

**CONSTITUTION AND BY-LAWS**  
**UTAH STATE ASSOCIATION OF LETTER CARRIERS**  
**2015**

**PREAMBLE**

In order to strengthen the bonds of association of all Postal Branches in the State of Utah and to create a pool of readily accessible and available information and helps pertinent to all Letter Carriers and in order to promote harmony and accomplishment in the Utah Postal Family, we Organized Letter Carriers Branches of Utah do adopt and subscribe to the Constitution and By-Laws of the National Association of Letter Carriers and to their Constitution for the Government of State Associations. We do ordain and set forth the following Constitution and By-Laws for our Utah State organization.

**ARTICLE I**

**Name and object**

SECTION 1. This association shall be know as the Utah State Association of Letter Carriers. Herein to be referred to as the Utah State Association.

SECTION 2. The object of this Utah State Association are mutual benefit social intercourse, and dissemination of information to assist the National Association of Letter Carriers and their branches in maintaining a more perfect organization, to be helpful, and for the improvement of the postal service.

**ARTICLE II**

**Membership**

SECTION 1. Membership of this Utah State Association shall be composed of all members within the State of Utah that are in good standing in the National Association of Letter Carriers.

SECTION 2. No applicant shall be denied membership in the Utah State Association because of race, creed, color, sex, national origin, age, religion, handicap, or marital status.

SECTION 3. To be eligible for all Union benefits (NSBA, MBA, Health Benefits), all letter carriers within the boundaries of the State of Utah must be a member in good standing of the Utah State Association of Letter Carriers.

### **ARTICLE III**

#### **Meetings**

SECTION 1 (a). The Utah State Association Convention shall meet on the off years of the National Association of Letter Carriers Convention, or as decided upon by a majority vote at a previous session. If conditions should arise which require a change in date and/or place, the President and Executive Counsel shall have authority to make such changes and report same through the Secretary.

SECTION 1 (b). The Utah State Association may conduct a Rap Session on the off convention year.

SECTION 2. Special meetings shall be called by the President upon the written request of not less than one-half of the Branches representing not less than one-fourth of the membership of this Association.

SECTION 3. Fifteen (15) delegates from three (3) branches shall constitute a quorum to transact any business at a regular or special meeting of the Utah State Association.

SECTION 4. Branches shall be given a minimum of fifteen (15) calendar days notice to any meeting called.

SECTION 5 (a). There shall be a registration fee not to exceed one hundred dollars (\$100.00) dollars to be determined by the Executive Board no less than six (6) months prior to the Utah State Convention, and notice of this registration fee provided to all NALC branches with members in the State Association. This registration fee will be charged to each accredited Delegate to the Utah State Convention. This includes the Registration, Banquet/Dance, Legislative Breakfast and all other expenses incurred by the State. Those branches who pay only per capita tax may request a waiver or reduction for the registration fee. The Utah State Association will assume all financial responsibility of the Utah State Convention.

SECTION 5 (b). All visitors invited by the Executive Council are welcome to the State Convention. Fees for attending guests will be determined at convention time.

SECTION 6. Executive Council meetings may be called at the discretion of the President and shall be held at least semi-annually.

### **ARTICLE IV**

#### **Representation and vote**

SECTION 1 (a). Each State Officer and Delegate from member Branches shall be entitled to a voice and vote in the meeting of the Utah State Association of Letter Carriers Convention.

SECTION 1 (b). A state officer and delegate will be entitled to one (1) vote only.

SECTION 2. The basis of representation and vote for each subordinate Branch shall be allocated ONE (1) delegate and ONE (1) vote for each TEN (10) members or fraction thereof. SECTION 3. The number of members for whom per capita tax is paid to the Utah State Association shall determine the number of delegates and votes a branch shall be entitled to. Members must pay the Utah State Association per capita tax to claim representation and vote in this Association. SECTION 4. A member cannot be admitted as a delegate to the meetings of the Utah State Association who is in arrears either to this Association or the National Association of Letter Carriers.

