

BY-LAWS OF SAN JUAN BRANCH 869
OF
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

**BYLAWS OF BRANCH 869
OF
THE NATIONAL ASSOCIATION OF
LETTER CARRIERS, AFL-CIO
AS OF SEPTEMBER 24, 2008**

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Article I

Name and object

- Section 1.** This Branch shall be known as San Juan Branch 869, of the National Association of Letter Carriers, AFL-CIO.
- Section 2.** The object of this Branch is to unite all employees who are eligible for membership under Article II, Section 1, 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 working conditions of its entire membership.

ARTICLE II

MEMBERSHIP

- Section 1.** Form SF-1187 (Dues Check-Off) must be signed by all applications seeking a membership in the Branch and The National Association of Letter Carriers.
- Section 2** Any regular Branch Member upon tendering a written resignation of membership and paying all fines, assessments, and dues, shall receive from the Recording Secretary a certificate thereto. Such certificate shall be proof of good standing at the time of resignation.

ARTICLE III

MEETINGS

- Section 1.** The regular meeting of the Branch shall be held on the third Tuesday of each month. Meeting shall start promptly at 7:30 p.m. In event the meeting day falls on a holiday or an emergency arises, the meeting will be designated by the President, by written notice. Exception to above will be the installation meeting, which shall be held on first meeting following elections as the Branch President may designate.
- Section 2.** Special meetings shall be called by the President upon written request of five (5) members in good standing or by the vote of the Branch and notification of such meetings stating the object of the call shall be given to members by Recording Secretary with a least five (5) days in advance.
- Section 3.** No business shall be transacted at a special meeting other than that for which it may have been called.

BY-LAWS OF SAN JUAN BRANCH 869
OF
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

Section 4. The Branch shall be called to order after quorum has been certified by the Recording Secretary. The quorum shall be ten (10) members in good standing.

Section 5. In the absence of the President and Vice-President, any member in good standing may be elected to preside by a majority of those present.

ARTICLE IV OFFICERS

Section 1. The Officers of the Branch shall be a President, Vice-President, Recording Secretary, Financial Secretary, Treasurer, Sergeant at Arms, Health Benefit Plan Representative, and a Board of Trustees composed of three members and Newspaper Editor. The Above-mentioned officers shall be known as the Board of Officers.

Section 2. In the event of death, resignation, impeachment or disability of the President, the line of succession shall be as follows: Vice-President, Recording Secretary, Treasurer, and Financial Secretary.

Section 3. All Officers shall be elected triennially and hold Office for Three (3) years or until their successors are duly elected and installed.

Section 4. (a) Any Member of the Branch in good standing shall be eligible for office or to be a Shop Steward or serve in any committee as the Branch may determine, and whose duties shall be to guard the interest of the Branch. Any Member shall be eligible to be a candidate for Delegate to the State or National Convention Central Body. Delegates must attend at least 50 % of the monthly meeting of the year of the election in order to qualify to be paid any allowance or to be otherwise reimbursed by the Branch to incur in any convention expenses.

(b) All Candidates for Office or Delegate to the State or National Convention who accepts a supervisory position in the Postal Career Service for any period of time, whether one (1) day or fraction thereof; either detailed, acting, probationary or permanently, shall immediately vacate any office held, and shall be ineligible to run for any office or other position for a period of two (2) years after termination of such supervisory status. Upon nomination, the candidate must certify that he or she has not served in a supervisory capacity for the 24 months prior to the nomination.

(c) All Members of Branch 869 in good standing shall be eligible for nomination to attend the National convention Central Body.

BY-LAWS OF SAN JUAN BRANCH 869
OF
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

Section 5. All Candidates nominated for Office or positions to be filled must be members in good standing. Nominations may be made in writing, with the nominations to be received by the Recording Secretary not less than thirty days (30) before the date of the elections. Candidates may be present at the meeting in which nominations are made, or they shall signify their acceptance in writing.

Section 6. All Committees and Counselors shall be appointed by the Branch President.

ARTICLE V ELECTIONS

Section 1. All regular members in good standing, as defined in Article 11 of the National Association of Letter Carriers constitution, are eligible to hold any office or position in the branch, with the following exception:

- a) Any regular members who accepts a supervisory position in the Postal Service for any period of time, no matter how brief, is ineligible during the tenure of that position and for a period of two (2) years after termination of supervisory status.

