

**BY-LAWS**  
**Of the**  
**INDIANA STATE ASSOCIATION**  
**OF**  
**LETTER CARRIERS**

As revised and amended at the  
120<sup>th</sup> ISALC State Convention  
Michigan City, Indiana  
April 15-16, 2019

**By-Laws Committee**

Greg Felts, Anderson  
Jerry Sutherlin, Bloomington  
Allen Lauer, Fort Wayne

**Officers  
2019-2021**

**President**

John Triplett, Indianapolis

**Executive Vice-President/Director of Education**

Yatzie Roysden, Lawrenceburg

**Recording Secretary**

Catherine Bodnar, Hammond

**Financial Secretary/Treasurer**

Danny Gore, Anderson

**Director of Retirees**

Michael Ragan, Indianapolis

**Chairperson, Executive Board**

Tim Turner, Kokomo

**Executive Board**

Greg Felts, Anderson

Ronnie Roush, Carmel

Paul Toms, Indianapolis

John Spann, East Chicago

Donna Brown, Richmond

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## **ARTICLE I**

### **NAME and OBJECT**

Section 1. This Association shall be known as the Indiana State Association of the National Association of Letter Carriers of the United States of America.

Section 2. The objects of this Association are to assist the National Association of Letter Carriers in maintaining a more perfect organization and improving the Postal Service, to organize all letter carriers within the State; to host as approved by the National Business Agent, educational seminars for all members; to guide and direct all activities relating to legislation within the State; any other activities requested by Branches.

## **ARTICLE II**

### **MEMBERSHIP**

Section 1. Membership of the Association shall be composed of members in good standing in the National Association of Letter Carriers within the geographical boundaries of the State of Indiana.

## **ARTICLE III**

### **CONVENTION and ASSEMBLIES**

Section 1. This Association shall meet annually in Convention for two (2) consecutive days in the months of March through June at such a place and time as may be determined at the convention two years prior.

Bids for the convention must be submitted to the State Recording Secretary by March 1<sup>st</sup> two years prior to the convention being bid. Branches submitting bids must provide the following criteria:

1. Site Location
2. Date of Convention
3. Number of, and rates for rooms available for overnight accommodations and rooms available for meeting space.
4. Unionized facilities, if feasible
5. Eating facilities, amenities and attractions
6. Cost of delegate registration

The State Recording Secretary shall submit all bids, received to host a convention, to the Convention Committee upon its appointment.

The Convention Committee will investigate all bids and recommend to the Convention assembled approval/disapproval of each bid. If no bids are received, the Executive Council will decide the time and place of the State Convention and notify all local branches within the state by September 1<sup>st</sup>.

Section 2. This Association shall meet annually in Convention at such time and place as may be designated in the by-laws or decided upon by a majority vote at a previous session unless conditions should arise which require a change in the date and place decided upon or designated, then the

Executive Council shall have the authority to make such change of time or place and report same through the Recording Secretary.

Section 3. All delegates and alternate delegate cards are to be returned to the State Recording Secretary with a post date of at least 30 days prior to the start date of each Convention. The cards are to be signed by both the Branch President and the Recording Secretary. The Registration Fee is to be submitted along with the delegate cards for each delegate attending.

Section 4. This Association shall underwrite any deficit, not to exceed three thousand (\$3000.00) dollars to the "Host Branch" of a Convention, after investigation and approval of the Executive Council. If there is no "Host Branch", the State Association shall underwrite the entire costs of the convention.

Section 5. Special meetings shall be called by the President upon the written request of not less than one-half of the Branches that are in good standing and representing not less than one fourth of the membership of the Association. The Recording Secretary shall notify by letter each Branch entitled to representation in this Association stating the object of the call.

Section 6. Fifteen (15) delegates representing ten (10) Branches shall constitute a quorum for the transaction of business, but less than that number may adjourn to meet at some future specified time.

Section 7. The Recording Secretary of this Association shall notify the National Office of the dates of all Conventions and Training Seminars, to secure their assignment of a National Representative.

Section 8. A parliamentarian shall be appointed by the President.

Section 9. Only delegates with credentials and authorized guests will be allowed on the convention floor.

