



Centennial Branch No. 5996
National Association of Letter Carriers

Representing
Aurora / Englewood / Littleton

CENTENNIAL
BRANCH 5996
BY-LAWS

By-Laws Committee: John Fechisin, Anne Ibison, Patrick
Pansini, Corey Wilson

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ARTICLE I

SECTION 1. This Branch shall be known as Centennial Branch Number Five Thousand Nine Hundred and Ninety-six (5996) of the National Association of Letter Carriers of the United States of America (AFL-CIO).

SECTION 2. Nothing in these By-Laws shall conflict in any way with the National Constitution for the government of subordinate and Federal Branches as outlined in the Constitution of the National Association of Letter Carriers of the United States of America.

ARTICLE II

SECTION I. The dues shall be in compliance with the minimum dues set by the National Union for all regular and associate members. Retired member's dues shall be twelve (\$12.00) dollars per year.

SECTION 2. Each new member shall receive a copy of the NALC National Agreement and a copy of the By-Laws of Branch 5996.

ARTICLE III

SECTION I. The regular meeting of this Branch shall be held on the first Thursday of each month at Centennial Branch 5996, 1010 S. Joliet St. Suite #204 Aurora CO 80012-3150, at 7:30 P.M online or in person. The Branch will give proper and timely notice in the event of a change of place, time or date.

SECTION 2. Special meetings shall be called by the President only upon the written request of twenty-five (25) of the members in good standing or by vote of the Branch at its regular meeting. Only that business for which the meeting was called shall be transacted.

SECTION 3. Twelve (12) members shall constitute a quorum for the transaction of business at a regular meeting online or in person.

SECTION 4. It will be the responsibility of every member to sign the attendance roster or check in online at all union meetings. This roster will be used for all official purposes.

ARTICLE IV

SECTION I. Election Procedures

(A) The officers of Branch 5996 shall be: President, Vice President, Financial and Recording Secretary, Treasurer, Sergeant-at-Arms, H.B.R/M.B.A. Representative, and

three (3) trustees.

(B) The Biennial (every two years) nomination of candidates for offices of President, Vice President, Financial and Recording Secretary, Treasurer, Sergeant-at-Arms, H.B.R/M.B.A. Representative for Branch 5996 shall be made at the regular October Branch meeting of each election year.

(C) There are three designated trustee positions. One Trustee will be elected each year for a three-year term.

(D) The nomination of candidates for Trustee shall be made at the regular October Branch meeting prior to the expiration of their terms.

(E) The nomination of candidates for the position of Shop Steward shall be made at the regular October Branch meeting of each year. Steward's one-year term will begin December 15th of the year of the elections.

(F) The nomination of candidates for delegate to the State Convention shall be made at the regular October Branch meeting of each year proceeding the convention year.

(G) The nomination of candidates for delegate to the National Convention shall be made at the regular October Branch meeting in each odd year.

(H) The nomination of candidates for delegates to the Colorado AFL-CIO Convention shall be made at the regular October Branch meeting of the year proceeding the convention year.

(I) The nomination of candidates for delegates to the Denver Area Labor Federation (DALF) shall be made at the regular October Branch meeting. DALF delegate's one-year term will begin December 15th of the year of the elections.

SECTION 2. The Branch President and Vice President shall be delegates to the State and National Convention by virtue of his/her office provided he/she was elected pursuant to the NALC election regulations.

SECTION 3. Notice of election shall be mailed to every member forty-five (45) days prior to nomination. This provision may be satisfied by timely publication in the Branch Newsletter and/or the Postal Record in accordance with the provisions of the National Constitution.

SECTION 4. Names of Candidates appearing on the official ballot shall be in alphabetical order and those receiving the plurality of all votes cast shall be elected. Write-in candidates will not be permitted. Voting for candidates will only take place if the candidates for any position exceed the maximum number allotted.

SECTION 5. The President shall appoint an election committee consisting of at least two (2) members. Voting and tabulation of votes shall be under the supervision of the Election Committee.

SECTION 6. Election will be by secret mail ballot and the results announced at the December Branch meeting.

