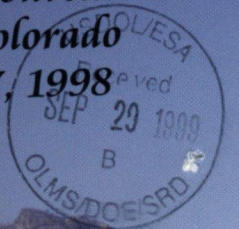


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**Constitution & Bylaws  
of the  
National Rural Letter  
Carriers' Association**

**Approved at the  
94th National Convention  
in Denver, Colorado  
August 4 - 7, 1998**



## NATIONAL HEADQUARTERS

### National Rural Letter Carriers' Association

1630 Duke Street, Fourth Floor  
Alexandria, VA 22314-3465  
Tel: (703) 684-5545  
Web Site Address—<http://www.nrlca.org/>

### Rural Carrier Benefit Plan

1630 Duke Street, Suite 100  
Alexandria, VA 22314-3466  
Tel: (703) 684-5552

### Rural Carrier Auto & Homeowners Insurance Plans

National General Insurance Company  
P.O. Box 66937  
St. Louis, MO 63166-6937  
Service Tel: (800) 325-1190  
Claims Tel: (800) 325-1088  
Sales Tel: (800) 847-2886  
Homeowners Tel: (800) 847-7233

### Provident Guild

Helena Schloneger, Secretary-Treasurer  
1315 Deerfield SW  
Dalton, OH 44618  
Tel: (330) 828-2359

## CONSTITUTION AND BYLAWS of THE NATIONAL RURAL LETTER CARRIERS' ASSOCIATION

### NATIONAL BOARD

President ..... Steven R. Smith  
Vice President ..... Dale A. Holton  
Secretary-Treasurer ..... Clifford D. Dailing  
Director of Labor Relations ..... Gus Baffa

### EXECUTIVE COMMITTEE

Francis Raimer, chairman P.O. Box 1365 Coventry, RI 02816-1365 Tel: (401) 397-9325	Bill Gordon P.O. Box 3090 Flagstaff, AZ 86003-3090 Tel: (520) 714-1322
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Randy Anderson P.O. Box 1128 Moundsville, WV 26041-3128 Tel: (304) 845-4294	Brady H. Porth, Jr. 1101 Brady Porth Road Lexington, SC 29072-7580 Tel: (803) 957-5414
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### Assistants to the Executive Committeemen

Terry Leeper P.O. Box 27 Trenton, MO 67683-0027 Tel: (660) 359-4501	Debbie Williams P.O. Box 2987 Sarasota, FL 34230-2987 Tel: (941) 924-9744
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### HEALTH INSURANCE PROGRAMS

Director ..... Clifford D. Dailing  
Manager ..... Lawrence J. Waligora

### OFFICIAL PUBLICATION The National Rural Letter Carrier

Editor ..... Dale A. Holton  
Managing Editor ..... Kathleen N. O'Connor  
Associate Editor ..... Clifford D. Dailing

**CONSTITUTION  
of  
THE NATIONAL RURAL LETTER  
CARRIERS' ASSOCIATION**

**PREAMBLE**

This Association is predicated upon the long-recognized need of those who work in our service industry for the establishment of a united force, free from divisive conflict, to accomplish the organization of all workers within its authority; to advance the economic and other interests of all members; to safeguard, enhance, and insure their job security; to enlarge upon their opportunities, and to provide in every respect their continuing full share of reward in the growth and expansion of the United States Postal Service to which they contribute so substantially in the commitment of their working lives.

This Association shall seek, in unity and with all of the resources at its command, to realize the highest aspirations of its members as workers and as citizens. It deems such realization to be their right, and it shall protect against all threats of impairment from any source.

This Association is dedicated to the discharge of its responsibilities and the achievement of its objectives in accordance with democratic principles, processes, and traditions which are embodied in this Constitution. As its basic charter, this Constitution establishes the National Rural Letter Carriers' Association and the organic law governing its operation.

**ARTICLE I  
Name and Seal**

The name of this Association shall be The National Rural Letter Carriers' Association. It shall have a seal of approval design by which all instruments issued or under the authority of the National Association shall be authenticated, which seal shall be in the custody of the National Secretary-Treasurer.

**ARTICLE II  
Purpose**

Section 1. The purpose of this Association shall be to improve the methods used by rural letter carriers, to cooperate with the U.S. Postal Service and the public for the good of the service, to promote a fraternal spirit among its members, and to benefit their conditions of labor. This Organization shall not affiliate or merge with any other organization or group without a majority vote of the delegates at a national or special convention or a majority mail referendum vote of all members voting.

Section 2. The following standards of conduct are prescribed for this Association:

- A. To maintain democratic procedures and practices, including provisions for periodic elections to be conducted subject to recognized safeguards and provisions defining and securing the right of individual members to participation in the affairs of the organization, to fair and equal treatment under the governing rules of the organization, and to fair process in any disciplinary proceedings;
- B. To prevent discrimination on the basis of race, color, age, gender, religion, creed, national origin, disability, or marital, economic, social, or political status;
- C. To prohibit business or financial interests on the part of organization officers and agents which conflict with their duty to the organization and its members; and
- D. To maintain fiscal integrity in the conduct of the affairs of the organization.

Section 3. As membership is the life blood of any organization, this association strongly supports the active recruitment of non-members by encouraging the development of membership campaigns within all levels of this association, including but not limited to, Rural Academies, new employees' orientations, individual visitations, letters, etc.

### ARTICLE III Membership

Section 1. The active membership of this association shall be composed of regular rural letter carriers; rural letter carriers who are serving in the Armed Forces of our country, provided they were members of the National Rural Letter Carriers' Association at the time of their entry into the Armed Forces; auxiliary rural letter carriers; substitute rural letter carriers; rural carrier relief employees; rural carrier associate employees; rural carriers who have been retired on an annuity; and former rural letter carriers who were in good Association standing when they left the service; former rural letter carriers now working in other postal related jobs and identified as Associate members; and Associate members who have retired on an annuity. Within these limitations, each State Association shall determine the eligibility of its own members. Said membership shall be computed on the basis of the number of routes served by regular carriers.

