General Fund at the request of Benevolent Committee or by authority of the Branch.
- There shall be two (2) or more officers on the signature card of the financial institution(s) used by the Branch, and every check issued by the Branch shall bear two of those signatures. Monies shall be paid out by the following procedure: Expenses of an ongoing and regular nature shall be included in the annual budget by the Budget Committee, and the annual budget shall be presented to the membership at a regularly scheduled Branch meeting. If a majority of those present at the meeting vote to accept the budget as written or amended, then all expenses of an ongoing and regular nature included in the budget shall be considered approved by the Branch, and the Treasurer will pay them upon receipt of a written request-for-check signed by the person requesting the check and the

President. The request-for-check must show the source of the authority for the expense (bylaws, meeting minutes, etc.). The Financial Secretary or the Treasurer may initiate such a request, providing he/she obtains the signature of the President. Expenses of an ongoing and regular nature include, but are not limited to, rent; dues to labor organizations to which the Branch belongs; monthly support in the amount of one (1) dollar per active member to Auxiliary #1200; office supplies in the amount of \$200.00 or less per purchase; regular pay to Officers, Shop Stewards, and any other employees of the Branch; authorized expenses of members of the Branch acting on official Branch business, telephone bills, and authorized bereavement and gifts to retirees. All other expenses shall be paid out by the Treasurer on a warrant ordered by the Branch and signed by the President. Anyone receiving monies from the Branch must produce a receipt for same or refund the monies.

The Contingent Fund shall consist of at least a minimum balance required by the Financial Institution used by the Branch, to avoid service Charges and be deposited into the account.

- Section 3. No monies shall be disbursed from undeposited cash receipts. No funds shall be loaned or invested which accrue to the personal benefit, profit, or advantage of any office, representative, member or employee of the Branch.
- Section 4. The President shall have the authority to expend up to one hundred fifty dollars (\$150.00) for emergencies between meetings without prior approval. Any expenditures shall be reported to the Trustees immediately and receipts must be provided to the Treasurer within seven (7) days of the purchase.
- Section 5. The Contingent Fund of the Branch shall include all monies and be deposited with the Hampton Roads Postal Credit Union or other financial institution designated by the Branch. If it deemed necessary by a Financial Officer, and approved by the Executive Committee, the Financial Officer will establish and operate, or delegate authority to another officer to operate, a Petty Cash Fund not to exceed one hundred dollars (\$100.00).
- Section 6. 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. Branch officers handling funds will include at least the President, Vice President, Recording Secretary, Financial Secretary, Treasurer, Sergeant at Arms and Trustees. Bonded officers will remain bonded throughout his/her term of election until resignation, death or proven charges brought against him/her. Such bond expense shall be paid by the Branch.
- Section 7. The rate of pay for milage and per diem shall be established by the IRS code. Other payments shall be established and approved in the annual budget.
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ARTICLE XII (12): FEES, DUES, FINES, ASSESSMENTS

- Section 1. A member with fifty (50) or more years of membership shall be exempt from payment of dues, fees, and assessments. Retired members must pay National and State per capita tax, plus \$3.00 per month Branch dues.
- Section 2. The regular annual dues of active members of the Branch shall be determined by the minimum amount set by the NALC, plus \$2.11 per pay period.
- Section 3. Any member failing to pay any fine, assessment, or monthly dues within thirty (30) days after becoming due shall forfeit membership in the Branch and shall vacate any office presently held on the date of such forfeiture. They shall not be entitled to vote in the Branch and shall not be eligible for nomination or election to any office; provided that the Branch for good sufficient reasons under reasonable rules uniformly applied, may extend the thirty (30) day grace period for not more than an additional sixty (60) days.
- Section 4. A former member whose membership has been forfeited may be reinstated by the payment of back fines, assessments, and dues and a reinstatement fee of one (1) months dues. Application shall be made on Form 1187 in the same manner as for a new member and must be approved by a two-thirds majority of members present at a regular Branch meeting.

ARTICLE XII (13): CHARGES

- section 1. The procedures to be followed by members of the Branch for preferring charges, and the administrative/punitive determination associated thereto, shall be governed by Article X of the National Constitution.
- Section 2. The Committee of three (3) disinterested members appointed to review and act on preferred charges shall have total and absolute authority to determine that the true facts are presented to the Branch in the final written report. Expenditures of the Committee shall be presented to the Branch for reimbursement.

ARTICLE XIV (14): APPEALS

- Section 1. Appeals from the decision of the officers of the Branch, or the Branch itself, shall be processed as provided for in Article XI, of the National Constitution.
- Section 2. The time limits and rules for the processing of an appeal from action taken by the Branch shall be adhered to by all parties.

ARTICLE XV (15): ORDER OF BUSINESS

- Section 1. Regular meetings of the Branch shall proceed in the following order:
- A. Call to order
 - B. Open with prayer and pledge
 - C. Roll call of Officers and Stewards
 - D. Reading of the minutes of previous meeting
 - E. Reading of communications, notices, bills, etc.

- F. Initiation of New Members
- G. Report of standing and special committees
- H. Insurance Representative - MBA and Health Benefits
- I. Unfinished business
- J. New business
- K. Good of the Branch
- L. Financial Secretary or Treasurer's report of receipts and expenditures
- M. Adjournment
- N. Closing prayer

ARTICLE XVI (16): INDEMNIFICATION

- Section 1. The Branch is authorized, upon affirmative vote of the membership, to pay all expenses for investigating services, employment of counsel, and other necessary expenditures in any cause, matter, case, or case where an officer, representative, employee, agent or one charged with acting in behalf of the Branch is charged with any law, or is sued in any civil actions with respect to any matter arising out of their official duties, except if such person is charged with a breach of trust to the Branch or any subordinate body or member thereof. This provision does not apply if such charges are brought against the Branch by the National Association.

ARTICLE XVII (17): APPLICABILITY OF BY-LAWS, AMENDMENTS, ALTERATIONS

- Section 1. All previously published By-Laws are hereby rescinded with the effective date of these By-Laws.
- Section 2. Amendments to, or alterations to the By-Laws must be submitted in writing, signed by at least three (3) members in good standing, at a regular Branch meeting, and laid over to the next regular Branch meeting for action. Notice of at least ten (10) days shall be given prior to the regular Branch meeting in which the vote shall be taken. A majority vote of those members in attendance shall be required to make, alter, or rescind a By-Law.
- Section 3. Once an amendment to the By-Laws is proposed and defeated, it may not be considered again for one (1) calendar year from the time it was defeated.
- Section 4. The By-Laws Committee shall be familiar with procedures outlined in the National Constitution for the proposing and processing of changes and amendments to the Branch, State, or National Constitution or By-Laws.

By-Laws Committee: _____ Dorcella Canady
 _____ Michael Bostic
 _____ Allie Dandridge
 _____ Richard Cosby

President: _____

Vice President: _____

Date: _____