

**- I N S T R U C T I O N S -**

**MERGER APPLICATION**

1. Read Constitutional requirements which follow:

Article II, Section 3. Mergers of Branches may be effected only in accordance with the following rules and regulations:

- (a) Each Branch proposing to merge shall within a period of ninety (90) days, have a regular or special meeting. Such meeting shall be held for the purpose of considering a resolution calling for merger after at least thirty (30) days' notice of said meeting to each member, which notice shall set forth the details of the proposed merger;
- (b) when a merger is formally voted upon and put into effect, it will be final and binding;
- (c) the identity and geographic area covered by the Branch which will emerge from, or the name and number of the Branch which will survive, the merger or absorption, shall be specified;
- (d) any agreement or agreements between the applying Branches concerning, bylaws, dues structure, terms and identity of officers, disposition of assets, assumption of liabilities, if any, and proposed effective date of the merger or absorption;
- (e) a majority affirmative vote of all regular members in good standing, present and voting, of each Branch proposing to merge, shall be necessary to authorize application for merger;
- (f) an application to the President of the NALC signed by the President and Secretary of each Branch proposing to merge containing the following:
  - a copy of the resolution adopted by each Branch;
  - a certification by each Branch Secretary of the vote of his/her Branch, including the date and place of its meeting,
  - the number of its eligible voters, and the number of affirmative votes cast;
  - a statement of the reasons for desiring the merger;
- (g) upon receipt by the President of an application for merger on appropriate form from two or more Branches, the President of the NALC shall issue a charter forthwith;

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(h) merger applications will be considered in the light of the following criteria, among others:

- all mergers will be on a voluntary basis
- a merger may not cross the geographic boundary lines of a State, unless a consolidation of post offices across State lines puts the Branches under one installation head; and

(i) if a substantial complaint is raised following Branch merger voting, documentation and supporting evidence of the charge or charges must be submitted to the National President, within thirty (30) days after such voting, who will in turn have the authority upon review, to order a new vote to be taken among all members in each respective Branch, seeking merger in accordance with the voting procedures as contained in the By-Laws of each respective Branch and the National Constitution.

2. Both Branches must complete the Merger Application Form. Incomplete forms will be returned.
3. Attach any agreements, by-laws, dues structure, terms and identity of officers, disposition of assets, assumption of liabilities and resolutions.
4. Include statement of reason(s) from each branch for requesting the merger. (Sample enclosed)
5. Include a copy of the resolution adopted by each branch. (Sample enclosed)
6. Mail to the National President at NALC headquarters.

- S A M P L E -

**STATEMENT OF REASON(S) FOR REQUESTING THE MERGER  
(Each Branch Must Complete)**

IT IS PROPOSED TO MERGE WITH BRANCH \_\_\_\_ NALC OF  
\_\_\_\_\_ FOR THE PURPOSE OF REPRESENTATION,  
EDUCATION AND TRAINING AS WELL AS ANY BENEFITS ENJOYED BY  
THE MEMBERS OF BRANCH \_\_\_\_\_.

- S A M P L E -

**RESOLUTION TO BE ADOPTED BY EACH BRANCH**

THEREFORE, BE IT RESOLVED THAT \_\_\_\_\_ BRANCH  
#\_\_\_\_\_ NALC MERGE WITH BRANCH \_\_\_\_\_ NALC OF  
\_\_\_\_\_ WITH THE FULL UNDERSTANDING THAT THE  
OFFICERS OF BRANCH \_\_\_\_\_ NALC, WILL BE THE OFFICERS OF THE  
MERGED BRANCH, THAT THE DUES STRUCTURE OF THE MERGED BRANCH  
WILL BE THAT OF BRANCH \_\_\_\_\_. ADDITIONALLY, THE BY-LAWS OF  
BRANCH \_\_\_\_\_ WILL BE THE BY-LAWS OF THE MERGED BRANCH, UPON  
AFFIRMATIVE VOTE TO MERGE, THE \_\_\_\_\_ BRANCH WILL  
ENTER THE MERGER WITH NO ASSETS AND NO LIABILITIES.

## MERGER APPLICATION

Br No. \_\_\_\_\_ accepts merger of Br No. \_\_\_\_\_

\_\_\_\_\_

(Street Address)

\_\_\_\_\_

(City, State) (ZIP)

Date of Notice Meeting: \_\_\_\_\_

(At least 30-days notice)

Date of Meeting: \_\_\_\_\_

Number of eligible members present: \_\_\_\_\_

(active and retired members)

Number of votes for: \_\_\_\_\_

Number of votes against: \_\_\_\_\_

Signed: \_\_\_\_\_

(President and Branch No.)

Branch phone number: \_\_\_\_\_

Home/work phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Signed: \_\_\_\_\_

(Secretary and Branch No.)

Home/work phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Br No. \_\_\_\_\_ accepts merger of Br No. \_\_\_\_\_

\_\_\_\_\_

(Street Address)

\_\_\_\_\_

(City, State) (ZIP)

Date of Notice Meeting: \_\_\_\_\_

(At least 30-days notice)

Date of Meeting: \_\_\_\_\_

Number of eligible members present: \_\_\_\_\_

(active and retired members)

Number of votes for: \_\_\_\_\_

Number of votes against: \_\_\_\_\_

Signed: \_\_\_\_\_

(President and Branch No.)

Branch phone number: \_\_\_\_\_

Home/work phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Signed: \_\_\_\_\_

(Secretary and Branch No.)

Home/work phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

**Surviving Branch Name and Branch Number:** \_\_\_\_\_

In Addition to the Above, Each Branch Must Include: 1) A copy of the resolution adopted by the Branch and 2) A statement of the reason(s) for desiring the merger.