

BY-LAWS

OF

NALC

ALAMO BRANCH NO. 421

Updated November 21, 2023

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BY- LAWS
OF
ALAMO BRANCH NO. 421, NALC

ARTICLE 1
Name and Object

Section 1: This Branch shall be known as Alamo Branch Number 421 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 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 2
Membership

Section 1: Membership shall be open to all eligible Postal Career employees complying with Article II, Section 1, of the Constitution of the NALC.

Section 2: Application for membership must be made in writing, signed by the applicant, stating: place of residence, telephone number, age, and social security number, and applicant must sign a Form 1187 (dues check off). (1997)

Section 3: The application shall be read at a regular meeting. (1997)

Section 4: Any Regular Branch member tendering a written resignation of membership, and paying all fines, assessments and dues shall receive from the Secretary a certificate of resignation.

ARTICLE 3
Meetings

Section 1:

(a) The Regular Alamo Branch 421 Meeting will be held on the second Thursday of each month at 7:00 PM, except if it conflicts with a holiday, or a State or National Convention, then it will be held on the third Thursday of that month. Each Regular Branch Meeting will include a virtual video conference component (for example Zoom). (2023)

(b) The Regular Branch Meeting shall not last more than one and a half (1:30) hours unless agreed upon by the membership present on the meeting night. (2018)

Section 2: Special Meetings shall be called by the President at the request of twenty (20) members in good standing. The Recording Secretary shall notify Branch members stating the object of the meeting. No business shall be transacted at a Special Meeting other than that for which the special meeting was called. (1997)

Section 3: At a Special or Regular Meeting of this Branch, twenty (20) members (Executive Board Members included) shall constitute a quorum for the transaction of business Six (6) members of the Executive Board shall constitute a quorum, at the Executive Board Meeting for the transaction of business. (1994)

Section 4: Any Branch action (i.e. demonstration, picketing or not participating in any Combined Federal Campaign or Savings Bond Program) must be proposed at a branch meeting and must be passed with a majority vote before it can be carried out. **EXCEPTION:** If an emergency arises which required immediate action, the Branch President with the consent of the Executive Board can proceed immediately to act. (2021)

ARTICLE 4 **Officers**

Section 1: The Officers (Executive Board) of this Branch will be: President, Vice President/Membership Chairman, Recording Secretary, Assistant Recording Secretary, Financial Secretary, Treasurer, Health Benefit Representative, Sergeant-At-Arms/Assistant Treasurer, Director of Retirees, and three (3) Trustees. All officers shall be elected triennially and shall hold office for three (3) years, or until their successors are duly elected and qualified. (2023)

ARTICLE 5 **Elections**

Section 1: General:

(a) The Recording Secretary shall have an election notice printed in the Postal Record, Branch Newsletter and on the Branch email. (Officers, Delegates and Stewards). All Active/Retired Letter Carrier members except those who are acting supervisors (204B) or have served in or applied for a supervisory capacity within the last 24 months prior to nominations, shall be eligible to hold any office in this branch or serve as a Delegate to a State or National Convention. (2017)

(b) No member shall be nominated without his/her consent. If absent, a hard copy letter or email print out must be received prior to the start of the Regular Branch Meeting. (2017 approved with exception)

(c) No member shall be nominated for more than one (1) office.

(d) The placement of names on the ballot for ALL Branch Elections (except Steward Elections) shall be by the "Australian Draw" method. That is, drawn at random, by numbers only, which correspond to a numbered list of candidates. The numbers shall be compared with the list of candidates and placed on the ballot in the order drawn.

(e) All ballots shall list the name of eligible candidates for each office with block by each name for making a choice.

(f) An Election Committee shall be appointed by the President. Station Stewards or Alternate Stewards shall be tellers. No person seeking election in the General Officer Elections shall serve as a teller. (This same committee may also serve for the State/National Convention Delegate Elections and the Steward elections.)

(g) Any office, other than that of the President, vacated during the three (3) year term of office, having one half (1/2) or less of the term remaining may be filled by an appointee of the President. If more than one (1/2) of term remains, an election shall be held to fill the vacancy.