Section 2. The Branch Recording Secretary shall mail to very members a notice of the nominations and elections not less than forty- five (45) days before each nomination and election. For purposes of this provision the requirements that notice be mailed, may be satisfied by timely publication of the notice in the Postal Record or in the Branch Publication.

- a) If the Branch decide to publish the notice of nomination and election in the Branch newspaper, that notification must be on the front page and prominent.
- b) Posting of notice on the station bulletin board is a good additional method of informing of nominations and elections, however, it is not sufficient by itself since there is no guarantee that any member of the branch will see it.

Section 3. The nomination and elections shall be conducted accordingly to the last publication of the NALC Regulation Governing Branch Elections Procedures Handbook. Elections shall be made by mail. All nominations **for** offices shall be for a term of three (3) years at the regular membership meeting of October (No member shall be nominated for more than one office.) The Recording Secretary must keep a mailing list of the Branch 869 members up to date.

- a) A Board of Election shall be nominated by the members at the regular meeting of October, consisting of five (5) members in good standing and shall be known as Board of Election committee, they shall not be running for any office.
- b) The Board of Election Committee and nominees shall have a meeting at 7:00 PM in the Union Hall the next day to receive instructions, the Do's and Don'ts and NALC Regulations Governing Branch Elections Procedures.

- c) Ruffling and matching in a numerical order 1,2,3,4, etc., etc., all names of members nominated for each vacant position.
- d) Prepare a ballot with members nominated.
- e) Instruction for voting and the deadline for returning marked ballots.
- f) A plain envelope marked "Secret Ballot".
- g) A prepaid business reply stamped envelope, addressed to the Election Committee, at the Post Office Box, with space for the member's name address, last four or employee ID number.
- h) Between 15 and 20 days before the third (3rd) Tuesday of December the Board of Election Committee must send first class mail to all regular and retired eligible members at each member's last known home or postal address, a ballot with detailed instructions of procedures to follow.
- i) On the membership meeting of December (3rd) Tuesday at 07:00 hours all mailed ballots shall be secured by the Board of Election Committee and brought to the tally site.

Section 4. The installations of officers shall take place at the first meeting of the Branch following the election and at such time and place as the elected President may decide.

Section 5. Any National or State Officer, or any Past President of the Branch, who is actual member of it, may act as Installing Officer for this Branch.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. PRESIDENT

The President shall preside at all meetings of the Branch, preserve order, sign all Warrants on the Treasurer ordered and drawn by the Branch, have general Supervisory powers over the Branch, see that Officers perform their duties, enforce the Constitution, By-Laws, and Regulations of the Branch, appoint all committees not otherwise provide for, give the deciding vote when a tie occurs, examine, and announce the results of all balloting and other votes. He / She shall not make or second any motion or take part in any debate while in the Chair. He / She shall ascertain from the Financial Secretary, before adjournment of the meeting, the amount of money received since the previous meeting and from the Treasurer, if He / She has received the same. At the end of his / her term He / She shall make a report showing the progress and conditions of the Branch, an annual financial report if required by public law. The filling of such report will be required unless the Branch has received express notification from the National Association that it is exempt from such requirement.

BY-LAWS OF SAN JUAN BRANCH 869
OF
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

He / She shall work for the Branch forty hours (40) per week and be compensated at his regular hourly rate including territorial COLA payable bi-weekly equal to his / her carrier grade.

He / She shall be compensated for all loss of Annual and Sick leave not accrued at his / her regular hourly rate. A ledger shall be kept conforming to his / her NL and S/L compensation and shall be payable to him after his / her term expires or each year, at his / her term expires or each year, at his / her option. He / She shall be a delegate to the National Biennial Convention. **For the faithful performance of his / her duties He / She shall be paid in the amount of eight hundred dollars (\$800.00) a month.**

Section 2.

Vice-President

The Vice-President shall preside in the absence of the President and in case of death, resignation, disqualification, refusal or neglect of the President to discharge the duties of his/her office, the Vice-President, then, shall perform all duties incumbent upon the President for the remainder of the term of office. The Vice-President of the Branch shall be the Chairman of the Grievance Committee. For the faithful performance of his/her duties **He / She shall be paid in the amount of five hundred dollars (\$500.00) a month and up to 80 hours of annual leave a year to be used for official union business to be approved by the president.**

Section 3.

