

TEXAS STATE ASSOCIATION OF LETTER CARRIERS

BYLAWS AS AMENDED

June 24 - 26, 2015

San Antonio, Texas

PREAMBLE

Section 1. This organization shall be known as the Texas State Association of Letter Carriers (TSALC).

Section 2. The objectives of the Texas State Association of Letter Carriers shall be to assist the National Association of Letter Carriers in maintaining a more perfect organization and improving the Postal Career Service; to organize all letter carriers within the State and to guide and direct all activities relating to legislation within the State. This association shall have the authority to coordinate with the National Business Agent regarding seminars and training schools on State, District and Branch levels, which shall be scheduled by the National Association of Letter Carriers and directed by the National Business Agent.

ARTICLE I - MEETINGS

Section 1. The Association shall meet in a city by a vote of the Convention assembled and at a time agreed to by the host city and the Executive Board. Each Convention assembled shall select the Convention city two (2) years in advance. Two Hundred (200) delegates from twenty-five (25) branches shall constitute a quorum for the transaction of business, but less than that number may adjourn to meet at some future date. In the event that no branch is selected to host the next Convention, the Texas State Association of Letter Carriers Executive Board will assume responsibility for site selection and date.

Section 2. Special meetings of the Association shall not be held in less than fifteen (15) days from the time notice is sent to Branches by the Secretary.

Section 3. Each District shall hold one (1) meeting each year. The dates of the six (6) District meetings shall be set by October 1st for the following year. The District Board Member may determine to have the meeting in conjunction with the State Convention or a Regional Training Session. However, at no time shall the District meet while the State Convention or Regional Training Session is in session. The State Secretary shall notify all Branches in the District at least forty-five (45) days prior to the meeting.

Section 4. The State Association will pay reasonable and customary expenses, not to exceed \$400.00 (four hundred) *for meeting room and training materials to conduct* the District Meeting. In the event that \$400.00 (four hundred) does not provide sufficient funds for a properly conducted District Meeting, the Executive Board must vote on the additional expense on a case by case basis.

Section 5. The Board Member of the respective District will be the assigned State Officer at the District's Meeting. They shall be paid mileage and per diem and lost time, not to exceed two (2) days, in accordance with Article III, Section 8(a).

Section 6. District meetings shall include legislative/political updates and training, and shall include sufficient time for such training. Contractual training at District Meetings shall comply with the National Association of Letter Carriers Constitution, Constitution of the Government of State Associations, Article 1, Section 2. If a District Meeting is held in conjunction with a State Convention or Regional Training Session, all training and updates requirements may be considered addressed during the convention or training session.

ARTICLE II - REPRESENTATION AND VOTE

Section 1. Each Branch shall be entitled to one (1) delegate for each ten (10) members, or fraction thereof, and shall be entitled to one (1) vote for each member.

Section 2. The votes of each Branch will be divided among the delegates present at the Convention. After equal shares have been divided, all votes that are left over will be distributed alphabetically, one per delegate, until all votes allotted to each Branch are divided.

Section 3. The election of Officers and members of the Executive Board of this Association shall be conducted as directed in the Constitution for the Government of State Associations of the National Association of Letter Carriers and in the rules adopted by the Biennial Convention of this Association. The State Association Board Members shall be elected in the following manner: only delegates from the appropriate District shall be allowed to vote for their Board Member. The District Board Member must be in good standing in a Branch in the District represented.

Section 4. Delegates to the State Convention shall be elected no later than December 31st of the year preceding the convention year and in accordance with Article V of the National Constitution. A complete list of these delegate names must be received by the TSALC Secretary, no later than January 5th or in person at the COP meeting of the Convention year, to be eligible for selection to the Credentials and Rules, Resolutions and Bylaws Committees. Delegate cards should be in the hands of the TSALC Secretary not later than May 15th of the Convention year.

Section 5. Delegates casting ballots for the election shall sign for ballots received.

ARTICLE III - FINANCIAL

Section 1. The per capita tax for this Association shall be Ten dollars and forty cents (\$10.40). Fifty cents (\$0.50) shall be placed in a Convention Fund to be used as stated in Article III, Section 6, of these ByLaws.