Section 2: Conventions/Schools:

(a) Delegates to the State/National Conventions shall be nominated at the September Branch Meeting. Nominees must be present at the meeting or signify in a signed statement their willingness to attend the State/National Convention. (2019 approved with exception)

(b) At the October Branch Meeting, in accordance with the provisions in our National Constitution, this Branch shall elect forty-five (45) paid delegates to the State Convention (bi-annually) and forty-five (45) paid Delegates to the National Convention (bi-annually). Voting will be by secret ballot of those in attendance at that meeting. (2019)

(c) Nominations for Delegates to the AFL/CIO Council (annually) will be held at the regular branch meeting in September. The Elections of these delegates will be held at the October regular branch meeting. Voting will be by secret ballot of those in attendance at that meeting.

(d) Ballots for State/National Conventions shall contain the full name of the candidate along with any nickname, initial, or abbreviation that an individual is commonly known by: Example John S. "Steve" Doe.

Section 3: Funding Eligibility:

(a) Any member nominated as a Delegate, Representative or Attendee to a branch sponsored school must have attended at least eight (8) of the last twelve (12) regular branch meetings, October to September inclusive, to qualify for funds provided by the branch. For members in attendance through a video conferencing method will count towards their attendance in that general membership meeting. Attendance of the eight (8) regular branch meetings will be confirmed by member's signature on the "General" NALC sign in sheet or participants list (for video conference attendees) at each meeting, or within one hour of the beginning of the meeting. (2023) Exception: Duly elected or appointed Shop Stewards designated to attend seminars/schools for training purposes. (2003)

(b) Any member who becomes a delegate to the State or National Convention, being eligible for funds, must attend each and every session of said Conventions. The President or his/her designee can excuse any delegate for a valid reason.

Section 4: Officers:

(a) Nominations for Branch Officers shall be made at the October Regular Branch Meeting. Election of Branch Officers shall be at the November Regular Branch Meeting.

(b) Ballots for the General Election of Officers shall contain the name of the candidates as chosen and certified in writing, by the nominee himself/herself.

(c) All Active Carriers, retirees and merged cities shall vote by secret mail ballot. (2012)

(d) Prior (day of) the November regular meeting, the Election Chairperson and Co-Chairperson(s) shall collect all mail ballots (No earlier than 12 noon) from the post office box. (2014)

(e) The Election Chairman shall appoint a Committee of not less than five (5) members as Election Tellers to tabulate the ballots beginning at 1700 (5:00 PM). Upon completion of the tabulation of ballots the Election Chairman shall interrupt the regular order of business to make the result report. (2014)

(f) The Installation of Officers shall be conducted prior to the January meeting. Time and place to be determined by the newly Elected Executive Board.

(g) Should the President vacate his/her office for any reason before his/her term expires, the Vice President shall become President, and serve in office until the next general election.

Section 5: Shop Steward:

(a) Each station shall conduct a Shop Steward(s) election each November. The election will be by popular vote of those eligible voters within each station. The term of office for a steward is one year. It begins on 1 January and ends after the close of business on 31 December. Other references in these bylaws to December as related to elections of stewards should be read as the month of the election. (2023)

(b) Nominations for Steward(s) will be held on the Saturday before the first Monday in November. Voting will begin immediately after the nominations and will close at the end of the workday on Thursday of that week, OR after all eligible voters have cast their ballot. Counting of the ballots will be conducted immediately following the close of voting. The Branch President shall be notified immediately of the election results and the results posted on the NALC Bulletin Board in the Station. (2023)

(c) Not less than five (5) days prior to the Steward nominations the designated teller shall be furnished a suitable ballot box with lock, key, a roster, and a ballot for all eligible voters assigned to their respective stations. The ballot box shall be secured in an area where it is not subject to tampering if left overnight at the station(s). The ballot box shall not be removed from the station until all ballots are cast and counted.

(d) Where there is more than one (1) Steward authorized at a station, members shall vote for each steward position to be filled.