Recording Secretary

The Recording Secretary shall keep a correct record of the proceedings of the Branch in a book to be kept for that purpose. He / She shall notify applicants for membership, in writing, of the election or rejection, and members of their suspension, expulsion or acceptance or resignations. 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 make semiannually 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 shall deliver to his/her successor all books and papers together with all property of the Branch in his/her possession. **For the faithful performance of his/her duties He / She shall be paid in the amount of two hundred and fifty dollars (\$250.00) a month.**

BY-LAWS OF SAN JUAN BRANCH 869
OF
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

Section 4.

Financial Secretary

The Financial Secretary shall keep a record book showing the names of members, when admitted and place of residence, collect dues and all other money due to the Branch, keep a regular account thereof, and at each meeting (or prior thereto whenever the prompt payment of the National Per Capital Tax, or the 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 of representative selected or appointed to represent the Station, solicit the payment from all members in arrears and on the day of an election and before a ballot is taken, furnish the National-Treasurer with a list of names of all members, also those suspended, expelled, deceased or resigned. 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 make a report, and deliver to his / her successor in office, when qualified, all books, papers and property in his/her possession belonging to the Branch. He / She shall make a semi- annually report showing the receipts, benefits paid, amount expended on hand. He / She shall maintain ledgers for each officer assigned by the President, as per Article 4 Section 14, conforming to any loss of annual and sick leave. **For the faithful performance of his/her duties, He / She shall be paid in the amount of two hundred and fifty dollars (\$250.00) a month.**

Section 5.

Treasurer

The Treasurer shall receive, receipt for and disburse all money of the Branch and keep a regular account thereof He / She shall pay all warrants drawn on him by the Financial Secretary voted by the Branch and signed by the President, and have all accounts receipted upon payment of the same. He / She, whenever requested by the President, and at the end of his/her term, make a report showing his/her receipts, disbursements and amount of money on hand, deliver his/her books, papers and money to his/her successor in office, when qualified, and to ensure the faithful performance of his/her duties He / She shall be required to furnish a bond in such sum as the Branch may direct. **For the faithful performance of his/her duties He / She shall be paid in the amount of two hundred and fifty dollars (\$250.00) a month.**

Section 6.

Sergeant at Arms

The Sergeant at Arms shall preserve order in the meeting under the instructions of the President. It shall be his/her duty to see that none, but members are present at the meeting unless directed by the President or a vote of the Branch. **For the faithful performance of his/her duties He / She shall be paid in the amount of twenty-five dollars (\$25.00) payable every six months.**

BY-LAWS OF SAN JUAN BRANCH 869
OF
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

Section 7.

Health Benefit Representative

The Health Benefit Representative shall perform such duties as the Constitution and Laws of the National Association of Letter Carriers Health Benefit Plan require. He / She shall, whenever requested by the President and at the end of his/her term, make a report showing his/her book papers, to his/her successor in office. In addition He / She obtain and maintain a supply of claim forms for use by Branch Members, Doctors, and hospitals in the area, assist members in the completion and selection of the proper claim form, act as liaison between the member and the Plan on questions of coverage, clarification of benefits and status of claims submitted when requested to do so, aid the patient in obtaining itemized bills or reports from providers for submission to the Plan, quote only from the brochure the proper provisions, definition, limitation or exclusion when questions on benefits arise, advise the Plan when they are aware of improper billing practices by area providers or other fraudulent practices, advise the Plan when area hospitals have a change in administrative policy (e.g., require deposit, refuse to accept inpatient assignment or allow payment discounts), contact new employee, and to contact other Federal agencies and employees not enrolled in N.A.L.C. during the Open Season, to explain the excellent benefits provided by the Plan, keep current on coverage and changes, promote and maintain good will between the Plan and the members, potential enrollees and providers of medical services and supplies. **For the faithful performance of his/her duties He / She shall be paid in the amount of fifty dollars (\$50.00) a year.**

Section 8.

Trustees

The Trustees shall examine and report to the Branch the conditions of the books of the office at least once every six months, compare vouchers and see that they correspond with the collection fund disbursement. They shall have custody of all Branch property and shall perform such other duties as the Branch may require of them. The board of Trustees shall be known as the Trustees of the San Juan Branch 869 of the National Association of Letters Carriers of The United States of America. **For the faithful performance of their duties, they shall be paid in the amount of one hundred dollars (\$100.00) every six (6) months.**

Section 9.

