

## Additional important reminders



**Nicole  
Rhine**

**A**rticle 2, Section 5 of the *NALC Constitution* contains information on the years of service membership pins available to NALC members. Per the *Constitution*, the branch secretary must notify the office of the national secretary-treasurer that a member will complete the necessary years of service and the pin will be sent to the branch to present to the member.

The notification can be made in two ways—either in writing to the office of the national secretary-treasurer or by the branch secretary going through the Members Only portal. The new pin request program on the Members Only portal sends the

branch's request directly to Headquarters electronically.

Membership pins are provided to branches at no charge beginning at 25 years and for each five-year increment thereafter. Membership pins for years 5, 10, 15 and 20 are available for purchase by branches from the NALC Store.

NALC members who have completed 50 years of membership are awarded a life membership gold card that entitles them to all privileges of membership in the NALC without payment of dues. Again, all requests for gold cards must be made by the branch, per the *Constitution*.

Please be aware that gold cards are a special order and must be engraved by an outside union vendor, so branches should allow four to six weeks for delivery.

Branches should also be aware that special recognition is given to members who reach 70 years of membership and at each five-year increment thereafter with a suitable plaque.

### **Transferring membership from one branch to another after retirement**

Any retirees in good standing in their branch moving to another city may transfer membership to the branch located in such city if that is their wish to do so.

Article 2, Section 3 of the *Constitution for the Government of Subordinate and Federal Branches (CGSFB)* contains provisions for transferring membership from one branch to another as a retired member. On occasion, the Membership Department does not receive the required information necessary to process the transfer, which causes a delay. To assist with the issues the Membership Department encounters, the following is what is

needed, per Article 2, Section 3 (c) of the *CGSFB*, to complete a transfer of membership for a retiree wishing to do so:

(c). In the case of a retiree member seeking to transfer membership, [h]e/she shall make application to the Recording Secretary of his/her Branch, who shall ascertain from the Financial Secretary if all dues and assessments charged against him/her on that date are fully paid; if so, it shall be the duty of the Recording Secretary to announce at the next regular meeting of the Branch that the application has been received and all obligations discharged. There being no objections, the Recording Secretary will at once forward to the Recording Secretary of the Branch with which affiliation is desired, a letter of recommendation. The letter shall be read at the first regular meeting of the receiving Branch held after its receipt and the transferred individual shall be considered a member at that time. The Recording Secretary of the Branch shall then notify the Recording Secretary of the original Branch that the transferee has been received into membership.

Once this process has been completed, a copy of the letter of recommendation from the originating branch, as well as a copy of the letter from the receiving branch that the transferee has been received into membership, must be forwarded to the Membership Department along with a request that the transfer of membership be completed.

### **Changing bank accounts**

On occasion my office receives calls from branches or state associations that are changing bank accounts, asking what information is needed at headquarters to change the account that dues are direct deposited into. If a branch or state association is planning to change banks, an officer should contact the Membership Department for an Electronic Deposit Change Form. The form must be completed and signed by the president and the secretary-treasurer and returned to Headquarters along with a voided check from the new account. We recommend that the old bank account remain open until a dues deposit is verified as being made into the new account.

**Dues rosters and retiree lists:** Branch presidents, secretaries and treasurers, as well as state presidents, secretaries and treasurers have their branch biweekly dues rosters, quarterly branch retiree dues rosters and monthly state dues rosters available to them through the Members Only portal. The rosters can be sorted, downloaded and saved and printed.

Also available to branch presidents, secretaries and treasurers is a retired member listing for their branch. The list includes all current retired members of the branch and notes which, if any, of the retired members are gold card members. Any member showing on the list as "pending 1189" indicates that NALC Headquarters has not yet received an 1189 from the member.