

Form **990-EZ**Department of the Treasury
Internal Revenue Service**Short Form**
Return of Organization Exempt From Income TaxUnder section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

▶ Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the year may use this form.

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No 1545-1150

2009**Open to Public Inspection****A** For the 2009 calendar year, or tax year beginning , 2009, and ending , 20**B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Terminated
☐ Amended return
☐ Application pending

Please use IRS label or print or type. See Specific Instructions.

C Name of organization**SOUTH JERSEY LETTER CARRIERS BRANCH 908, NALC**

Number and street (or P.O. box, if mail is not delivered to street address) Room/suite

c/o 318 GLOVER ST.

City or town, state or country, and ZIP + 4

WOODBURY, NJ 08096-2622**D** Employer identification number**22-6095311****E** Telephone number**856-848-8330****F** Group Exemption Number ▶

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

G Accounting Method: ☒ Cash ☐ Accrual
Other (specify) ▶

I Website: ▶ **HTTP://WWW.NALCBRANCH908.COM****J** Tax-exempt status (check only one) — ☒ 501(c) (5) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

H Check ☐ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

K Check ☐ if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts, if \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$**Part I** **Revenue, Expenses, and Changes in Net Assets or Fund Balances** (See the instructions for Part I.)

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	191,724
	4	Investment income	4	2,953
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Special events and activities (complete applicable parts of Schedule G). If any amount is from gaming, check here <input type="checkbox"/>		
	a	Gross revenue (not including \$ _____ of contributions reported on line 1)	6a	
b	Less: direct expenses other than fundraising expenses	6b		
c	Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c		
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe ▶ _____)	8	2,984	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8	9	197,661	
Expenses	10	Grants and similar amounts paid (attach schedule)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	143,213
	13	Professional fees and other payments to independent contractors	13	3,359
	14	Occupancy, rent, utilities, and maintenance	14	8,822
	15	Printing, publications, postage, and shipping	15	5,926
	16	Other expenses (describe ▶ _____)	16	24,643
	17	Total expenses. Add lines 10 through 16	17	185,963
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	11,698
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	108,370
	20	Other changes in net assets or fund balances (attach explanation)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	120,068

Part II **Balance Sheets.** If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ.

(See the instructions for Part II.)

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	103,500	115,198
23 Land and buildings		
24 Other assets (describe ▶ COMPUTERS, COPIERS, PRINTERS, FILE CABINETS)	4,870	4,870
25 Total assets	108,370	120,068
26 Total liabilities (describe ▶ _____)		
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	108,370	120,068

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Part III Statement of Program Service Accomplishments (See the instructions for Part III.)

What is the organization's primary exempt purpose?

Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts; optional for others.)

28		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	28a	
29		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a	
30		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a	
31 Other program services (attach schedule)		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31a	
32 Total program service expenses (add lines 28a through 31a)	32	

Part IV List of Officers, Directors, Trustees, and Key Employees. List each one even if not compensated. (See the instructions for Part IV.)

(a) Name and address	(b) Title and average hours per week devoted to position	(c) Compensation (If not paid, enter -0-.)	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
STEVE LIPSKI 218 ORLANDO AVE. GLOUCESTER CITY, NJ 08030	PRES. 24HRS. A WEEK	19,504		
GARY DIGIACOMO 28 JEFFERSON DR. LAUREL SPRINGS, NJ 08021	VICE PRES. 16 HRS. A WK.	12,016		
THOMAS J. BARNETT 318 GLOVER ST. WOODBURY, NJ 08096-2622	TREAS. 16 HRS. A WEEK	10,368		
NORMAN SPENCE JR. 121 DUNN LA. PENNSVILLE, NJ 08070	REC. SEC. 10 HRS. A WK.	8,156		
PAUL PONIATOWSKI 217 E. CLINTON AVE. OAKLYN, NJ 08107	FIN. SEC. 10 HRS. A WK.	6,760		
EDWARD J FRIEL 513 MULENBERG AVE.	AST.REC.SEC.6 HRS A WK	3,060		
JAMES LIVINGSTON 210 W. HENRY AVE. PALMYRA, NJ 08065	SARG AT ARMS 4 HRS WK	3,148		
FREDERICK MRNDEL 5 PAYNE AVE. RUNNEMEDE, NJ 08078	HEALTH-FMLA 4 HRS WK.	3,148		
JOSEPH WALDER 104 N. WARREN ST. WOODBURY, NJ 08096	HOUSE CHAIR. 6 HRS WK.	4,066		
JAMES COMUSO PO BOX 227 NATIONAL PARK, NJ 080963	TRUSTEE CHR. 6 HRS WK.	4,892		
MICHEAL DIGIACOMO 19 MADISON DR. LAUREL SPRINGS, NJ 08021	TRUSTEE 3 HRS. A WEEK	2,168		
DONNA VILLEC PO BOX 2393 CINNAMINSON, NJ 08077	TRUSTEE 3 HRS. A WEEK	2,168		
STEVE RUTKOWSKI 36 LONGBOW DR. SEWELL, NJ 08080	TRUSTEE 3 HRS. A WEEK	4,960		
ALFRED SIMPKINS 228 HINTON WAY SOMERDALE, NJ 08083	TRUSTEE 3 HRS. A WEEK	4,960		

Part V Other Information (Note the statement requirements in the instructions for Part V.)