Newspaper Editor

The Editor of "Viewpoint 869" Official Branch Publication shall gather the material and prepare the publication bi-monthly He / She shall have the exclusive right to edit any article submitted by members as He / She deems necessary. He / She shall consider any article unsuitable for publication and discuss it with the Branch President or his/her designee prior to a final determination of not publishing. **For the faithful performance of his/her duties, He / She shall be compensated in the amount of seventy-five (\$75.00) dollars a month. He / She shall also be compensated at the regular hourly rate including territorial COLA up to maximum of four (4) hours Leave Without Official Pay for all bi-monthly issues.**

BY-LAWS OF SAN JUAN BRANCH 869
OF
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

OTHERS

Section 10.

Counselor

The Counselor shall intervene and counsel in all matters affecting the welfare of the Branch and its members. He / She shall, together with the President and the Secretary represent this Branch in all conference with the Administration, if requested by the President.

Section 11

Shop Steward

The Shop Steward shall guard the interest of the Branch in their particular station under the direction of the Branch or its Officers. They will be subject to the provisions of Article V, Section 2, of the Constitution of the National Association of Letter Carriers. Shop Stewards shall be elected by the membership of good standing, of their respective units or station. When there is but one Candidate placed in nomination, the President shall declare the election by consent. The Steward's duties shall be, but not limited to; Lead, Organize, Educate and Represent the members of the Branch within the station or area they represent. They shall be knowledgeable in the Administration and interpretation of the National Agreement, and the Branch's Local Memo of Understanding for their respective units. They shall be required to attend all Shop Stewards seminars, conducted by the Branch. They shall be required to attend all the Branch's regular monthly membership meetings. He / She shall be required to attend at least fifty percent of the general membership meetings. Failure to do so, may result in the forfeiture of his/her annual compensation. The President shall at all times have authority to remove any Shop steward(s) when requested to do so by a petition in writing of the majority of members in good standing in the station(s) where the Shop Steward's election of appointment was held. Upon a shop Steward's removal, and election shall be ordered by the President to fill such vacancy, or He / She may appoint one in the interim. **Stewards shall receive at stations with eleven (11) Members or more \$350.00 dollars annually payable by quarterly. Shop Stewards in units of less than eleven (11) shall receive \$250.00 dollars annually payable by quarterly. All Shop Stewards must request payment of compensation via a voucher through the Financial Secretary.**

Section 12.

Grievance Committee

The Grievance Committee shall, in conjunction with the President and the Secretary, assist our Members in all disputes, reports charges and claims that our members may bring to the consideration of our Branch. **For the faithful performance of their duties, they shall be paid in the amount of fifty dollars (\$50.00) for each meeting attended.**

BY-LAWS OF SAN JUAN BRANCH 869
OF
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

Section 13. In addition to the duties assigned to each Officer He / She shall perform such other duties as the Branch may, from time to time direct.

Section 14. The Branch shall compensate the loss of salary (or benefits thereto) of any Officer(s) or Member(s) that maybe assigned by the Branch (or Branch President) to perform official duties to the Branch, not to exceed twenty-four (24) hours bi-weekly. The President shall be the only Officer of the Branch authorized to make assignments between meetings and He / She shall be held responsible for the expenses incurred that do not meet the requirements of this section. He / She shall render, at each monthly meeting report of any assignment to this section. (Branch Officers or any members assigned shall be compensated annually at their regular hourly rate, including Territorial C.O.L.A. for any loss of annual, or sick leave not accumulated during the year as a result of L.W.O.P. for Union business code 84).

Section 15. (a) The Branch shall elect its Delegates to the National Convention on it's regular meeting of December each year preceding the Convention year. No less than 45 days before each election, stating that election for National/State Association Delegate and alternate shall be held and the time, place and manner for nomination and election - This requirement that notices be mailed, may be satisfied by publication of the notice in the Postal Record or in State or Branch Publications that are mailed to the last known address.

(b) Each regular Member shall have the right to nominate a Candidate for National/State Association Delegate and Alternate provided nominees meet the provision as set forth under Article 5, Section 2 of the N.A.L.C. Constitution.

c) Each candidate shall be nominated at the regular Branch membership Meeting of November, but not less than 30 days before the date of election. Nominations may be made in writing, with the nomination to be received by the Recording Secretary not less than 30 days before the date of election.

d) Elections shall be by ballot and the candidates receiving the largest. number of votes up to the amount authorize by the Branch shall be elected. an equal number of alternate Delegates shall also be declared based on the largest number of votes received.

e) The Branch shall assume all legal financial responsibilities involved in this representation.