Section 2. All members of this Association in good standing upon being called to active military shall be carried as paid members.

Section 3. A Branch shall not be charged per capita tax for its retirees.

Section 4. The Congressional District Liaisons (CDL), appointed by the State Legislative Chairman, shall file their incurred quarterly expenses, with documented receipts, to the State Secretary. Expenses for postage, copies, and telephone used in official correspondence, shall be approved by the State Legislative Chairman. Any expense(s) for lost time, mileage or per diem shall be approved in advance by the State Legislative Chairman and made in a timely manner. *CDL's attending their respective District meeting will be reimbursed for expenses according to the GSA rate related to mileage, lodging, and per diem dependent upon submission of a monthly CDL activity report.*

Section 5. The TSALC Secretary's Revolving Expense Fund shall be two hundred fifty dollars (\$250.00). This fund, once established, will be replenished only upon submission of documented receipts and vouchers.

Section 6. This Association shall allocate the sum of fifty cents (\$0.50) per paid members in January of Convention years as Convention expense, one half (1/2) not to exceed three thousand five hundred dollars (\$3,500.00) - of said amount to be presented to the host Branch upon receipt of a preliminary report. Lost time shall not be considered a legitimate expense. A detailed Convention expense report shall be furnished to the State Secretary no later than sixty (60) days after the close of Convention. In case of no report, all monies will be recalled. Any surplus, after approval of the Executive Board as to legitimate expenses of the Convention, will be returned to the Convention Fund of the State Association. Any additional expenses; approved by the Executive Board after review of the detailed Convention expenses, will be paid to the host branch, not the exceed three thousand five hundred dollars (\$3,500.00). The Executive Board shall have the authority for expenditure of surplus funds as deemed necessary for host Branch deficits.

Section 7. For their services, the following officers of this Association shall receive a salary as stipulated herewith: President, \$1,850.00 per year; Vice-President, \$1,850.00; Secretary, \$1,850.00; Treasurer, \$1,850.00; Director of Retirees, \$1,400.00, and all District Board Members, \$1,250.00, per year. Each officer shall be paid quarterly, less the appropriate taxes.

- Section 8. (a) Per diem shall be paid at the established Federal guideline rates. Mileage shall be paid at the Federal rate or round trip coach fare if flying, whichever is more expeditious and economical to the State.
- (b) All members of the Executive Board of this Association shall be reimbursed for expenses incurred in the performance of their duties as follows: lost time at the top of CC2 of a letter carrier's wages; mileage (round trip) and per diem in accordance with Article III, Section 8(a). All expenses shall be presented to and receive approval of the Executive Board and made in a timely manner.
- (c) All State Officers shall be paid lost time, not to exceed three (3) days for State Convention. They shall receive mileage and per diem in accordance with Article III, Section 8(a).
- (d) Lost time shall be defined as payment/compensation to any Texas State Association of Letter Carriers Board Member, Congressional District Liaisons (CDL), Convention Committee Member or other designee for their work and/or services performed for the Texas State Association of Letter Carriers.

Section 9. The Secretary, with approval of the Executive Board, is authorized to spend a reasonable sum of money for securing secretarial help for carrying on the business of each convention, not to exceed five hundred dollars (\$500.00).

Section 10. Any Branch which affiliates with the Texas AFL-CIO shall receive ten cents (\$0.10) per month, per member, from TSALC. Dues must be current. Rebates shall be paid semi-annually in *March and September*.

Section 11. The TSALC shall contribute five cents (\$0.05) per month, per regular (active) member to the Texas State Auxiliary of the National Association of Letter Carriers. These rebates shall be issued quarterly.

Section 12. The Executive Board of the Texas State Association of Letter Carriers shall submit to the convention delegation a two year itemized budget not to exceed their estimated income. This budget will be submitted for review and approval to the convention delegation no later than the second day of business.

Section 13. Three thousand (\$2,000.00) scholarships shall be awarded annually by the Texas State Association of Letter Carriers. These scholarships shall be awarded no-later-than June 30 of each year. The selection committee shall consist of the T.S.A.L.C. President/Director of Education, Vice-President, Director of Retirees, and the President of the Texas State Auxiliary, as long as none of the committee members have any children or grandchildren applying for a scholarship. The three scholarships shall be known as the Ann Jefferson Memorial Scholarship, the Doug Meador Memorial Scholarship and the T.T. Morris Memorial Scholarship.