	Yes	No
33 Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity		✓
34 Were any changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the changes	✓	
35 If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T.		
a Did the organization have unrelated business gross income of \$1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements?		✓
b If "Yes," has it filed a tax return on Form 990-T for this year?		
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		✓
37a Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a		
b Did the organization file Form 1120-POL for this year?		✓
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the period covered by this return?		✓
b If "Yes," complete Schedule L, Part II and enter the total amount involved 38b		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9 39a		
b Gross receipts, included on line 9, for public use of club facilities 39b		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ; section 4912 ▶ ; section 4955 ▶		
b Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I 40b		
c Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶		
d Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T. 40e		✓
41 List the states with which a copy of this return is filed. ▶		
42a The organization's books are in care of ▶ THOMAS J. BARNETT Telephone no. ▶ 856-848-8330 Located at ▶ 318 GLOVER ST. WOODBURY, NJ ZIP + 4 ▶ 08096-2622		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? 42b		✓
If "Yes," enter the name of the foreign country: ▶ See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts .		
c At any time during the calendar year, did the organization maintain an office outside of the U.S.? 42c		✓
If "Yes," enter the name of the foreign country: ▶		
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43		<input type="checkbox"/>
44 Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ 44		✓
45 Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ 45		✓

Part VI **Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only.** All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46-49b and complete the tables for lines 50 and 51.

- 46** Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I **46** ☐ **Yes** ☒ **No**
- 47** Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II **47** ☐ **Yes** ☒ **No**
- 48** Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E **48** ☐ **Yes** ☒ **No**
- 49a** Did the organization make any transfers to an exempt non-charitable related organization? **49a** ☐ **Yes** ☒ **No**
- b** If "Yes," was the related organization a section 527 organization? **49b** ☐ **Yes** ☒ **No**
- 50** Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

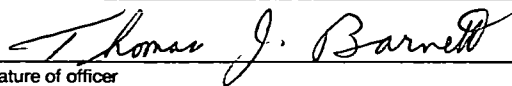
(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances

f Total number of other employees paid over \$100,000 **f** _____

- 51** Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000 **d** _____

Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.			
	 Signature of officer		5-7-10 Date	
Paid Preparer's Use Only	THOMAS J. BARNETT - TREASURER Type or print name and title			
	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	Preparer's identifying number (See instructions)
	Firm's name (or yours if self-employed), address, and ZIP + 4		EIN	Phone no

May the IRS discuss this return with the preparer shown above? See instructions ☐ **Yes** ☐ **No**

**Constitution
& By-Laws
Branch 908, NALC
AFL-CIO**

Revised & Updated June 17, 2009

Thomas J. Barnett - TREASURER

Preamble:

For the purpose of affecting uniformity in the administration of its privileges, honors, and benefits, Branch 908 of the National Association of Letter Carriers ordains the following Constitution and By-laws for the government of members under its jurisdiction.

Article 1: Name & Object:

Section 1: This Branch shall be known as, The South Jersey Letter Carriers, Branch 908, National Association of Letter Carriers, AFL-CIO, Woodbury, New Jersey.

Section 2: The object of this Branch is to unite all employees who are eligible for membership under Article 22, Section 2 of the National NALC Constitution into one harmonious body for their mutual benefit and to assist the National Association of Letter Carriers in its efforts to improve the conditions of its entire membership.

Article 2: Membership:

Section 1: Application for membership must be made in writing via appropriately completed Standard Form 1187, Authorization For Withholding Dues, as provided for in Sections 1, 2, and 3 of the Constitution of the NALC for the Government of Subordinate Branches.

Section 2: If the membership of the Branch desires to honor any persons with the title of "Honorary Member", the names of such members must be submitted to the editor of the Branch Newsletter for printing in its next edition. Such named member then becomes "Honorary Member" by a majority, affirmative vote of the membership present and voting at the next regular monthly Branch meeting.

Section 3: Present members who have been temporarily or permanently promoted to USPS supervisory status may retain their membership only in accordance with Article 2, Section 1 of the NALC Constitution and By-laws.

Article 3: Meetings:

Section 1: The regular monthly meetings of the Branch will be held on the third Wednesday of each month, except during the months of July and August, at 8 p.m. Place of meetings shall be the American Legion Post 100 hall, 502 Colonial Avenue, North Woodbury, NJ, or any other place temporarily approved by the Branch Executive Board, at its monthly meeting.

Section 2: The regular monthly meetings of the Branch will be adjourned when all Branch business has been transacted, with the exception that at monthly meetings where the nomination of Branch Officers, Shop Stewards, and Convention Delegates takes place, the Branch President will be vested with the authority to digress from the regular order of business.

Section 3: Should occasion arise where it is the desire of the Branch membership to change the place, time or date of the regular monthly Branch meeting, as specified in Section 1 of this Article, a proposed amendment to that effect must be introduced and approved as provided for in Article 15 of these By-laws.

Section 4: Special meetings shall be called by the Branch President upon the written request of twenty (20) members in good standing or by a vote of the Branch. Notification of such special meeting, stating the object, date, time and place shall be mailed to the

membership by the Recording Secretary as directed by the Branch or as required by the Branch By-laws.

Section 5: The Branch President shall be vested with the authority to call a special meeting at any time he may deem necessary on urgent an important matters pertaining to the NALC or involving the Branch, its officers or members.

Section 6: The Branch President may, in the event of extreme weather conditions or other catastrophes, cancel or postpone a regular monthly or special Branch meeting if in his opinion a quorum cannot be obtained. In the event of such cancellation or postponement, all Branch Officers and Shop Stewards shall be advised by phone or other means of communication, if at all possible. An emergency meeting of the Executive Board will then be scheduled as expeditiously as possible to transact the necessary business of the Branch and pay its bills.