#### **ARTICLE IV**

##### **REVENUE**

Section 1. Effective July 1, 2003, the revenue of this Association shall be derived from a per capita tax of \$13.50 per annum (\$1.125 per month) payable annually in advance of December 31 for each member, provided; that members whose dues are check-off pursuant to a collective bargaining agreement need not advance their per capita tax, but shall pay them by the method determined in the check-off agreement. Those members who are retired or have 50 years membership shall have their per capita or any special assessment waived.

Section 2. Any member failing to pay per capita tax within thirty (30) days after the same shall have become due, shall forfeit his/her membership; provided, that the State Association for good and sufficient reasons under reasonable rules uniformly applied may extend the thirty (30) days grace period for not more than an additional sixty (60) days.

#### **ARTICLE V**

##### **REPRESENTATION and VOTE**

Section 1. Except for good reason all Executive Council meetings shall be open to any State Association member in good standing. Such members shall not have a voice or a vote in these meetings and may only be excluded by majority vote of the Council. Those who shall be entitled to a voice and one vote only in the meetings of this Association shall be its officers.

Section 2. The basis of representation and vote in the Association shall be one delegate and vote for each subordinate Branch having a membership of ten (10) members or less and one additional delegate

and vote for each ten (10) members or fraction thereof. Each elective officer of the Association shall also be entitled to one vote.

Section 3. Election of delegates to the State Association Convention shall be conducted in accordance with Article 5 of the National Constitution.

Section 4. The number of members who pay per capita tax to this Association for the term beginning January 1 prior to the Convention shall determine the number of votes to which a Branch is entitled.

## **ARTICLE VI**

### **OFFICERS**

Section 1. The elective officers of this Association shall be the President, Executive Vice-President/Director of Education, Recording Secretary, Financial Secretary/Treasurer, Director of Retirees, and the Executive Board consisting of seven (7) members. Collectively all shall be members of the Executive Council. The term of the Elective officers shall be two (2) years.

Section 2. Any regular Branch member in good standing shall be eligible to hold any office of this Association.

Section 3. The Delegates-at-Large for the National Convention shall be established by virtue of their office, the President and Executive Vice-President-Director of Education. The Alternate Delegates shall be the Recording Secretary, Treasurer, in that order.

## **ARTICLE VII**

### **NOMINATIONS and ELECTIONS**

Section 1. Nominations and elections shall take place during odd numbered years during the meeting of this Association. The installations of officers shall take place just prior to adjournment.

Section 2. RULES FOR NOMINATION

1. Nominations will start after the opening session on the convention's first day.
2. Open the nominations from the floor for the following offices:
  - a. President (Delegate-at-Large)
  - b. Executive Vice-President/Director of Education (Delegate-at-Large)
  - c. Recording Secretary (First Alternate Delegate-at-Large)
  - d. Treasurer (Second Alternate Delegate-at-Large)
  - e. Director of Retirees
  - f. Executive Board
3. Nominations will remain open until 12 noon at which time the nominations will be officially closed.
4. "Notice of Nomination" forms must be signed by the person nominating the candidate and the candidate.
5. At the start of the afternoon session, the Committee will read off the names of the candidates for the State Offices.

6. Any delegate of a branch not voting in block must notify the Election Committee before the start of the general session on the day of the election. The Branch President will be notified by the Election Committee of the delegate's decision as soon as practical.
7. The total votes for each Branch will be determined by the Branch's membership as provided by the N.A.L.C. Headquarters printout as requested by the State Recording Secretary in the first week in January of the election year.
8. Self-nomination is permissible.

### Section 3. RULES FOR ELECTION

1. Election will start right after the second morning opening.
2. The Election Committee will go over the voting procedure with the delegates in assembly.
  - A. The membership of each Branch as provided by the N.A.L.C. Headquarter printout as requested by the State Recording Secretary in the first week of January of the election year will determine the number of votes for each Branch.
  - B. If a Branch is not voting in block, each delegate will receive a percentage of the branch's votes with the extra votes going to the Branch's President or designee.
  - C. The Election Committee will announce at intervals which branches are to vote. Each delegate must show their delegate card to the designated member of the Election Committee before voting.
  - D. Voting will end after all branches have voted or 2:00 PM, whichever comes first.
3. Write-in votes shall not be valid.
4. Each candidate shall be entitled to have one observer present during the counting of the ballots.
5. The committee will announce the results of the election during the Business Session or when the Committee has completed the tabulation of votes.