(e) As soon as possible after the election, the incoming Steward(s) shall select an Alternate to serve in their absence. The Steward(s) will provide the name(s) to the Branch President for certification. (2021)

(f) Station Stewards shall be subject the provisions of Article V, Section 2 of the Constitution of the National Association of Letter Carriers. (1997)

ARTICLE 6

Duties of Officers

PRESIDENT

Section 1: The President shall preside at all meetings of the Branch, preserve order, sign all warrants on the Treasurer ordered drawn by the Branch and all other papers ordered drawn by the Branch, have general supervisory power 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 results of all balloting and other votes. He/she shall ascertain from the Treasurer/Financial Secretary 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 be expected to serve as a delegate at Conventions, District Meetings, and functions that are primarily for promoting the welfare of the members of this Branch. He/she shall by virtue of his/her office be Chief Steward for the branch and may delegate such authority to other members. (1997)

VICE PRESIDENT

Section 2:

(a) The Vice President shall preside in the absence of the President. In case of death, resignation, disqualification, refusal, or neglect of the President to discharge the duties of his/her office. The Vice President shall perform all duties incumbent upon the President until his/her successor is duly installed.

(b) The Vice President shall assist the President in his/her duties and shall perform such duties as may be assigned to him/her by the President.

(c) The Vice President shall be Membership Chairman and shall be expected to serve as a delegate at conventions, district meetings and functions that promote the welfare of the members of the Branch. (1997)

(d) The Vice President shall serve as the Chairperson for the U. S. Letter Carriers Mutual Benefit Association.

RECORDING SECRETARY

Section 3: The Recording Secretary shall keep a correct record of the proceedings of the Branch. He/she shall draw all warrants on the Treasurer ordered by the Branch. He/she shall notify applicants of membership In writing of their election or rejection and members of their suspension, expulsion or acceptance of resignation. He/she shall report to the National Secretary/Treasurer immediately the suspension, expulsion, or reinstatement of a member. He/she shall attend to all correspondence of the Branch and properly mark and file all papers ready for inspection at any time and notify the members of special meetings when ordered by the President. He/she shall secure and maintain accurate records of members of attendance for verification of special meetings when ordered by the President, make a semi-annual report to the Branch showing the number of members elected, rejected, initiated, suspended, reinstated, withdrawn and the number of deaths, giving the date of death. Within one week after his/her term expires, or upon an earlier termination thereof, he/she shall deliver to his/her successor all books and papers together with all other property of the branch in his/her possession. (2023)

ASSISTANT RECORDING SECRETARY

Section 4: The Assistant Recording Secretary shall assist the Recording Secretary and perform other duties that the Branch may provide.

FINANCIAL SECRETARY

Section 5: The Financial Secretary shall have all accounts receipts before delivering the same in payment to the owner or agent. He/she shall comply with Labor Management Reporting and Disclosures Act of 1959, fill out and complete all federal tax forms, all city and tax forms, census forms, annual summary, and transmittal of U.S. Information Returns.

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

HEALTH BENEFIT REPRESENTATIVE

Section 6: The Branch Health Benefit Representative shall be enrolled in the NALC Health Benefit Plan and shall perform such duties as the plan requires. Generally, this officer assists members of the plan in providing information relative to the plan. He/she serves as a public relations officer with local hospitals on behalf of the plan.

SERGEANT-AT-ARMS/ASSISTANT TREASURER

Section 7: The Sergeant-At-Arms/Assistant Treasurer shall preserve order in the meetings under the instructions of the President. It shall be his/her duty to see that none but the members are present at the meetings, unless directed by the President or by vote of the Branch. He/she shall assist the Treasurer as directed and required.

CHAPLAIN

Section 8: The Chaplain shall be appointed by the President and shall perform such spiritual duties as required by the Branch.

TRUSTEES

Section 9:

(a) The Board of Trustees is the legal corporate body of the Branch, subject to its By-Laws and the laws of the State. The Board shall be known as the Trustees of Alamo Branch No. 421 of the National Association of Letter Carriers of the United States of America.

