

**California  
State Association  
of  
Letter Carriers  
AFL-CIO**



**By-Laws  
2017 – 2020**

**California State Association of  
Letter Carriers  
AFL-CIO**

**Chair Officers**

**President – Harold Kelso**

PO Box 103, Rancho Cucamonga, CA 91729  
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**Vice President – Ron Jones**

6142 Ashwell Way, Vallejo, CA 94591  
510-872-4242

**Secretary – Mark Lesch**

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760-486-4274

**Treasurer – Jim Walzenbach**

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619-917-2013

**Director of Ed. / Org. – Jackie White**

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213-483-7811

**Director of Retirees – Leroy Collier**

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626-484-0347

# **Executive Board Members**

## **District 1 – John McPherson**

3424 Big Island Rd., West Sacramento, CA 95691  
916 348-0133

## **District 2 – Jeff Parr**

1177 Levine Dr, Santa Rosa, CA 95401  
707-523-1818

## **District 3 – James Giese**

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209-430-5864

## **District 4 – Eric Ellis**

5436 N Sunrise Ave, Fresno, CA 93722  
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## **District 5 – Mike Poblano**

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909-357-3077

## **District 6 – Derek Simpson**

18315 E Bellbrook St, Covina, CA 91722-2754  
626-384-1746

## **District 7 – Corrinna Salas**

1463 Cambridge Ave., Redlands, CA 92374  
909-991-9225

## **District 8 – Jose Franco**

14978 Skyline Truck Trail, Jamul, CA 91935  
619-417-8905

# **National Business Agent**

**Bryant Almario**

## **Regional Administrative Assistants**

**James Henry**

**Calvin Brookins**

**Allan Rios**

**Jeff Frazee**

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# **Standing Committees**

## **By-Laws**

Eric Ellis, Chair  
John McPherson - Mike Poblano

## **Chairman of the Board**

Jose Franco

## **LCPF**

Corrinna Salas

## **CSALC Director of Communications**

Mark Lesch

## **MDA**

Jackie White - Jim Walzenbach

## **Parliamentarian**

Eric Ellis

## **Postal Record Scribe**

Eric Ellis

## **Property**

Mark Lesch

## **Retired Members**

Leroy Collier

## **Rules**

Ron Jones, Chair  
Jackie White – James Giese

## **Saxsenmeier Scholarship**

Jeff Parr

## **State Legislative Liaison**

John McPherson

## **PREAMBLE**

***Preamble:*** In order to create continuity in the administration of the California State Association of Letter Carriers (CSALC) these By-Laws shall be observed by, and govern, the members in the exercise of all CSALC affairs.

## **ARTICLE I: NAME AND OBJECT**

**SECTION 1** - This Association shall be known as the CALIFORNIA STATE ASSOCIATION OF LETTER CARRIERS (CSALC).

**SECTION 2** - The objectives of the CSALC are to assist the National Association of Letter Carriers in maintaining and improving the Postal Career Service; to unionize all letter carriers within the State of California; to conduct educational seminars for members; and to guide all activities relative to legislation within the State of California.

## **ARTICLE 2: MEMBERSHIP**

**SECTION 1** - The membership of the CSALC shall be composed of all members in good standing in the National Association of Letter Carriers of the State of California.

**SECTION 2** - It is recommended that all branches under the jurisdiction of a Central Labor Council affiliate with these bodies.

## **ARTICLE 3: MEETINGS**

**SECTION 1** - The CSALC State Convention shall convene every three (3) years. A majority ballot of delegates present and voting at a previous convention shall choose the State Convention site. If there are no convention sites submitted, the CSALC President shall investigate three (3) sites, and secure a site, that meets the CSALC convention needs.

When conditions arise which require a change in the site chosen, the CSALC President and Executive Board will make the change and report that change to the Branches, through the Secretary.

**SECTION 2** – The state convention business shall consist of two consecutive days. These days shall be either on a Friday / Saturday, Saturday / Sunday, or a Sunday / Monday.

**SECTION 3** - Special meetings shall be called by the President upon written request of no less than one-half of the Branches in good standing and representing no less than one-fourth of the CSALC members. The Secretary shall notify, by letter, each Branch entitled to representation in the CSALC, stating the reasons for the meeting. No other business shall be transacted at the special meeting.

**SECTION 4** - A CSALC meeting must have fifty (50) delegates to constitute a quorum and transact business. These fifty (50) must represent twenty five (25) different CSALC branches. Less than fifty (50) may adjourn to meet at some future time.

## **ARTICLE 4: REVENUES**

**SECTION 1** – The California State Association of Letter Carriers per capita tax shall be ten dollars and forty cents (\$10.40) per member per year and fifty cents (\$.50) per retired member per

year. This fee is waived for life members and those on military duty. Per capita tax shall be payable at the above rate, annually, on the 31st of December. Those members whose dues are payroll deducted need not advance their per capita tax but shall pay them as determined by the payroll deduction agreement. Direct pay members may continue to submit their fees semi-annually, in advance of January 1st and July 1st, to their Branch Secretary.