## **ARTICLE V**

### **Funds**

SECTION 1. Financial accounts shall be kept by the Treasurer with a simple ledger of accounts receivable and accounts payable. SECTION 2. Checks to be valid shall be signed by the Treasurer plus the signature of either the President, Vice-President or Secretary. SECTION 3. No money shall be paid to any officer or delegate by the Utah State Association except for actual documented expenses incurred in behalf of this Association. SECTION 4. Documented expenses incurred for State business will be reimbursed each quarter and/or when timely submitted. SECTION 5. Duplicate expenses shall not be authorized nor paid to member of this Association by virtue of their multiple office holding. This will include National and Branch allocations. SECTION 6. The Utah State Association of Letter Carriers will comply with all State and Federal tax laws. SECTION 7. Utah State Association fiscal years will be established from the State Officer election to the next State Officer election, for planning a budget for the ensuing two years. SECTION 8. The Utah State Association of Letter Carriers will pay \$0.03 per active Utah Letter Carrier per month, payable monthly, to the Utah State Auxiliary for their operational needs.

## **ARTICLE VI**

### **Officers**

SECTION 1. The elective officers of this Association shall be the President, Vice-President/Director of Education, Secretary, Treasurer, Sergeant-at-Arms, Workman's

Compensation Officer, Editor, Director of Retirees and five (5) Executive Board members. All officers of the Utah State Association shall form the Executive Council.

SECTION 2(a). All officers will be elected for a term of three (3) years for election year 2002 and for (2) two years thereafter.

SECTION 2(b). The members of the Executive Board shall elect their own chairman.

SECTION 2(c). The Executive Board shall have the authority to divide the Branches into districts and assign a board member or an officer to each district.

SECTION 2(d). The President shall have the power to go to Regional or National meeting and/or send his designee.

SECTION 2(e). The Executive Board shall audit the books of this association at least once a year, and take any action warranted for the best interest of the Utah State Association. They shall be the convention audit committee.

SECTION 2(f). Only those regular members in good standing shall be entitled to hold any office in the Utah State Association.

SECTION 2(g). The Executive Council shall prepare a proposed budget for the ensuing two years, to be presented at the Utah State Association Convention.

SECTION 3(a). The duties of all the officers of the Utah State Association shall be governed by Article VIII of the Constitution for the Government of State Associations of the National Association of Letter Carriers and as herein provided.

SECTION 3 b). The President may appoint Health Benefit Representatives to act as representatives of the Utah State Association.

SECTION 3(c). The Vice-President shall assume the duties of Director of Education.

SECTION 4(a). A maximum of twenty-One (21) days per years, in addition to those days enumerated in ARTICLE VI, Sections 4 (b), 4(c), 4 (d), 4(e) and 4(1), may be used or allocated for Utah State Officer Salaries, by a written directive of the Utah State President and/or Executive Council, to attend to State and/or National Union business. All salaries shall be paid at an hourly rate of an NALC Grade 2, Step 0.

SECTION 4(b). The Utah State President and Vice-President/ Director of Education will each receive eight (8) hours of pay, payable monthly.

SECTION 4(c). The Utah State Secretary and Utah State Treasurer will each receive four (4) hours pay, payable monthly.

SECTION 4(d). The Editor and Assistant Editor of the Utah State publication (UTAH CARRIER) will each receive ten (10) hours pay, payable quarterly.

SECTION 4(e). Workman's Compensation Specialist will receive ten (10) hours of pay, payable quarterly.

SECTION 4(f). The Utah State Association will pay salary (lost time/comp/day off time) to any Utah State union member (other than a State officer covered under Article VI, Section 4A) who serves as a State Instructor, as a State advocate or who renders time in doing recognized State business. Salary shall be paid at an hourly rate, not to exceed eight (8) hours per day. Three State officers, not requesting salary, may approve these payments.