(b) The Trustees shall examine and report to the Branch the conditions of the books of the officers at least once each three months, compare the vouchers and records and see that they correspond with the collections and disbursements. It shall be the duty of the Trustees to keep an account of all properties of the branch, and to submit a proposed budget for the upcoming calendar year at the October meeting: the same to be adopted with any amendments or alterations at the November meeting. They shall perform such other duties as the Branch By-Laws require of them. (2014)

ADDITIONAL DUTIES AND REMOVAL

Section 10:

(a) In addition to the duties of each officer, they shall perform other duties as the Branch may, from time to time, direct. (1997)

(b) Any officer of the Branch who shall fail or neglect to discharge the duties of his/her office, or who may be guilty of gross misconduct, may be removed from office by a two-thirds vote of the members present and voting at the next regular branch meeting after which charges have been preferred against him/her, specifically setting forth the failure, neglect or misconduct and a resolution therefore has been offered. Such officer, however, must be given the opportunity to defend himself/herself

before the vote is taken. All Removal Charges for officers will follow the guidelines of Article 10 of the Constitution for the Government of Subordinate and Federal Branches. (1997)

MEMBERSHIP CHAIRPERSON

Section 11:

(a) The Membership Chairperson shall review each print-out, Regular and Retired Members, to ascertain that the proper amount of dues were deducted. Members with no deduction shall be noted and the Steward and/or Member contacted for a reason (OWCP-LWOP-etc.) The Membership Chairperson shall report the number to the next meeting. (1995)

(b) The Membership Chairperson shall maintain a ledger of Direct Pay Members and notify them when dues are due and/or delinquent. (1995)

(c) The Membership Chairperson shall notify National to correct any discrepancies in the amount of dues incorrectly deducted. (1995)

DIRECTOR OF RETIREES

Section 12: The Directory of Retired Members, who shall be a retired member, shall coordinate all activities of the retired members and he/she shall be the legislation advocate and the Congressional Liaison of the retired members of Branch 421. He/she shall be under the direct supervision of the President and shall perform other duties as may be assigned to him/her from time to time by the President. (2020)

TREASURER

Section 13: The Treasurer shall receive receipts of and disburse moneys of the Branch and keep a regular account thereof. He/she shall keep an up to date record of all warrants drawn on him/her by the Recording Secretary voted by the Branch and countersigned by the President. He/she shall make a detailed report at each regular meeting, or whenever requested by the President. He/she shall, whenever requested by the President, and at the end of his/her term, make a report showing his/her receipts, the disbursements, and the amount of money on hand. Within one week of the expiration of his/her term of office, or earlier termination thereof, he/she shall deliver to his/her successor all books, papers, and all other Branch property in his/her possession. To ensure the faithful performance of their duties, they shall be required to furnish a bond in such sum as the Branch may direct. (2023)

ARTICLE 7

Fees, Dues, Fines and Assessments Dues

Section 1: The initiation fee shall be the amount equal to one month's dues.

Section 2: The dues for the branch shall be as follows:

(a) Members (craft employees) shall pay monthly dues equal to two hours' base pay for a City Carrier 1, Step D, Letter Carrier, plus one dollar (\$1.00) per pay period. (10-2001).

(b) Members paid a higher rate than that of a City Carrier 2, pay monthly dues equal to two hours' base pay for a City Carrier 1, Step D, Letter Carrier, plus one dollar (\$1.00) per pay period. (10-2001).

(c) Retirees shall pay twenty-four dollars (\$24.00) per year.

Section 3: Any member failing to pay any fine, assessment, or biweekly dues after one month of the same becoming delinquent, shall be notified in writing, via certified mail return receipt, of the delinquency. Failure by said person to make an attempt to become current within 30 days of receipt of the notification from the branch, through a payment plan or in full, shall forfeit his/her membership. (With exception, see section 7.3.b) Said person, and his/her unit Steward, will be notified in writing by the Recording Secretary immediately upon being dropped. He/she shall not be entitled to vote in the Branch or be eligible for nomination, or election to any office. If and when said

person becomes current or begins back payment of the delinquent dues they will be reinstated as a member upon receipt of first payment or full payment. (2020)

Section 3.1:

- (a) Any member that receives compensation from the DOL-OWCP, and whose biweekly dues have not been deducted through normal USPS payroll deductions, will pay 67% of the required biweekly dues while receiving payments from DOL-OWCP. These dues will be paid directly to the Branch Secretary through biweekly payments, monthly payments or in full. A member whose dues are paid according to this section remains in good standing. (2020)
- (b) Any member who is in a non-pay status with the Postal Service and who is not receiving compensation through the DOL-OWCP, will be excused from these dues. (2020)

Section 4: A member in good standing who signs up an applicant to Branch 421 shall be reimbursed one (1) months dues. New hire applicants shall be recruited by members assigned to the station where the applicant is assigned within 45 days. Provided the members has not served in a supervisor or 204B capacity for the past two years. (2007)

ARTICLE 8 **Committees**

Section 1:

(a) The Executive Board shall consist of the Elective Officers. Meetings are subject to the call of the President and six (6) elective officers shall constitute a quorum.

(b) All other committees listed in this article shall consist of at least three (3) members.

Section 2: The **Grievance Committee** shall consist of at least three (3) members.

Section 3: The **Organization Committee** shall consist of at five (5) members subject to the specifications in Article X, Section 1 of the Constitution together with such other duties as may be referred to them by the branch.

Section 4: The **Membership Committee** shall consist of the Vice President as Chairman, and all Station Stewards whose duty it shall be to use every effort to persuade all Carriers to be members in the Branch and to see that all those who are eligible for membership receive an earnest and courteous invitation to join.

Section 5: The **Entertainment Committee** shall arrange and conduct entertainment, socials, etc.

Section 6: The **Memorial Committee** shall consist of all Officers and Stewards, who shall, at the death of a Branch members or death of a member's immediate family, as defined in this section shall mean: spouse and children, or in the case of an unmarried member, his/her mother or father. A Memorial bible or other similar offering is normally presented to the surviving spouse, parent, or other family member. This offering shall be made in person by the Branch President or his designee, in all cases, including Associate Officers, and shall be made as soon as possible after the passing of the individual.

Section 7: The **Building Trustees Committee** shall consist of the President, Vice President, and the Board of Trustees. The Building Trustees shall have supervision over the operation and maintenance of all Branch 421 buildings and properties. They shall have the authority to appoint a Building Manager to whom they may delegate such power as they deem advisable. They shall have control over all physical and financial assets, properly invest funds when such funds are available, set rates for rental of buildings and halls, regulate prices on items over the bar. They shall submit, for approval, a monthly report to the membership at the monthly meetings.

ARTICLE 9

Awards

Section 1:

- (a) Upon retirement from office, each President of the branch shall be presented with a Past President Pin.
- (b) Upon retirement from office, each Secretary of the Branch shall be awarded a past Secretary Pin.
- (c) Upon retirement from active duty, any member with fifty (50) years in good standing in the NALC shall be presented with a Gold Membership Card.

ARTICLE 10

Funds

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

Section 2: The Budget of this branch as adopted each year shall not be exceeded in any part except with a two-third (2/3) majority vote of the members present and voting.

Section 3: It shall be the duty of the Treasurer to include in the "Treasurers Report" those building expenses paid out of the operation funds.

Section 4:

- (a) Dues of the Branch may be raised by a majority vote by secret ballot of the members present and voting at a Branch meeting. (1997)
- (b) Reasonable notice will be given to the members, that the question of dues increase will be before the meeting. (1997)

Section 5: All requests for donations will be made in writing to the Executive Board. The Executive Board will act on such requests and present an executive board recommendation at the next regular branch meeting for branch action. (1992)

Section 6:

- (a) The handling of funds received at the branch office will be strictly adhered to. All funds received by the branch secretary or another officer must be receipted for and given to the member or individual who made the payment. The member/individuals will receive the original receipt and the branch office will retain the copy. (2015)
- (b) The amount listed on the receipt copy must be counted and verified by the next available branch officer that same day. If the amounts match from the receipt copy and the actual count by the branch officer, both parties will initial the copy of the receipt that was given to the member/individuals. If there is a discrepancy identified, the branch president and treasurer will be notified immediately. Each receipt (the branch copy) MUST have two sets of initials on them and one of them must be an officer. (2015)
- (c) All funds received by the branch must be deposited in the bank at the earliest opportunity. No more than three (3) workdays will elapse after the receipt of funds before a deposit is made, however, they WILL NOT be deposited by the designated officer, (president, vice-president or treasurer or recording secretary) at the end of the day on the way home. All deposits must be made, and bank receipts returned to the treasurer on the same day initialed. (2015)
- (d) Until a bank deposit is made, all funds received by the branch will be put in a pouch and locked up in the safe or designated area. Under no circumstances will any officer or employee of the branch keep funds in their desk. The funds will be placed in the pouch and clipped or banded with a piece of paper that list the amount of money, the date, the event, and the officer putting the money in the safe or designated area. (2015)