Section 2. All rural carriers in good standing at the time of retirement and all carriers in active military service shall be honorary members of the Association, unless they elect to remain active members by the payment of annual per capita tax. Honorary membership may be bestowed upon others by this Association at its regular meetings, but no honorary member shall be entitled to vote or hold office in this Association.

Section 3. Members of the bargaining unit living in organized states shall be members in the State Association representing the office from which the route emanates. A member who is involuntarily reassigned to another state may also retain membership in the former state by payment of State per capita dues, consistent with the Constitution and Bylaws of that State Association. Individuals holding state membership in two states may be a candidate for National Delegate and shall have voting rights for selection of Delegates to the National Convention in either state, but not in both. A retired member shall have the option of being a member of the State Association either in the state of residence, or in the state where previously employed as a regular rural letter carrier.

Section 4. All persons eligible for membership in this Association, as defined in Article III, Section 1, of the Constitution, and living in unorganized states or possessions, may become members of this Association upon payment of National per capita dues as defined in Article IX, Section 1 of the Bylaws. Such persons shall be entitled to voting rights by becoming members of organized State Associations as follows:

- Those living in Alaska—membership in Washington;
- Those living in Hawaii—membership in California;
- Those living in Puerto Rico—membership in New York;
- Those living in Nevada—membership in California.

Section 5. The Association membership and fiscal year shall begin July 1 and end on June 30.

Section 6. Regular, substitute, rural carrier relief employees, rural carrier associate employees, auxiliary carriers, retired, and associate members (both active and retired) shall receive each issue of *The National Rural Letter Carrier*.

### ARTICLE IV Robert's Rules of Order

The rules contained in *Robert's Rules of Order Newly Revised (1990 Edition)* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws and any special rules of order the Association may adopt.

### ARTICLE V National Officers

Section 1. The Officers of this Association shall consist of President, Vice President, Secretary-Treasurer and Director of Labor Relations who shall be elected for one year, or until their successors are elected and installed, and an Executive Committee of four members to be

elect one each year for a four-year term or until their successors are elected and installed. If for any reason there is a vacancy created in the position of Executive Committee member, such vacancy shall be filled in accordance with Section 3 of this Article. No member shall be eligible for office in the National Rural Letter Carriers' Association who currently holds a position in Management in the Postal Service or in another craft, or has not been a continuous member in good standing for three consecutive years prior to nomination.

Section 2. A. There shall be a National Board consisting of the President, Vice President, Secretary-Treasurer, Director of Labor Relations and four members of the Executive Committee. This Board shall meet upon call of the President or by a majority vote of said Board to the Secretary-Treasurer when matters of importance arise that need immediate attention during the interim between meetings of the Association.

B. The President, Vice President, Secretary-Treasurer and Director of Labor Relations shall be resident officers at National Headquarters. Section 3. Any Officer of this Association whose separation from rural service was determined by the National Board to be through no fault of the Officer shall hold office until the next National meeting of the Association. Should any Officer be placed in a situation where the Officer's retirement would be detrimentally affected because of changes in the retirement system or tax laws, such Officer will be allowed to retire and remain in office until the next National meeting of the Association. Any Officer who otherwise voluntarily separates himself from the service shall resign at once and turn over to the National Board all property of the Association in his/her possession. The President shall immediately appoint a successor, subject to the approval of the National Board, unless such vacancy occurs within sixty days preceding the next Convention of the National Association when the vacancy shall be filled by an election.

Section 4. Each Officer shall at the end of the term for which elected or upon earlier termination thereof and whenever called upon to do so by the National Board, account for and deliver over to said Board or to a bonded successor in office, all monies, books, papers and securities and other property of the National Association, except such as may have previously been legally disposed of.

## ARTICLE VI Impeachment and Removal

Section 1. In case of neglect of duty or violation of this Constitution on the part of any Officer of this Association or subordinate branch thereof, in the interim of National Conventions, the National Board shall have power to suspend such Officer after a fair hearing, subject to an appeal to the next National Convention.

Section 2. In case a National Officer shall prove unfaithful to the Association, such officer may be impeached and removed from office by a two-thirds vote of the Convention. The officer shall be duly notified and granted a fair hearing before a Committee comprised of three members—one selected by the National Board; one selected by the accused Officer; and a chairman selected by the other two members. The Committee shall report to the Convention before the vote is taken.

## ARTICLE VII Appeals

Section 1. **State**  
A. Any member aggrieved by any action of a State Association, or Officer thereof, shall have the right to appeal to the **State Board**. Such appeal must be in writing and must be filed **with the State President** within thirty (30) days of the action complained of. **Within ten (10) days of receipt of such appeal, the State President will notify all members of the State Board, and, also, request that the charging party provide a letter outlining the specific charges and relief sought. This letter of specificity must be returned within thirty (30) days, and upon its receipt the State Board must notify the charged party in writing. The State Board will then establish an Investigating Committee which will have**

full authority to conduct a full, fair, and impartial investigation. One member of the Investigating Committee will be chosen by the State Board, one member will be chosen by the charging party, and the two original members will then choose the third member. All members of this Investigating Committee must be members of the State Association, excluding Associate members. Within thirty (30) days of receipt of the letter of specification from the aggrieved party, the Investigating Committee will make a report in writing, including its findings and recommendations, to the full State Board. The State Board is authorized in consultation with the NRLCA assigned Executive Committee representative, to take the necessary action to resolve the issue. Such action shall be within thirty (30) days, unless extensions of time limits are necessary, and all parties must be notified in writing of such action.

B. Any member not satisfied with this decision, or any action of the State Board on said appeal, shall have the right to appeal to the National Board. This appeal must be in writing and must be filed with the President of the National Association within thirty (30) days of receipt of the State Board's decision.

C. Within ten (10) days of receipt of such appeal the National Board shall appoint a National Review Committee of three (3) members from the National Appeals Panel. No member of the National Review Committee shall be from the State of said Appeal. This National Review Committee shall investigate and report to the National Board its findings and recommendation in writing within thirty (30) days. The National Board shall render a decision and notify all parties in writing within a reasonable period of time.

D. The National Appeals Panel shall consist of all the Presidents, all the Secretaries/Treasurers, and all the State Stewards of all the State Associations, none of which category shall be in the majority on any committee.