Section 7: No Business shall be transacted at a special meeting other than that for which it has been called.

Section 8: The Branch meetings shall be called to order at the time specified in the By-laws, if a quorum of twenty (20) members of the Branch, in good standing, are present.

Section 9: In the absence of the Branch President or Vice President, the next ranking Officer in turn, or any regular member of the Branch in good standing may be elected to preside by a majority vote of those members present.

Section 10: The Executive Board meetings shall be held on the second Wednesday of each month, except July and August, at 8 p.m. The place of such meetings shall be the same as the regular general membership meetings.

Section 11: The Executive Board meetings shall be called to order at the time specified in the By-laws if a quorum of eight (8) members of the Board in good standing are present.

Section 12: The Board of Officers shall meet on the 2nd Wednesday of each month, except July and August, at 7:30 p.m. The place of such meeting shall be the same as where the regular monthly meetings of the Branch are held.

Article 4: Officers:

Section 1: The elected officers of the Branch, in ranking order, shall be the President, Vice President, Recording Secretary, Treasurer, Financial Secretary, Assistant Recording Secretary, Trustees' Chairperson, four (4) Trustees, Health Benefits-MBA-NSBA Representative, Sgt. At Arms and a Housing Chairperson.

Section 2: The Vice President shall fill the unexpired term of the President. The Assistant Recording Secretary, the unexpired term of the Recording Secretary. All other unexpired terms of Officer shall be filled by the President with the approval of the Executive Board.

Section 3: The alternate Shop Steward shall fill the unexpired term of the duly elected Shop Steward. In turn, the new Shop Steward shall select a new alternate Shop Steward from the office to be served. If no one from the affected office desires either the unexpired term of the Shop Steward or the alternate Shop Steward position, the Area Shop Steward, appointed by the President with the advice and consent of the Vice President and the Executive Board, shall represent the office until the next election.

Section 4: The Branch Executive Board shall consist of the elected Branch Officers, all Shop Stewards, and Chairperson of the Branch COLCPE Committee.

Section 5: The Board of Officers shall consist of the Branch President, Vice President, Recording Secretary, Treasurer, Financial Secretary, Assistant Recording Secretary, The Chairman of Trustees, The Trustees, Health Benefits Officer, Housing Chairman, Sergeant at Arms, and the COLCPE Chairman.

Article 5: Elections:

Section 1: Nominations for the election of Branch Officers, Shop Stewards, and Convention Delegates shall be called for at the regular monthly meeting of the Branch held in October. Elections shall be by secret mail ballot of the eligible Branch membership, held as soon as possible after nominations in October. All Officers and Shop Stewards shall be elected to a term of two (2) years.

Section 2: The installation of elected Branch Officers, Shop Stewards and Convention Delegates shall be held at the regular monthly meeting of the Branch in January.

Section 3: The listing of full names of nominees for all Branch Officers and Convention Delegates shall be placed on the election ballot in an order corresponding to the results of a lottery selection of the nominees for such offices.

Section 4: Nominations shall be made from the meeting floor, or in writing to the Branch Recording Secretary, mailed or presented to him prior to or at the October nominating meeting. Each eligible member of the Branch nominated for office shall accept or reject nomination for the record, in person or in writing prior to adjournment of the October regular monthly Branch meeting. Failure to accept nomination prior to adjournment of the October regular monthly Branch meeting will invalidate the nomination.

Section 5: Secret mail ballots shall be returned to the Chairman of the Branch Election Committee for opening and tabulation no less than ten (10) days prior to the date of the December regular monthly meeting of the Branch.

Section 6: The Election Committee shall be appointed by the Branch Executive Board after all nominations have been completed. No one nominated for election can be appointed to the Election Committee. However, where there is an absence of eligible volunteers or members for appointment to the Election Committee, the Committee may include those nominated for Branch office, Shop Steward, or Convention Delegate who have no opposition for the position(s) for which nominated.

Section 7: All nominees for elected positions are permitted to observe, and shall be served with written notice of the date and time election ballots will be opened for tabulation by the Election Committee.

Section 8: The Election Committee shall be comprised of five (5) members. Each shall be compensated at a rate approved by the Board of Officers, not to exceed two (2) days to count and tabulate the Branch vote. Where, for good and sufficient reasons, the count exceeds two (2) days, the committee shall be compensated accordingly.

Section 9: Shop Stewards shall be nominated at the October regular monthly Branch meeting by an eligible Branch member from the office in which the nominee works and will represent the Branch membership. Such nominee will be placed on the secret mail ballot for election by the membership in the office he/she works and will represent.

Section 10: The rules governing nominations and elections shall be in accordance with the applicable provisions of the NALC and Branch Constitution and By-laws.

Section 11: Nominations and election of delegates to the National and State Conventions shall be conducted in accordance with the applicable provisions for the nomination and election of Branch Officers and Shop Stewards as provided for in the NALC and Branch Constitution and By-laws.

Section 12: A member elected to represent the Branch as a Branch compensated Delegate to a National or State Convention must have attended at least eleven (11) regular monthly or Executive Board meetings of the Branch from the month of the last National Convention, to and including the month of the October Branch nominations. The months of July and August, although no meetings are held, will be counted toward the attendance requirement. Only one monthly Branch meeting, the regular monthly or the Executive Board meeting, will be counted toward attaining the eleven (11) meeting requirement to be a compensated Delegate.

