

Important reminders



**Nicole
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 dedicated chapter on NALC dues (Chapter 2). Please see pages 2-12 and 2-13. A hard copy of the guide can be purchased from the Supply Department and an electronic copy is available on the website. Go to nalc.org/financeguide.

Branch mergers

Any branch proposing to merge should review Article 2, Section 3 of the *NALC Constitution*, which sets forth the requirements for effecting 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's page on the website.

Dues rosters

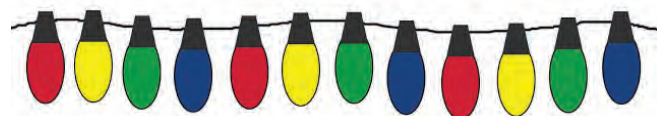
Branch secretaries are reminded to review the biweekly roster and ensure that all dues being deducted are correct. If a change needs to be made, please notify the Membership Department in writing. In addition, members called to active military duty may have their dues suspended upon written request by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

CCAs and breaks in service

A city carrier assistant's (CCA) break in service should not trigger a permanent cancellation of dues withholding. Per the agreement with USPS, a CCA's dues deductions are to automatically restart when a CCA returns from a break in service. Branch secretaries should review the biweekly roster and notify the 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).

National conventions

As a reminder, the 72nd Biennial National Convention has been set for Aug. 17-21, 2020, in Honolulu, HI, and the 73rd Biennial National Convention has been set for Aug. 8-12, 2022, in Chicago, IL



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. The information in the database is used for mailings.

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 four to six weeks in advance of when the branch needs to receive 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 in the *NALC Constitution*.