E. Any member not satisfied with the decision of the National Board

on said appeal shall have the right to then appeal to the next Convention of the National Association. This appeal must be in writing and must be filed with the President of the National Association not less than thirty (30) days prior to the National Convention. Upon receipt of such appeal the President shall appoint an Appeals Committee of five (5) members from the National Appeals Panel to convene at the National Convention. This Committee shall be provided copies of the complete file(s) not less than fourteen (14) days prior to the start of the Convention. No member of the Appeals Committee shall have served at any other level of said appeal, or be from any State which has an appeal pending to that National Convention.

#### Section 2. National

A. Any member aggrieved by any action of the National Association or Officer thereof, shall have the right to appeal directly to the National Board. Such appeal must be in writing, and must be filed with the National President within thirty (30) days of the act complained of.

B. Any member not satisfied with the decision of the National Board on said appeal shall have the right to then appeal to the next Convention of the National Association. This appeal must be in writing and must be filed with the President of the National Association not less than thirty (30) days prior to the National Convention. Upon receipt of such appeal the President shall appoint an Appeals Committee of five (5) members from the National Appeals Panel to convene at the National Convention. This Committee shall be provided copies of the complete file(s) not less than fourteen (14) days prior to the start of the Convention.

Section 3. Recommendations made by the Appeals Committee on charges brought before it will be presented in writing to the state and/or member affected at least 24 hours before the recommendation is presented to the National Delegates.

Section 4. At any level of appeal, all members shall be afforded the rights of due process, and all members have the right to

appeal an adverse decision to the next level. At any time the National Board shall have full authority to intervene to protect the members of this Association. All correspondence shall be by certified mail, return receipt requested. All costs of the State Investigation and action shall be borne by the State Association and will be reimbursed by the National Association upon proper documentation to the National Board and all costs of the National Review and Appeals Committees shall be borne by the National Association. No court proceeding may be instituted until and unless the appeal procedures provided herein have been exhausted.

## ARTICLE VIII Trusteeship

Section 1. The President, with the approval of the National Board may place in trusteeship any State Association or subordinate body for any of the following reasons:

- a. To uphold the principles and integrity of this Constitution;
- b. To correct corruption or financial malpractice;
- c. To assure performance of collective bargaining agreements and other duties of a bargaining representative;
- d. To restore democratic procedures; and
- e. To otherwise carry out the legitimate objectives of the National Association.

Section 2. The trustee shall assume immediate control and authority over the State Association, with full authority over the Officers and property thereof. The trustee shall continue to act in such a capacity for the duration of the trusteeship.

Section 3. Within 30 days of the imposition of the trusteeship, a hearing shall be held before an impartial member of the National Association, as a hearing officer, to determine facts on continuing the trusteeship. All interested persons shall have the right to present evidence at the hearing to the hearing officer who shall have the sole discretion on the conduct and procedures at the hearing.

Section 4. The hearing officer shall report, as soon as practicable, after the close of the hearing, the findings and recommendations to the President. The President may accept or reject these findings and recommendations, and the trusteeship may be continued or terminated accordingly.

Section 5. Upon a petition filed with the President, no earlier than six months after the appointment of the trusteeship, and at six month intervals thereafter, any party may request termination of the trusteeship. The President, acting on such petition, or at any time, may terminate the trusteeship and restore government to the State Officers.

Section 6. Any party not satisfied with the decision of the President under Sections 4 or 5 shall have appeal rights as provided in Article VII.

## BYLAWS

### ARTICLE I President

Section 1. Duties of the President shall be:

A. To preside at all meetings of the Association and the National Board, and enforce all laws thereof, temporarily fill all vacancies in the National Board of the Association, subject to the approval of the National Board; shall have the general direction of all its affairs, including the Headquarters Office, sign all orders legally drawn on the Secretary-Treasurer, and sign all papers and documents that require the President's signature to properly authenticate them;

B. At the close of each Annual National Convention, to make such appointments of special committees as shall have been provided for and shall have authority to fill all vacancies occurring therein during recess;

C. To make decisions upon all questions of law, which shall be subject to a vote of the National Board during the recess of this Association.

The President and the Board shall report all such decisions to the Association at its next Annual National Convention, for approval or rejection; such decisions, when approved, shall have the effect and force of the general laws of the Association;

D. To submit at each Annual National Convention a written report on all official acts, and shall perform such other duties as the Constitution and Bylaws of this Association shall require; and

E. To make a summary report available on the disposition of those resolutions adopted at the previous convention.

Section 2. The President shall have the authority:

A. To grant charters and in conjunction with the Secretary-Treasurer issue them during the interim between meetings of the Association;

B. With the approval of the National Board, to select and appoint Association officers or members, or to retain legal counsel or service to properly fulfill the obligations and duties of the Association in the area of Labor-Management Relations in the Postal Service. Officers and members assigned to this duty shall be reimbursed for all necessary expenses and receive a per diem payment and sub-hire, as defined in Article XV, Section 8, Subsection 3; and

C. To countersign all checks issued in payment of obligations of the Association.

## ARTICLE II Vice President

Section 1. The duties of the Vice President shall be to preside in the absence of the President, and in case of death, resignation, disqualification, refusal or neglect of the President to discharge the duties of office, the Vice President shall become the President and serve until such time as a successor shall be duly elected and installed.

Section 2. The Vice President has the authority to countersign all checks issued in payment of any obligations of the Association.