Section 13: The attendance record of each candidate for Delegate to the National or State Convention shall be computed from the attendance book kept by the Sgt. At Arms, which indicates by signature a member's attendance at regular monthly or Executive Board meetings of the Branch. In the event that the book is not available to sign at any given meeting, all Branch members in good standing will be credited with attendance.

Section 14: Delegates to be compensated for their attendance at a National Convention shall not exceed two and a half (2.5) percent of the Branch membership. Where more than two and a half (2.5) percent of the Branch membership are nominated for National Convention Delegate, all the names of those nominated shall be placed on the secret mail ballot for the election of Branch Officers, Shop Stewards and Convention Delegates. The number, not to exceed two and a half (2.5) percent of the Branch membership, receiving the highest number of votes shall be compensated for their attendance at the National Convention.

Section 15: Those Convention Delegates elected by the Branch to be compensated for their attendance at a National Convention shall be compensated for the actual cost of meals and incidental expenses not exceeding the GSA per diem rate established for the city and state in which such convention is held.

The mode of transportation, cost, and place of lodging shall be determined by a consensus of the delegates elected to be compensated for their attendance at a National Convention, the cost of which shall be borne by the Branch Convention Fund, provided that the cost of lodging does not exceed the GSA maximum lodging amount for the city, state in which the convention is held, however, if suitable housing is not available at a rate below the GSA maximum lodging, the Branch will pay the additional housing costs. Also, that the cost of transportation is the result of an exhaustive search for suitable transportation at a reasonable cost. Unless reasonable and necessary travel arrangements otherwise preclude it, convention lodging will cover the period Sunday through Friday, 6 nights.

Unless exempted by a consensus of the delegates to be compensated for their attendance at a National Convention, all Branch compensated convention delegates will be lodged in the hotel determined by the delegate consensus. Those who do not use the mode of transportation or lodging determined by a consensus of the delegates to be compensated for their attendance at a National Convention, shall not be compensated for any travel, lodging or per diem cost in excess of that provided for delegates who comply with the consensus.

Also, eligible National Convention Delegates elected to be compensated for their attendance at a National Convention will be compensated \$50 per day lost time.

Section 16: The same two and a half (2.5) percent of the Branch membership nominated and elected to be compensated for their attendance at a National Convention, shall by virtue of such election be compensated to represent the Branch as delegates to the State Convention provided they meet the attendance requirements and the Branch Executive Board approves attendance at the State Convention. They shall be compensated \$100 per day for meals and transportation. Cost of convention registration shall be borne by the Branch.

Section 17: The Branch Trustees shall set aside in a separate Bank Account, the budgeted funds for National and State Conventions. Such funds shall be used exclusively to compensate Delegates representing the Branch at State and National Conventions.

Section 18: The Branch shall bear the cost of transportation, meals and lost time for delegates of the Branch to attend the annual NJ State Association Congressional Breakfast. Housing will be arranged by the Recording Secretary, and any cost deviation from same shall not be compensated for by the Branch. By virtue of their election to office, the elected officers of the Branch shall be delegates to the Breakfast. They shall be compensated \$100 per day for meals and transportation. Housing arrangements shall be made and paid for by the Branch.

Section 19: Branch compensated convention delegates must attend all delegates' meetings called by the Branch prior to, during and after (if any), said convention in order to receive payment for the expense of transportation, housing and meals. There will be no exceptions, unless notification is served and the delegates in attendance at such meeting excuse an absence for good and sufficient reason. In addition, all compensated delegates must be on the convention floor during sessions, unless excused by the Branch President. Also, all compensated delegates must attend at least two (2) seminars during the convention week, as assigned by the Branch President.

Section 20: The paid attendance at other meetings, such as, but not limited to rap sessions, Win seminars, Dept. of Labor Seminars, training sessions or seminars put on by the State or National Association, etc., shall require authorization of the Executive Board, and shall be limited to Branch Officers and Shop Stewards, who shall be compensated \$100 per day for meals and transportation. Housing for such meetings of less than 100 miles away, one way, shall not be compensated

Article 6: Duties of Officers:

Section 1: The President shall preside at all meetings of the Branch; preserve order; sign all warrants on the Treasurer ordered drawn by the Branch, and all other papers ordered by the Branch; have general supervisory powers over the Branch; see that Officers perform their duties, enforce the Constitution and By-laws, Rules and Regulations of the Branch; appoint all committees not otherwise provided 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 same. At the end of his/her term, he/she shall make a report showing the progress and condition of the Branch. He/she shall, together with the Treasurer, sign and file with the

Secretary of Labor on behalf of the Branch, an annual financial report if required by public law. The filing of such report will be required unless the Branch has received express notification from the National Association that it is exempt from such requirement. He/she, by virtue of his/her office, shall be the chief steward for the Branch, and he/she may delegate such authority to other members.

Section 2: 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 shall then perform all duties incumbent upon the President for the remainder of the term of office. However, a Branch with an Executive Vice President may provide in its by-laws that the Executive Vice President shall succeed to the Presidency.

Section 3: 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 draw all warrants on the Treasurer ordered by the Branch. He/she shall notify applicants for membership in writing of their election or rejection, and members of their suspension, expulsion or acceptance of resignation. 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 semi-annually, a report to the branch showing the number of members elected, rejected, initiated, suspended, reinstated, withdrawn, and the number of deaths, giving date of death; also, the receipts, benefits paid, amount expended, and amount on hand. Within one week after his/her term expires, or upon an earlier termination thereof, he/she shall deliver to his/her successor all books and papers together with all other property of the Branch in his/her possession.

