

BY-LAWS

Keystone Branch 157

*National Association of Letter Carriers
Philadelphia, PA*



Approved by Board of Laws NALC
Keystone Branch No. 157
Retirement and Death Benefit Fund

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Article 1 Name and Object

This Subordinate Branch shall be known as "Keystone Branch No. 157 Philadelphia, PA" of the National Association of Letter Carriers of the USA. Our belief is to bargain collectively with our employer on all situations which would affect the health, welfare, and working conditions of our members. We hold the grievance of one member to be the grievance of all, and hold our Officers and Committees as a means of attaining a fair and just solution.

Governing Body

Keystone Branch No. 157 Philadelphia, PA of the National Association of Letter Carriers of the USA is the governing body for any subordinate group(s), board(s), association(s), fund(s), committee(s), etc., established by the Branch.

The provisions of the National Constitution along with these By-Laws their principles, Branch procedures and/or other provisions which may be established by the Branch are to be adhered to and followed by them. They shall not have the power to act as an agent for or otherwise bind the Branch in any way whatever.

By virtue of being elected President of the Branch, the President has the governing authority over any such subordinate group(s), board(s), association(s), fund(s), committee(s), etc.

Article 2 Meetings Section 1. General Meetings

Stated meetings of the Branch shall be held at 8:00 PM on the third (3rd) Tuesday of each month, except in the month of December, when the meeting shall be held on the second Tuesday.

Section 2.
Special Meetings

Special meetings shall be called by the President upon the written request of one hundred and fifty (150) members in good standing, or by vote of the Branch. At least twenty-four (24) hours notice shall be given for all Special meetings. All facilities of the news media shall be utilized to inform the membership whenever necessary.

- (A) No business shall be transacted at a Special Meeting other than that for which it may have been called.
- (B) All votes taken at a Special Meeting shall be taken by secret ballot.

Article 3
Nomination and Elections

Section 1.
Officers of the Branch & Terms of Office

- (a) The Officers of the Branch shall be a President, Vice President, Recording Secretary, Financial Secretary, Treasurer, Assistant Recording Secretary, Sergeant-at-Arms, MBA Representative, Health Benefits Representative, Safety Officer, Legislative Liaison, Office of Workmen's Compensation (OWCP) Officer and seven (7) members of the Board of Trustee.
- (b) The Branch shall also elect triennially the Officers of the Retirement and Death Benefit Fund, a Community Service Officer, a Branch Correspondent, and a Branch Chaplain.

Article 3
Section 2.
Nominations and Eligibility

- (a) Nominations of candidates for elective office shall be made triennially at the regular meeting in October.
- (b) All regular members, except those who have applied for, hold, accept, or acts in a supervisory position for any period of time, whether one (1) day or fraction thereof, either detailed, acting, probationary, or permanently, shall be eligible to hold office in the Branch, or be a Delegate to any Convention. The period of ineligibility is two (2) years.
- (c) Upon nomination the candidate must certify and attest to the above.
- (d) As outlined in the exception provision in (b), anyone holding an elected position must immediately vacate any Office held.

Section 3.
Nominating Committee

At the regular meeting in October in an election year, the President shall appoint a Nominating Committee. The names of all candidates for Office shall be presented to this Committee in writing between the hours of 8:00 PM and 9:00 PM, when the report will be submitted to the Branch.

Section 4.
Candidate Present and Assenting

All candidates for Office must be present at the time of their nomination, or have signified by that time, their assent in writing to the Secretary of the Branch.

Section 5.
Election December Meeting

Election of Officers shall take place triennially at the regular December Meeting.

Section 6.
Election Committee Responsibility

The Election Committee will have full charge of the election in-so-far as checking eligibles and distributing ballots.

Section 7.
Active Members Voting

Ballots of "Active Members" shall be cast for Officers at the stations, no more than seven (7) days and no less than one (1) day before voting at the meeting. The times for voting shall be announced in the original election notice and shall be posted no less than fifteen (15) days before balloting at each station.