Section 14. The State Treasurer shall arrange with any financial institution in which State funds are deposited to have a copy of any reports (including monthly statements) mailed to the Secretary; the Secretary shall mail copies of these reports to the remaining Board Members.

ARTICLE IV - THE EXECUTIVE BOARD

Section 1. The President/Director of Education, Vice-President, Secretary, Treasurer, Director of Retired Members, and the Board Members for each District shall comprise the Executive Board of this Association.

Section 2. The annual reports of members of the Executive Board shall be presented to the T.S.A.L.C. Secretary forty-five (45) days prior to the State Convention for presentation to the Convention.

Section 3. No funds shall be expended by the Executive Board other than those authorized by these ByLaws and the Convention assembled.

Section 4. Three hundred dollars (\$300.00) shall be placed in a fund for the maintenance of office equipment. New equipment shall be purchased at the discretion of the Executive Board.

Section 5. Delegates to the State Convention of the Texas State Association approve, or disapprove, redistricting plans submitted by Branches or the Executive Board.

Section 6. On a quarterly basis, the Treasurer shall provide a Detailed Financial Statement, as well as a Detailed Balance Sheet that shows the income and expenses of the Association in an itemized format to the Secretary. The Secretary will forward a copy of these statements to all Branches on a quarterly basis provided the association has a current mailing address for the Branch.

(a) Each Board Member shall be required to send a quarterly report to the Secretary of the Association. The Secretary shall send these quarterly reports to all Branches on a quarterly basis. This mailing shall be combined with the Financial Reports required in Section 6 above.

(b) The requirements of Section 6 and 6(a) may be accomplished by posting the statements and reports on the Official TSALC website.

Section 7. The Executive Board will select a monitor/coordinator to organize a State Newsletters Contest. The results to be selection of the top three branches in categories such as, but not limited to, best overall editorial, news story, etc., or as monitor/coordinator may deem appropriate.

Section 8. The Board shall comply with applicable practices and regulations in having official Board Meetings, and in accordance with the NALC Constitution. If the Board having conducted or scheduled at least two member attend Board meetings per year, the President/Director of Education determines a need for consideration of immediately pressing needs, or a majority of the Board requests to have a question considered; the President/Director of Education or Secretary is authorized to present the need/question to the Board through first class mail, email, fax, or media conference; and the President shall call and text each Board member. If a question or request is posed to the Board, each Board Member shall reply within three days with their agreement or disagreement, with a copy to the Secretary and the President/Director of Education; and a majority reply of the Board shall constitute a vote on the question or request. The Secretary shall retain a record of the question/request and the replies for official records.

ARTICLE V - DUTIES OF OFFICERS

Section 1(a). The President/Director of Education or Vice-President of this Association shall be the Delegate-at-Large and make a written report of the National Convention. This written report will be completed as soon as possible following the close of the National Convention, then will be distributed to all Branches through the media of the official State Newsletter, the TEXAS LETTER CARRIER, if one is being published or the quarterly report. The Delegate-at-Large, in conjunction with the National Business Agent, shall be responsible for seating the Texas delegation at the National Convention. The Delegate-at-Large will be compensated by the State Association for lost time, mileage or air and per diem not to exceed five (5) days. The Delegate-at-Large may not receive compensation from their home Branch, but will receive compensation of lost time, mileage or air and per diem from the State Association. The State President shall be the Co-chair of each State Convention.

(b) All duties of the Executive Board Members shall conform to the National Constitution of Government of State Association, Article VIII.

Section 2. The President/Director of Education of the Association, or designee, shall, with prior approval through a vote of the Executive Board, represent this Association at any meeting which would benefit Letter Carriers of the T.S.A.L.C.

Section 3. Any State Officer of the T.S.A.L.C., in violation of Article VI of the National Constitution for the Government of State Association, forfeits their office.

Section 4. Any Officer who fails to perform the duties of the office to which elected, shall be removed in accordance with the provisions of Article X of the National Constitution.