**SECTION 2** - State per capita tax must be paid by January 31st or membership shall be forfeit. The State Association may, for good reasons and under uniformly applied rules, extend the thirty (30) days grace period granted in Article 7, Section 5 of the National By-Laws, for not more than an additional sixty (60) days.

**SECTION 3** - For membership in the CSALC, a craft employee must submit an application (1187), and pay the per capita tax for the current year. This entitles the member to representation at the CSALC Convention.

**SECTION 4** - Funds received as a result of Article 22, Section 4c of the NALC Constitution shall be deposited in the Carl Saxsenmeier Scholarship Fund. Any transfer and/or borrowing from the Saxsenmeier Scholarship Fund for the use other than processing and awarding of

scholarships, is prohibited. These funds shall be used solely for the purpose of promoting and awarding scholarships to qualified applicants.

**SECTION 5** - All items purchased by the California State Association of Letter Carriers must be Union made, when available.

## **ARTICLE 5: REPRESENTATION & VOTE**

**SECTION 1**- Each Branch having twenty (20) members or less shall have one (1) vote. Each Branch having twenty-one (21) members or more shall have one (1) additional vote for each additional twenty (20) members or fraction thereof. The elected Officers of the CSALC shall each be entitled one (1) vote.

**SECTION 2** - Any Branch not casting the unit vote for the election of Officers must notify the State Secretary on the official CSALC form prior to the opening of the second (2<sup>nd</sup>) day session. All votes the Branch is entitled to shall be divided equally among the Branch delegates in attendance. Any odd votes to which the Branch is entitled shall be cast by the Branch Designee. Each delegate, having one or more votes, must cast a single ballot for all votes to which he/she is entitled. Branches are entitled to cast a unit vote.

**SECTION 3** - The election of delegates shall take place no later than December of the year preceding the Convention. Delegates may be elected by secret ballot or appointed by Branch By-Laws and shall serve until the next regular Convention. Only Branch delegates shall vote in the election of CSALC Officers.

**SECTION 4** - The amount of per capita tax paid to the CSALC by January 1, prior to the Convention, shall determine the number of votes a Branch is entitled.

**SECTION 5** - The Branches may elect alternates who shall replace any Branch delegates unable to attend a Convention or Special Meeting of the CSALC. Alternate delegates shall be assigned by the number of votes received, from highest to lowest, and must be certified by the Branch Secretary. An alternate delegate must present certification from the Branch, or the elected delegate he/she is replacing, to verify that the elected delegate is unable to attend the Convention or Special Meeting.

**SECTION 6** - A delegate cannot be admitted to the meeting of the CSALC who is in arrears either of the CSALC or the National Association of Letter Carriers.

**SECTION 7** - Elections will be held at the CSALC Conventions. When there are two (2) or more candidates for a position on the CSALC Council of Administration, an election by secret ballot shall be held. The plurality of votes cast shall be necessary to elect. When there is one (1) candidate for a position, the President may declare the candidate elected. Adequate safeguards to ensure a fair election will be provided. Any candidate may have an observer at the polling place. The National Executive Council is empowered to execute rules for the conduct of elections in the CSALC.

## **ARTICLE 6: OFFICERS**

**SECTION 1** – The elected officers of the CSALC Council or Administration shall be: President, Vice President, Secretary, Treasurer, Director of Education/Organization, Director of Retirees, who shall be a retired member, and an Executive Board of eight (8) members. The eight (8) members to the Executive Board shall select one of the members to act as chairman.

**SECTION 2** - Any member in good standing in the CSALC shall be eligible for the office of Executive Board Member, which represents his/her own District.

## **ARTICLE 7: NOMINATIONS & ELECTIONS**

SECTION 1 – Nominations and elections of officers shall take place at the CSALC Conventions. The Convention Chair shall call for the nominations of officers as the last order of business on the first (1<sup>st</sup>) day. The nominations shall be from the floor for each CSALC office.

- A. Any delegate MAY NOMINATE an eligible member for any of the following CSALC offices: President, Vice President, Secretary, Treasurer, Director of Education / Organization, and Director of Retirees, and eight (8) District Officers.
- B. Any eligible member MAY BE NOMINATED for the following CSALC offices: President, Vice President, Secretary, Treasurer, Director of Education / Organization, and Director of Retirees, and eight (8) District Officers.
- C. The District Officer nominee must be a member in their District and will be elected by the delegates from that District.
- D. Acceptance of any nomination must be in writing, on the official CSALC Form (copy in back of By-Laws booklet), and presented to the CSALC State Secretary, prior to, or at the time of the nomination.

- E. No person may accept a nomination for more than one CSALC office at any CSALC Convention.
- F. If there is only one candidate for a CSALC office, that position shall be declared elected by consent.
- G. CSALC Districts shall be updated after each Convention to allow for mergers that were completed during that period.
- H. The Districts shall be constituted as follows:

**DISTRICT 1** – Alturas 6667, Auburn 3060, Carmichael 4494, Corning 2009, Crescent City 3217, Dunsmuir 2757, Eureka 348, Fort Bragg 3656, Mt. Shasta 6458, Napa 627, Rancho Cordova 4724, Rio Vista 5502, Sacramento 133, Susanville 2608, Ukiah 1563, Willows 2472, Yreka 3223.