Section 4: The Treasurer shall receive, receipt for, and disburse all monies of the Branch, and keep a regular account thereof. He/she shall pay all warrants drawn on him/her by the Recording Secretary voted by the Branch and signed by the President, and have all accounts receipted upon payment of the same. He/she shall, 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 insure the faithful performance of his/her duties, he/she shall be required to furnish a bond in such sum as the Branch may direct.

Section 5: The Financial Secretary shall keep a record book showing the names of members, when admitted and place of residence, collect dues and all other monies due the Branch, keep a regular account thereof, and at each meeting (or prior thereto whenever the prompt payment of the National per capita tax or other 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 or representative selected or appointed to represent the station, solicit payment from all members in arrears, and on the day of an election and before a ballot taken, furnish the President with a list of members not entitled to vote. He/she shall semi-annually furnish the National Secretary-Treasurer with a list of names of all the members of the Branch in good standing and shall notify the National Secretary-

Treasurer monthly of the election of new 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 the books, papers and property in his/her possession belonging to the Branch. To insure the faithful performance of their duties, the Financial Secretary and his/her deputies shall be bonded in such amount and in such manner as the Branch may direct.

Section 6: The Assistant Recording Secretary shall preside in the absence of the Recording Secretary, and in the case of his/her death, resignation, disqualification, refusal or neglect of the Recording Secretary, to discharge the duties of that office.

Section 7: The Sergeant-At-Arms shall preserve order in the meeting under the instruction of the President. It shall be his/her duty to see that none but members are present at the meetings unless directed by the President or a vote of the Branch.

Section 8: The Health Benefits, MBA, NSBA Officer shall perform all such duties as the Constitution and By-laws of the National Association of Letter Carriers Health Benefits Plan and MBA require. He/she shall, 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, paper and money to his/her successor in office, when installed; and to insure the faithful performance of his/her duties, he/she shall be required to furnish a bond in such sum as the branch may direct.

Section 9: The Chief Trustee shall maintain a ledger containing all Branch expenditures. He/she shall maintain and retain all vouchers signed by any Officer, Shop Steward, or member of the Branch for payment by the Branch Treasurer, and make sure that all such vouchers are reported to the membership, serviced and paid by the Branch Treasurer monthly. He/she shall check and approve, with the aid and authority of the other Trustees, all expenditures and vouchers submitted for payment. With the other Trustees he/she shall audit all the books and accounts of the Branch twice a year and furnish a report to the Branch Executive Board and the Branch membership. He/she shall formulate, with the aid of the other Trustees and the Board of Officers, an annual Branch Budget, and maintain a running record of the Branch accounts throughout the year, and report the financial condition of the Branch to the President and Executive Board monthly.

The Chairman of the Board of Trustees will hold a monthly meeting of the Board of Trustees. This meeting will be held on the last Thursday of each month at 7:00 pm, with the exception of the months of July and August, when there will be no meetings. The purpose of the meetings is for the trustees to examine all accounts held by the Branch, to work on the Branch budget and any other duties assigned to the Board of Trustees. Only the Chairman may excuse a Trustee from attending this meeting.

Section 10: The Trustees shall examine and report to the Branch the condition of the books of the officers at least once every six months, compare the vouchers and records and see that they correspond with the collections and disbursements. They shall have custody of all Branch property, and shall perform such other duties as the Branch By-laws may require of them. The Board of Trustees shall be known as the Trustees of Branch 908 of the National Association of Letter Carriers.

Trustees will be required to attend a monthly meeting of the Board of Trustees. This meeting will be held on the last Thursday of each month at 7:00 pm, with the exception

of the months of July and August, when there will be no meetings. The purpose of the meetings is for the trustees to examine all accounts held by the Branch, to work on the Branch budget and any other duties assigned to the Board of Trustees. Only the Chairman may excuse a Trustee from attending this meeting.

Section 11: The Housing Chairperson shall act as liaison between the American Legion Post 100 and the Branch. He/she shall, with a committee of his/her choosing, set up the hall for all meetings, prepare and provide food and refreshments as necessary. He/she shall procure hall and office supplies, and be part of the committee negotiating the rental and /or use of the hall from the American Legion.

Section 12: 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 13: Shop Stewards shall protect the interests of the Branch, the NALC, and the members at their respective offices, reporting all violations of the National and Local Agreements, applicable laws and regulations via grievance procedures or other ways to the Branch.

Section 14: All representatives of the Branch compensated by the Branch to attend any function in the interests of the NALC, the Branch and its members, unless otherwise excused by the other Branch representatives to such function for good and sufficient reason, must attend the entire slate of proceedings for such function(s).

Section 15: All representatives of the Branch compensated by the Branch for their attendance at any function in the interest of the NALC, the Branch and/or its members, may be required to submit a report of their activities at such function(s) if requested by the Branch President, Executive Board, of the membership.

Section 16: All Branch representatives compensated for their attendance at functions in the interest of the NALC, the Branch and/or its members, may be required to attend, in addition to the general meetings of such function(s), seminars and workshops at such function(s) that may be in line with their duties and responsibilities as Branch representatives.

Article 7: Payment of Officers:

Section 1: The Branch President shall be paid a monthly salary from the general funds of the Branch for the good and faithful performance of his duties in accordance with the provisions for such payment provided for in the annual Branch Budget.