Section 4. When there is more than one candidate for the same office, election shall be by plurality. When there is but one candidate for any office, the President may declare his/her election by acclamation.

## **ARTICLE VIII**

### **DUTIES of OFFICERS**

#### **PRESIDENT**

Section 1. The President shall preside at the meetings of this Association and enforce the laws thereof. He/she shall fill all vacancies occasioned by death or otherwise, with persons duly, qualified, until an election shall be held. He/she shall sign all warrants on the Treasurer, as provided for in the Constitution. He/she shall sign all documents and papers that require his/her signature to properly authenticate them. He/she shall appoint at each regular meeting a committee of three (3) on credentials, which committee shall at once proceed to discharge its duties, a committee of three (3) on audit to examine the books of the Financial Secretary and the Treasurer, a committee of three (3) on convention site and a Sargent-at-Arms. At the close of each meeting, he/she shall appoint such committees as directed by the Convention, and shall have the power to fill vacancies occurring in any appointive committee or elective office during recess. His/her correspondence with Branches, when practical, shall be conducted through the Recording Secretary. He/she shall submit at the regular meeting of the Association a written report of his/her official acts during his/her term of office, and he/she shall perform such other duties as the laws, rules and usage's of this Association may require. He/she shall, together with the Treasurer, sign and file with the Secretary of Labor on behalf of the State Association, the annual financial reports required by public law. He/she shall be in charge of all records and

equipment assigned to him/her and at the end of his/her term of office or upon an earlier termination thereof, turn over all records and equipment assigned to his/her successor. He/she will be Director of Legislation in contacting legislators and Branches in matters relevant to letter carriers and NALC. He/she will also serve as Delegate-at-Large. He/she shall receive for his/her services the sum of \$100.00 per month.

#### **EXECUTIVE VICE-PRESIDENT/DIRECTOR OF EDUCATION**

Section 2. The Executive Vice-President/Director of Education shall preside in the absence of the President, and in the case death, resignation, disqualification, refusal or neglect of the President to discharge the duties of his/her office, the Executive Vice-President/Director of Education shall then succeed the President for the remainder of the term.

The Executive Vice-President/Director of Education shall have the authority, under the supervision and direction of the National Business Agent, to arrange for seminars and training schools on State, District and Branch levels. Such state-sponsored seminars and schools shall be supplemental to educational programs arranged by the National Business Agent. He/she will also serve as alternate delegate-at-large. He/she shall be in charge of all records and equipment assigned to him/her. At the end of his/her term of office or upon earlier termination thereof, turn over all records and equipment to his/her successor. He/she shall serve as delegate-at-Large at the National Convention. He/she shall receive for his/her services the sum of \$65.00 per month.

#### **RECORDING SECRETARY**

Section 3. The Recording Secretary shall keep a correct record of the proceedings of the Association. He/she shall read or cause to be read all communication, reports, etc., and attest all orders drawn on the Treasurer. He/she shall draw all warrants on the Treasurer, ordered by the Association and signed by the President for money in payment of bills that have been approved by the Executive Board. He/she shall conduct the correspondence of this Association. He/she shall keep a record of the name, number, date of affiliation and location of each Branch of this Association. He /she shall make annual reports to the Executive Board, and to every Branch of this Association. The Recording Secretary will be responsible for the quarterly publication of the State Association's newsletter. He/she shall perform such other duties as the laws, rules and usage's of this Association may require, and shall deliver to his/her successor in office or to the Association all property of this Association in his/her possession at the expiration of his/her term of office, or upon an earlier termination thereof. He/she shall give a good and sufficient bond for the faithful performance of his duties in the sum of \$50,000.00 which bond must be approved by and deposited with the Executive Board of this Association. The premium on said bond shall be paid by this Association. For his/her service, he/she shall receive a salary of \$75.00 per month.