**DISTRICT 2** – Marina 6385, Monterey 1310, Pacific Grove 1184, San Francisco 214, San Jose 193, San Mateo 1280, Santa Clara 1427, Santa Rosa 183, Watsonville 857.

**DISTRICT 3** – Atwater 4748, Gustine 5576, Hayward 1707, Manteca 4249, Merced 1340, Modesto 1291, Newman 6446, Richmond 1111, Sonora 4625, Stockton 213, Tracy 2854, Turlock 174

**DISTRICT 4** – Bakersfield 782, Bishop 6201, Corcoran 5583, Fresno 231, Lancaster 4430, Porterville 1469, Tulare 1810, Visalia 866.

**DISTRICT 5** – Beverly Hills 2293, Burbank 2086, Camarillo 4114, Canoga Park 4006, Los Angeles 24, Pasadena 2200, San Luis Obispo 52, Santa Barbara 290, Tri-Valley 2902, Van Nuys 2462.

**DISTRICT 6** – Garden Grove 1100, Hawthorne 2614, Santa Ana 737, Santa Fe Springs 4941, Torrance 2207.

**DISTRICT 7** – Hemet 2901, Idyllwild 6550, Ontario 1439, Palm Springs 4149, San Bernardino 411, Rialto 3982, Upland 2168.

**DISTRICT 8** – Brawley 2704, Calexico 2605, El Centro 1726, Escondido 2525, San Diego 70.

(NOTE: Branches are listed by their geographic location in alphabetical order with the district. The list of Districts was updated to allow for the mergers completed prior to the 2020 CSALC Convention.

**SECTION 2** - Nominations shall be the last order of business on the first (1st) day of the Convention. Election of Officers shall start at 10:00 AM on Saturday and close two (2) hours later. Each District will be called to vote during this time period by announcement from the

Convention Chair. The installation of Officers shall take place just prior to adjournment of the Convention.

## **ARTICLE 8: DUTIES OF OFFICERS**

**SECTION 1 - PRESIDENT** The President shall be a full-time employee of the CSALC. He/she shall attend all meetings of the CSALC and enforce all rules. He/she shall fill any vacancies with qualified persons until an election can be held. He/she shall sign all warrants on the Treasurer, as provided for in the NALC Constitution. He/she shall sign all documents requiring his/her signature to authenticate them. At each regular meeting he/she shall appoint committees on credentials, audit, mileage / per diem, each committee to consist of at least three (3) members. He/she shall also appoint Sergeants-at-arms. At the close of each meeting he/she shall appoint any committees directed by the Convention. His/her correspondence with Branches shall be handled by the Secretary, whenever practical. He/she shall submit to the convention a written report of all his/her official acts during his/her term of office. He/she shall perform such other duties as the law and the CSALC require. On behalf of

the CSALC the President and Treasurer shall file, with the Secretary of Labor, the annual financial report. The President shall coordinate political and legislative activities and disseminate political and legislative information within the CSALC. He/she will work with the AFL-CIO at the National, State and Central Labor Council levels to coordinate efforts to improve wages, working conditions and welfare of Letter Carriers and affiliated union members. He/she shall assign Legislative Liaison Officers to aid in lobbying efforts, act as intermediary for the NALC, and enhance the goals of the membership.

For the faithful performance of his/her duties, the President shall receive 120% of Grade 2 Step O per year. This salary shall be paid bi-weekly. He/she shall receive all benefits granted to Letter Carriers, except as restricted herein. In addition, the employer shall increase the salary by the amount of the employee's social security contribution and state disability insurance. He/she shall also receive reimbursement for any reasonable expenses incurred, including an adequate commercial automobile liability policy, while on CSALC business. Any sick leave accrued but not used, prior to the last day in office shall be paid at half its value. Any annual leave accrued but not used shall be paid

completely. The President shall not carry over more than twenty (20) days of annual leave. He/she may at his/her option, elect to receive pay in lieu of leave for no more than twenty (20) days of accrued leave per annum. The President shall be the CSALC Delegate-at- Large.

**SECTION 2 - VICE PRESIDENT** The Vice President shall assume all duties of the President in case of absence, death, refusal, neglect, disqualification, or resignation, until an election can be held. He/she shall work together with the Director of Education/Organization to follow up on monitoring the Letter Carrier Political Fund (LCPF) activity within the Districts. This shall include, but not limited to, assisting district officers with their ongoing assignment to assist branches with increasing LCPF participation with their membership. He/she shall issue bi-monthly reports of all LCPF activity within the CSALC Districts. Such reports will be sent to the State President and discussed at future Executive Board meetings. For faithful performance of his/her duties, the Vice President shall receive \$1200.00 per year. He/she shall also receive reimbursement for any pre-approved assignment time and approved expenses while performing CSALC business. The Vice President shall be the CSALC second Delegate-at-Large.