## ARTICLE III Secretary-Treasurer

Section 1. The duties of the Secretary-Treasurer shall be:

A. To keep a correct record of the proceedings of this Association, read, or cause to be read, all communications, reports, etc., and draw and attest all orders drawn on the Treasury; affix the stamp of the Association to all official documents;

B. Within two months after the close of each National Convention or special meeting, to prepare for publication in *The National Rural Letter Carrier* a correct copy of the entire proceedings of the National Convention, or special meeting of the Association, giving a complete statement of the financial conditions of the Association and a statement of the membership;

C. To issue checks in payment of all properly itemized invoices and statements, for authorized payroll payments and for other obligations of the Association as directed by the National Board;

D. To conduct the correspondence of this Association, keep a record of and submit same when demanded by the National Board;

E. To keep a true and correct account between the Association and the State Associations and of all other financial transactions. Following the end of the Association year, June 30, the books and records for the fiscal and Association year's operation, July 1 to June 30, shall be immediately audited by a certified public accountant who shall be employed by the President. The report of the certified public accountant shall be submitted to the National Convention;

F. To submit to the Finance Committee on the first day of the Convention a detailed report on all receipts, expenditures, and other financial transactions between the close of the books, June 30, and the opening of the National Convention. This Committee shall examine the books, records and financial statement of the Secretary-Treasurer for that period and report their findings to the Convention;

G. To receive all funds due the Association and make timely deposits of all receipts into the Association's Treasury, keeping on file a copy of each deposit slip;

H. To prepare a quarterly financial report, giving the receipts and expenditures of the Association in detail, as shown by the ledger accounts; such report to be published in *The National Rural Letter Carrier*;

I. To meet with the Finance Committee and provide a detailed overview of the total revenues and expenditures of the Association and

J. To perform such other duties as the laws and regulations of the office may require.

Section 2. The responsibilities of the Secretary-Treasurer are:

A. To have charge of the seal, books, papers, and documents belonging to this Association;

B. Subject to the approval of the National Board, to employ such office help as may be necessary to properly discharge the duties of the office;

C. To invest Association funds, in excess of that needed for current operation. Excess funds shall be invested in U.S. Government Securities, federally insured depositories, credit unions or in certificates of deposit issued by Federally insured banks in such manner as provided by the National Board. The Payments of interest or dividends, or the withdrawal or transfer of funds from one depository to another, and issuing orders as may be drawn upon the Secretary-Treasurer, in accordance with the laws of the Association, shall be made as provided by the National Board; and

D. To Keep in force at all times a blanket bond covering the National Officers, National Office employees and the elected Officers from each State Association. These bonds shall be in an amount determined by the National Board and certified copy shall be kept in the National Office.

#### **ARTICLE IV Director of Labor Relations**

The Director of Labor Relations shall be responsible for the coordination of the Steward System in the field, develop educational programs for the Local, Area and State Stewards, supervise the Step 4 Grievance and Arbitration procedures and generally devote time to Labor Relations matters and to perform other duties as prescribed by the President.

#### **ARTICLE V Executive Committee**

Section 1. The Executive Committee, or a majority of that Committee, shall act as Trustees of this Association.

Section 2. Each member of the Executive Committee shall be responsible for the administration of the Steward Program and other Labor Relations activities in the Postal Areas to which assigned by the National President. They shall coordinate their activities with the NRLCA Director of Labor Relations. They shall also perform other duties as prescribed by the National President.

#### **ARTICLE VI The National Board**

Section 1. The National Board shall maintain the publication known as *The National Rural Letter Carrier*, the official publication of the Association and shall distribute same among the members upon such terms as the Board may decide. It shall employ an editor, publisher and such other employees as it determines necessary.

Section 2. It shall be the duty of the National Board to maintain an office in the Washington, D.C. metropolitan area to be known as the Headquarters Office, of which the President of the Organization shall have charge, unless the maintenance of such Office shall become

impracticable from a financial standpoint.

Section 3. The National Board shall set the annual salaries of personnel employed in the National Office.

Section 4. At each National Convention or special meeting of the Association, a report in writing shall be rendered by each Officer.

Section 5. The National Board is hereby empowered to make such interim amendments to the Constitution of the Association as may be necessary to conform to the requirements of Federal law.

## ARTICLE VII Salaries

Section 1. The salaries of the Officers of the Association shall be: President \$107,000.00; Vice President \$102,000.00; Director of Labor Relations \$102,000.00; and the Secretary-Treasurer \$102,000.00 per annum. Each Member of the Executive Committee shall earn \$87,000.00 per annum. **These salaries shall be adjusted to reflect any applicable COLA received by regular run craft employees.** All Board members shall receive their salary in biweekly payments. These salaries shall be considered full payment for services rendered.

Section 2. No person holding office in this Association shall be allowed compensation for services or expenses if such officer is receiving compensation from any other source for that service. Officers shall not hold any other paid position in the Association or in connection with the Association while receiving compensation as a National Officer.

Section 3. Officers' salaries will be reviewed each year by the Finance Committee, which will make recommendations concerning Officers' compensation as part of its report to the delegates of the National Convention.

## ARTICLE VIII Expenses and Benefits

### Section 1. Expenses

A. Necessary expenses shall be allowed each Officer when itemized and properly approved by the Executive Committee.

B. The Association shall pay Officers of the Association actual travel and lodging expenses plus \$30.00 meal allowance per day while in travel status.

C. Resident Officers at National Headquarters shall be furnished living quarters by the Association in the Washington, D.C. area.

D. Members of the Executive Committee are considered to be in a travel status while away from home on Association business, including such time in the Washington, D.C. area.

Section 2. Officers' expenses will be reviewed and approved for payment by the Executive Committee. The Finance Committee will review and make recommendations for any needed changes as part of its report to the delegates at the National Convention.

### Section 3. Retirement, Health and Life Insurance

The Association shall pay only the necessary United States Postal Service portion of contributions for Officers of the Association to continue in the Federal Retirement, **Health and Life Insurance** Programs in which they were enrolled preceding election to the National Board.

### Section 4. Annual Leave

A. National Officers shall be granted 26 days annual leave per year.

B. Unused annual leave can be carried forward for use in future years up to a limit of 55 days, or all or a portion of it may be "cashed out" annually at the sub-hire rate defined in Bylaws Article XV, Section 8,

Subsection 3, and paid at the pre-convention Board meeting. Unlikewise, retirees shall pay in advance unless dues withholding authorized by the Office of Personnel Management. The membership and fiscal year shall begin July 1 and end June 30.

#### Section 5. Sick Leave

All Officers shall earn thirteen (13) days sick leave per year. Unused sick leave will be carried forward for future use and cashed out upon leaving National Office at the sub-hire rate defined in Bylaws Article XV, Section 8, Subsection 3.