Section 7A.
Retired Members Voting

Ballots of retired members shall be mailed no less than fourteen (14) days prior to the regular December Meeting. The mailing and collection of the Ballot shall be under control of the Election Committee.

Section 8.
Election Committee Appointment

The Election Committee shall be appointed by the President. No member of the Election Committee shall be a candidate for any Office. The Election Committee shall enforce all rules for a secret ballot and a fair election.

Section 9.
Shop Steward(s) Election

There shall be elected during any week of December triennially a Shop Steward or Shop Stewards in the different Carrier stations or other units throughout the city and suburbs.

Section 9.
Shop Steward(s) Election

- (a) The current Shop Steward or Shop Stewards will appoint an Election Committee. The Committee will be appointed one week prior to December 1st.
- (b) A nomination notice will be announced and posted within the unit for not less than five (5) days.
- (c) The Election Committee will be responsible for announcing and posting the nomination notice, conducting the election, verifying eligible members, distributing ballots, securing them and affording all Members the opportunity to vote. The Election Committee will also post when the dates and times of when the voting will take place.
- (d) Ballots are not to be tallied until everyone has voted and the voting has concluded.
- (e) An elected Official of the Branch will automatically become the Alternate Shop Steward in the unit, unless they otherwise decline. In the event there is not an elected Official, then a person who ran for Shop Steward with the next highest number of votes will be the Alternate. If no one else ran, then the Shop Steward or Shop Stewards will designate an Alternate.

Section 10.
Nominations State and National Convention

- (a) Nominations for Delegates for State and National Conventions shall be made annually at the regular October meeting and the election shall take place at the regular December meeting.
- (b) Six (6) of the ten (10) regular meetings prior to the Convention must be attended to be eligible to share in the Convention Fund. This provision does not apply to retirees living outside the commuting distance.

Article 4
Duties of Officers
Section 1.
Bonding Requirements

The President, Vice President, Treasurer(s) and/or other Officials prior to their installation shall have a bond equal to fifteen percent (15%) of the net worth of the Branch or other funds entrusted to them. The cost of said bond will be paid by the Branch from the General Fund.

Section 2.
Executive Board

The President, Vice President, Recording Secretary, Assistant Recording Secretary, Treasurer, Financial Secretary, Health Benefits Representative, MBA Representative, Safety Officer, The Director of the Retirement and Death Benefit Fund, Legislative Liaison and Office of Workmen's Compensation (OWCP) Officer shall be virtue of their office serve as members of the Branch 157 Executive Board. The Executive Board shall attend, as Delegates, all National and State Conventions of the NALC, Audits (present their books for audit semi-annually as required by their position), Branch meetings or other meetings etc. as may be designated or deemed necessary by the President. The Treasurer of the Branch shall have the responsibility to oversee the operation of all funds, financial record keeping and reports.

Section 3.
Posting Branch Notices/Meetings

The Shop Stewards place all notices of the Branch on the bulletin boards in the stations and attend all meetings called by the President.

Article 5
Dues
Section 1.
Dues Structure

Every active Member of the Branch shall pay monthly dues as determined at either the National Convention or by a Branch By-Law for a Letter Carrier employed by the United States Postal Service. One third of such dues shall be allocated to the National and shall be designated the "National Per Capita Tax". At the Branch level, two dollars and thirty cents (\$2.30) will be placed in the Retirement and Death Benefit Fund and all remaining funds will go to the General Fund.

Retired Members shall pay the sum of three dollars (\$3.00) per month as dues. Two dollars and fifty cents (\$2.50) will go to the Branch General Fund and the remaining fifty cents (.50) to the Retirement and Death Benefit Fund. *Members with fifty (50) or more years are exempt from paying dues.*

This section will be automatically updated whenever a change takes place in the National Constitution or when the Postal Service pay scale is revised or a By-Law is passed making a change.