**SECTION 3 - SECRETARY** The Secretary shall keep a record of all proceedings of the CSALC. He/she shall read all communications, reports, etc. He/she shall draw all warrants on the Treasurer as ordered by the CSALC and for the payment of bills approved by the Executive Board. Along with the President and State Editor he/she shall conduct the correspondence of the CSALC. He/she shall keep a record of the name, number, date of affiliation, and location of each Branch of the CSALC. The Secretary of the CSALC shall receive all money due the CSALC and turn the money over to the Treasurer.

He/she shall make an annual report to the CSALC, the Executive Board, and to each Branch in the CSALC showing the disbursements from the CSALC records. He/she shall mail directly to every Branch in California an accurate copy of the minutes of CSALC Executive Board reports no later than sixty (60) days after each meeting. He/she shall perform such other duties as the By-Laws of the CSALC require. He/she shall deliver to his/her successor, or to the CSALC, all property in his/her possession upon expiration or early termination of his/her term of office. The CSALC shall bond the Secretary, in a sufficient sum to be determined by the CSALC Executive Board, who shall have the authority to increase or decrease the bond whenever such action is necessary, to cover the funds

accumulated in the treasury. For the faithful performance of his/her duties, the Secretary shall receive \$3000.00 per year. He/she shall also receive reimbursement for any pre-approved assignment time and approved expenses while performing CSALC business. The Secretary shall be the CSALC Alternate Delegate-at- Large.

**SECTION 4 - TREASURER** The Treasurer shall receive from the Secretary, and provide receipts for, all funds paid to the CSALC. The Executive Board and the President will designate and approve depository for all CSALC funds. Such deposits shall be made in the name of the CSALC and all interest credited to the general fund. The Executive Board shall prescribe the manner by which the funds may be transferred, drafts and orders paid. He/she shall keep a correct account of all funds received and paid by the CSALC. At the end of his/her term, or when requested by the Executive Board, the Treasurer shall deliver to the CSALC, or his/her successor, all funds, books, papers, securities and other property of the CSALC. He/she shall be bonded in a sufficient sum to be determined by the CSALC, who shall have the authority to increase or decrease the bond whenever such action is necessary, to cover the funds accumulated in the treasury. For the faithful performance of his/her duties, the Treasurer

shall receive \$1200.00 per year. He/she shall also receive reimbursement for any pre-approved assignment time and approved expenses while performing CSALC business. The Treasurer shall be the CSALC second Alternate Delegate-at-Large.

### **SECTION 5 – EXECUTIVE BOARD (All State Chair Officers and District Officers)**

The Executive Board shall have charge of the property of the CSALC. They shall approve and hold the bonds on the Secretary and Treasurer. They shall direct the investments of the CSALC funds. They shall designate where the Treasurer will deposit all CSALC funds. They shall examine, approve, and record for audit all approved bills. The Executive Board, in conjunction with the President, shall have supervision and control of the CSALC during recess. The Executive Board shall act as trustees of/and carry out the interest of the CSALC.

The Executive Board will assist the State President in coordinating legislative and political activities and aid in fostering political awareness amongst the membership of the CSALC.

**SECTION 6 - DIRECTOR OF EDUCATION / ORGANIZATION** The Director of Education / Organization shall, under the jurisdiction of

NALC Headquarters, and the CSALC Executive Board, work with the State President to act as coordinator between the NALC and the CSALC in arranging seminars detailing organizing non-members, promoting Letter Carrier Political Fund (LCPF), and MDA programs/functions at all joint CSALC-NBA training's and CSALC Conventions. He/she shall report these programs and methods to the membership at all CSALC Board meetings. He/she shall work together with the Vice President to follow up on monitoring LCPF activity within the Districts. This shall include, but not limited to, assisting district officers with their ongoing assignment to assist branches with increasing LCPF participation with their membership. He/she shall issue bi-monthly reports of all LCPF activity within the CSALC Districts. Such reports will be sent to the State President and discussed at future Executive Board meetings. For the faithful performance of his/her duties he/she shall receive \$1000.00 per year. He/she shall also receive reimbursement for any pre-approved assignment time and approved expenses while performing CSALC business.

**SECTION 7 - DIRECTOR OF RETIREES**  
The Director of Retirees' duties shall be to coordinate all activities of the retired members.

He/she shall be the legislative advocate and congressional liaison for retired members of the CSALC. He/she shall be the CSALC organizer for the retired members. He/she shall be under the direct supervision of the President and shall perform other duties as assigned by the President. He/she shall be Chairman of the Retired Members Committee. For the faithful performance of his/her duties the Director of Retirees shall receive \$1000.00 per year. He/she shall also receive reimbursement for any pre-approved assignment time and approved expenses while performing CSALC business.