Section 5. The President/Director of Education of this Association shall have direction over and shall be responsible for the duties of all members of the Executive Board.

Section 6. The officers of this Association shall be bonded to whatever extent current regulations may require and the Association shall pay all expenses incidental thereto. The President shall be responsible to ensure the Association's officers remain bonded within 30 days after election.

Section 7. Any relevant Internal Revenue Service and Department of Labor reports, or other required reports, shall be filed in the prescribed and timely manner.

Section 8. A Past President and Past Secretary pin shall be supplied by the State Secretary as secured from the NALC Secretary, to be presented to each State President and Secretary upon retirement from those offices.

Section 9. A TSALC website shall be maintained for the members of this Association and will be the official media of the TSALC. The State Executive Board will be responsible for oversight and necessary expenses.

Section 10. The Chairman of the Convention, or designee, shall enter into a contract with the Convention Headquarters in the host city to cover the following:

- (a) Honor all confirmed reservations
- (b) Provide adequate climate control facilities
- (c) Make available workable public address systems for Convention use
- (d) The contract shall further provide for a monetary penalty against the hotel in case of its violation in any form.

Section 11. Quarterly (January - April - July - October), the State Secretary will send a brief report to each branch secretary, that includes all Executive Board Meetings (time, place, attendees), Secretary's Membership and Financial Reports, Treasurer's Report, Yearly Budget - first issue following adoption.

Section 12. The President/Director of Education or his/her designee will submit monthly an article to the Postal Record to be printed in the State Summaries section.

ARTICLE VI - COMMITTEES

Section 1. The Committee on Program shall consist of the local Committee on Program of the city entertaining the Convention, and shall have authority to assign prospective attendants to suitable parts of the program of the Social Session and to confer with the Branches with regard to such assignments.

Section 2. Other Committees that may be created from time to time shall, at each Convention examine and report on such matters as may be referred to them.

Section 3. The selecting of the delegates to serve on paid committees shall be done in the following manner: The Credentials Committee, Audit Committee and the Rules, Resolutions and ByLaws Committee shall consist of one (1) member of each District whose name shall be submitted by each Branch to the TSALC Secretary no later than January 5th of the year of that Convention, to be put in a random drawing by the Executive Board at the Presidents' Meeting before that years Convention.

These Committees shall meet in the convention city one day prior to the opening date of the convention and for their services they shall receive reimbursement in the amount of two-hundred dollars (\$200.00), mileage and per diem in accordance with Article III, Section 8(a).

To alleviate the delay of Committee work due to having to locate members to serve on the other Committees, which in the past have been drawn two days prior to the Convention, the TSALC Executive Board may make these assignments through a random drawing. The names will be taken from delegate lists submitted by January 5th. The Executive Board shall draw enough alternate names for each Committee to cover any delegate that indicates he/she will not be available to serve. A chairperson for each Committee shall be notified by mail by the TSALC Secretary. He or she will return the letter with an answer of acceptance or refusal to serve, along with a signature, to the TSALC Secretary by the deadline specified in the letter. In cases of refusal, or non-response, the alternate Committee member will be notified prior to the Convention.

Section 4. The Teller Committee and the Distribution Committee shall be comprised of at least two (2) members from each District. The members of these committees shall be paid one (1) day's per diem in accordance with Article III Section 8(a).

Section 5. All other committees shall consist of one (1) member from each District and shall be paid the sum of seventy-five dollars (\$75.00).

Section 6. The President shall appoint a Parliamentarian and Sergeant-At-Arms (as needed) to serve during the Convention. *The Parliamentarian shall be paid the sum of seventy-five dollars (\$75.00) for that service and the Sergeant-At-Arms shall be paid the sum of two hundred dollars (\$200.00) for three (3) days of service, with the Retiree Committee Chairperson to be paid the sum of seventy-five dollars (\$75.00) for that service.* The President shall also appoint the Election Commissioner(s) and the Committee Coordinators who will be paid the sum of two hundred fifty dollars (\$250.00) and one (1) day per diem for their services.

Section 7. The President, Secretary, or designee(s), shall constitute a standing Committee of Condolences. The purpose of this committee shall be to represent the Association, during recess, in the expression of sorrow, or in time of misfortune, to those whose relationship to the Association is such that an expression of sympathy would be in order. The funds necessary for this Committee are authorized.