Section 2.
Dues Exempt

Every Member of the Board of Officers shall be exempt from dues. If a Board Member participates in the dues check-off program, those dues shall be refunded quarterly.

Section 3. Convention Fund

The Treasurer is to set aside in the Convention Fund, adequate funds to insure that twenty five thousand dollars (\$25,000.00) is available for the National and State Convention Delegates. Twenty thousand (\$20,000.00) is for the National Convention and five thousand (\$5,000.00) for the State Convention. The Executive Board has the authority to determine the appropriate amount to be allocated for any convention and may raise or lower the above amounts as deemed necessary.

Section 4. Delegate Payment and Requirements

- (a) The Executive Board after investigation will determine the amount to be paid each Delegate, this amount not to exceed the transportation and housing costs and to be set on a per diem basis and the total amount at no time to exceed the limits as set forth under Article 5, Section 3 of Branch 157 NALC By-Laws. In the event a delegate receives compensation from a source other than the Branch to attend a convention, the Branch will not be required to pay that delegate.
- (b) Convention funds shall be based on sessions attended on a daily basis. All absences must have the Chairman's approval.
- (c) All Delegates must comply with housing rules as outlined by the National Convention, State Convention or by Branch 157.
- (d) The Executive Board Officers and/or other full-time Union employed member(s) of the Branch either Locally or Nationally who are Delegates to a National or State Convention will not receive Delegate Funds. Their expenses are to be paid from the General Fund.

Article 6
Funds
Section 1.
Investment Branch Funds

The Trustees, at the discretion of the Branch, shall determine when and in what manner Branch Funds shall be invested providing that no appropriation shall be made except when ordered by not less than two-thirds of the Members present and voting at a regular meeting.

Section 2.
Gifts, Ads, Charitable Contributions

The Executive Board will determine the amount for gifts, ads, charitable contributions, etc.

Article 7
Salaries
Section 1.
President

- (a) The President, upon assuming Office, shall start at a salary equal to 125% of a top grade Letter Carrier's salary. After completing one (1) year in office, he shall receive 135% of a top grade Letter Carrier's salary and after two (2) years in office, he shall receive 150% of a top grade Letter Carrier's salary.
- (b) In addition to his salary, the Branch shall pay the President's Health Benefits, Life Insurance, Civil Service Retirement, FERS, Thrift Savings Plan (the Branch will pay the matching contribution that would have been paid by the Postal Service) and National Retirement. The President shall also receive twenty-six (26) days' annual leave per year.

**Section 2.
Vice President**

- (a) The Vice President upon assuming Office, shall start at a salary equal to 115% of a top grade Letter Carrier's salary. After completing one (1) year in office, he shall receive 120% of a top grade Letter Carrier's salary and after two (2) years in Office, he shall receive 130% of a top grade Letter Carrier's Salary.

- (b) In addition to his salary, the Branch shall pay the Vice-President's Health Benefits, Life Insurance, Civil Service Retirement, FERS, Thrift Savings Plan (the Branch will pay the matching contribution that would have been paid by the Postal Service) and National Retirement. The Vice President shall also receive twenty-six (26) days' annual leave per year.

**Section 3.
Officers**

The Recording Secretary, Assistant Recording Secretary, Financial Secretary, Treasurer, MBA Representative, Safety Officer, Health Benefits Representative, Legislative Liaison, Office of Workmen's Compensation (OWCP) Officer shall receive a salary equal to one hundred (100) hours pay, a year based on the hourly wage of a top grade Letter Carrier, payable quarterly.

**Section 4.
Sergeant-at-Arms, Trustees, Community Service Officer,
Correspondent, Chaplin**

The Trustees, Community Service Officer, Branch Correspondent and Branch Chaplin shall receive a salary equal to twelve (12) hours pay, a year based on the hourly wage of a top grade Letter Carrier, payable quarterly.

**Section 5.
Shop Stewards**

The Shop Stewards will receive three (3) hours pay equal to a top grade Letter Carrier, quarterly, based on their attendance at the Shop Stewards Meetings.