ARTICLE 11

Salary

Salary Section 1: The President being expected to represent the Branch at all functions pertaining to the welfare of this Branch shall be in Full Time Status. He/she shall receive and be entitled to the following:

- (a) An annual salary of Table 1: City Carrier Schedule, highest step on schedule plus seventeen and one tenth percent (17.1%) to increase proportionally with each new wage increase received by the Letter Carrier craft, payable biweekly. This will become effective on 2022.

Starting on January 1, 2021, the President will receive an annual salary of Table 1: City Carrier Schedule, highest Step on schedule plus twenty one and one tenth percent (21.1%) to increase proportionally with each new wage increase received by the Letter Carrier craft, payable biweekly. (2022)

- (b) All government and employer portions of contributions on the following:

1. NALC Health Benefits
2. Life Insurance
3. Retirement Fund
4. Social Security Tax

- (c) Clothing allowance in the amount equal to the amount paid to regular carriers per year.

(d) Car allowance shall be in the amount of Twenty-six dollars (\$26.00) per day, (except when on leave) paid monthly, or (if travel is outside of Bexar County) the current government mileage rate per mile, whichever is greatest. (2018)

- (e) Annual leave:

1. The President shall receive 208 hours of annual leave per calendar year and May carry over up to 440 hours of accumulated leave from one leave year to the next. Any amount beyond the 440 hours accumulated maximum at the end of the calendar year is forfeited. (2022)

2. The President shall use three (3) working days of annual leave to attend the biennial TSALC Convention and five (5) working days of annual leave to attend the biennial NALC National Convention. (2004)

3. The President may, at his/her discretion, sell back up to two (2) working weeks of annual leave per Calendar year. (2004)

4. The President shall be paid in full for all annual leave that has accumulated while in office up to 440 hours whenever he/she returns to the Carrier Craft, retires, or completes a term of office. This change is retroactive to the 2018 2020 term of office. (2022)

- (f) Sick Leave:

1. Sick leave shall be earned in the amount of thirteen (13) working days per calendar year (One half working day per biweekly pay period). (2004)

2. The President may, at his/her discretion, sell back up to one (1) working week of earned sick leave per calendar year. (2004)

3. When the President returns to the letter carrier craft, retires, or completes a term of office, the Union shall pay whatever sick leave working hours that he/she has accumulated while in office, at the cash rate of one half (1/2) value. (1995)

(g) If re-elected a consecutive second term, the President may, at his/her discretion, carry over unused sick leave. Carry over shall be limited to a maximum of two (2) terms in office. (2004)

(h) A full sick leave settlement shall occur immediately upon the President's retirement, return to the letter carrier craft, or at the expiration of his/her term of office.

(l) One hundred fifty dollars (\$150.00) per pay period shall be deposited into a designated fund to buy back earned leave (2004).

Section 2: The **Vice President** being expected to represent the Branch at all functions pertaining to the welfare of this Branch shall be in Full Time Status. He/She shall receive and be entitled to the following:

(a) An annual salary of Table 1: City Carrier Schedule, highest Step on schedule plus fifteen percent (15%) to increase proportionally with each new wage increase received by the Letter Carrier craft, payable biweekly. This will become effective on January 1, 2019.

Starting on January 1, 2021, the Vice President will receive an annual salary of Table 1: City Carrier Schedule, highest Step on the schedule plus nineteen percent (19 %) to increase proportionally with each new wage increase received by the Letter Carrier craft, payable biweekly. (2022)

(b) All government and employer portions of contributions on the following:

1. NALC Health Benefits
2. Life Insurance
3. Retirement Fund
4. Social Security Tax

(c) Clothing allowance in the amount equal to the amount paid to regular carriers per year.

