



Form for Submitting Proposed By-law Changes to NALC National Committee of Laws

Branch No. _____ Date of First Reading/Notification: _____

Date of Branch Vote: _____

Article and Section No. of Proposed Change: _____

CURRENT LANGUAGE

PROPOSED NEW LANGUAGE

Branch Officer Title: _____ Signature _____

Branch Contact Person & Phone No. _____

BRANCHES:

Please submit a separate form for each change in article, section or subsection. Enclose two complete copies of your current by-laws.

**Mail completed form and two copies of current by-laws to:
Assistant Secretary-Treasurer
National Association of Letter Carriers
100 Indiana Avenue, NW
Washington, DC 20001-2144**

Instructions for Submitting Branch or State By-law Changes to the NALC National Committee of Laws

1. Article 15 of the *NALC Constitution* requires that the proposed by-laws of all subordinate branches and state associations (except those by-laws fixing the time and place of meetings, and the amount of initiation fees, dues, and reinstatement fees) shall be submitted for approval to the Committee of Laws. Use this form to submit a by-law change—a change already voted on and approved by your NALC branch or state association—to the NALC National Committee of Laws for approval.

2. Article 15 of the *NALC Constitution* provides that branch by-laws “may be amended at any regular meeting of the branch, provided the amendment has been submitted in writing at the last previous regular branch meeting, and suitable notification to members shall be made at least ten (10) days before the regular meeting at which the vote is to be taken.” Previous rulings have established that “suitable notification” within the meaning of Article 15 is any notice which, under the facts and circumstances, is reasonably designed to inform all members of the substance of the proposed amendment and the time and place of the vote. Such notice may be provided by mailing or by publication in a branch newsletter mailed to the members. While posting a notice on a station bulletin board is a good method of informing members of by-law amendment votes, it is insufficient by itself to provide adequate notice where there is no guarantee that every member of the branch, particularly retirees, will see the bulletin board display.

3. Branch or state association by-laws may contain additional provisions for amending by-laws.

4. After the by-law has been voted on and approved, complete all parts of this form, including the date of the first reading or notification, the date of the vote and the signature of a branch officer. Make sure to include a contact phone number in case the Committee of Laws needs more information. Please submit a separate form for each change in article, section or subsection.

5. The prior language must be included along with the new language. If the prior language has been deleted, write “Deleted” in the new language box.

6. Submit the form(s) along with two copies of the current by-laws.

7. Mail to: Assistant Secretary-Treasurer, National Association of Letter Carriers, 100 Indiana Avenue NW, Washington, DC 20001-2144.