#### **TREASURER**

Section 4. The Treasurer shall receive all monies, which may be paid to this Association. He/she shall deposit all monies received by him/her in depositories designated by the Executive Board approved by the President. Such deposits shall be in the name of the Indiana State Association of Letter Carriers and interest thereon shall be credited to the General Fund of the Association. Transfer of funds from one depository to another and payment of such drafts and orders as may be drawn on him/her shall be made in such manner as prescribed by the Executive Board. He/she shall keep a true and correct account of all monies received and paid out belonging to the Association, and shall at the end of his/her term, or when called upon by the Executive Board, account for and deliver to this Association, or his/her successor in office all money, books, paper, securities, and other property of said Association that may have come into his/her hands that have not been previously and lawfully disposed of. He/she shall make annual reports to the Executive Board, and to every Branch of this Association, giving the receipts

and disbursements of the Association in detail as shown by the books in his office. For the faithful performance of his/her duties he/she shall give a good and sufficient bond in the sum of \$50,000.00, which bond must be approved by and deposited with the Executive Board. This bond may be increased by the Association or by the President during a recess when in his judgment the sum is not sufficient to cover the amount which may accumulate in the Treasury during his/her term in office. The premium on said bond shall be paid by this Association. The Treasurer shall provide the President with a copy of all bank statements immediately upon receipt. He/she shall serve as second Alternate Delegate-at-Large to the National Convention. He/she shall receive for his/her services the sum of \$75.00 per month.

#### **EXECUTIVE BOARD**

Section 5. The Executive Board shall meet immediately following the adjournment of this Association at each election Convention, for the purpose of electing a Chairperson. The Executive Board shall have charge of the property of this Association. They shall approve and hold the bonds of the Recording Secretary, Financial Secretary, and Treasurer. They shall direct the investment of the funds of this Association. They shall designate depositories in which the Treasurer shall deposit all funds of the Association received by him/her. They shall examine all bills, approve the same, if found correct and keep a correct account of all bills audited. In conjunction with the President, they shall have general supervision and control of the Association during recess. They shall act as Trustees of this Association. They shall be in charge of all records and equipment assigned to them and at the end of their term of office, or upon an earlier termination thereof, turn over all records and equipment to their successor. He/she shall receive for his/her services the sum of \$150.00 per annum. The Chairperson of the Executive Board shall receive an additional \$100.00 per annum.

Section 6. All formal action of the Executive Board or standing committees during recess shall be recorded by the Recording Secretary, signed by a majority of the members of the Board or of such committees, and be reported to the membership in the issue of any existing State publication following such formal action by the Executive Board or standing Committees.

#### **DIRECTOR OF EDUCATION**

Section 7. Director of Education position has been combined with Vice President through previous amendments

#### **DIRECTOR OF RETIREES**

Section 8.

( a ) The Association shall establish by election a retired member as Director of Retirees to represent retired members in good standing of the State Association.

( b ) Duties. The State Director of Retirees duties shall be to coordinate all activities of the retired members of the State Association and he/she shall be the legislative advocate and the congressional liaison for the retired letter carriers of the State Association. He/she shall be under the direct supervision of the State President and shall perform such other duties as may be assigned to him/her from time to time by the State President.

( c ) The State Director of Retirees shall exchange information with the National Director of Retired member letter carriers and when directed by the State President shall receive per diem and shall be reimbursed expenses incurred in accordance with the State Association by-laws.

( d ) He/she shall receive for his/her services the sum of \$150.00 per annum.

#### Letter Carrier Congressional Liaison

Section 9. Letter Carrier Congressional Liaison shall perform duties as defined by the President. Each Letter Carrier Congressional Liaison will receive \$100.00 per annum, to be paid at each Indiana State Convention.

#### BONDING

Section 10. Every officer, agent, or other representative or employee of the Association who handles funds or other property of the Association shall be bonded to the extent as required by applicable law.

#### ARTICLE IX

#### COMMITTEES

Section 1. The Committee on Credentials shall examine the credentials of all delegates to the Convention of this Association and report at once to the Association in Convention assembled.

#### SERGEANT-at-ARMS

Section 2. The ISALC President will determine the quantity of Sergeant-at-Arms needed to preserve order at all regular and special meetings, and appoint same. The sergeant(s)-at-arms will perform such duties as the President may direct. They shall receive a stipend of \$25 per day the meeting is in session.

#### DELEGATE-at-LARGE

Section 3. The duties of the Delegates-at-Large shall be to represent this Association and promote its welfare at meetings of the National Association and to report back to this Association at its annual, biennial, or triennial meeting.

Section 4. The Committee on Audit shall examine the books and accounts of the Financial Secretary and the Treasurer and report to the Association in Convention assembled immediately after the report of officers.

Section 5. The Committee on Mileage and Per Diem shall make up duplicate payrolls, whereon shall be recorded the name, residence and amount due each member entitled thereto for mileage and per Diem. This report shall be presented to the convention assembled prior to adjournment.