Section 16. Alternate Shop Stewards

The Alternate Shop Steward shall guard the interest of the Branch in their particular station under the direction of the Branch or its officers. They will be subject to the provisions of Article V, Section 2, of the Constitution of the National Association of Letter Carriers, Alternate Stewards shall be elected by the Shop Steward, of their respective units or station. The Alternate Steward's duties shall be, but no limited to; Lead, Organize, Educate and Represent the members of the Branch within the station or area they represent.

BY-LAWS OF SAN JUAN BRANCH 869
OF
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

They shall be knowledgeable in the Administration and Interpretation of the National Agreement, and the Branch Local Memo of Understanding for their respective units. They shall be required to attend all the Branch's regular monthly membership meetings. He / She shall be required to attend at least fifty percent of the general membership meetings. Failure to do so may result in the forfeiture of his/her annual compensation. The Steward shall at all times have authority to remove any Alternate Shop Steward(s) when requested to do so by a petition in writing of the majority of members in good standing in the station(s) where the Alternate Shop Steward's appointment was held. Upon an Alternate Shop Steward's removal, the Shop Steward may appoint one in the interim. **Alternates Stewards shall receive at stations with eleven (11) members or more \$150.00 dollars annually payable by quarterly. Alternates Steward in units of less than eleven (11) members shall receive \$100.00 dollars.**

Section 17.

O.W.C.P. Representative

The O.W.C.P. Representative of Branch 869, He / She shall have the responsibility to help all members of Branch 869, with all job-related injuries and non-related injuries. **For the faithful performance of His / Her duties He / She shall be compensated in the amount of one hundred (\$100.00) dollars a month.** He / She shall also be compensated at the regular hourly rate including Territorial Cola. If applicable for all hours worked and approved by the President.

ARTICLE VII
FEES, DUES, FINES AND ASSESSMENTS

Section 1.

- a) Each member of this Branch shall pay monthly dues equal to Two (2) Hour's base pay for a Grade 1, Step D, Letter Carrier, employed by the U.S. Postal Service. One third of such dues shall be allocated to the National Union and shall be designated as the "National Per Capita Tax", the remaining two thirds of such dues shall be allocated to the Branch 869 San Juan, Puerto Rico and shall be designated "Minimum Branch dues".
- b) In addition, each member of this Branch shall pay monthly dues equal one half(1/2) of the hour base pay for a Grade 1, Step D, Letter Carrier Craft. Such dues shall be allocated to the Branch 869, San Juan - Puerto Rico and shall be designated as "Full Time Officer and Building fund of the N.A.L.C. Branch 869".
- c) One Dollar Fifty Cents (\$1.50) of such dues per members and per pay period shall be deposited in the General Funds of the Branch 869. The purpose of which is to complete the payment of the building mortgage. At the end of December of every year, the remaining amount of the General Funds not budgeted will be transfer to the Building Fund Account.

BY-LAWS OF SAN JUAN BRANCH 869
OF
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

- Section 2.** Retired members shall be exempted from the payment of Branch dues, but they will pay their National Per Capita Tax and any other affiliation taxes that the Branch may impose in the future.
- Section 3.** Any Member leaving the Postal Career Service may retain their Membership but shall be members only for the purpose of membership in the N.A.L.C. Life Insurance Plan, the N.A.L.C. Health Benefit Plan and or any retirees' issues. These Members shall have no voice or vote in any affairs of the Branch, except they shall have a voice or vote at the Branch level upon matters pertaining to the N.A.L.C. Life Insurance Plan and on any proposition to raise dues.
- Section 4.** Any Member failing to pay any fine, assessment or monthly dues within thirty (30) days after the same, shall become due and shall become due and shall forfeit his/her membership. He / She shall become due and shall Forfeit his/her membership. He / She shall vacate any office held in the Branch, effective on the date of such forfeiture. He / She shall not be entitled to vote in the Branch and shall not be eligible for nomination or election to any office, provided that the Branch, for good and sufficient reasons, under reasonable rules uniformly applied may extend the thirty (30) days grace period for no more than an additional sixty (60) days.
- Section 5.** A former Member whose membership has been forfeited may be reinstated by the payment of all back fine, assessments and dues as well as the payment of five dollars (\$5.00) fine.