(A) The Recording and Financial Secretary shall promptly, give the election committee a list of all nominees for office and all nominees for delegate to State and/or National Conventions.

(B) The Recording and Financial Secretary shall prepare an alphabetical list of all eligible voters. Said list will be presented to the Chairperson of the election committee.

(C) Mailing of ballots will be after 1 November and at least twenty (20) days before the pre-announced election date (the date by which ballots must be received in order to be counted) the election committee must mail first-class to all eligible member's last known home address:

1. Instructions for voting and the deadline for returning marked ballots.
2. A ballot, with all names arranged in alphabetical order under office for which they are running.
3. A plain envelope marked "Secret Ballot Envelope."
4. A prepaid business reply or stamped envelope addressed to the election committee at a Post Office box, with an identification label consisting of the name and address of the member.

SECTION 7. DELEGATES FOR CONVENTIONS

(A) Any elected delegate for a State or National Convention must have attended a minimum of six (6) regular Branch meetings of the preceding twelve (12) in order to be eligible for Branch funds appropriated for the convention.

(B) Delegates must be present for business meetings each day of the convention and must attend a minimum of two (2) classes the week of the convention to be eligible for Branch funds unless excused by the President or designee. Any delegate who is determined ineligible must reimburse the Branch, for any money advanced, prior to the next regular Branch Meeting after the convention.

(C) Paid delegates to either the State or National Conventions must inform the Branch office of their intention to attend at least 30 days prior to the State or National deadlines.

(D) A delegate meeting will be held no less than one (1) week prior to the convention (State and/or National). The rules for attending convention sessions will be reviewed and, convention issues will be discussed.

(E) The allotment of funds for the State and National Conventions shall be part of the annual budget, which shall be approved by the Branch. The State and National funds will be divided among all delegates qualifying for Branch funds under Branch 5996 By-Laws. The maximum allotment per delegate will not exceed a set amount established by the Branch when the budget is approved. Funds appropriated to the conventions shall be placed into an account called the "Convention Fund". The purpose of this account is to provide money for conventions. Monies remaining at the end of each year will be carried over to the next convention.

(F) State and National Conventions delegates requests for reimbursement must be presented to the Branch office no later than (30) thirty days from the completion of conventions.

ARTICLE V

SECTION 1. The President is to receive a salary equivalent to a NALC grade 2 top step pay level plus 3.25% of same, to be paid every two weeks.

(A) The Branch will pay employer/employee share of Postal retirement and employer share of Social Security if under CSRS.

(B) FERS employee will be responsible for their contribution to their Thrift Savings Plan if possible or other savings plan. The Branch will match their contribution at the same rate and limits as if on active duty (5% maximum) as defined in the title 5 of the Code of Federal Regulations (Parts 1600 -1699) and pay all Social Security. This will include employees that are retired from the Postal Service but remain as President of the Branch.

(C) The Branch will pay employer and employee share of Health and Life Insurance.

(D) The President will be paid Two Hundred Dollars (\$200.00) per month for travel expenses.

(E) The President will receive one hundred four (104) hours sick leave per annum. Any leave balance will be paid annually.

(F) The President will receive two hundred eight (208) hours vacation per annum. Any leave balance will be paid annually.

(G) The President will receive the same holidays as a regular letter carrier.

(H) The President will receive addition compensation as follows. Upon re-election to second and subsequent terms of office he/she will receive an additional One Hundred

(\$100.00) per month. There will be a cap of Six Thousand Dollars (\$6,000.00) per annum.

SECTION 2. That member acting in lieu of the President in his/her absence shall receive a salary equivalent to the President's salary.

SECTION 3. The Vice President, as compensation for serving 20 hours per week, will receive a yearly salary equivalent, to the Grade 2 top step pay level, plus 3.25% of his/her union salary, to be paid every two weeks. Upon re-election to second and subsequent terms of office he/she will receive an additional One Hundred (\$100.00) per month. There will be a cap of Six Thousand Dollars (\$6,000.00) per annum.

(A) The Branch will pay employer and employee's share of Social Security if under CSRS.