**SECTION 8 - COUNCIL OF ADMINISTRATION** The elected Officers of the CSALC will form the Council of Administration. They shall act on the instructions and resolutions adopted by the Conventions, and seek to improve the conditions of Letter Carriers through organization and other methods. They shall endeavor to obtain new members; to counsel and advise delinquent or suspended members; and to organize new Branches and make every effort to reorganize disbanded Branches. Any member of the Council of Administration shall report to the Secretary of the CSALC anything that might be helpful or harmful to the members

of the CSALC. The Secretary shall send copies of his/her report to all other members of the Council.

**SECTION 9 - MEETINGS OF COUNCIL OF ADMINISTRATION** Meetings of the Council of Administration shall be authorized only when requested by a majority of the council members, or the CSALC President. The Secretary shall keep records and report to the following CSALC Convention.

**SECTION 10 - DISTRICT OFFICERS**

District Officers shall act as organizers and have charge of the District in which they are elected. In addition to the duties prescribed in Section 8 of this article, he/she shall make every effort to stimulate interest and enthusiasm in the CSALC and NALC as well as the Branches and Members of their Districts. They will encourage members to take an active part in the legislative and political area as directed by the CSALC President. They will also work with the Letter Carrier Legislative Liaisons in their State Districts to follow up with them on scheduling meetings with their representatives and returning LCCL meeting reports. District Officers will submit an estimated budget for the following year to the State Secretary as the first order of business at the fall meeting. He/she shall work with each of the branches within their districts to

help establish an ongoing Letter Carrier Political Fund (LCPF) program. This shall include, but is not limited to, helping train LCPF coordinators where needed, assist current LCPF coordinators in their efforts to increase participation in the program, signing up members for LCPF at any/all branch meetings and/or events they attend. He/she shall be responsible for submitting a bi-monthly report to the CSALC Vice President of LCPF participation from the branches in their Districts. He/she will be responsible for submission of articles for publication in the State Convention Resolutions / Officers Report Booklet.

For the faithful performance of his/her duties, each District Officer shall receive for his/her services the sum of \$800.00 per year. He/she shall also receive reimbursement for any pre-approved assignment time and approved expenses while performing CSALC business. The District Officer selected as Chairman of the Board per Article 6, Section 1 shall receive an additional \$200.00 per year.

**SECTION 11 - BY-LAWS DUTY OF SECRETARY** After the Convention, the Secretary shall mail to each Branch a copy of the approved by-law changes, including Article and Section, old language crossed out and new

language bold, within sixty (60) days of receipt of approval from the National NALC Committee of Laws

**SECTION 12 - BRANCH VISITATIONS** The President and/or any assigned CSALC Officer are authorized to visit Branches and promote the interest of this organization and the NALC, with prior Branch notification. The President may assign any other Officer(s) to make these visits.

## **ARTICLE 9: COMMITTEES AND OTHER POSITIONS**

**SECTION 1 - COMMITTEE ON CREDENTIALS** The Committee on Credentials shall examine all delegate credentials for meetings of the CSALC assembled in convention. This committee shall consist of three or more members from different Branches and will be appointed by the CSALC President.

**SECTION 2 - SERGEANT-AT-ARMS** The President shall appoint Sergeants-at-Arms to preserve order at all regular and special meetings of the CSALC and any other duties the President may direct.

**SECTION 3 - DELEGATE-AT-LARGE** The duties of the Delegate-at-Large shall be to

represent the CSALC, and promote its welfare at meetings of the NALC, and to report back to the CSALC at its next Convention.

**SECTION 4 - COMMITTEE ON AUDIT** The Committee on Audit shall examine the Secretary and Treasurer's books and report to the CSALC in convention immediately after the State Officers' reports. This Committee shall be appointed by the State President, and consist of three or more delegates from different Branches.

**SECTION 5 - COMMITTEE ON MILEAGE AND PER DIEM** Any committee ordered by the President to report in advance of the convention date shall be allowed per diem in the same amount as the Council of Administration. The Committee on Mileage and Per Diem shall make their report prior to the installation of Officers. This committee shall be appointed by the CSALC President and shall consist of three or more delegates from different Branches.

**SECTION 6 - COMMITTEE ON RESOLUTIONS** The CSALC President shall appoint a Committee on Resolutions, consisting of delegates from three (3) different Branches, to whom all resolutions shall be referred, for presentation of their findings and recommendations at the State Convention.

**SECTION 7 - RETIRED LETTER CARRIERS COMMITTEE** The CSALC President shall appoint a Retired Letter Carriers Committee consisting of three (3) or more delegates from different Branches. All resolutions concerning retirees shall be referred to this committee for presentation of recommendations and findings at the Convention. By virtue of his/her office, the CSALC Director of Retirees will be the Chairman of this Committee.

**SECTION 8 - BY-LAWS COMMITTEE** The President shall appoint a By-Laws Committee, consisting of three CSALC Executive Board Members, from three (3) different Branches, to whom shall be referred all Amendments to the CSALC By-Laws. Such committee, after consideration of such Amendments, shall report its findings and recommendations to the convention for action.

The By-Laws Committee shall also submit recommendations, in the form of By-Laws Amendments, to the Convention Delegates for their action.