SECTION 4(g). The Utah State Trustees will each receive up to eight (8) hours, payable quarterly, equal to NALC **Grade 2, Step 0**, who renders time in doing recognized State business. Anything over and above has to be approved by three state officers, not requesting salary.

SECTION 5. The President and Secretary shall be given a past President's pin and a past Secretary's pin at the completion of their first term of office.

SECTION 6. The officers of the Utah State Association of Letter Carriers, and their National guests (or special guests) shall have the cost of their Officer's dinner and Legislative Breakfast assumed by the Utah State Association of Letter Carriers.

SECTION 7(a). Utah State Officers, who handle union money, will be bonded under a blanket bond. This Bond is to be renewed yearly. All bonds will be paid from the Treasury.

SECTION 7(b). The Secretary shall function as directed by the President. The Secretary shall give notice of all meetings to be held to those concerned. The Secretary shall keep the minutes of the Executive Board meetings and the Conventions, and shall keep the same available to the scrutiny of the membership.

SECTION 7(c). The Treasurer shall prepare a written financial statement for each state delegate, and present same at the Utah State Association Convention.

SECTION 8. The Sergeant-at-Arms shall make up a BLANK ROLL with the following headings: BRANCH NUMBER, NAME, ADDRESS, and TOWN, for the officers and delegates to sign as they present their credentials.

SECTION 9. A member of the Executive Council shall be appointed Assistant Editor. The Assistant Editor shall assist the Editor in publishing the Utah State Association Newsletter. The newsletter shall be published quarterly if economically prudent.

SECTION 10. Union training will be conducted at the will and discretion of the State Director of Education. All branches and letter carriers will be invited to attend district training. The Utah State Association will be responsible for all costs, if necessary.

## **ARTICLE VII**

### **Committees**

SECTION 1 (a). The President and Executive Council shall appoint a credentials committee of four (4) from the delegate credentials received, not later than thirty (30) days prior to the convention date. The Sergeant-at-Arms shall be the chairman and the fifth member of this committee. They shall certify all delegate credentials and report same immediately to the President or conducting officer, who shall then give them to the mileage and per diem committee.

SECTION 1 (b). When the convention is in session the Sergeant-at-Arms and his committee shall maintain order herein at the instance of the President or conducting officer.

SECTION 2. The President and Executive Council shall appoint a By-Laws and Resolution committee of five (5) members and appoint one to be a chairman.

**SECTION 3 (a) .**

**SECTION 3 (b) .**

SECTION 4. The President and Executive Council shall appoint five (5) delegates to be an Election Committee and make one chairman. They shall receive and tabulate all nominations to any elective office of the Utah State Association and be ready to report same not later than the second (2nd) session of this convention.

SECTION 5. The President and Executive Council shall appoint a chairman and four (4) delegates to be the Mileage and Per Diem Committee. They shall make up duplicate expense rolls-whereon shall be recorded the Name, Residence, and Amount due each member entitled thereto for mileage and per diem. They also shall make recommendations for reimbursement of any of the special committees that they feel deserve this consideration. This report shall be presented to the convention prior to the installation of officers. Its disposition shall be noted and then filed with the secretary for future reference.

SECTION 6. The Executive Council shall appoint an awards committee of three members. They shall seek yearly a Utah Letter Carrier who has contributed through community and Union activities and present the awards at the biennial State Convention.

## **ARTICLE VIII**

### **Mileage and Per Diem**

SECTION 1. The elected officers of this Utah State Association shall be allowed mileage expense to attend the Utah State Convention, this to be the most direct round trip route. Their per diem shall be for the days used to prepare and conduct this convention, plus the registration fee.

SECTION 2. The elected Officers, or their authorized representatives, of the Utah State Association shall be allowed mileage and per diem. Said per diem will be allowed for each day the Utah State union business is conducted. These payments will be made under the direction of the Utah State Executive Council, from available funds.