Section 6. The President shall appoint a Committee of three (3) to which shall be referred all Amendments, By-Laws and Resolutions presented to the Convention of this Association, such Committees after consideration shall report its findings and recommendations to the Convention for action.

Section 7. There shall be a Nomination and Election Committee composed of five (5) members appointed by the President This Committee shall receive and properly tabulate all nominations and ballots to any elective office of this Association and report same to the Convention assembled.

Section 8. The President shall appoint a Convention Committee of three (3). The Committee will investigate all bids and recommend to the Convention assembled approval/disapproval of each bid.

Section 9. There shall be a Fred Herman Award Committee composed of three (3) members appointed by the President. If practical, one member should be a current Executive Council member and one member a Former Fred Herman Award Winner. The committee will review all nominations for the award and make their selection known to the convention.

( a ) The nomination must be submitted in writing to the State Recording Secretary no less than 30 days prior to the convention.

( b ) The written nomination should include a history of steward activities, legislative activities, community service and union activism.

( c ) The nomination must be signed by a current officer of a nominee's branch.

( d ) The nominee must have been an active steward in an Indiana branch in the last calendar year.

( e ) The committee will conduct personal interviews with each nominee.

Section 8. The Sergeant-at-Arms shall preserve order at all regular and special meetings and perform such other duties as the President may direct. He/she shall receive stipend of \$25 per day the meeting is in session.

Section 10. The President shall appoint a Chaplain from the Convention City.

Section 11. The duties of the Delegates-at-Large shall be to represent this Association and promote its welfare at meetings of the National Association and to report back to this Association at its annual or biennial meeting.

Section 12. The Executive Board shall constitute a Committee on Supplies, and shall contract for all necessary supplies in accordance with such regulations as may be adopted by this Association.

Section 13. Any member, who serves on a Committee during the State Convention, shall be given a stipend of fifty (\$50.00) dollars. The chair of each committee will receive an additional fifteen (\$15.00) dollars.

Section 14. There shall be a Ernie Haynes Award Committee composed of three (3) members appointed by the President. If practical, one member should be a current Executive Council member and one member a Former Ernie Haynes Award Winner. The committee will review all nominations for the award and make their selection known to the convention.

( a ) The nomination should be submitted in writing to the State Secretary no less than 30 days prior to the convention.

( b ) The written nomination should include a history of lifetime labor activities, legislative activities, community service and union activism.

( c ) The nomination must be signed by a current officer of a nominee's branch.

( d ) The nominee must have been an active steward in an Indiana branch in the last calendar year.

## **ARTICLE X**

### **COMPENSATION, MILEAGE and PER DIEM**

Section 1. This Association shall pay mileage to Indiana State Conventions to the President, Executive Vice-President/Director of Education, Recording Secretary, Financial Secretary/Treasurer, Director of Retirees and Executive Board at the rate per Section 7 of this Article per mile by the most direct route. They shall be compensated for two (2) days per Section 8 of this Article and be allowed two (2) days per diem as defined in Section 9 of this Article. Any additional compensation and per diem will be approved by the Executive Council. These officers shall also be allowed the registration fees in effect at the time. No officer holding more than one office or title may receive more than the monies allowed for one office.

Section 2. This Association shall allow mileage and per Diem for the President, or his/her designee, and other Officers and appointees that are appointed to any State Association meetings and training schools as may be scheduled during the year. This Association shall pay such mileage and per diem to the Delegate-at-Large (President and Executive Vice-President) to the National Convention, and such other officers and committees as may be decided upon in convention assembled. Mileage will be paid at the rate per Section 7 of this Article per mile for travel within the state or the most economical means as determined by the Executive Council for travel outside the State, per diem as defined in Section 9 of this Article and compensation per Section 8 of this Article for all State Association business.

Section 3. The Delegates-at-Large shall travel by the most economical means for attending the National Convention, as determined by the Executive Council. He/she shall be allowed per diem as defined in Section 9 of this Article for five (5) days and for one (1) day of travel to the Convention, and be paid a maximum five (5) days compensation per Section 8 of this Article. A retiree will be paid one-half (1/2) lost time rate per Section 8 of this Article. The expense for transportation, lodging and meals may be charged to the ISALC charge card and paid by the ISALC subject to audit by the Executive Council.