The By-Laws Committee will be responsible for the interpretation and the correct wording of all approved By-Laws. The By-Laws Committee will meet with and pass to the Secretary the

corrected copies immediately following the convention adjournment.

**SECTION 9 - ELECTION COMMITTEE** The President shall appoint an Election Committee, consisting of not less than five (5) delegates, from different Branches, one of whom shall be designated Chairman of the Committee. At such time, as the convention may order, the committee shall provide and distribute ballots for the election of officers, collect the ballots, count them, and announce the results of such voting. The State Secretary shall furnish the committee with a list of accredited Branches and the number of votes they are entitled.

**SECTION 10 - DELEGATES** Letter Carriers appointed to California State Association of Letter Carriers convention committees must be elected delegates from his/her branch. California State Association of Letter Carriers convention committee appointments shall not allow any branch to exceed the maximum number of delegates allowed that branch per Article 5, Section 3 of the National Constitution governing State Associations of the NALC. The President may appoint any other committees deemed appropriate.

## **ARTICLE 10: EXPENSES**

**SECTION 1 - PROCEDURES FOR SUBMITTING EXPENSES** Each Officer entitled to mileage and per diem shall furnish the Chairman of the Board with an itemized bill of his/her expenses with receipts attached.

**SECTION 2 - NATIONAL CONVENTION EXPENSES** The President and Delegate-at-Large will be reimbursed expenses and assignment time when attending Conventions or Special Meetings of the National Association of Letter Carriers. Thirty (30) days prior to the opening day of the Convention or Special Meeting, the President and Delegate-at-Large will provide an itemized list of estimated expenses to the Secretary of the CSALC. The Secretary shall issue a warrant for the amount approved by the President and the Executive Board. The Delegate-at-Large will make every effort to have the resolutions that were passed at the CSALC Convention adopted at the National Convention.

## **ARTICLE 11: PROHIBITION**

The CSALC shall take no action on behalf of letter carriers independent of the NALC but shall

at all times act in harmony and in conjunction with the officers of the NALC.

## **ARTICLE 12: REFERENDUM**

**SECTION 1 - REQUIREMENTS FOR RESCINDING PROTESTED ACTION** Any protested action of the CSALC must be submitted in writing to the State Secretary, and signed by ten (10) CSALC Branches. Within thirty (30) days, the Secretary shall send a copy of the protest to all CSALC Branches in good standing for referendum vote. Two-thirds of the votes cast shall be necessary to rescind such protested action.

**SECTION 2 - CONVENTION AUTHORITY AND REFERENDUM** A two-thirds majority vote of the delegates present, and voting at any Convention or Special Meeting of the CSALC, may refer any question to the membership of the CSALC for action. The Secretary will submit the matter to the Branches in the CSALC as soon as possible after adjournment of the Convention or Special Meeting. He/she shall report the results of the ballot to the CSALC Branches.

## **ARTICLE 13: RESOLUTIONS AND AMENDMENTS**

## **SECTION 1 - METHOD OF SUBMISSION**

Any Branch in good standing with the CSALC may forward to the State Secretary, under the seal of the Branch or Branch Letterhead, By-Law Amendments or Resolutions to be presented to a Convention of the CSALC. Each By-Law Amendment and/or Resolution must be on a separate sheet of paper and must be printed and presented in triplicate. All By-Law Amendments and/or Resolutions must be presented on the official form introduced at the 1980 CSALC Convention. Copies of the form to be submitted will be sent out with the official Convention Call and also be made available on the CSALC website, where it can be filled out digitally, printed and sent to the State Secretary as hard copy. By-Laws and Resolutions, to be printed in the By-Law Amendment Resolution Booklet, must be in the hands of the Secretary at least eight (8) weeks prior to the opening of the convention. The Secretary shall refer all such By-Laws Amendments and Resolutions to the Committee on By-Law Amendments and Resolutions. Those Committees shall make a report of their recommendations to the Convention assembled. The convention Delegates shall vote on the Committee's recommendation.

By-Law Amendments and Resolutions may be introduced from the Convention floor only when

they are signed by five (5) delegates, representing five (5) different Branches, and presented to the State Secretary, who will refer them to the appropriate Committee. All proposed Amendments or Resolutions shall designate the article and section to be amended.

**SECTION 2 - SECRETARY'S DUTIES TO INFORM BRANCHES** The Secretary of the CSALC shall send out the proposed By-Law Amendments and Resolutions that are to be presented at the CSALC Convention to all Branches in good standing thirty (30) days prior to the opening day of the Convention. Proposed By-Law Amendments shall be printed, in the booklet, in the order as they appear in the State By-Laws.

**SECTION 3 - PROPOSED BY-LAW AMENDMENTS** Proposed By-Law Amendments which have not been presented as prescribed in Section 1 of this Article may be submitted at any time during the Convention prior to the close of the first (1<sup>st</sup>) Session. Those proposals shall be introduced before the Delegates as the first order of business at the next session of that Convention.