(d) Car allowance shall be in the amount of Twenty-six dollars (\$26.00) per day, (except when on leave) paid monthly, or (if travel is outside of Bexar County) the current government mileage rate per mile, whichever is greatest. (2018)

(e) Annual leave:

1. The Vice President shall receive 208 hours of annual leave per calendar year and May carry over up to 440 hours of accumulated leave from one leave year to the next. Any amount beyond the 440 hours accumulated maximum at the end of the calendar year is forfeited. (2022)

2. The Vice President shall use three (3) working days of annual leave to attend the biennial TSALC Convention and five (5) working days of annual leave to attend the biennial NALC National Convention. (2004)

3. The Vice President may, at his/her discretion, sell back up to two (2) working weeks of annual leave per Calendar year. (2004)

4. The Vice President shall be paid in full for all annual leave that has accumulated while in office up to 440 hours whenever he/she returns to the Carrier Craft, retires, or completes a term of office. This change is retroactive to the 2018 2020 term of office. (2022)

(f) Sick Leave:

1. Sick leave shall be earned in the amount of thirteen (13) working days per calendar year (One half working day per biweekly pay period). (2004)

2. The Vice President may, at his/her discretion, sell back up to one (1) working week of earned sick leave per calendar year. (2004)

3. When the Vice President returns to the letter carrier craft, retires, or completes a term of office, the Union shall pay whatever sick leave working hours that he/she has accumulated while in office, at the cash rate of one half (1/2) value. (1995)

(g) If re-elected a consecutive second term, the Vice President may, at his/her discretion, carry over unused sick leave. Carry over shall be limited to a maximum of two (2) terms in office. (2004)

(h) A full sick leave settlement shall occur immediately upon the Vice President's retirement, return to the letter carrier craft, or at the expiration of his/her term of office.

(l) One hundred fifty dollars (\$150.00) per pay period shall be deposited into a designated fund to buy back earned leave (2004).

ARTICLE 12

Expense

Section 1: To assist the **Recording Secretary** in the performance of his/her office, he/she shall be paid in the amount of two thousand four hundred dollars (\$2,400.00) per annum, payable quarterly. (2005)

Section 2: To assist the **Assistant Recording Secretary** in the performance of his/her office, he/she shall be paid in the amount of eight hundred dollars (\$800.00) per annum, payable quarterly. (2005)

Section 3: To assist the **Financial Secretary** in the performance of his/her office, he/she shall be paid in the amount of one thousand eight hundred dollars (\$2,000.00) per annum, payable quarterly. (2023)

Section 4: To assist the **Health Benefit Representative** in the performance of his/her office, he/she shall be paid in the amount of one thousand dollars (\$1,000.00) per annum, payable quarterly. (2002)

Section 5: To assist the **Sergeant at Arms/Assistant Treasurer** in the performance of his/her office, he/she shall be paid in the amount of one thousand dollars (\$1000.00) per annum, payable quarterly. (2023)

Section 6: To assist the **Trustees** in performance of their office, each shall be paid in the amount of twelve hundred dollars (\$1,200.00) per annum, payable quarterly. (2014)

Section 7:

(a.) To assist the **Station Steward** in the performance of their position, they shall receive the amount equal to four dollars (\$4.00) per carrier at their respective stations for each regular monthly steward meeting they attend, with the minimum to be: forty dollars (\$40.00) per regular monthly steward meeting attended, to be paid quarterly. Attendance through a video conferencing method will count towards their attendance in that meeting. The steward may be excused from a meeting by the Branch President for union business (documentation required), anniversary/birthday or unforeseen emergency. (2023)

(b) To assist the **Alternate Stewards** in the performance of their position, they shall receive in the amount of two dollars (\$2.00) per carrier at their respective station for each regular monthly steward meeting they attend with a minimum to be: twenty dollars (\$20.00) per regular monthly steward meeting attended, to be paid quarterly. The steward may be excused from a meeting by the Branch President for union business (documentation required), anniversary/birthday or unforeseen emergency. (2023)

