

By-Laws (April 21, 2025)

National Association of Letter Carriers

Branch 104
Lawrence, Kansas

Article I
(Name and Object)

Section 1. This branch shall be known as Lawrence, Kansas, Branch 104 of the National Association of Letter Carriers of the United States of America.

Section 2. The objects of this branch are to unite all letter carriers and other postal employees of this city in one harmonious body for their mutual benefit and to assist State and National Associations of Letter Carriers in their efforts to improve the conditions of its entire membership.

Article II
(Meetings)

Section 1. (a) The regular meetings of this branch shall be held on the third Thursday of each month at 6:30 pm. There will not be a regular meeting held in the month of December.

- (b) The place of regular meetings will be determined by a standing motion of the branch.
- (c) Branch meetings may be held virtually simultaneously with in-person meetings.
- (d) If a regular branch meeting cannot be held on the third Thursday due to an emergency (i.e. weather, local curfew etc.), the meeting will be held on the fourth Thursday of the month.
- (e) If a regular branch meeting cannot be held on the third Thursday due to known circumstances (i.e. location unavailable), the meeting will be held on the second Thursday of the month.
- (f) A regular branch meeting may be held entirely virtually if voted on at a regular branch meeting, or if deemed necessary due to emergency circumstances.
- (g) The location, date and time of each meeting shall be posted at each office as well as on any website or social media the branch may use.
- (h) The branch secretary shall send an email or other electronic reminder of each regular branch meeting to every member for which there is the relevant contact information.
- (i) For the purposes of officer pay and members paid to attend union conventions and training, virtual attendance to branch meetings will be considered the same as in-person attendance.

Section 2. Special meetings of this branch shall be called by the President upon written request of five (5) members in good standing.

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

Section 4. The branch shall be called to order if a quorum be present. A quorum being five (5) members.

Section 5. The president may call a meeting of the officers and trustees if deemed necessary. The meeting may be held in-person, virtually or both.

Article III (Officers)

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

Section 2. All officers and trustees shall be elected every two (2) years and hold office for a term of two (2) years, or until their successors are duly elected and installed.

Section 3. Two (2) stewards shall be elected, one (1) whose normal duties are at the Main Office and one (1) whose normal duties are at the Jayhawk Station. These stewards shall be elected every two (2) years and hold office for a term of two (2) years. The stewards shall be considered officers.

Section 4. In the event an office is vacated, the President may appoint a successor to fill the vacancy until the next election. If the office of President should be vacated, the Vice-President shall assume his duties.

Article IV (Nomination, Election, and Vote)

Section 1. Nomination of officers and delegates to State and National Conventions shall take place at the regular September meeting in odd numbered years. Election of officers and delegates shall take place at the regular October meeting of the same year. Installation of officers shall be in November. Officers shall assume their duties immediately after being installed.

Section 2a. Paid delegates to State Convention are to be paid registration, mileage, lodging, per diem and incidentals. This amount is to be determined by vote of the branch. By virtue of the offices, the President, Vice-President, Secretary-Treasurer, and Stewards shall be paid delegates to the State Convention provided they are elected by December of the year preceding and those same officers are still holding office at the time of the convention. Officers must have attended at least five (5) of the last seven (7) meetings one month prior to the convention, or they shall forfeit their status as paid delegate unless a reasonable explanation of their absence(s) is given. Both the notice of election and the election ballot used for the election of these officers should specify that they will also serve as State Convention delegate. The Sergeant-at-arms, MBA/Health Benefits Representative and the trustees shall be alternate paid delegates provided that the conditions for attending meetings is met.

Section 2b. To be a paid delegate to a National Convention the member must attend at least eight (8) of eleven (11) regular meetings immediately prior to the nomination of delegates unless a reasonable explanation is given. The number of possible delegates shall be determined by the number of union members. The number of paid and unpaid delegates shall be determined by vote. Paid delegates are to be paid mileage, lodging, per diem and incidentals. This amount is to be determined by vote of the branch. Registration will be paid for all attending delegates. Members elected to attend National Convention as a paid delegate must attend at least five (5) of the last seven (7) meetings immediately prior to the month of convention or they shall forfeit their status as a paid delegate unless a reasonable explanation of their absence(s) is given. By virtue of the office, the President shall be a paid delegate to National Convention provided that the conditions for attending meetings is met.

Section 2c. Officers and stewards shall be the first choice to attend State Training and the Regional Rap Session, or other training offered by the union.

