

Essential updates from the secretary-treasurer



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Rhine**

The six-month per-capita tax call will be mailed out to branches this month. NALC bills branches semi-annually, in June and December, for the national and state per-capita tax of their direct-paying members. For more information on the six-month per-capita tax call, please refer to the *NALC Branch Officer's Guide to Finance and Administration*, which has a separate chapter on NALC dues (Chapter 2). Please see pages 2-12 and 2-13. The *Guide* can be purchased from the NALC Supply Department, or an electronic copy is available on nalc.org from the Secretary-Treasurer page by clicking on the "Resources" link. The Secretary-Treasurer page is

under the "Union Administration" tab.

Changes of officers—Many branches will be installing officers in the next few months. Branches are asked to please notify the Office of the Secretary-Treasurer in writing as soon as possible after a change of officers in your branch. This can be done via a letter or by filling out a "Branch Information Record" card, which is included quarterly with the branch roster. New officers will not begin to receive their mail from headquarters until NALC is notified of their names, titles and addresses. NALC's membership database stores the names of branch and state presidents, secretaries and treasurers, and the information in the database is used for mailings.

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Membership pins and gold cards—All requests for membership pins and gold cards must be made in writing, and the request must be signed by an officer of the branch. The request should include the name of the member, what milestone the member has reached and the member's NALC membership ID number. Pins for milestones under 50 years of membership are readily available and are mailed out shortly after we receive the request. Gold card requests, however, take longer, as they are engraved and have to be specially ordered. Please send in requests for gold cards at least six weeks in advance of when the branch needs to re-

ceive them. Additionally, if the branch needs the gold card for a specific event, please indicate in the letter the date of the event. Advance notice is also needed for any requests for 70-year members and 75-year members. Please note that it is the responsibility of the branch to notify headquarters when a member reaches a milestone—this is per Article 2 of the *NALC Constitution*.

Branch mergers—Any branch proposing to merge should review Article 2, Section 3 of the *NALC Constitution*, which sets forth the requirements for affecting a merger of branches. Requests for mergers received at NALC Headquarters are often missing two requirements from both branches wishing to merge: 1) a resolution and 2) a statement of reason(s) for merging. To avoid having a request for a merger returned, please ensure that your branch includes all the necessary documentation. More information can be found on the Secretary-Treasurer page on the NALC website.

Rosters—Branch secretaries are reminded to review the biweekly roster and ensure that all dues being deducted are correct. If a change needs to be made, please notify the Membership Department in writing. In addition, members called to active military duty may have their dues suspended upon written request by the branch secretary. When a suspended member returns to the craft, please notify the Membership Department so that dues deductions may be resumed.

CCAs—A city carrier assistant's break in service should not trigger a permanent cancellation of dues withholding. Per the agreement with the USPS, a CCA's dues deductions are to automatically restart when the CCA returns from a break in service. Branch secretaries should review the bi-weekly roster and notify the NALC Membership Department if the dues withholding of a CCA returning from a break in service does not restart after one pay period and/or the CCA is noted as "CAN" (canceled). A CCA on a break in service should be noted on the roster as "SEP" (separated).

2018 convention—As a reminder, the 71st biennial national convention has been set for July 16-20, 2018, in Detroit.