**SECTION 4 - SUBMISSIONS OF RESOLUTIONS TO THE NATIONAL**

**CONVENTION** During years when the CSALC Convention falls prior to the next National Convention the State Secretary shall make a triplicate copy of all resolutions adopted by the CSALC Convention which requires action by the NALC Convention or its officers. The State Secretary shall forward two copies to the NALC Secretary and one copy each to the Delegates-Large of the CSALC as soon as possible after adjournment of the CSALC Convention. During years when the CSALC Convention falls after the National Convention Branches shall submit their resolutions directly to National in accordance with the rules and regulations of the National Constitution.

**SECTION 5 - CONVENTION ACTION OF PROPOSED CHANGES** These By-Laws may be altered or amended by a majority vote of the Delegates present and voting at any convention or special meeting of the CSALC. All resolutions, motions, rules, and By-Laws heretofore approved by the CSALC which are inconsistent with, contrary to, or in conflict with the foregoing By-Laws are hereby nullified, repealed, rescinded and abrogated.

## **ARTICLE 14: ORDER OF BUSINESS AND RULES OF ORDER**

### **SECTION 1 - ORDER OF BUSINESS**

1. Calling Roll of Officers.
2. Report of Committee of Credentials.
3. Previous Convention Minutes available on audio technology.
4. Executive Board Minutes, Reports of Officers are printed in official booklet of the convention..
5. Report of Committee of Audit.
6. Reports of special committees.
7. Unfinished business.
8. New business, By-Law Amendments, Contract Resolutions, Retiree Resolutions, General Resolutions, etc. in their numerical order.
9. Report of Committee on Mileage and Per Diem.
10. Installation of Officers.
11. Adjournment

**SECTION 2 - RULES OF ORDER** Roberts Rules of Order revised shall be the guide of the CSALC in matters of parliamentary practice and procedure in all questions coming before it for action or decision, provided that such cases

are not covered by the Constitution of the NALC, the Constitution for the Government of the State Associations or these By-Laws.

## **ARTICLE 15: DISTRICT MEETINGS**

**SECTION 1 - COUNCILS** Assembling of Branches and Members for Council Meetings shall be fostered and encouraged by the Officers of the CSALC. The President is authorized to assign one or more Council Members to attend these meetings.

**SECTION 2 - CHAIRMAN OF COUNCILS** The State Executive Board Member elected to each District shall be the Chairman of the Council for that District. The participating Branches may elect Officers to assist the Chairman. The Branches of the Council shall decide the other duties of the elected officers.

The committee on By-Laws will report the foregoing By-Laws to the California State Association of Letter Carriers, NALC, in Convention assembled at Sacramento, California on May 19 - 20, 2006. The original copy of the CSALC By-Laws was corrected and updated after the 50<sup>th</sup> Biennial Convention in 2004.

By-Laws Committee:

Verle Craven, Chair

Greg Price

Mike Poblano

Respectfully Submitted,

*Verle Craven*

CSALC Secretary

\*\*\* Copies of all Convention Forms have been printed in this booklet. To receive copies of these official forms, contact the State Secretary.

OFFICIAL FORM  
FOR  
PROPOSED BY-LAW AMENDMENT  
CALIFORNIA STATE ASSOCIATION OF LETTER CARRIERS

Page No. \_\_\_\_\_

ARTICLE \_\_\_\_\_ SECTION \_\_\_\_\_

\_\_\_\_\_  
TITLE

Please print/type or paste in a copy of the Article and/or Section as it now reads and strike a thin line through the word(s) to be deleted or changed.

Proposed to read as follows by adding/deleting or changing the following word(s) or Article No. \_\_\_\_\_ and/or Section No. \_\_\_\_\_. (Please make all added/changed word(s) in CAPITAL letters or underline.)

Disapproved _____
Approved _____
(For Committee Use Only)

Approved by Branch No. \_\_\_\_\_

City \_\_\_\_\_ Date \_\_\_\_\_

SEAL OF BRANCH

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
SECRETARY

If additional space needed, use additional forms and number pages.  
Do NOT write any other information on this form.



California State Association of Letter Carriers



**SUBMISSION OF PROPOSED BY-LAW FROM THE CONVENION FLOOR**

**ARTICLE 13, SECTION 1 STATES IN PART:**

By-Law Amendments and Resolutions may be introduced from the Convention floor only when they are signed by five (5) delegates representing five different Branches and presented to the State Secretary, who will refer them to the appropriate Committee. All proposed Amendments or Resolutions shall designate the article and section to be amended.

<i>(for committee use only)</i>	
Approved _____	_____
Disapproved _____	_____

ARTICLE \_\_\_\_\_ SECTION \_\_\_\_\_

Page No. \_\_\_\_\_

(Title)

Please print/type or paste in a copy of the Article and/or Section as it now reads and strike a thin line through the word(s) to be deleted or changed.

Proposed to read as follows by adding/deleting or changing the following word(s) or Article No. \_\_\_\_\_ and/or Section No. \_\_\_\_\_. (Please make all added/changed word(s) in CAPITAL letters or underline.)