ARTICLES VIII COMMITTEES

- Section 1.** The President of the Branch shall appoint a committee for three (3) on organization. Such committee shall work in conjunction with and subordinate to the National Executive council to secure such benefits as the National Association may desire.
- Section 2.** There shall be a committee (appointed by the President) consisting of Three (3) Members to whom all bills and claims against the Branch shall referred before being acted upon by the Branch.

ARTICLE IX CHARGES

- Section 1.** Any Member of the Branch who shall violate the Constitution or By-Laws of the Association or Branch may have charges preferred against him/her and if such charges are proved shall be fined, reprimanded, suspended or expelled as the laws may direct or the Branch may determine. 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 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 miss conduct, and a resolution therefore has been offered. Such officer, however, must be given the opportunity to defend himself / herself before the vote is taken.
- Section 2.** Charges must be made writing, specifying the offense so as to fully appraise the Member or Officer of the nature thereof and signed by a Member in good standing of the Branch, and u copy of such charges shall be read by the Recording Secretary at the first regular meeting.
- Section 3.** The President, or if the President be the person against whom charges are Being made, the Vice-President, shall then appoint a Committee of three disinterested Members, who shall, without unnecessary delay, summon the parties, hear and take down by a competent reporter or stenographer the testimony presented, hear the accused in his/her own defense, and report the testimony with the facts elicited, and the verdict thereon. The Branch will pronounce its judgement upon the verdict rendered and fix the penalty, if any will be required.
- Section 4.** Questions of expulsion or removal from office shall be decided by ballot. If less than two thirds of the ballots are for expulsion or removal from office, the Branch shall proceed to determine whether the punishment shall be suspension, fine or reprimand. If suspension or fine be determined upon, the Branch shall fix the term of suspension or the amount of the fine. If the President be the person against whom the charges were made, shall reprimand the accused in open meeting.
- Section 5.** During the suspension for an offence a Member is not exempt from dues and He / She shall be subjected to all penalties of Article VII, Section 4, for the non-payment of the same.
- Section 6.** Any Member or Officer suspended for any offence shall be reinstated on the removal of the cause and the payment of all demands against him/her, or at the expiration of the term for which He / She was suspended, without action of the Branch, and the President or Vice-President, as the case may be, shall declare in open meeting his/her reinstatement.

BY-LAWS OF SAN JUAN BRANCH 869
OF
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

This provision does not apply where the Member is suspended pursuant to charges brought by the National Association or by any Officer or Representative by authority of the President or Executive Board of the National Association.

- Section 7.** An expelled Member can be reinstated only after the manner of a new Applicant.
- Section 8.** Any Officer or Member of a Branch who shall, in any manner use or attempt to use the Branch, or any portion of it, or his/her influence therein, for Political purpose, shall be guilty of perfidy and suffer immediate expulsion.

ARTICLE X APPEAL

- Section 1.** An appeal may be taken to the President from the decision of any other Officer of the Branch and to the Branch from any decision of the President, such appeal must be taken at the meeting at which the subject appeal from is under consideration and before any other business is taken up for action; and any Member considering that an injustice has been done to him by a decision of the Branch may appeal in writing to the Committee on Appeals of the National Association.
- Section 2.** When an appeal from the action of the Branch is taken the following rules must be observed:
- 1st An appeal must be in writing and filed with the Recording Secretary of Branch together with any written testimony, arguments, brief and evidence within twenty days from the date of the Branch meeting at which the decision to be appealed from was made.
- 2nd The Recording Secretary shall submit and read to the Branch at its next regular meeting following the receipt of the appeal, notice, all written testimony, arguments, briefs and evidence submitted by the appellant.
- 3^d The Branch shall then be allowed twenty (20) days to prepare its reply, which shall be in writing with the seal of the Branch attached thereto. Copy or this reply shall be immediately transmitted by the Recording Secretary to the appellant. The Recording Secretary shall also immediately transmit the appeal together with all testimony, arguments, briefs and evidence submitted by the appellant and the reply or the Branch thereto via registered mail to the Chairman of the Committee on Appeals of the National Association, may if dissatisfied with the decision, appeal to the National Convention of the National Association of Letters Carriers.