Section 4. State Officers meetings called by the President, Article X Section 2 will prevail.

Section 5. The State President or his/her designee may attend the Committee of Presidents (COP) Meetings each year and the N.A.L.C. Legislative Conference, if approved by the Executive Council. He/she will receive compensation per Section 8 of this Article and expenses for the dates of the COP Meeting. The expense for transportation, lodging and meals may be charged to the ISALC charge card and paid by the ISALC subject to audit by the Executive Council.

Section 6. The State President or his/her designee may attend the National Installation, if approved by the Executive Council. He/she shall use the most direct and economical means of transportation as determined by the Executive Council. He/she will be compensated per Section 8 of this Article for actual lost time and expenses for the date(s) of the Installation. The expense for transportation, lodging and

meals may be charged to the ISALC charge card and paid by the ISALC subject to audit by the Executive Council.

Section 7. The rate for mileage shall be determined by what the Internal Revenue Service allows at the time the mileage expense is incurred.

Section 8. The rate for compensation shall be the rate of pay for a letter carrier's highest level and highest step at 101.5% of such rate. (1.5% reflects a compensatory rate for annual and sick leave.)

Section 9. Per diem shall be the U.S. General Service Administration regular federal per diem rate as defined in IRS publication 1542 titled "Per Diem Rates". The Executive Council may approve the actual cost of lodging which must be supported by receipt (s) and the GSA daily meal allowance.

Section 10. The Executive Council Salary

- a. Compensation will be based on 12 meetings or telecons per annum.
- b. Their salary will be compensated provided he/she attends 9 of the meetings or telecons.
- c. A cancelled meeting will be counted as attended.
- d. If he/she only attends 8 meetings, salary will be reduced by 30%, and each additional missed meeting the salary will be reduce by an additional 5%.
- e. If a council member attends no meetings, they will receive no compensation.
- f. Compensation will be paid at each Indiana State Convention.
- g. The President will have authorization to give dispensation, if asked.

## **ARTICLE XI**

### **PROHIBITION**

Section 1. As specified in the Constitution for the Government of State Associations.

## **ARTICLE XII**

### **REFERENDUM**

Section 1. As specified in the Constitution for the Government of State Associations.

## **ARTICLE XIII**

### **APPEALS**

Section 1. An appeal may be taken to the President from the decision of any other officer of the State Association and to the State Association in Convention assembled from any decisions of the President, which appeal must be taken at the Convention at which the subject appealed from is under consideration and before any other business is taken up for action; and any member or Branch considering that any injustice has been done him/her or it by a decision of the State Association may appeal in writing to the Committee of Appeals of the National Association.

Section 2. When an appeal from the action of the State Association is taken, the following rules must be observed; First: The appeal must be in writing and filed with the Recording Secretary of the State

Association with any supporting written testimony, arguments and briefs within twenty (20) days from the date the State Association decision appealed, from was made. Second: The State Association shall then be allowed twenty (20) days to prepare its reply, which reply shall be in writing and attested to as true and accurate by the Recording Secretary of the State Association. A copy of this reply, which shall include all supporting testimony, arguments and briefs the State Association shall submit, shall be immediately transmitted by the Recording Secretary to the appellant.

The Recording Secretary shall also immediately transmit the appeal together with all testimony, argument and briefs submitted by the appellant and the reply of the State Association thereto, via registered mail, to the Chairman of the Committee on Appeals of the National Association . Either party to an appeal from a decision of the State Association to the Committee on Appeals of the National Association of Letter Carriers in accordance with the procedure set out in Article XI, Section 4, of the National Constitution.

## **ARTICLE XIV**

### **AMENDMENTS**

Section 1. These By-laws shall not be altered or amended except through this Association in Convention assembled.

Section 2. This Association may make, alter, or rescind such by-laws, rules and regulations from time to time, as may be deemed most expedient, provided they do not in any way conflict with or repeal the Constitution of the National Association of Letter Carriers. Such by-laws, however, shall not become effective until approved by the National Committee of Laws, and when submitted to the National Committee of Laws, shall be submitted in duplicate. By-Laws fixing time and place of meeting or amount of dues or assessments shall not require the approval of the National Committee of Laws.