SECTION 3. In the event funds are not available to cover mileage and per diem, those funds available other than the National Delegate Fund shall be prorated to the delegates and officers. Mileage to be paid first and per diem to be prorated from the balance if there is a balance.

## **ARTICLE IX**

### **Referendum**

SECTION 1. Any action of the Utah State Association in Convention assembled which shall have been protested in writing, signed by fifteen (15) members from five (5) branches in good standing in this association and filed with the Secretary of this Association shall, within thirty (30) days, be submitted by him/her to all branches in good standing in this association for the Referendum Vote. Two-thirds (2/3) of delegates attending the Utah State Association Convention must vote favorably before the action will be established.

## **ARTICLE X**

### **Rules of Order**

SECTION 1. The most current edition of Robert's Rules of Order shall be the guide of the Utah State Association in matters of parliamentary practice not covered by the Constitution and By-Laws, or by special rules adopted by this association.

SECTION 2. The President of the Utah State Association will appoint a Parliamentarian for the Utah State Convention, thirty (30) days prior to the State Convention.

## **ARTICLE XI**

### **Revenue**

SECTION 1. The revenue of the Utah State Association shall be derived from a per capita tax of one hour per year at NALC 2, Step 0 letter carrier pay plus twenty-five cents (\$.25) per pay period. Those members with fifty years of membership in the NALC shall be exempt from this assessment. Dues for retired members shall be ten cents (\$0.10) per month.

SECTION 2. Any member failing to pay their per capita tax within thirty days after the same shall have become due may be fined ten percent of the amount due and shall stand suspended until both such per capita tax and fine are paid to the Treasury.

## **ARTICLE XII**

### **Allocation of Funds**

SECTION 1. At each regular meeting, an allocation of fund accounts will be updated and a copy of the report will be delivered to each Utah State Officer. A funds account report will be made available to all branches and/or members within the state of Utah, upon written request.

## **ARTICLE XIII**

### **Alterations and Amendments**

SECTION 1. These by-laws may be altered or amended by a majority vote of all certified delegates present and voting at any regular or special meeting called for that specific purpose. All amendments must be in accordance with the National Association Constitution and By-Laws and must be in writing and in triplicate.

**SECTION 2(a). All resolutions to be considered will be submitted, in triplicate, to the State Secretary no later than thirty (30) days prior to the convention date. The Secretary shall compile them and submit same immediately thereafter to the By-Laws and Resolutions chairman. The committee shall then pass on them and read them to the convention assembled with their recommendations for action by the convention.**

**SECTION 2(b) Late by-laws and resolutions, in triplicate, will be presented too the convention if they are signed by five (5) delegates of at least three (3) branches.**



**ARTICLE XIV**  
**Order of Business**

SECTION 1.

1. Calling role of officers.
2. Calling role of delegated.
3. Reading minutes of previous meeting.
4. Report of Committee of Credentials.
5. Reports of officers.
6. Reports of Executive Board.
7. Report of Audit Committee.
8. Report of Special Committee.
9. Unfinished business.
10. New Business.
  - (a) Election of officers if this is before or during the second session of the second day.
  - (b) Presentation of resolutions.
  - (c) Petitions, etc., by branches in their numerical order.
11. Report of committee on mileage and per diem.
12. Installation of officers.
13. Adjournment.

SECTION 2. Nominations of officers shall take place at the second session of the first day of the Utah State Association Convention.

SECTION 3. Election will be held on the second day of the convention.

SECTION 4. In elections for all offices, the candidate (or candidates, where the election is for a group of identical offices) receiving the largest number of votes shall be declared elected. When there is but one candidate for any office the President may declare his or her election by acclamation.

SECTION 5. Election voting shall be done by secret ballot, which ballots the secretary shall supply with the Utah State Association seal stamped on them to make them official.