

**National Association  
Of Letter Carriers  
Branch 2589  
Lubbock, Texas**



**CONSTITUTIONAL  
BY-LAWS  
2008 Edition**

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PREAMBLE

*The By-Laws of this Branch are subordinate and supplementary to the Constitution of the National Association of Letter Carriers of the United States of America. It is the purpose of this Branch to unite all Letter Carriers of this area into a harmonious body, and to work together in such a manner as a group that the laws and regulations will be applied with equal fairness to all alike. This Organization will work for their mutual benefit and assist the National Association of Letter Carriers in its effort to improve the condition of its entire membership. Mutual respect and good will toward all is encouraged.*



Article I - Name

Section 1. This Branch shall be known as LUBBOCK, TEXAS, BRANCH 2589 of the National Association of Letter Carriers of the United States of America.

Section 2. The Branch Hall is located at 1101 - 31st Street, Lubbock, Texas 79411-2706.

Article II -- Meetings

Section 1. This branch shall meet on the third (3rd) Thursday of each month at 7:00 pm. The meeting place will be the Branch Hall located at 1101 31<sup>st</sup>. Street. If a meeting has to be canceled, it will be rescheduled. Merged Branches will be paid mileage for one car to drive from their city to Lubbock to attend the monthly union meeting.

Section 2. Special meetings shall be called by the President upon the written request of five (5) members in good standing from at least three (3) different stations, or by vote of the branch and notification of such meetings, stating the object of the call, shall be given the members by the Recording Secretary as directed by the Branch. At the beginning of the special meeting, the President will tell the Branch the names of the five (5) members who requested the meeting.

Section 3. No business shall be transacted at a special meeting other than that for which it may have been called.

Section 4. Any Branch member who is out of town on official business for the Branch during the monthly meeting will be counted present. Other allowable exceptions for Branch members not in attendance are: member or spouse sick and/or hospitalized, or a death in the immediate family.

Section 5. The Executive Board of Branch 2589 shall meet on the second (2nd) Thursday of each month.

Section 6. The Stewards of Branch 2589 shall meet on the second (2nd) Thursday of each month.

Section 7. Laws, Rules, and Regulations -- All members of this Branch are subject to the Laws, Rules, and Regulations of the National Association of Letter Carriers and this Branch that are now in effect or that may be adopted in the future.

Section 8. Parliamentary Procedure -- Robert's Rules of Order shall be the recognized authority of this Branch on all questions of Parliamentary practice that may not be covered in these By-laws.

### Article III - Quorum

Section 1. At all regular monthly meetings, special meetings or stated meetings of the Branch, fifteen (15) members shall constitute a quorum for the transaction of business.

Section 2. At all Executive Board meetings, six (6) members shall constitute a quorum.

Section 3. At all Steward Meetings, five (5) members shall constitute a quorum.

### Article IV - Officers

Section 1. The Officers of the Branch shall be President, Vice-President/MBA Representative, Recording Secretary, Financial Secretary, Treasurer, Sergeant-at-Arms, Health Benefits Representative, Editor, Chief Steward, and a Board of Trustees composed of three (3) members.

Section 2. All Officers shall be elected for a term of two (2) years. In the event of death, resignation, disqualification, refusal, or neglect of an Officer to discharge the duties of their office, the President may appoint a successor until a special election, as determined by the Branch, can be held.

Section 3. Shop Stewards shall be elected within their respective Stations. Their duties shall be to guard the interests of the Branch in their particular Station under the direction of the Branch President or the Officers. Chief Steward shall be the President or an appointee.

Section 4. Upon retirement from office, each President of this Branch shall be presented with a past President pin. Any member of this Branch retiring from active duty shall be presented a Gold N.A.L.C. Membership pin, provided he/she served as a member in good standing for not less than fifteen (15) continuous years.

### Article V -- Duties of Officers

Section 1. The duties of the Branch Officers shall be as stated in Article 6 of the Constitution for the Government of Subordinate and Federal Branches (CGSFB) and other duties as stated in this Article.

Section 2. The Vice-President / MBA Representative will also be the Assistant Health Benefits Representative, and may also serve on any other committee the President appoints him/her to.

Section 3. The Treasurer shall make a monthly report to the Branch showing his/her receipts, disbursements and amount of money on hand.

Section 4. The Trustees shall examine and report to the Branch the condition of the books every six (6) months. The Trustees shall have the authority to call any Committee or Officer of the Branch before them, if they deem it necessary, to conduct an investigation of any problem of finances of the Branch. A Trustee shall review the Membership Attendance List to insure that every registered member was in attendance. The Trustees shall be the By-Laws Committee and shall be on the Budget Committee. Custody of all Branch property, Branch Hall, upkeep, and use of the Branch Hall shall remain with the Trustees.