Section 3. All candidates for office or delegate must be present at the meeting when nominated or signify in writing their willingness to serve if elected. Any member who voluntarily or otherwise, holds, accepts, or applies for a supervisory position in the Postal 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 or hold 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.

Section 4. Nominations shall be made at the regular branch meeting.

Section 5. Notice of nominations and elections shall be mailed to each member no less than ten (10) days before the nominations, and forty-five (45) days before the election stating the offices for which election shall be held and the time, place, and manner for nomination and election. For the purpose of this provision, the requirement that notices be mailed may be satisfied by publication in the September issue of the Postal Record or the Kansas Letter Carrier provided they are mailed to the last known address of each member of the branch. The Election Committee will be appointed after the nomination meeting.

Section 6. Elections shall be held by secret ballot. When there are two (2) or more candidates for any office, the election shall be by ballot and the plurality of all votes cast for such office shall be necessary to elect. There shall be no write-in votes for candidates not officially on the ballot. Any such write-in shall not be counted, but will not invalidate the rest of the ballot. Each eligible regular member shall be entitled to one (1) vote for each position to be filled. When there is but one (1) candidate for any office, the President may declare that such person has been elected.

Section 7. Elections will be by voting at the branch meeting only. The following rules shall apply for voting.

- (a) Ballot boxes will be open for voting from 6:00pm to 8:00pm.
- (b) Registers of eligible voters must be signed by a voter when he or she receives a ballot.
- (c) Booths or tables will be available for voters to mark their ballots in secret. Voters shall not be allowed to mark them openly.
- (d) Each candidate will be allowed to have observers present and to make challenges to the eligibility of voters. Challenges will be handled in accordance with the regulations set forth in Section eight (8), Challenges and Appeals.
- (e) Ballots will be counted immediately after 8:00pm.
- (f) Any member who for any reason will be unable to vote during the time the polls are open, may request an absentee ballot. Absentee ballots must be requested after nominations have been closed and at least two (2) weeks before the election. The notice of election shall state how an absentee ballot may be requested. All requests for absentee ballots must be received by the Election Committee. The Election Committee shall promptly send absentee ballots to all eligible members who have made a written request, together with instructions and enclosures. The absentee ballots must be received no later than election day. Absentee ballots shall be picked up from the designated post office box by the Chairman of the Election Committee or his designee on the Committee, in the presence of observers, and immediately brought to the place where ballots are to be counted. The names on the outer envelopes shall be checked against the signed voting registers. If a person has sent in an absentee ballot and has also signed a register, the absentee ballot shall not be counted. After eligibility of all absentee ballots has been verified, the outer envelopes shall be removed unless challenged. The secret ballot envelopes shall then be mixed to prevent any possibility of identification and the ballots removed from them and counted.

Section 8. The following procedures shall govern challenges and voters.

- (a) Each challenged voter shall be given, in addition to his ballot, an envelope with his name and the words "challenged ballot." The voter shall be instructed to mark his ballot, in secret, fold the ballot, place it in the envelope, seal the envelope, and place it in the ballot box.
- (b) When the ballots are tallied, the challenged ballot envelopes shall be put aside and the unchallenged ballots counted. If the challenged ballots cannot affect the outcome of the election, (because there are less challenged ballots than the smallest margin between any winning and losing candidate) the challenged ballots need not be counted or ruled upon. The sealed challenged envelopes will then be preserved together with all other election materials. If the challenged ballots can affect the outcome, the election committee shall rule on each challenge, segregating the ballot envelopes of those voters to whom the challenge is overruled. Those ballot envelopes shall be intermingled to avoid identification of the voter and then tailed. The final tally shall separately show the outcome with and without the inclusion of the challenged ballots. When the challenge to the voter is sustained, the unopened ballot envelope will be preserved with the other election materials.

ARTICLE V (Committees)

Section 1. The President shall appoint each election year an Election Committee.

Section 2. The Audit Committee shall consist of the three (3) Trustees, who shall audit the financial records at least once every six (6) months.

ARTICLE VI (Dues)

Section 1. The regular monthly dues of this branch shall be equal to two (2) hours pay for a RSC Q City Carrier Grade One (1) Step D Letter Carrier employed by the United States Postal Service, plus one dollar (\$1.00) per pay period, payable on dues check-off 1187. Any former member of this branch who has discontinued his membership for any reason may only be reinstated as a member by signing a dues withholding form 1187.

Section 2. The dues of all associate members shall be the same as regular members, payable on dues check-off 1187.

Section 3. Retired members' dues shall be equal to National and State per capita tax.