**Section 6.
Chief Steward**

- (a) The Chief Steward's job will be a full time Position. The President of the Branch will appoint one of the existing Executive Board Members to serve in this capacity. He will receive a salary equal to 110% of a top grade Letter Carrier. After completing one (1) year in office he/she shall receive 115% of a top grade Letter Carrier's salary and after (2) years in office, he/she will receive 120% of a top grade Letter Carrier's salary. (Any Executive Board member assuming this position will forego receiving any other salary that he may have been entitled too, as a result of holding another position as an Executive Board Member.

- (b) In addition to his salary, the Branch shall pay the Chief Steward's Health Benefits, Life Insurance, Civil Service Retirement, FERS, Thrift Savings Plan (the Branch will pay the matching contribution that would have been paid by the Postal Service) and National Retirement. The Chief Steward shall also receive twenty-six (26) days' annual leave per year.

**Section 7.
Acting in Full Time Position**

Letter Carriers acting in full-time positions on behalf of the Branch will be compensated sixteen (16) hours pay equal to a top grade Letter Carrier monthly. The Executive Board will determine who should receive the pay.

Article 7
Salaries
Section 9
Assuming Higher Officer

If the Chief Steward or Vice President assume the office of the Vice President or President, they will be paid at the next level of the pay scale for that job position.

Article 8
Amendments/By-Laws

These By-Laws shall not be altered, amended, or repeated except in the following manner.

Section 1
Submission of Changes to the By-Laws

All changes must be submitted to the By-Law Committee in writing stating the Article and Section to be changed.

Section 2
Proposed Changes Printed in General Meeting Notice

All changes must be printed in the General Meeting Notice, which will be posted in all Stations.

Section 3
Discussions and Amendments

All changes will be discussed and amended at the meeting when introduced.

Section 4 Voting

All changes will be voted upon by a majority of the Members present and voting at the Branch Meeting immediately following the one at which the By-Law changes were presented.

Section 5 Secret Ballot

All changes to Article 5, Section 1 will be voted on by a majority of the Members present and voting by Secret Ballot.

Section 6. Final Vote

No Amendments to any By-Law changes will be accepted at the final voting.

Article 9 Scholarship Awards

Each year five thousand (\$5,000) will be set aside from General Fund to be used to enhance the educational background of Branch members (active, retired, or deceased) dependents.

Dependents wishing to qualify, must be a senior graduating in the year you are making application to a college, university, technical or trade school. The following information must be forwarded to Keystone Branch 157 no later than May 1st of each year to be eligible:

Copy of Birth Certificate

1. Completed Branch Application
2. A Copy of Scholastic Aptitude Test (S.A.T.) and/or (A.C.T.)
3. Secondary School Scholastic Records
4. Personal Biography to include:
 - a. The subject you intend to major in and why you selected that particular field
 - b. Extra Curriculum activities that you have been involved with
 - c. Letters of recommendation

This award will be applied toward tuition only. Each award is limited to five hundred dollars (\$500.00).

Keystone Branch 157 Social and Recreation Committee will chair the Scholarship Award Committee along with two (2) Committee members selected by the President from the Branch Trustees. The Chairman will be compensated equal to the sum of twenty (20) hours pay based on the hourly wage of a top grade Letter Carrier, payable each year.

Retirement and Death Benefit Fund Keystone Branch 157, NALC

Article 1 Section 1. Providing Benefits

The Retirement and Death Benefit Fund shall be established for the purpose of providing benefits for all Members of Branch 157, National Association of Letter Carriers.

Article 2
Officers
Section 1.
Officers, Nomination and Election

- (a) Officers of the Branch 157, Retirement and Death Benefit Fund shall be: a Director, Assistant Director, Secretary, Treasurer, and five (5) Retirement and Death Benefit Fund Trustees.
- (b) The Officers of the Branch 157, Retirement and Death Benefit Fund shall be nominated and elected in accordance with the nomination and election procedures under Article 3 of the Branch By-Laws.