### ARTICLE IX Revenues

Section 1. A. National per capita dues for regular rural letter carriers shall be \$129.00 per annum. The rate per annum for Associate members shall be equivalent to that for regular rural carriers.

B. National per capita dues for leave replacement rural letter carriers (Substitutes, RCR, RCA, and Auxiliary) shall be \$40.00 per annum. National per capita dues for retired rural letter carriers and retired associate members shall be \$20.00 per annum.

C. Contained in the dues amount for active carriers stated above is the sum of \$10.00 for each Regular rural carrier and \$6.00 for each Leave Replacement rural letter carrier. This money will be set aside solely for use in the training and support of the steward system.

D. Also contained in the dues amount stated above is the sum of one dollar for the Postal Employees' Relief Fund. Should any one of the organizations associated with the PERF cease to contribute, the NRLCA will not make a contribution. Any monies collected which are not contributed to the Fund will be set aside by the National Office. The delegates at the next national convention will give the Board guidance on the disbursement of the funds.

E. All dues shall be payable in advance unless authorization has been granted to the employer by the employee for the withholding of dues

F. The per capita tax shall be payable not later than the close of business of the first day of the National Convention, except in instances where the payroll deduction system is used.

Section 2. If any State fails to pay the National Secretary-Treasurer this per capita tax in full for each and every member in good standing on or before the close of business of the first day of the National meeting, said State shall be suspended from membership in the National Association until said per capita tax is paid; ninety days in suspension shall revoke State Charter.

### ARTICLE X State Charter

Section 1. A State with fifteen or more bona fide members may obtain a charter by remitting the charter fee of \$5.00 and the per capita tax for all members as of the time of application. In conjunction with the application for a charter, the state shall submit a copy of its proposed Constitution and Bylaws to the National Office for review.

Section 2. If the Charter of a State Association is suspended or revoked, or in the event of the dissolution, disaffiliation or termination of operations of a State Association, all property, assets, liabilities and funds of the State Association shall become the property of the National Association. If the State Association is rechartered and resumes operation, the balance of the aforementioned funds shall revert back to and become the property of the State Association.

### ARTICLE XI State Constitutions and Bylaws

Section 1. All State Constitutions and Bylaws shall be in harmony with the National Constitution and Bylaws and in compliance with Federal

Labor Laws. The County or District Association is subordinate to the State Association, and the State Association is subordinate to the National Association.

Section 2. The State Board is hereby empowered to make such amendments to the Constitution of the State Association as may be necessary to conform to the requirements of State and Federal Law.

Section 3. No State Association shall offer representation to rural carrier craft employees on matters relating to EEO, MSPB, OWCP, or other non-contractual labor-related issues without prior written consent of the National Board.

Section 4. The State Association shall maintain fiscal responsibility and ensure that all financial obligations are paid in a timely manner.

## ARTICLE XII

### Conflicts with Federal or State Laws

Any provision of this Constitution and Bylaws which conflicts with any Federal or State Law, regulation or ordinance shall be inoperative as to those jurisdictions in which said Federal or State law, regulation or ordinance is in force.

## ARTICLE XIII

### Ratification of National Agreements

All National Agreements reached between the National Rural Letter Carriers' Association and the U.S. Postal Service shall be submitted to each State Association for ratification. The President, Vice President, Secretary and the elected Board for each State Association shall constitute a ratification committee and these elected officers shall vote approval or disapproval of the Agreement in accordance with the number of regular, substitute, rural carrier associates, rural carrier relief employees, and auxiliary carrier members within their respective state. The vote of each State Association shall be determined by majority vote of these elected officers.

## ARTICLE XIV

### Steward System

Section 1. A. The National Agreement provides for a Steward System. The purpose of the Steward System shall be to provide representation for employees in the rural carrier craft in all matters of Labor-Management relations with the U.S. Postal Service. Under the agreement, the National Rural Letter Carriers' Association, as the exclusive organization representing the rural carrier craft, is the only organization authorized to represent rural carriers.

B. The National Rural Letter Carriers' Association Stewards will be responsible for processing grievances and disciplinary action appeals through the various steps of the Grievance-Arbitration procedure as outlined in this Article.

Section 2. The National Rural Letter Carriers' Association shall be responsible for the Steward Program throughout the Nation.

Section 3. A. The State Association, under the direction of the National Executive Committeeman, shall be responsible for the implementation and operation of the Steward System within each State.

B. The State Association shall recommend to the National Association the name of a member of its Organization to serve as State Steward.

C. The State Association, in conjunction with the State Steward, shall recommend to the National Association the name(s) of a member(s) to serve as the Assistant State Steward(s).

D. The State Association, in conjunction with the State Steward, shall recommend to the National Association the name(s) of a member(s) to serve as the Area Steward(s).

Section 4. A. The State Steward shall supervise and administer the Steward System within that state.

B. The State Steward shall be responsible to the State and National Associations for the performance of all duties. The term of office shall

be determined by the State Association or until terminated by the State or National Board in accordance with Section 9 of Article 6 of the Bylaws.

C. The following duties shall be performed by the State Steward:

1. To certify, on the appropriate National Forms, the Area and Local Stewards, including the names, addresses and telephone numbers, with notification to all postmasters and the National Office;

2. To submit, on the appropriate National Office forms, names, addresses and telephone numbers of the Assistant State Stewards to the National Office for certification;

3. To train all Assistant, Area and Local Stewards prior to certification, utilizing training as designed by the National Office;

4. To provide, on an annual basis, enhancement (refresher) training to all Stewards;

5. To appeal Step 2 and Step 3 grievances to the appropriate postal designee closely coordinating efforts with the Executive Committeeman of the National Rural Letter Carriers' Association;

6. In the event an Area or Local Steward is unavailable, to represent the National Rural Letter Carriers' Association or name an individual to serve temporarily as a Steward.

Section 5. A. Each State Association shall select Assistant State Stewards as needed.

B. The Assistant State Steward shall be responsible to the State Steward and to the State and National Association for the performance of all duties. It shall be the responsibility of the Assistant State Steward to represent carriers in offices as assigned by the State Steward. The Assistant State Steward, under the direction of the State Steward, shall serve with the same authority as the State Steward. The Assistant State Steward may, in the absence of the State Steward or in conjunction with the Executive Committeeman, appeal grievances to the Step 2 and Step 3 levels.