ARTICLE VII (Expenses of Officers)

Section 1. The President, Vice-President, Secretary-Treasurer, Main Post Office Steward and the Jayhawk Steward shall each be paid a salary. The amount of the salaries and the date(s) of payment(s) shall be set by the branch policies. Paid officers must attend eight (8) of the previous twelve (12) union meetings before each pay date in order to receive this pay, or provide a reasonable explanation of their absence(s). Attendance requirements may be waived for newly elected or appointed officers. Paid officers who take office at times other than at the beginning of the year may have their salary prorated.

Section 2. The branch will pay the President for up to eighty (80) hours to use for official union business, conventions and training. The rate per hour will be according to branch policies. These hours may be used by the President or delegated to other union officials or members at the President's discretion.

Section 3. The branch will pay up to twenty-eight (28) hours for official union business, conventions and training to the following officers: Vice-President, Secretary-Treasurer, Main Post Office Steward and Jayhawk Steward. The rate per hour will be according to branch policies. Officers may delegate these hours to other union officials or members.

ARTICLE VIII (By-Laws)

Section 1. By-laws may be amended at any regular meeting of the branch, provided the amendment has been submitted in writing at the last previous regular meeting, and suitable notification to members shall be made at least ten (10) days before the regular meeting at which the vote is to be taken. A two-thirds vote of the members present at any regular meeting is required to pass such amendments.

Section 2. The dues structure may be altered or amended by a simple majority vote, by secret ballot, of the members present at any regular meeting, provided the proposition to alter or amend shall have been submitted in writing at the regular meeting at least one (1) month prior.

Section 3. All amended by-laws approved by the branch, excluding fixing the amounts of initiation fees, dues, and reinstatement fees, or the time and place of meetings, shall be submitted in duplicate to the Chairman of the Committee of Laws as provided in Article XI, Section 3 of the Constitution.

Section 4. All previous By-laws and Resolutions are hereby repealed.

Section 5. Roberts Rules of Order shall govern all points of order not covered by these by-laws of constitution.

ARTICLE IX (Scholarship Award)

The branch shall establish an annual scholarship award.

Section 1. The amount of the award will be, at minimum, four percent (4%) of the total amount paid by all active members as of pay period one (1) each year, multiplied by twenty-six (26), and rounded to the nearest ten dollars (\$10).

Section 2. The branch, with a majority vote at a regular branch meeting, may equally divide the scholarship into multiple scholarships as long as each scholarship is at least one thousand dollars (\$1000.00). The branch may also vote to increase the scholarship amount. The vote to divide the scholarship must be made no later than the regular January meeting the year the scholarship is divided.

Section 3. The scholarship award(s) will be open to the children (natural, adopted, step or foster) of any member in good standing of Branch 104 if the applicant is under age twenty-two (22) as of May 1 in the year the applicant applies. The applicant must be at least a high school senior entering, presently attending, or planning to attend an institution of further learning, accredited college, or trade school.

Section 4. Applications for the scholarship must be submitted in writing to a union officer by May 1 of each year. The application must be accompanied by an essay of at least two hundred fifty (250) words on "What Unions Mean to Me." The applications will include the name and birth date of the applicant, the name of institution to be attended, and the name of and relationship to the member of Branch 104.

Section 5. The President may appoint a scholarship committee whose responsibilities would include verifying the age of the applicant, the accreditation of the learning institution, and the standing of the sponsoring member.

Section 6. A drawing of a name or names from all eligible applications submitted will be held at the regular branch meeting in June. Checks will be made out to the institution each winner will be attending, unless a different request is made and approved by the either scholarship committee or a majority vote at a branch meeting. All winners will be ineligible for future drawings.

Section 7. In the event the branch votes to divide the scholarship and there is only one eligible applicant, that person will receive the full award. In the event there are no eligible applicants, there will be no scholarship awarded that year.

ARTICLE X (Use of Union Funds)

Section 1. Union funds shall not be spent on Non-Union letter carriers for the purpose of sport, entertainment, or social gathering.

ARTICLE XI (Branch Policies)

Section 1. The branch shall create a set of policies to outline how the branch operates and spends funds that are not addressed in these by-laws. These shall include, but not be limited to, items such as: travel expenses, officer pay, purchases, use of the Branch bank cards and the budget.

Section 2. branch policies may be changed at any regular meeting of the branch, provided the change has been submitted in writing at the last previous regular meeting. A two-thirds vote of the members present at any regular meeting is required to pass such amendments.