Section 5. The Sergeant-At-Arms shall maintain order at the meetings. He/she shall prepare a Membership Attendance List (which shall be retained by the Recording Secretary), see that refreshments are prepared, escort all visitors in and out of Branch meetings, and perform any other duties the President assigns. He/she shall maintain a log book in the lobby of the Branch Hall.

Members shall sign in and out when they are in the Branch Hall except for scheduled Branch functions.

Section 6. The Health Benefits Representative shall assist any member with any problem of Health Benefits or any insurance connected with the National Association of Letter Carriers, maintain all insurance forms at Stations and the Branch Hall, keep up to date on all changes in Health Benefits, and any other duties the President assigns.

Section 7. The Editor of Branch 2589 shall publish a monthly newsletter known as the "Lubbock Letter Carrier". He/She shall have the right to edit any article submitted to the newsletter. Other duties will be to collect fees for advertisements placed in the newsletter, and to perform any other duties the President assigns. The Executive Board will set the fees.

Section 8. The Building Manager will assume the responsibilities for renting, maintaining, and upkeep for Branch 2589's building and its contents. The Building Manager, along with the Trustees, shall inventory the property every six (6) months and report their findings and conclusions to the Branch at the following union meeting. The Building Manager will arrange for renting the building. The Building Manager will check the answering machine for inquiries into rentals, keep track of rental bookings, collect security deposits and rental fees, complete rental agreements, make arrangements for renters to pick up keys, and will inspect the building after rental to determine whether the deposit will be returned to the renter. The Building Manager will be paid \$2,400.00 per year for these services. If there is more than one person desiring to hold this position, the Branch membership will determine who the Building Manager will be through the election process. The Building Manager will be paid from the Building Maintenance Fund. He/she will not be a member of the Executive Board and is not required to attend scheduled officers/union meetings. Any union member, active or retired, will be eligible to serve as Building Manager.

Section 9. The President of Branch 2589 shall be paid \$20.00 a month for using his car to travel within the city on union business and actual mileage for travel outside the city. Any other union member who uses their personal vehicle for union business will be paid mileage at the current mileage rate. Map Quest or similar mileage charts will be used.

#### Article VI -- Dues

Section 1. The dues of this Branch shall be as set by the National Association of Letter Carriers plus \$1.00 additional dollar per payday.

Section 2. The dues for retired members shall be Twelve and 00/100 Dollars (\$12.00) per year.

#### Article VII -- Elections

Section 1. No less than 45 days before each election, the Recording Secretary shall notify all members of the election by use of the Postal Record and Branch 2589 Publication. Notice shall be sent to the Postal Record office at least four (4) months prior to the election date. Upon delivery of the Postal Record, the election committee shall check the Election Notice Section and determine if the 45 day time requirement has been met. Notice in Branch 2589 Publication must be on the front page and prominent. Such notifications shall state the Officers and Delegates for which the election will be held and the time, place, and manner of nominations and elections.

Section 2. In the year preceding the Convention, Delegates to the State and/or National Conventions shall be nominated at the October meeting and elected at the November meeting. The office of President, Vice-President, Secretary and Treasurer shall be delegates to National and State Conventions by virtue of their position. The delegate status shall be based on the said officers attending the required meetings, from the date of appointment or election. Should any officer(s) fail to complete their term of office, they shall be issued a 1099 showing the money they received for said convention(s) as income.

**Section 3. Nominations of Officers for this Branch for the ensuing year shall be made at the October meeting with elections being held at the November meeting. The newly elected Officers shall be installed at a date preceding the January regular meeting.**

**Section 4. All candidates nominated for Office or as a Delegate must be present at the nominations or, within five (5) days after nominations, signify in writing, to the Recording Secretary, their acceptance or declination of the nominations.**

**Section 5. Each Station shall elect Shop Stewards the first week of December, with balloting beginning on Thursday and continuing through Friday.**

**Section 6. (A) In order to draw funds as provided by the Branch, any member or Officer elected or appointed as a Delegate or Representative of this Branch shall qualify as follows:**

**(1) State Conventions Delegates must have attended eighteen (18) of the twenty-two (22) regular Branch meetings in the preceding two(2) years, attending nine (9) meetings each year.**

**(2) National Conventions Delegates must have attended eighteen (18) of the twenty-two (22) regular Branch meetings in the preceding two (2) years, attending nine (9) meetings each year.**

**(3) Verification of Branch meeting attendance will be the Membership Attendance List. It will be the responsibility of each Member to see that his/her name is placed on the list.**

**(4) For qualification purposes, the year shall be deemed to run from January 1 through November 30.**

**(B) New members who are not eligible under Section 6. (A), but have attended at least half of all monthly meetings since joining the Branch, shall be qualified as an unpaid Delegate to the Conventions.**

**(C) Allowable exceptions to the qualifications in Section 6. (A) must be recorded in the minutes of the meeting missed, or the next Branch meeting, and shall consist of the following:**

