

Dues increase and Branch Officers Training



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There will be a biweekly dues increase for 2023 due to the two cost-of-living adjustments (COLAs) and the general wage increase achieved with the National Agreement. The dues change will take place in Pay Period 1 of 2023 (Dec. 17, 2022-Dec. 30, 2022) and will be reflected beginning with the Jan. 6, 2023, paycheck.

The minimum dues structure set forth in Article 7, Section 2 (a) of the *NALC Constitution* is the equivalent of two hours' base pay for an NALC Step D letter carrier in the consolidated career city carrier grade level (Table One) per month. Since dues are deducted *biweekly*, this amount will be \$30.88 for 2023.

National retains one-third of this amount, \$10.28, and remits the other two-thirds to the local branch (with some withheld for state associations and remitted by NALC Headquarters to the state associations monthly).

Some branches may have dues that are higher than the minimum dues structure. Also, branches may increase local dues during the year.

Branch Officers Training

As previously announced, a Branch Officers Training will be held Jan. 30 to Feb. 2 in Los Angeles. Registration forms were included in the *NALC Bulletin*.

Branch Officers Training consists of three and a half days of educational seminars tailored to assist branch presidents, vice presidents, treasurers, recording secretaries, financial secretaries and trustees in the performance of their duties.

As a reminder, branches must use the registration form to register for the class, and no travel plans should be made until an acceptance letter is received.

These sessions cover the basics for financial officers: taxes, proper controls, reporting to the Department of Labor (DOL), fiduciary duties under the Landrum-Griffin Act, bonding of branch officers and IRS reporting requirements. Here's an overview of what it covers:

Constitution and bylaws—This session will cover what is required in branch bylaws and common errors.

DOL reporting—This session reviews the history of the Labor-Management Reporting and Disclosure Act (LMRDA) and how it affects the activities of unions and

union officers. Participants will learn about each title of the LMRDA and the reporting requirements under the law.

Travel, reimbursements and per diem—This session is designed to help branches comply with the tricky IRS and DOL rules involved in travel payments.

Handling MDA funds and PAC funds—This session will cover the rules for collecting and remitting these funds.

Preparing LM forms and 990s—Participants will get into the nitty gritty about completing these required filings.

Auditing branch records—This session is for trustees and will teach how to ensure a complete audit.

What am I signing?—This session is for branch presidents/vice presidents and will cover the responsibility that goes along with signing certain documents.

What policies should your branch have?—This session is designed to identify policies that every branch should have in place.

Why minutes matter—This session will assist recording secretaries in maintaining accurate and complete minutes.

Member notification requirements—This session will cover required notifications and the proper way to make them.

Payroll and wage Issues—This session will cover the ins and outs of payroll.

Recordkeeping—This session provides an overview of the proper way to keep records consistent with DOL guidelines.

Dues and membership—This session is intended to guide branch officers through membership issues that they deal with daily, and to go over how to read a dues roster.

Fiduciary issues and practices—This session is designed to give participants practice applying what they learned in the DOL reporting and *Constitution* and bylaws segment.

Managing branch finances and creating transparency—This session is designed to provide guidance on the day-to-day aspects of running the financial affairs of a branch.

Fraud prevention and detection, internal controls—This session is designed to identify the biggest risks of fraud and how branches can establish procedures to prevent it.

Branch elections—This session covers the *NALC Regulations Governing Branch Election Procedures*.

I was just elected, now what?—This session is focused on helping officers learn more about branch operations.

Risk management and cyber security—This session is focused on helping officers identify possible exposures and ways to address them.

Introduction to QuickBooks—This session is designed to provide guidance on how to use QuickBooks.

Innovations—This session will focus on new programs made available to branch offices through the Members Only portal.