(B) FERS employee will be responsible for their contribution to their Thrift Savings Plan if possible or other savings plan. The Branch will match up to 1/2 the contribution at the same rates and limits as if on active duty, by matching the Post Office contribution of 1/2% and by matching up to 2% of the employee salary for a maximum of 2 1/2% as defined in Title 5 of the Code of Federal Regulations (Parts 1600-1699). Matching of postal funds will precede matching of funds by Branch. All Social Security except that paid by Post Office will be paid by Branch.

(C) The Branch will pay for employee share of Health Insurance.

(D) The Vice President will be paid Two Hundred Dollars (\$200.00) per month for travel expenses.

(E) The Vice President will receive 52 hours sick leave per annum. Any leave balance will be paid annually.

(F) The Vice President will receive 104 hours of annual leave per annum. Any leave balance will be paid annually.

(G) The Vice President will receive four (4) hours of holiday pay for each holiday observed in accordance with Article 11 of the National Agreement.

SECTION 4. The Financial and Recording Secretary, Treasurer, H.B.R./M.B.A. Representative and Editor are each to receive an annual payment equal to the amount of an active carrier's NALC dues.

(A) The position of Branch Financial Recording Secretary shall also receive a salary of sixty dollars (\$60.00) per month to fulfill the duties of this position. This payment will be an exception to the provisions of Section 6 of this article. All payments to the Branch

Financial Recording Secretary are to be made annually upon completion of each year served.

(B) The position of editor shall receive a salary of one hundred dollars (\$100.00) per set up of the newsletter in printable format. This payment will be an exception to the provisions of Section 6 of this article. All payments to the Editor are to be made annually on December 15 of each year served.

(C) This payment to the H.B.R./M.B.A. Representative is an exception to the provisions of Section 6 of this article and is to be made annually upon completion of each year served.

(D) This payment to the Treasurer is an exception to the provisions of Section 6 of this article and is to be made annually upon completion of each year served.

(E) Payments/Salaries under this Section 4 will be pro-rated if a complete term is not served.

(F) Any member to qualify for payment/salary under this Section 4 must attend at least two-thirds of the regular union meetings, in person unless previously approved by the President or their designee.

(G) The Sergeant at Arms will be paid \$25.00 for every meeting attended in person.

(H) The Trustees are to audit the books quarterly and be paid \$40.00 for each completed audit.

SECTION 5. The Shop Stewards at all stations shall receive the sum of Seven Hundred Dollars (\$700.00) per year. Upon re-election to second and subsequent terms of office he/she will receive an additional One Hundred Dollars (\$100.00) per year. There will be a cap of Five Hundred Dollars (\$500.00) per year. December 15, 2008 shall begin to establish the first term of office for a Steward.

(A) Payment shall be made only for attending two thirds of Branch meetings, unless excused by the President, Vice President or his/her designee, because of illness or other dire circumstances.

(B) Each Steward attending Steward training sessions will be compensated Twenty-Five Dollars (\$25.00) per session if they attend said session.

(C) The following rule shall prevail for fractions of services rendered for less than the annual period and having attended 2/3rd of Branch meeting during time served. Stewards shall receive a sum of 1/26th of Stewards annual pay, times pay periods served.

(D) Reimbursement shall be made for other pre-authorized expenses (stamps, phone calls, etc.) incurred while conducting Branch business.

(E) All payments authorized under this section will be made 15 December of each year.

SECTION 6. No member will draw more than one Officer salary at a time. The President and Vice President by virtue of their office can only draw the salary of their respective office.

SECTION 7. The Denver Area Labor Federation (DALF) delegates shall receive \$25.00 per DALF meeting attended. This payment will be an exception to the provisions of Section 6 of this article. This shall be paid annually on December 15 of each year, provided the delegate certifies in writing to the Branch how many meetings he or she attended.

ARTICLE VI

SECTION 1. The President shall appoint the Board of Trustees as the Auditing Committee. They shall also be known as the Bills and Claims Committee.

SECTION 2. The President shall appoint the By-laws Committee, one (1) member per city.

SECTION 3. The President may appoint a minimum of one (1) member per city to be known as the Entertainment Committee.