Section 2: Branch Officers and Shop Stewards shall be compensated from the general funds of the Branch an annual compensation as provided for in the annual Branch Budget. Such annual compensation shall be payable quarterly, provided that such Branch Officers and Shop Stewards attend at least three (3) of the monthly or Executive Board meetings (or any combination thereof) quarterly, unless such absence is for good and sufficient reason approved by the Executive Board in meeting assembled. An exception is made in quarter 3 (July, August, September), when attendance at only one meeting is required for compensation.

Section 3: Additional necessary expenses, over and above those provided for in Sections 1, and 2, of the Branch Constitution and By-laws, shall be payable upon submission and approval of appropriate expense vouchers submitted for consideration of the Branch Trustees

Section 4: The Branch President's pay, and the fixed allowable compensation expenses payable to Branch Officers and Shop Stewards, shall be increased annually commensurate with and in proportion to wage and COLA increases and adjustment received by active letter carriers. Such pay and allowable expense compensation increase shall become effective January 1, 1982, and each January thereafter for the previous year's wage and COLA increases granted active letter carriers.

Section 5: A Branch Officer's absence from three (3) or more successive Executive Board meetings without good and sufficient reason approved by the Executive Board in meeting assembled, shall result in the forfeiture of any salary, pay, or compensation.

Section 6: In the inability of a Shop Steward to perform his duties for good and sufficient reason, the alternate Shop Steward shall be compensated as Shop Steward for the period of inability involved, which shall not exceed two (2) quarters of a year without the review and approval of the Branch Executive Board.

Article 8: Fees, Dues, Fines and Assessments

Section 1: The dues of the Branch shall be the same as that provided for in Article 7 of the NALC Constitution and By-laws unless otherwise increased by a majority vote by secret mail ballot of the regular members in good standing at a special meeting after reasonable notice has been given that this question will be before the meeting.

Section 2: The Branch dues shall automatically increase or decrease upon the effective date of such increase in accordance with any such amendment to the NALC National Constitution and By-laws.

Section 3: Effective July 1, 2001, the dues of retired members shall be twelve (\$12) dollars per annum.

Section 4: Effective January 1, 1992, Branch members in a leave without pay (LWOP) status who are receiving no type of pay or compensation shall be excused from the payment of monthly dues. Those on LWOP receiving any type of compensation, COP, OWCP, Administrative Leave, etc. shall be required to pay monthly the equivalent of the NALC National Branch, and State per capita tax.

Section 5: The sponsorship, affiliation or disaffiliation of this Branch with any other organization shall be voted upon by secret ballot of the entire membership voting at a regular monthly meeting after appropriate notice has been served the membership in the Branch Newsletter. A two thirds affirmative vote is required to sponsor, affiliate or disaffiliate.

Section 6: Reinstatement of any member shall be governed by Article 7 of the NALC Constitution and By-laws for the Government of Federal and Subordinate Branches. The fee for such reinstatement shall be three (3) months dues and a fine of no less than fifty (50) dollars. The Executive Board, as its discretion, on a biennial basis, may forgive and reinstate member(s) at no cost.

Article 9: Branch Benefits:

Section 1: Effective June, 1991, active members suffering periods of illness or disability shall be entitled to sick & welfare benefits. The rules and regulations, governing the type, amount & eligibility for such benefits shall be established by the Sick and Welfare Committee subject to the approval of the Branch Budget Committee and Branch

Executive Board. The Chairperson shall be responsible to provide a monthly report of plan activities.

Section 2: Effective June 1, 1991, the beneficiary of record of a deceased active or retired Branch member shall be entitled to death benefits. The rules and regulations, governing the type, amount and eligibility for such benefits shall be established by the Death Benefits Committee subject to the approval of the Branch Budget Committee and the Branch Executive Board. The Chairperson shall be responsible to provide a monthly report of plan activities.

Section 3: In the event of the death of the spouse, children, or parents of an active Branch member, or the death of an active or retired member in good standing, an appropriate spray of flowers or equivalent payment shall be made to an organization requested by the bereaved family or beneficiary.

Section 4: Representation of the Branch at the funeral services of a deceased active or retired Branch member shall be the responsibility of the Shop Steward at the office involved, Director of Retirees, or the Branch Sick and Welfare Chairperson or their designee.

Section 5: Upon the death of a Branch member, a moment of silence shall be observed at the next regular monthly meeting of the Branch after such death.

Section 6: The Branch shall establish a separate bank account, administered by the Chairperson of such activity, to provide optical benefits for active and retired members and/or their families. The rules and regulations, governing the type, amount, and eligibility for such benefit shall be established by the Optical Plan Committee subject to the approval of the Branch Budget Committee and Executive Board. The Chairperson in charge of such account shall make a monthly report of the bank account and his/her activities to the Executive Board monthly.

Section 7: Under direction of the appointed Branch Director of Retirees, the Branch shall honor its retirees at an annual retirees' breakfast, and provide them with an appropriate gift as determined by the Branch Executive Board, not to exceed the Branch budgeted amount for such gifts.

Section 8: Effective January 1, 1991, the Branch shall establish a Branch 908 Scholarship Fund of \$2,000, \$500 per year for four years, available to the children, grandchildren, step-children (living with member), and the adopted children of active or retired members of Branch 908. Such fund shall be administered and accounted for by the Chairperson of the Scholarship fund.