Article 3
Meetings
Section 1.
Regular and Special Meetings

- (a) Meetings of the Branch 157, Retirement and Death Benefit Fund shall be held on the third Tuesday of each month except the month of December when the meeting shall be held on the second Tuesday.
- (b) Special meetings shall be held when needed.

Section 2.
Quorum Requirements

At all regular and special meetings, five (5) Members shall constitute a quorum.

Article 4
Duties Of Officers
Section 1.

Director:

The Director shall preside at all meetings. He/she shall supervise all affairs of the Fund. For the faithful performance of those duties, he/she shall receive the sum equal to 100 hours pay, a year based on the hourly wage of a top grade Letter Carrier, payable quarterly.

Assistant Director:

The Assistant Director shall preside in the absence of the Director. He/she shall perform such other duties in the absence of the Director. He/she shall perform such other duties as shall be assigned, by the Director, For the faithful performance of those duties, he/she shall receive the sum equal to 25 hours pay, a year based on the hourly wage of a top grade Letter Carrier, payable quarterly.

Secretary:

The Secretary shall keep a correct record of the meetings of the Retirement and Death Benefit Fund. He/she shall perform other duties as the Retirement and Death Benefit Fund may require. For the faithful performance of his duties, he/she shall receive the sum equal to 20 hours pay, a year based on the hourly wage of a top grade Letter Carrier, payable quarterly.

Treasurer:

The Treasurer shall receive all funds due the Retirement and Death Benefit Fund and shall deposit such funds in depositories designated by the Board of Directors of the Retirement and Death Benefit Fund. He/she shall keep a true and correct record of all funds received and paid out and shall at the end of his/her term or when called upon by

the Directors of the Retirement and Death Benefit Fund account for and deliver to the Branch or his/her successor in office all funds, books, papers, securities, and other property that may have come into his/her hands that may have not previously and lawfully disposed of. For the faithful performance of his/her duties, he/she shall receive the sum equal to twenty (20) hours pay, a year based on the hourly rate of a top grade Letter Carrier, payable quarterly.

Trustees Of The Retirement and Death Benefit Fund (5):

The Trustees of the Retirement and Death Benefit Fund shall have charge of the Fund. They shall direct the investment or disbursement of the money in the Fund. They shall designate depositories in which the Treasurer shall deposit such funds. They shall examine all expenditures, approve the same if found correct. They shall perform such services as requested by the Director of the Fund. They shall supervise the Branch 157 Death Benefit Fund. They shall act as Trustees and in every way carry out the interests of the Retirement and Death Benefit Fund. For the faithful performance of their duties, they shall receive the sum equal to twelve (12) hours pay, a year based on the hourly wage of a top grade Letter Carrier, payable quarterly.

Article 5 Audit

The Treasurer of Branch 157 shall conduct a semi-annual audit of the Retirement and Death Benefit Fund and a report of such audit shall be made to the Members of Branch 157.

Article 6 Amendments

No amendments or alterations shall be made to these By-Laws except that they may be amended or altered in the same manner as the Branch By-Laws.

Article 7 Membership

Only Members of Keystone Branch 157, NALC will be eligible for membership in the Keystone Branch 157 Retirement and Death Benefit Fund.

Article 8 Benefits Eligibility

A Member shall be eligible for benefits from the Retirement and Death Benefit Fund only if he/she has been a Member of Keystone Branch 157, NALC for the past ten (10) years or he/she has been a Member of Keystone Branch 157 for the entire period of his/her employment if it is less than ten (10) years.

Section 2. Benefit Requirements

Active Members, upon retirement, whether it is a regular retirement or a disability retirement or upon a Member's death will receive \$25.00 for each year and major fraction of a year (6 months) of service credited for retirement purposes on USPS Form 50.

All active and retired Members would receive no less than \$600.00 in death benefits.