SECTION 4. The Local Memorandum of Understanding (LMOU) Negotiating Committee shall be a Committee appointed by the President. It shall consist of a designated spokesperson and a minimum of four (4) appointed members in good standing.

SECTION 5. It shall be the responsibility of the President to appoint all standing and special committees.

SECTION 6. The President may appoint a minimum of one (1) member to a joint committee to serve with a like number of clerks and management of the Social and Recreation Committee, to handle such monies as may be donated and shall be received from vending machines in the offices. This joint committee will also preside over the spending of said monies or donations. These members shall be listed in the Branch Newsletter.

SECTION 7. All elected officers of the Branch shall be known collectively as the Executive Board. All officers are required to attend all Executive Board Meetings, when given a minimum of five (5) days notice, unless excused by the President. Failure to do so can result in forfeiture of any salary/dues rebate. The Executive Board will make determination of appropriate action. No Officer or Branch member may be reprimanded, fined, or removed from office unless and until the procedural safeguards for bringing charges set forth in Article X of the Constitution for the Government of Subordinate and Federal Branches have been observed.

SECTION 8. The President may appoint the position(s) of Chief City Steward. No more than one (1) may be appointed within a city of the Branch at any given time.

SECTION 9. The President shall appoint an editor of the Branch Newsletter. The editor will be reimbursed as provided for in Article V, Section 4.

SECTION 10. The President shall appoint from amongst the retired members of the Branch.

(A) The Director of Retirees whose duty will be to coordinate the activities of Branch retirees and report on such activities to the Branch.

(B) A non-voting member of the Executive Board.

(C) One or more retired members to the Entertainment Committee.

ARTICLE VII

SECTION 1. A Budget Committee made up of all current and newly elected Branch 5996 officers shall meet during December to prepare a budget for the ensuing year. Each Committee member will have an equal vote. The budget shall run from February 1 through January 31 of the next year. The proposed budget will be presented to the Branch for consideration no later than the January regular Branch meeting.

SECTION 2. If for any reason both the President and Vice President are unable to fulfill their duties, an emergency meeting of the Executive Board will be held. The remaining Executive Board will choose and appoint replacements for the President and Vice President to serve until a proper election can be held.

SECTION 3. Any expenditure over \$199.00 (One Hundred Ninety-Nine), generated from the floor in the form of a motion, will be reviewed by the Executive Board NO LATER THAN THE NEXT Branch meeting. A vote will then be taken on the Executive Board's recommendation.

SECTION 4. Union approved expenditures or travel claims, for which reimbursement is requested, must be submitted to the Branch office no later than (30) thirty days from the date the expense is incurred or travel is completed.

ARTICLE VIII

SECTION 1. By-Laws may be amended at any regular meeting of the Branch, provided the amendment has been submitted in writing at the last previous Branch meeting, and suitable notification of members shall be made at least ten (10) days before the regular meeting at which the vote is to be taken. By-Laws shall not become effective until approved by the National Committee of Laws as set forth under Article XV of the National Constitution.

ARTICLE IX

ORDER OF BUSINESS

1. Pledge of Allegiance.
2. Roll call of Officers and Stewards.
3. Copy of the previous meeting minutes are available for review.
4. Treasurer's report.
5. Memorial report.
6. New member initiation.
7. Reading of communications, notices, bill, etc.
8. Old Business.
9. New Business.
10. Committee reports: By-laws Committee
Entertainment Committee.
Local Memorandum of Understanding (LMOU) Negotiating Committee
Legislative Liaison
Health Benefits Representative
Special Committees.
11. Adjournment.

Past Presidents and the years they served.

Tim Arntz: June 1982 - December 1985

Charlie Kodis: January 1986 - December 1987

Bill Lyle: January: 1988 - December 1995

Marty Curtan: January 1996 – January 2000

Jeff Hartman: January 2000-January 2004

Russell Shamah: January 2004 to January 2008

Richard G. Lujan: January 2008 to January 2018

Jeff Hartman: January 2018 to December 2019

Kelli Robles: December 2019 to current