Article 10: Committees

Section 1: There shall be established the following Branch standing committees which shall meet as necessary and report to the Branch Executive Board monthly: Legislation, picnic, housing, scholarship, charitable & social activities, awards, by-laws, retirees, political action, COLCPE, optical plan, health and welfare, organization, AFL-CIO, newsletter, convention, education, budget and death. All Branch Officers will serve on at least three (3) committees and perform any other duties that the President may assign.

Section 2: The Legislative committee shall review current and proposed legislation affecting the NALC, its members and family, and take the necessary action to alert the membership and legislative bodies of our interests in or disapproval of such legislation.

Section 3: The Picnic Committee shall take all the steps necessary to provide an annual picnic for the Branch, its members and family, consistent with the financial guidelines established in the annual Branch Budget.

Section 4: The Housing Committee shall be in charge of the American Legion meeting hall, the necessary supplies and accessibility to the hall as provided for in agreement with American Legion Post 100, and the finances provided for same in the annual Branch Budget.

Section 5: The Scholarship Committee shall be in charge of providing for the award of an annual scholarship as established by the Branch Constitution and By-laws and financed in accordance with the annual Branch Budget.

Section 6: The Charitable and Social Services Committee shall be in charge of scheduling all of the Branch community, charitable, and social activities, including meeting hall availability, entertainment, and supplies in accordance with finances for such activities provided for in the annual Branch Budget or otherwise.

Section 7: The building fund committee shall have control over all building fund financial assets, properly invest funds when such funds are available, and maintain necessary records. They shall submit, for approval, a monthly report to the Executive Board, and an annual report to the general membership.

Section 8: The Branch Awards Committee shall search for deserving members and or others who best exemplify and attempt to carryout through their deeds and actions the interests and goals of the NALC, its membership and labor for Branch awards as may be provided for in accordance with monies for same in the annual Branch Budget.

Section 9: The By-laws Committee shall review all proposed amendments to the Branch Constitution for their legitimacy, language, content, sense, and legibility. They shall read same at the next regular meeting of the Branch after receipt and review, and have them published in the Branch newsletter for a subsequent vote by the membership. They shall see to it that the master copy of the Branch Constitution and By-laws is current and up to date, and provide copies to the membership if so requested.

Section 10: The Retirees Committee shall be responsible for making the arrangements for and conducting the annual Retirees' Brunch as established for and provided in the annual Branch Budget.

Section 11: The COLCPE-Political Action Committee of the Branch will be funded from voluntary contributions for the expense of political activities of the Branch and the NALC for the election of National, State and Municipal legislators; the nomination and the election of NALC leaders at the National, Regional, and State levels. The Committee shall control and keep an accurate account of all receipts and expenditures, and shall be accountable to the Branch Executive Board.

Section 12: The Optical Plan Committee shall be responsible for implementation of the Branch Optical Plan in accordance with rules and regulations established by the Branch and funds allocated in the annual Branch Budget. An accurate accounting of receipts and expenditures of the Plan shall be made to the Treasurer and Executive Board monthly.

Section 13: The AFL-CIO Central Labor Union Committee shall be delegates to the AFL-CIO Central Union, and shall be obligated to attend the meetings of such organization, relay information to the Branch garnered from such organization, and initiate any action necessary with the Branch to further the union activities of the Central Labor Union.

Section 14: The Newsletter Committee shall be responsible for the composition, publication, frequency and mailing of the Branch Newsletter. They shall establish and maintain, an up-to-date mailing list, and they shall have the authority to make, and establish, as necessary, with the consent of the Branch Executive Board, all rules and regulations relating to the publication of the Branch Newsletter; provided that the Branch membership and/or retirees are permitted to submit items for publication relative to and consistent with the objectives of the Branch and the NALC.

Section 15: The Organization Committee shall be governed by Article 10, Section 2 of the National Constitution and By-laws for the Government of Federal and Subordinate Branches. They shall endeavor to secure new members, Branch mergers, reinstatements, and promote the attendance of the Branch membership at the monthly meetings and functions of the Branch.

Section 16: The Health and Welfare Committee shall be governed by the applicable provisions of the Branch Constitution and By-laws. They shall be empowered to make rules and regulations as they deem necessary for the welfare and benefit of the Branch membership as approved by the Branch Executive Board. They shall have charge of a special bank account as determined by the Branch Executive Board for the payment of Branch health and welfare benefits in accordance with the schedule as provided for in the annual Branch Budget. They shall keep an accurate account of all receipts and expenditures and make a report to the Branch Executive Board monthly.

Section 17: The Education and Training Committee shall promote the education and training of Branch members, Officers, and Shop Stewards as it relates to the objectives of the Branch and the National Association of Letter Carriers. Such educational and training seminars, or workshops shall be called by the Chairperson of the committee as necessary.

Section 18: The Convention Committee shall consist of those delegates elected to represent the membership at National or State Conventions. They shall call for and review proposals by the Branch, the membership, and other Branches of the NALC relating to amendments and resolutions to be submitted for the consideration of the delegates assembled at National and State Conventions.

Section 19: The Budget Committee shall prepare and submit annually a proposed budget for the financial operation of the Branch for the approval of the Branch Executive Board and the Branch membership. A salary committee shall be formed and divided into two branches. The Board of Trustees shall determine salary or compensation schedules for the Officers of the Branch, excluding Trustees. The Executive Board shall determine the Trustees' compensation. These decisions shall be made in September based on the amount of work assigned by the Branch President or as prescribed in the Branch Constitution and By-laws. All Officers and Trustees requesting salary adjustments shall submit reasons for such adjustments to the group deciding their pay subsequent to which a decision will be made.