BY-LAWS OF SAN JUAN BRANCH 869
OF
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

ARTICLE XI FUNDS

- Section 1.** All funds of the Branch shall be deposited in such Bank or Savings Institution as the Branch may determine.
- Section 2.** No money shall be paid by the Treasurer except on all warrant ordered by the Branch and signed by the President and Financial Secretary.
- Section 3.** All funds shall be devoted to such use as the Branch may determine, provided that no appropriation shall be made except when ordered by the majority of members present and voting at a regular meeting. **Provided, further, that the President is authorized to issue orders of payment to the Treasurer between meeting in case of justifiable emergencies, but the total of this authorization will not exceed five hundred dollars (\$500.00).**
- Section 4.** The rates of dues and initiation fees may be increased, and assessments levied upon the members only by two-thirds majority vote by secret ballot to the regular meeting after reasonable notice has been given that this question will be before the meeting.
- Section 5.** All checks issued by this Branch shall be drawn only on the signature of the President and the Treasurer.
- Section 6.** Any expenses for meetings at any station will come from a budget to be establish for this particular use.

ARTICLE XII INDEMNIFICATION

The Branch is authorized, upon affirmative vote of the Membership, to pay all expenses for investigating service, employment of counsel and other necessary expenditures in any cause, matter, case or cases where an Officer, Representative employee, Agent or one charged with acting on behalf of the Branch or its affiliates is charge with any violation or violations of any law or is sued in any civil actions with respect to any matter arising out of his/her official duties except if such Officer, Representative, Employee or Agent is charged with a breach of trust to the Branch or any subordinate body of Member thereof This provision does not apply to suits brought against the Branch or any of its Officers, Representatives and Agents by the National Association.

BY-LAWS OF SAN JUAN BRANCH 869
OF
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

ARTICLE XIII
AMENDMENTS

- Section 1.** The Membership of Branch 869, shall find these By-Laws to be self evident and all Members in good standing shall have the right to vote upon or amend said By-Laws. These By-Laws shall not be repealed, altered or amended, except by a majority vote of the Members in good standing. All proposed amendments must be presented in writing to the Branch Recording Secretary at regular monthly meeting. All proposed amendments must be signed by five (5) Members in good standing in accordance with Branch 869 procedures. The Recording Secretary shall read to the Members present at the meeting, the proposed amendment, and the Chairman of the Laws Committee shall rule whether said amendment is in order. When said amendment is found to be in order, it shall be voted upon by all Members present at the meeting to amend the By-Laws.
- Section 2.** The Recording Secretary shall send to each Shop Steward in Every Post Office or Unit, during the month of March and September every year, a Bulletin or Flash for reading and posting stating the propose change or amendment and the date and time said vote will be conducted. This notification must be posted not less than ten (10) days prior to the vote. The Shop Steward shall at his/her unit, inform the membership verbally that proposals to amendments of the By-Laws are posted.
- Section 3.** Voting on amendments to these By-Laws, shall take place on the third full week of the month of April and October provided proposals to amend the By-Laws have been submitted as per Section #1 above. The Branch President shall determine the date and the time and inform the Recording Secretary as such.
- Section 4.** All eligible retirees may vote on the proposals to amend these By-Laws provided they do so in person, and proper identification and Membership is verified.
- Section 5.** A record shall be kept for a period or one (1) year, indicating the names of all Members present during the meeting to amend the By-Laws. The results of the proposals shall be sent for posting to each Shop Steward.
- Section 6.** All Officers and Shop Stewards of N.A.L.C. Branch 869 are entitled to a current an up-to-date copy of these By-Laws. The Recording Secretary shall therefore after the results of the annual By-Laws elections are certified by the Board of Laws in Washington D.C. order and cause to be printed for distribution.

BY-LAWS OF SAN JUAN BRANCH 869
OF
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

Section 7. The Laws Committee of this Branch shall be:

President	Ex-Officio
Vice-President	Chairman
Recording Secretary	Member
Treasurer	Member
Financial Secretary	Member

ARTICLE XIV ORDER OF BUSINESS

- 1. Verification of quorum**
- 2. Hymns**
- 3. Invocation**
- 4. Reading of minutes of previous meeting**
- 5. Reports**
 - a. President**
 - b. Treasurer**
 - c. Committee**
 - d. Shop Stewards (In writing)**
- 6. New Business**
- 7. Adjournment**

The Robert Rules of Order, Revised Edition, shall be the authority that shall govern over all parliamentary problems not specifically covered in this By-Laws to maintain the order of procedures in the meeting of this Branch.

On _____ these By-Laws were approved by the Membership of Branch 869, San Juan, Puerto Rico.