ARTICLE VII - CONVENTION MINUTES

Section 1. The State Secretary shall secure the services of a competent person to record the minutes of the Convention, a union member. For such services, this person shall be paid three hundred dollars (\$300.00).

Section 2. The By-Laws of this Association, as amended, shall be included in the printed minutes of the Convention.

Section 3. The History of this Association shall be printed in the Convention minutes every six (6) years, beginning in 2011.

Section 4. The minutes of the Convention of the TSALC Auxiliary to this Association will be printed with the minutes of this Association. The expense to be borne by the TSALC.

Section 5. The State Secretary shall secure bids ONLY from Union print shops for the printing of the minutes of the State Convention, in booklet form. The contract for that printing will be done at the best satisfactory price. The minutes in booklet form, will be printed and ready for distribution by the Committee of President's Meeting following the Convention.

Section 6. It shall be the responsibility of the State Secretary to forward sufficient copies of the Convention minutes to all Branches, including a copy for each delegate and a copy for the Branch Secretary not later than the Committee of President's Meeting following the Convention. It shall be the responsibility of each delegate to print their mailing address on the back of their delegate card before they trade credentials at Convention registration and to notify the State Secretary in case of a change of address. It shall be the responsibility of each Branch Secretary to update their Branch Officer information anytime a change occurs and to notify the State Secretary accordingly. The State Secretary shall send a notice to each Branch once a year asking for an updated listing of Officers.

ARTICLE VIII - STATIONERY

Section 1. All Stationery used by this Association shall bear the Union Label for approval.

Section 2. The Executive Board is authorized to expend a reasonable amount of funds for the purchase of stationery and supplies.

Section 3. Except for self-made signs, all printed material distributed or posted by candidates for office of the TSALC or cities bidding for the State Convention must carry the Union Label.

ARTICLE IX - INITIATIVE - REFERENDUM - AMENDMENTS

Section 1. Any Resolution or Amendment to these ByLaws which shall have the signature and endorsement of fifty (50) Branches, shall be immediately referred by the Secretary to all Branches for vote. Branch Secretaries must return the vote to the State Secretary within fifteen (15) days, and the State Secretary shall, within fifteen (15) days after receiving the ballots notify each Branch Secretary of the results, as well as each member of the Executive Board. A majority vote of all members voting shall be binding on all members until repealed. A Two-thirds (2/3) vote will be necessary to amend these ByLaws. This shall be the mode of procedure to govern action on Resolutions and Amendments during recess.

Section 2. These ByLaws cannot be amended in any way at a Biennial or special meeting except by two thirds (2/3) majority of all present and voting.

Section 3. No rules of procedure other than the National Constitution for the Government of State Association and these ByLaws shall be used by this Association.

Section 4. When any matter is referred to the Branches for action, the vote of said Branch shall be recorded and a copy of same sent to the Secretary of this Association, signed by the President and Secretary of the Branch, under the seal of the Branch, provided that where a Branch has no seal, the fact should be noted on the Branch vote certificate.

Section 5. Should a branch affiliated with the Texas State Association of Letter Carriers or a District of the TSALC wish to submit proposed changes to the By-laws of this Association they must be submitted as follows:

- (a) The section to be amended must be written in it's entirely in its current format.
- (b) The section must then be re-written with the proposed changes somehow highlighted (i.e. bold print, underlined, etc.)
- (c) They must be attested to, by letter, from the President and Secretary of the local or the President and Secretary of the District that is making the submission. The letter should, at a minimum, include the date of the meeting where the proposed changes to the By-laws were voted on by the branch.
- (d) The proposed changes must be sent to the Secretary of the TSALC not later than May 15th of the year of convention.

Section 6. All changes or additions to the TSALC ByLaws submitted to the Convention after the first day in session must be submitted in typewritten form with at least five hundred (500) copies being made available for distribution to the delegates in attendance.

Section 7. To submit Resolution, any Branch or District in good standing should forward to the State Secretary, by May 15th, Resolution properly attested to by their President and Secretary. Such Resolution must be in duplicate, and each shall be on a separate sheet of paper.