Section 3. Proposed amendments to the By-laws of the Indiana State Association of Letter Carriers (ISALC), must be presented in writing, in the manner herein set forth: ( a ) by any member of a Branch in good standing, signed by him/her, at a regular meeting of the Branch: providing, the proposal is endorsed by two-thirds of the members present and voting at the meeting: and ( b ) by any member of the ISALC Executive Council, signed by him/her, at a regularly-called meeting of the Executive Council: provided, the proposal is endorsed by two thirds of the members of the Executive Council present and voting at the meeting. Proposals thus qualifying shall be forwarded to the State Recording Secretary in duplicate, each on a separate sheet of paper, at least sixty days prior to the ISALC State Convention signed by the Branch President and Secretary or, in the case of the Executive Council, by the Chairperson and Recording Secretary thereof. These amendments shall be sent to the Branches by the State Recording Secretary prior to the State Convention and shall be printed in the official Convention Book distributed to all delegates. All proposed amendments to the By-Laws and Amendments Committee, and be reported by them before being acted upon by the Convention. Said word "acted" to be interpreted as meaning altering , amending, or changing in any manner whatsoever by a majority vote of the Convention.

## **ARTICLE XV**

### **ORDER OF BUSINESS**

1. Roll call of Officers
2. Roll call of Representative or Delegates
3. Reading Minutes of Previous Meeting
4. Report of Committee on Credentials
5. Report of Officers
6. Report of Executive Board
7. Report of Committee on Audit
8. Reports of Special Committees
9. Unfinished Business
10. New Business, Presentation of Resolutions, Petitions, etc., by Branches in their Numerical Order
11. Report of Committee on Mileage and Per Diem
12. Nomination and Election of Officers
13. Installations of Officers
14. Adjournment

## **ARTICLE XVI**

### **RESOLUTIONS**

Resolutions must be submitted in duplicate to the Recording Secretary at least sixty (60) days prior to the Convention in order to be printed in the Resolution Booklet. Other resolutions may be brought up on the Convention floor, prior to the closing of that business session. These resolutions must have five (5) delegate signatures each from a different Branch.

## **ARTICLE XVII**

### **CREDIT CARD ACCOUNT**

The Indiana State Association of Letter Carriers may carry a credit card account with no more than a ten thousand dollar (\$10,000.00) limit to be held at a financial institution approved by the Executive Council. The President, Secretary, Treasurer will be the only signatories on the aforementioned account. Where such credit card can also act as a debit card, the debit capabilities should be disabled whenever possible; specifically, personal identification numbers (PINs) should be destroyed immediately upon receipt from the issuing financial institution. Receipts must be provided for all credit/debit transactions and a voucher filled out in its entirety including a detailed reason for the expense for each transaction. If not, the transaction will be considered a loan to the person responsible for the transaction. Said loan will be handled in accordance with the NALC Constitution and all applicable laws.

## **ARTICLE XVIII**

### **AUXILIARY MEETING**

The State Officers must provide proper facilities for Auxiliary at their respective meetings.

**ARTICLE XIX**

**TRAINING MEDIA**

The Executive Vice-President/Director of Education of this Association shall be responsible for all media owned by this Association, and shall mail these to the respective Branch Secretaries, upon their request.

**ARTICLE XX**

**PROCEDURES AT NATIONAL CONVENTION**

Section 1. The Delegates-at-Large are required to maintain housing at one of the major, unionized if feasible, hotels/motels recommended by the National Union during the National Convention.

Section 2. The President shall appoint someone to guard all Indiana property at National Convention.

**ARTILCE XXI**

**GENERAL GUIDE**

The intent and spirit of the Constitution of the National Association of Letter Carriers and the rules, usage's and precedents of the National Association, as outlined , and followed by it, shall be the general guide of the Association in all things not covered by the Constitution for the Government of State Association.

**ARTICLE XXII**

**PARLIAMENTARY PRACTICE**

Section 1. Robert Rules of Order, Newly Revised, shall be adopted as the authority governing all questions of parliamentary practice, not inconsistent with the Constitution.

**ARTICLE XXIII**

**EXPENDITURE OVER \$3000**

Section 1. The Executive Council shall have authority to spend up to sixty (60) percent of the anticipated dues income for the period between conventions. This is provided that the total expenditures from dues, as approved by both the Executive Council and the delegates in convention, does not exceed one hundred (100) percent, unless the delegates approve spending over the one hundred (100) percent.