Section 20: The Death Benefits Committee shall keep a file of applications for death benefits, implement and administer death benefits as provided for by the Branch out of funds established in the annual Branch Budget.

Article 11: Charges:

Section 1: All charges brought against any Officers, Shop Steward, or member of the Branch shall be governed by Article 10 of the National Constitution for the Government of Subordinate Branches.

Article 12: Appeals:

Section 1: All Appeals will be governed by Article 11 of the National Constitution for the Government of Subordinate Branches.

Article 13: Funds:

Section 1: All funds of the Branch shall be deposited in such bank and/or savings institution as the Executive Board or the annual Branch Budget may determine.

Section 2: The Board of Trustees shall be the committee to whom all bills and claims against the Branch shall be referred before being acted upon. All bills should be submitted within thirty (30) days, and no later than forty five (45) days of each bill being made. After forty five (45) days, the Board of Trustees may deem the bill untimely and ineligible for payment.

Section 3: The Branch President and Secretary shall be permitted to spend, for the necessity and good of the Branch, a sum not to exceed \$200 and \$100 respectively between Branch meetings.

Section 4: Any materials needed to perform official union duties shall be requested through the Branch Trustees.

Section 5: Branch Officers and Shop Stewards shall have the authority to make toll calls in the performance of their official duties.

Section 6: On major purchases involving the expenditure of \$500 or more on one item, the Executive Board will be notified at an Executive Board meeting prior to such expenditure, except in an emergency when the Branch President shall have such authority.

Section 7: The Branch shall pay \$400 per week for suspensions of up to four (4) weeks annually, thirty (30) days, to any Branch Officer or Shop Steward who is disciplined due to his/her Union activities. Upon successful grievance-arbitration settlement, such funds shall be repaid to the Branch on a pro-rata basis. Such payments shall not exceed four (4) weeks per year, and shall be rescinded upon the successful completion of any settlement that the Branch may enter into with management. If grievance resolves or settlements result in a dismissal or reduction of lost wages, the Branch shall be reimbursed the funds given the Shop Steward or Branch Officer for lost wages regained.

Section 8: All expenditures paid by the Treasurer shall be reviewed and authorized by the Board of Trustees and subsequently the Branch membership.

Section 9: It shall be the duty of the Branch Director of Retirees to serve notice, collect and initiate the payment of retiree annual per capita tax to the National Association of Letter Carriers for the direct-pay retired members of the Branch.

Section 10: All funds shall be devoted to such use as the Branch may determine. All bills must be reviewed by the Board of Trustees and read at a regular meeting of the Branch with appropriate recommendation. All such expenditures must be subsequently approved by the Branch membership present and voting at a regular monthly meeting.

Article 14: Indemnification:

Section 1: The procedure as outlined in Article 13 of the National Constitution for the Government of Subordinate Branches shall apply to this section.

Article 15: Amendments:

Section 1: These By-laws shall not be altered or amended except by a majority vote of all members present and voting at a regular meeting called for that purpose semi-annually in February and June. All proposed amendments shall first be presented to the By-laws Committee, which shall review same for the purpose of conformity of language and lack of ambiguity only. The By-laws Committee shall exercise no control over the intent or purpose of the proposals. The proposed amendments shall then be read by the Chairperson of the By-laws Committee at a regular monthly meeting of the Branch after which they shall, except for good, sufficient or emergency considerations approved by the Executive Board, be laid over until the semi-annual meeting at which time they shall be debated and voted upon after having been published in the Branch Newsletter.

Section 2: Any member in good standing may present to the By-laws Committee written proposed amendments to the By-laws of this Branch which have been signed by no less than three (3) other members in good standing.

Section 3: A defeated proposed amendment or alteration to these By-laws shall not again be entertained by the Branch in like form for at least one (1) year.

Article 16: Order of Business:

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence, Deceased & Departed
4. Roll Call of Branch Officers, Shop Stewards
5. Reading of Minutes, Previous Meeting
6. Reading of Expenditures and Recommendations by Board of Trustees
7. Reading of Pertinent Communications & Notices
8. Financial Secretary's Report of Receipts
9. Applications for Membership
10. Treasurer's Report
11. Report of Health Benefits, MBA-NSBA Officer
12. Report of COLCPE Chairperson
13. Report of Standing & Special Committees
14. Old Business
15. New Business
16. Adjournment

Article 17: Per Diem For Other Approved Branch Expenses

Section 1: Any Branch Officer or Shop Steward authorized by the Branch President, elected or required to attend Union functions and activities shall receive actual expenses or compensation as provided for in the Branch annual budget. The selection of such Officer or Shop Steward, if necessary, shall be in accordance with the ranking order listed in Article 4, Section 1 of these By-laws.

Section 2: Expenses for the above shall not exceed actual registration fees, travel, expenses, per diem, and lost time costs, provided that travel expense and per diem shall not exceed that arranged for by the Branch, and that lost time allowances shall not exceed \$50 per day. Mileage for the use of privately owned vehicles shall be compensated at the rate currently in effect and provided for in IRS tax regulations.

Article 18: General Principles

Section 1: The Constitution for the Government of Subordinate Branches, as prescribed and amended by the National Association shall govern in all matters not covered by these By-laws.

Section 2: Roberts' Rule of Order shall govern the deliberations of this Branch in all things not covered by the National Agreement.

Section 3: Any organization or member wanting to sell goods at Branch Executive Board or General Meetings must sell only American Union Made goods.

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