(c) **Stewards** from merged cities (offices at least 50 miles outside of the San Antonio Installation) affiliated with Alamo Branch 421, shall receive the current government rate per mile (round trip) to attend the regular meeting general and/or steward monthly meeting. They also will receive the amount equal to four dollars (\$4.00) per carrier at the respective stations they represent for each regular monthly steward meeting attended, with the minimum to be: forty dollars (\$40.00) per steward monthly meeting attended, to be paid quarterly. Attendance through a video conferencing method will count towards their attendance in that meeting. (2023)

(d) The **Alternate Stewards** from merged cities (offices at least 50 miles outside of the San Antonio Installation) affiliated with Alamo Branch 421, shall receive the current government rate per mile (round trip) to attend the general and/or steward monthly meeting. They also will receive the amount equal to two dollars (\$2.00) per carrier at the respective stations they represent for each regular monthly steward meeting attended, with the minimum to be: twenty dollars (\$20.00) per steward monthly meeting attended, to be paid quarterly. Attendance through a video conferencing method will count towards their attendance in that meeting. (2023)

Section 9:

(a) Each **Delegate** duly elected and eligible for branch funds attending the National convention will receive as part of his/her allowance an amount equal to the price of one round trip airfare to and from the convention city. The value of this airfare will be established by research of travel websites and/or airlines conducted by the Executive Board and any specified officers(s). The results will be shared with the membership. (2022)

(b) Each duly elected **Delegate** for Branch funds going to the **Texas State Convention** will receive the current government mileage rate per mile (round trip) from San Antonio to the convention (official state map mileage). (1997)

(c) Members attending Training Seminars/District Meetings at the direction of, and paid by, the National Business Agent to attend same shall not receive Branch funds in addition to funds paid by the NBA. **This Section DOES NOT apply to those members who serve on committees at state and national conventions.**

Section 10:

(a) Delegates duly elected and eligible for branch funds attending the National Convention will be paid at the GSA Per Diem Rate for Lodging for each night prior to a convention day and the GSA Per Diem Rate for Meals & Incidentals for four full days and two travel days. (2022)

(b) Delegates duly elected and eligible for branch funds attending the Texas State Convention will be paid at the GSA Per Diem Rate for Lodging for each night prior to a convention day and the GSA Per Diem Rate for Meals & Incidentals for two full days and two travel days. Minus the pre-registration fee which the Branch will remit to the host Branch. (2023)

Section 11: Deleted (2022)

Section 12: Any officer of the Executive Board of Branch 421, while serving the Branch in a full-time capacity, shall be paid top grade pay of the Letter Carrier craft, plus ten (10) percent and twenty-one dollars (\$21.00) per day car allowance or the current government rate per mile, whichever is greatest (for travel outside of Bexar County). (The additional ten percent in salary is to compensate for lost fringe benefits.)

Section 13: To assist the Director of Retirees in performance of his/her office, he/she shall be paid in the amount of twelve hundred dollars (\$1,200.00) per annum, payable quarterly. (2020)

Section 14: To assist the **Treasurer** in the performance of his/her office, he/she shall be paid in the amount of one thousand eight hundred dollars (\$1,800.00) per annum, payable quarterly. (2023)

ARTICLE 13

Amendments

Section 1: No alterations or amendments shall be made to these By-Laws except the same shall be submitted in writing at a Regular branch meeting and suitable notification to all members shall be made at least ten (10) days before the next regular branch meeting at which the vote is to be taken. It shall receive the assent of two-thirds (2/3) of the members present and voting for passage.

Section 2:

(a) All Bylaws change(s) that have been voted and rejected by the membership in attendance shall not be brought back for at least six (6) months or six (6) regular branch meetings.

(b) The word, words, or moneys that will change said Bylaws shall not be brought back for at least six (6) months or six (6) regular branch meetings.

ARTICLE 14

Rules of Order

National Association of Letter Carriers Constitution Article 15 Order of Business. Robert's Rules of Order shall be recognized authority of this branch on all questions of parliamentary not covered in the foregoing rules. (2007)