Section 6. A. Each State Association shall select Area Stewards as needed.

The Area Steward shall be responsible to the State Steward. An Area Steward that has not been properly certified for an office will have no authority in that office nor will an Area Steward have any authority in any office that currently has a Local Steward. An Area Steward is equal to a Local Steward in authority. An Area Steward will be assigned a geographical area so that every office within said area can be reached in a reasonable time without the local carrier being unduly delayed in representation. Each office is encouraged to have a Local Steward. An Area Steward cannot serve as Area Steward in more than twenty (20) offices.

It shall be the responsibility of the Area Steward to write grievance appeals for carriers in Step 2 of the grievance procedure in those offices where no Local Steward has been selected. The Area Steward shall submit copies of grievances to the State Steward.

In the event of an adverse decision by the installation head, the Area Steward shall forward the complete file to the State Steward with a recommendation for consideration of further appeal.

Section 7. A. The selection of the Local Steward should be in accordance with democratic procedures. To become a steward, a rural carrier must be a member of the National Rural Letter Carriers' Association. A Local Steward election will be held in the month of January of every even-numbered year. This election will be mandatory every two years; however, a Local Steward can be re-elected to the position. Written notification to all NRICA members shall be given at least 15 days before the date of the election. A majority vote of those NRICA members voting is required for an election. When there is more than one (1) Local Steward at an installation, one (1) shall be selected by the National Rural Letter Carriers' Association members of said office as Chief Steward.

An election for Local Steward shall not be held sooner than the two-year mandatory election, unless the position becomes vacant, the incumbent Local Steward retires, or a petition requesting replacement

of the Steward is signed by a two-thirds majority of NRLCA members of said office to the State Steward, and upon approval of the State Steward.

C. In the event of a tie vote for a Local Steward, the State Association upon recommendation of the State Steward, shall select a steward to serve in that office until a new Local Steward has been elected and certified. The same procedure will be used to break a tie for a Local Steward.

D. The Local Steward shall be certified in accordance with policies established by the National Office.

E. At any local negotiations, the Local Steward shall serve as the representative of the rural carrier craft.

F. The Local Steward shall be responsible for representation of rural carrier craft in the installation, including branches and stations.

G. The Local Steward shall assist any rural craft employee who is aggrieved. If the employee desires, the Local Steward may accompany the grievant during any discussion with the immediate supervisor.

H. In the event that the grievance was not settled at Step 1, the Local Steward will meet with the installation head or designee as expeditiously as possible to jointly develop the facts in the grievance file and attempt to resolve the grievance.

I. The Local Steward shall write grievance appeals for rural carrier employees in Step 2 of the grievance procedure and a copy shall be submitted to the State Steward.

Section 8. Primary responsibility for financing the Steward Program rests with the State Association. In addition, the National Steward will provide each State a reimbursement of \$2.00 per route, a portion of which will be paid to the State each quarter of the Association and upon completion of training and certification of Stewards, as prescribed in Article XIV, Section 7 A, of the Bylaws, will provide

an additional annual reimbursement of \$3.00 per route.

Section 9. A. Discipline, Removal and Penalties—The National Rural Letter Carriers' Association shall be empowered through proper procedure to disqualify for eligibility to hold office for a specified period of time, suspend or expel a State Steward, Assistant State Steward, Area, or Local Steward for violation of the National Constitution and Bylaws or policies set forth by the National Association.

The following violations are considered grounds upon which charges may be filed:

1. Neglect of duty or breach of the National Constitution and Bylaws;
2. Engaging in any conduct detrimental to the welfare and interests of the membership of the National Rural Letter Carriers' Association;
3. Engaging in acts which tend to hinder the due process of the grievance procedure in the protection of a rural carrier craft employee's rights; and
4. Instigating or engaging in any acts on the side of management that violate the principles of the National Agreement or the National Rural Letter Carriers' Association Constitution and Bylaws.

Charges against a State, Assistant State, Area, or Local Steward must be in writing and filed with the State President of the NRLCA by a member within **thirty (30) days** of the time that knowledge of the alleged offense comes to such members. **Within ten (10) days of receipt of such appeal, the State President will notify all members of the State Board, and also request that the charging party provide a letter outlining the specific charges and relief sought. This letter of specificity must be returned within thirty (30) days, and upon its receipt the State Board must notify the charging party in writing. The State Board will then establish an investigating Committee which will have full authority to conduct a full, fair, and impartial investigation. One member of the**

Investigating Committee will be chosen by the State Board, and the member will be chosen by the charging party, and the original members will then choose the third member. All members of this Investigating Committee must be members of the State Association, excluding Associate members. Within thirty (30) days of receipt of the letter of specificity from the charging party, the Investigating Committee will make a report in writing, including its findings and recommendations, to the State Board. The State Board is authorized, in consultation with the NRLCA assigned Executive Committee representative, to take the necessary action to resolve the issue. Such action shall be within thirty (30) days, unless extensions of time limits are necessary, and all parties must be notified in writing of such action.

D. Any member not satisfied with this decision, or any action of the State Board on said appeal, shall have the right to appeal to the National Board. This appeal must be in writing and must be filed with the President of the National Association within thirty (30) days of receipt of the State Board decision. Within ten (10) days of receipt of such appeal the National Board shall appoint a Review Committee of three (3) members from the National Appeals Panel. No member of this National Review Committee shall be from the State of said Appeal. This National Review Committee shall report the charges, its findings and recommendations in writing within thirty (30) days to the National Board; all parties shall be notified and given a reasonable opportunity to present their cases before it is put to the vote of the National Board, which vote may be taken at the same or subsequent meeting. The National Board shall render a decision and notify all parties in writing within a reasonable period of time.

E. A three-fourths vote of the National Board members voting is necessary to disqualify to hold office, suspend, or expel.

F. The National Appeals Panel shall consist of all the Presidents, all the Secretaries/Treasurers, and all the State Stewards of the State Associations, none of which category shall be in the majority on any committee.