Submitted by (PRINT, then Sign name after):

DELEGATE \_\_\_\_\_ Branch # \_\_\_\_\_

If additional space is needed, use additional forms and number pages.  
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OFFICIAL FORM  
FOR  
PROPOSED RESOLUTIONS  
CALIFORNIA STATE ASSOCIATION OF LETTER CARRIERS

Page No. \_\_\_\_\_

ARTICLE \_\_\_\_\_ SECTION \_\_\_\_\_

TITLE \_\_\_\_\_

WHEREAS: \_\_\_\_\_

\_\_\_\_\_, and

WHEREAS: \_\_\_\_\_

\_\_\_\_\_, and

WHEREAS: \_\_\_\_\_

\_\_\_\_\_, therefore, be it

RESOLVED: \_\_\_\_\_

\_\_\_\_\_

Approved _____
Disapproved _____
(For Committee Use Only)

Approved by Branch No. \_\_\_\_\_

City \_\_\_\_\_ Date \_\_\_\_\_

SEAL OF BRANCH

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
SECRETARY

If additional space is needed, use additional forms and number pages.  
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# California State Association of Letter Carriers

N.A.L.C.

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State Federation of Labor



## SUBMISSION OF PROPOSED RESOLUTION FROM CONVENTION FLOOR

Article 13 of the CSALC By-Laws states in part:

Section 1 - "...By-Law Amendments and Resolutions may be introduced in the session of the Convention when the foregoing procedure has not been conformed to [refers to advance submission by mail], only when they are signed by five (5) delegates, one (1) each from five (5) difference branches and presented to the Secretary of this Association who will refer them to the By-Law or Resolution Committee. All proposed Amendments or Resolutions shall designate the Article and Section to be amended."

Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_  
*for committee use only*

If applicable: ARTICLE \_\_\_\_\_

SECTION \_\_\_\_\_ Page No. \_\_\_\_\_ TITLE \_\_\_\_\_

RESOLUTION (please print):

WHEREAS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_, and

WHEREAS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_, therefore be it

RESOLVED: \_\_\_\_\_

\_\_\_\_\_

- ATTACH A COPY OF RESOLUTION IF THERE IS NOT ENOUGH ROOM ABOVE -

Submitted by (PRINT, then SIGN name after):

DELEGATE \_\_\_\_\_ BR. # \_\_\_\_\_

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# California State Association of Letter Carriers



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## OFFICIAL NOMINATING FORM

CSALC BY-LAWS, ARTICLE VII, Section 1:

"Nominations and elections shall take place at the CSALC Conventions. Nominations for officers of the CSALC shall be called by the Chairman of Convention as the last order of business on Friday of the Convention. The Chair shall call for nominations from the floor separately. Any delegate may nominate an eligible member for any one of the following officers: President, Vice President, Secretary, Treasurer, Director of Education, Director of Retirees, and members of the CSALC Executive Board. Any eligible member may be nominated for the following state offices: President, Vice President, Secretary, Treasurer, Director of Education, Director of Retirees, and eleven (11) Executive Board Members. The Executive Board Officer must be a delegate in the District he/she is nominated to, and will be elected by the delegates from his/her District. Acceptance of nominations for office in the CSALC must be in writing and presented to the State Secretary at the time of the nomination. No person may be nominated for more than one office at any CSALC Convention. If there is but one candidate for any CSALC Office, he/she shall be declared elected by consent...."

I, \_\_\_\_\_, accept the nomination to

the position of \_\_\_\_\_

(PLEASE PRINT)

Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

Branch Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Nominated by: \_\_\_\_\_ Branch # \_\_\_\_\_

Please return completed form to the State Secretary upon completion.

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## BRANCH OPTING FOR DIVISION OF VOTES

### Article 5, Representation and Vote of the State By-Laws

Section 2 - Any Branch not casting the unit vote for the election of Officers must notify the State Secretary on the Official CSALC form prior to balloting. All votes the Branch is entitled to shall be divided equally among the Branch delegates in attendance. Any odd votes to which the Branch is entitled shall be cast by the Branch designee. Each delegate having one or more votes must cast a single ballot for all votes to which he/she is entitled. Branches are entitled to cast a unit vote.

Section 4 - The amount of per capita tax paid to the CSALC by January 1, prior to the convention shall determine the number of votes a Branch is entitled.

Branch # \_\_\_\_\_ City: \_\_\_\_\_

- 1) Number of members for whom per capita tax is paid on January 1st of this year \_\_\_\_\_.
- 2) Total number of the registered Branch delegates attending this convention \_\_\_\_\_.
- 3) Total votes entitled (line 1 divided by line 2) equal \_\_\_\_\_ votes per delegate with a fraction of \_\_\_\_\_ odd votes.
- 4) Name of Branch Delegate designated to receive the odd votes: \_\_\_\_\_
- 5) Name of Branch delegate designated to vote remaining votes unit rule: \_\_\_\_\_
- 5) Amount of votes remaining to be voted unit rule: \_\_\_\_\_

Branch President/Secretary/Designee \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Submit completed form to State Secretary by the end of business on Friday.

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