**(1) Recognized Union business.**

**(2) Member or spouse sick and/or hospitalized.**

**(3) Death in the immediate family. (Immediate family being, spouse, children, brother, sister, mother, father, grandparents or spouse's mother, father, brother, sister, or grandparents.)**

**(4) All other exceptions must be voted on by Branch membership in attendance at the meeting missed, or the next Branch meeting, no later.**

**Section 7. (A) The Budget Committee will determine the amount of money for per diem/mileage for Branch Convention expenses. These recommended expenses for the Branch and the Delegates cannot be exceeded. The Committee recommendations will be read and voted on by the Branch at the first Branch meeting in January.**

**(B) Each Delegate is responsible for seeing that his/her name is on the annual leave chart for the period of the Convention. All Delegates will be placed on the annual leave chart in a non-prime time status, unless they wish to bid on one of the weeks adjacent to the Convention. If they receive annual leave in this manner, it will be charged to their prime time. If they do not attend the Convention, they may only keep the weeks bid adjacent to the Convention. All others, who do not attend the Convention, must return the annual leave of the Convention period. If they do not, they cannot be a paid Delegate for two (2) years.**

**(C) Each Delegate is responsible for attending all Convention Business Meetings. The only exception shall be:**

**(1) Assignment to a Committee**

**(2) Sickness**

**(3) Unpreventable situation.**

**(D) Those who do not abide by the attendance rules shall be dealt with as follows:**

**(1) If one (1) Business Meeting is missed, the Delegate shall return one half of his/her total Delegate money to the Union, when the Delegate returns home.**

**(2) If two (2) or more Business Meetings are missed, the Delegate shall return all of the Delegate money to the Union, when the Delegate returns home.**

**(3) Any paid Delegate missing two (2) or more meetings shall not be eligible to be a paid Delegate to any Union function for two (2) years.**

(E) Any Delegate required to return money to the Union, who refuses to do so, shall be handled by Article 10 of the CGSFB.

(F) Funds for any function outside the District Three Meeting, State Convention or National Convention, will be reimbursed only with prior approval of the Branch.

### Article VIII -- Committees

**Section 1.** The Executive Board shall consist of the elected officials of this Branch: President, Vice-President, Recording Secretary, Financial Secretary, Treasurer, Health Benefits Representative, Sergeant-At-Arms, Editor and three (3) Trustees. The Executive Board of Branch 2589 shall meet on the second (2) Thursday of each month. Six (6) members shall constitute a quorum.

**Section 2.** The Flower Committee shall consist of one (1) Branch member from each Station, with one (1) member designated as Chairperson. In the event of the death of a Branch member or one of his/her immediate family, this Committee shall secure appropriate floral offerings or memorial. Immediate family as used in this section shall mean the spouse, children, brother, sister, mother, father, grandparents or spouse's mother, father, brother, sister, or grandparents. The cost of the flowers or memorial shall not exceed fifty dollars (\$50.00).

**Section 3.** The Negotiations Committee shall consist of elected officials of this Branch and one (1) member from each Station appointed by the President. This Committee shall select members to bargain a Local Memorandum of Understanding for the offices in Lubbock, Abernathy, Floydada, Littlefield, Levelland, Morton, Muleshoe, Plainview and Spur.

**Section 4.** The By-Laws Committee shall consist of the Trustees. They shall review and study all proposed By-Laws and/or changes and report to the Branch their recommendation for acceptance or rejection, according to Article XI, Section 1.

**Section 5.** The Training Committee shall consist of the President and two (2) members appointed by him. Their duty will be to see that the Branch is trained by using training officers from the National Business Agent.

**Section 6.** The Nominating-Teller Committee shall consist of six (6) members. Their duty will be to prepare the nominations list, prepare the ballots, count the votes, and announce the results. Trustees may be used as the Teller Committee.

**Section 7. (A)** The Budget Committee shall consist of six (6) members, these being the President, Financial Secretary, Treasurer and the Trustees.

**(B)** The Budget Committee will meet as soon as possible after the elections in November, to establish a budget for Branch 2589. They will determine how much money will be placed into a savings account for the Branch. They will determine what type of savings account pays the most interest (C.D., Passbook Savings, etc.) and recommend this account to the Branch. The budget will be submitted to the Branch at the January meeting for the members to accept, reject or amend. Failure of the Budget Committee to present the budget to the Branch at the January meeting will result in the Branch paying only its required bills (Building Loan, Operating Expenses-Lights, Water, Insurance, Gas, Telephone). Other Branch expenses such as Conventions, Training Schools, Officers Expenses, etc., must be published in the Branch newspaper and posted at Station bulletin boards thirty (30) days before the voting date and the article must state the amount of money to be voted on and what it is to be used for. For the Budget Committee, the Branch Fiscal Year will begin on the first day of January and end on the last day of December.