4. Any party not satisfied with the decision of the National Board on said appeal shall have the right to then appeal to the next Convention of the National Association. This appeal must be in writing and must be filed with the President of the National Association not less than thirty (30) days prior to the next National Convention. Upon receipt of such appeal, the President shall appoint an Appeals Committee of five (5) members from the National Appeals Panel to convene at the next National Convention. This Committee shall be provided copies of the complete file(s) not less than fourteen (14) days prior to the start of the Convention. No member of the Appeals Committee shall have served at any other level of said appeal, and no member shall be from any State which has an appeal pending to that National Convention.

Recommendations made by the Appeals Committee on charges brought before it will be presented in writing to the State and/or member affected at least 24 hours before the recommendation is presented to the National Delegates.

At any level of appeal, all members shall be afforded the rights of due process and all members have the right to appeal an adverse decision to the next level. At any time the National Board shall have full authority to intervene to protect the members of this Association. All correspondence shall be by certified mail, return receipt requested. All costs of the State investigation and action shall be borne by the State Association and all costs of the National Review and Appeals Committees shall be borne by the National Association. No court proceeding may be instituted until and unless the appeal procedures provided herein have been exhausted.

10. Anyone who regularly serves in a supervisory or management capacity shall not represent any craft employee, during such period of service, in the grievance/arbitration procedure nor for a period of calendar days from the last date such person served in such supervisory or management capacity. Any such person serving in a supervisory or management capacity shall notify any craft employee desiring representation, of the proper person to contact for such representation.

**ARTICLE XV**  
**Section 1**  
**Representation**

Subsection 1. Each Chartered State Association shall be entitled to representation in this Association by one Delegate-at-Large. Each Chartered State Association is also entitled to one delegate for every 100 or major fraction thereof of its own members, based on the current membership year. National Delegates will be selected as follows:

A. 1. Nominations for National Delegates within each State Association shall be accomplished by submitting the nominations on a nominating ballot to be published in *The National Rural Letter Carrier* in the first issue of February, March, April, and May. Such nominations may include self-nomination. The nominating ballot shall be signed, showing the name and address of the member making the nomination.

2. No member shall be nominated or be a National Delegate who from the time of nomination through the end of the convention holds a position in management (either permanent or temporary) in the Postal Service; in any other postal craft or any other job which competes with the Postal Service and this Association. This policy is defined as follows:

a. When a rural carrier craft member is serving in a managerial or supervisory position such as an OIC or 204B, the member is prohibited from Union participation. The member may not be nominated or serve as a National Delegate.

b. However, there are many instances where a member may be utilized by Postal Management to assist in the rural craft that equally benefit the rural craft and Postal Management. In those instances, where the individual is not in a managerial/supervisory position, the individual will not be prohibited from any Union participation. (Such examples may include, but are not limited to, assisting with route adjustments, route count, academy trainers, automation team member, service teams).

c. If a Steward is utilized by the Postal Service in this type of position, the Steward must notify the affected carrier(s) whom to contact in the Steward system for representation in any dispute where the Steward is involved. By doing this, the Steward will avoid any appearance of conflict of interest and will be in compliance with Article XIV of the National Bylaws.

3. A retired Associate member, a non-member or a craft member who has been separated involuntarily from the Postal Service cannot be nominated, elected or seated as a National Delegate.

4. A delegate must be an active or retired carrier in good standing at the time of nomination, election and seating as a National Delegate.

Nominations for candidates for National Delegates shall be in the office of the State Secretary at least forty (40) days prior to the opening of the State Convention.

It shall be the duty of the respective State Secretary to prepare a ballot listing the nominees for the position of delegate to the National Convention and to mail said ballot to all members at least twenty (20) days prior to the opening of the State Convention. The Secretary/Designee shall arrange for the rental of two post office boxes: one post office box for receipt of the ballots and the other for return of undeliverable ballots.

An Election Committee shall be appointed by the State President. No member whose name appears on the ballot may serve on the Election Committee. Ballots shall be returned to a post office box accessible only to the Election Committee. At the end of the cut-off period, said ballots shall be collected and counted at the State Convention. Any candidate may observe the ballot tabulation.

An envelope marked "Ballot" shall be provided each member in which to seal the ballot for mailing.

- F. To permit verification of membership enrollment and to maintain the integrity of the voting procedure, the sealed envelope containing the ballot shall be placed in another envelope, addressed to the member and mailed to the designated post office. The other envelope, also marked "Ballot," shall clearly identify name and address of the member.
- G. The number of candidates to be voted upon by each member shall not be more than the total number of delegates to which the State Association was entitled the previous year. Appropriate instructions shall be on each ballot stating number of delegates to be elected and the mailing address of the designated post office box at which it must be received prior to the cut-off date. In reporting the results of the tabulation, the candidates shall be placed on a roster in accordance with the number of votes received. The number of delegates for the State Association, in accordance with Section 1, Subsection 1, of Article XV, shall be declared regular delegates and the remaining candidates shall be declared alternates.
- (As an example, if a State Association was entitled to 18 votes at the last National Convention, including the Delegate-at-Large, all members would vote for not more than 18 candidates. If the State Association qualifies for an additional delegate by National Convention time, the first 19 on the delegate roster would be declared regular delegates. By the same token, if the State Association qualifies for 17 delegates, only the first 17 would be declared regular delegates.)
- H. From the elected National Delegates, a Delegate-at-Large and other National-Paid Delegates to which a State Association is entitled may be designated by each State Association in accordance with their own Constitution and Bylaws.
- I. A State Officer may not be automatically declared a National Delegate by virtue of the office, unless selected by the State Office by direct vote of the membership. If the State Officer is elected by the delegate system, to be a National Delegate, the officer must be a candidate and be elected by a state-wide election.
- Section 2. Each elected National Officer shall be entitled to a vote on every question coming before the National Convention except the election of National Officers.
- Section 3. The outgoing National President shall have the status of Delegate-at-Large at the next succeeding National Convention immediately following that term of office, but shall not be eligible to vote for National Officers of this Association.
- Section 4. No delegate can be seated from any State Association whose state has not paid National per capita tax or given security for its members, and only when holding properly signed credentials. The National Secretary-Treasurer will notify each State Association, at least two weeks prior to the opening date of the National Convention, of the status of the State Association as it relates to the payment of National per capita tax for its members.
- Section 5. A majority of the seated delegates representing not less than **twenty-five (25)** states shall constitute a quorum for the transaction of the business of the National Association.