**Article IX--Branch Funds**

Section 1. The funds of this Branch shall be expended for its actual and necessary expenses and support.

Section 2. Branch 2589 shall have three (3) types of accounts: (1) a General Account; (2) a Savings Account for general purchase use; and (3) a Building Maintenance Fund.

Section 3. No Branch funds shall be used to purchase alcoholic beverages. No alcoholic beverages will be consumed during any Branch meeting.

Section 4. The President and Treasurer shall co-sign all checks for expenditures or withdrawals. In the absence of the President or Treasurer, the Vice-President shall be authorized to co-sign checks.

Section 5. The maximum the Branch may spend or donate to any charitable organization is five hundred dollars (\$500.00) from the Branch funds in each calendar year.

**Article X -- Commissions**

Section 1. Paid Officials of Branch 2589 shall be paid an annual expense (to be paid semi-annually) based on a percentage of the annual base pay for a Grade 1, Step A, letter carrier employed by the United States Postal Service. This annual expense will be adjusted each year as of the first pay period in January. The percentage will be as follows:

President	6.308%	Trustee (each)	0.841%
Vice-President/MBA Rep.	1.752%	Health Benefits Rep.	1.402%
Recording Secretary	1.752%	Sergeant-At-Arms	0.841%
Financial Secretary	1.752%	Editor	1.402%
Treasurer	2.279%		

Shop Stewards - Lubbock, Abernathy, Floydada, Littlefield, Levelland, Morton, Muleshoe, Plainview and Spur (each) 1.912%

The Chief Shop Steward will be paid 2.60%

Section 2. Each paid Official/Steward shall be required to attend five (5) of six (6) meetings of the Branch to be paid January through June, and four (4) of five (5) meetings of the Branch to be paid July through November, AND, each paid Official/Steward shall be required to attend five (5) of six (6) Executive Board or Steward meetings to be paid January through June, and four (4) of the five (5) Executive Board or Steward meetings to be paid July through November. Allowable exceptions to the attendance provisions above are: the member is sick or his/her spouse is sick, a death in the immediate family, or Union business, and notice is given no later than the following Branch meeting. All other exceptions must be voted on by the Branch membership no later than the Branch meeting the following month.

**Article XI -- Make-up Work For Missed Attendance**

Section 1. Union members, who fail to qualify to draw funds to attend meetings or to draw salaries because of missed meetings, will be offered a chance to make up the meetings missed.

Section 2. One day each month will be set aside as a work day.

Section 3. The three Trustees will take turns overseeing the work day and the Trustee in charge will decide what day the work day will fall on.

**Section 4. The Trustees will be responsible for keeping records and for notifying the Secretary of the work done.**

**Section 5. Each Trustee assigned to a month to hold a work day, will check with the officers to see what work needs to be done. At the Branch meeting prior to the work day, the Trustee will make a report of what work needs to be done so those interested in doing the work may sign up. The Trustee will assign jobs on the work day but he/she will not be expected to do any work unless he/she also needs to make up a day.**

**Section 6. Two completed work days will restore one day of attendance.**

**Section 7. Those showing up more than 15 minutes late will not receive any credit for any work done.**

**Section 8. To be on a work team, you must sign up at the union meeting prior to the month you wish to work.**

**Section 9. No more than ten (10) people may sign up for any one month work team.**

**Section 10. The period of work will not exceed two hours at each meeting and normally will be from 4:00 PM to 6:00 PM. Other times may be arranged with the agreement of all the workers and the Trustee in charge.**

**Section 11. Union Members may only make up one (1) attendance day for each six month union pay period. Only two (2) days may be made up each year.**

**Section 12. Any member may work to build up a one (1) day attendance credit, to be used in the future.**

#### **Article XII -- Amendments**

**Section 1. The By-Laws of this Branch may be amended only by the following provisions:**

**(A) All amendments shall require three (3) signatures of members in good standing from three (3) offices.**

**(B) All amendments must be submitted in writing to the By-Laws Committee. The amendment must be written in whole, showing the old By-Law and the proposed amendment.**

**(C) The By-Laws Committee will have thirty (30) days after an amendment has been submitted to make a recommendation of approval or rejection to the Branch. The By-Law Committee will make their recommendation to the Branch no later than the first Branch meeting following the thirty (30) days.**

**(D) Only the By-Laws Committee will present amendments to the Branch. Amendments must be submitted in writing and read into the minutes of the monthly Branch meeting immediately preceding the Branch meeting at which the vote is to be taken.**

**(E) Notice to the membership will be made in Branch 2589 Publication, the "Lubbock Letter Carrier", before the meeting at which the amendment is to be presented.**

**Section 2. The By-Laws of this Branch and amendments thereto shall become effective as stated in Article 15 of the Constitution of the National Association of Letter Carriers.**