## Section 2 Elections of Officers

- Section 1. The nomination and election of Officers shall take place at each Convention of the National Association. Nominations shall be in order at any time after 10:00 a.m. of the second day of the National Convention and until the time of election.
- Section 2. The election of Officers shall be by ballot and, in no case, by acclamation, except by unanimous consent; and where there is more than one candidate for the same office, it shall require the majority of all votes cast to elect; and where there are more than two candidates for the same office after the third ballot, the one receiving the least number of votes in each succeeding ballot shall be dropped until election is had. Write-in votes shall not be considered valid.

### Section 3 Reports

Subsection 1. The Secretary of each State Association, immediately after the regular meeting of said Association, shall fill out credentials of Delegates-at-Large and regular delegates to the National Convention in duplicate, the original to be immediately sent to the National Secretary-Treasurer, the duplicate to be retained for verification by the delegate. The Secretary shall, immediately after closing of the State Convention, prepare all resolutions adopted at said Convention which deal with matters that come within the jurisdiction of the National Convention by listing only one resolution on each sheet of paper or form furnished by the National Office and mail to the National Secretary-Treasurer.

### Section 4 Meetings

Subsection 1. A. This Association shall meet each year between August 1st and September 30th at such time as the National Board shall designate; such date to be set not later than March 1st of the year in which the Convention will be held. The National Board may cancel, postpone or change the place of the National Convention when and if a majority of the States so direct in writing to the National President and the National Secretary-Treasurer.

B. The convention shall not adjourn before 3:00 p.m. on the last day unless all business of the convention has been finished as determined by a vote of the delegates.

Subsection 2. A. The host state for the National Convention shall be selected, at least five years in advance, as follows:

B. The Convention shall select the State in which the Convention shall be held and the National Board, in conjunction with State Officers, shall select the Convention city.

Subsection 3. A special meeting of the Association may be called

by the President upon written request of the majority of the States holding charters, provided no meeting shall be called within less than thirty days' notice.

Subsection 4. A. When a State Association has been awarded a National Convention, it shall be granted \$10,000.00 two (2) years before the scheduled Convention for its use to compensate its State Committee's expenses and other Convention expenses not authorized for payment by the National Association by the guidelines established by the National Board. Any unexpended funds of the above shall accrue to the State Association Treasury.

Another \$15,000.00 shall be granted one (1) year before the scheduled Convention for its use to compensate its State Committees' expenses and other Convention expenses. The State Association must account for the expenditures from this fund. Any unexpended funds of the above shall accrue to the State Association.

### Section 5 Order of Business

Subsection 1. The National Convention program shall be the order of business for its meeting with certain orders of the day to be dispensed at specific times. However, to expedite the session proceedings or to accommodate guest speakers, the President may make changes for a session.

Subsection 2. The order of business may be transposed at any time, on occasion may require, by a majority vote of the Convention, except that the reports of the Constitution and Bylaws Committee and the Resolutions Committee be made the first and second order of business at the National Convention, without interruption, beginning Wednesday afternoon of the National Convention.

### Section 6 Effective Date

This Constitution and Bylaws shall take effect immediately upon its

adoption, and may be amended at any National Convention by a two-thirds vote of the voting delegates of that Convention unless a later effective date is so stipulated regarding the change.

## Section 7 Committee Appointments

Subsection 1. All Committees, unless otherwise provided for, shall be appointed by the President. Said Committees and appointees shall consist only of regularly elected delegates.

Subsection 2. A. No less than two full weeks before the National Convention, the President shall appoint from the list of regularly elected delegates then in the hands of the Secretary-Treasurer, a committee of three on Credentials, of three on Finance, of five on Resolutions and of five on Constitution and Bylaws.

B. Said Committee on Constitution and Bylaws shall meet at the Headquarters of the Annual Convention two (2) days preceding the opening of the Convention; the Committee on Finance two (2) days preceding, the Committee on Credentials three (3) days preceding and the Committee on Resolutions five (5) days preceding the opening of the Convention. They shall proceed to discharge their duties. On the first day of the Convention the first order of business will be the report of the Credentials Committee, with the final report of the Credentials Committee to be made no later than 9 a.m. on the second day of the Convention.

C. The Constitution and Bylaws Committee shall be allowed two (2) extra days, the Finance Committee shall be allowed two (2) extra days, the Credentials Committee shall be allowed three (3) extra days and the Resolutions Committee shall be allowed five (5) extra days on the Per Diem Committee. Further, the President shall direct the Secretary-Treasurer to compensate these Committee members at a sub-hire rate for any loss of wages and additional travel and lodging expenses for the extra days related to their service on the respective committees. The President shall also appoint a chaplain and the following committees: A Mileage and Per Diem Committee of five members; a Time and Place Committee of five members; a Telluty Compensation Committee; and Sergeants-at-Arms.

The Finance Committee shall review the Association's total revenues and expenditures from the past year and hear suggestions from members of the National Board and/or delegates. **The Committee shall evaluate and submit recommendations from said review, concerning but not limited to general expenditures, officers' salaries, benefits and expenses; propose the level of dues for the coming year. The Committee shall submit a final report to the delegation with the recommendations to be voted upon. The Committee will have access to the CPA firm retained by the National Office and to all records necessary to effectively perform these functions.**

## Section 8 Mileage, Per Diem and Sub-Hire

Subsection 1. Mileage at the rate of twice the current rate reimbursed by the Postal Service for one way travel by the most direct route over Federal State Highways, as determined by the Mileage and Per Diem Committee from the official current mileage guide, and \$50.00 per diem during sessions of the Convention shall be paid the Delegate-at-Large from each State by the National Association. Provided that no per diem shall be allowed the Delegate-at-Large from any State unless they shall furnish the Committee on Credentials, not later than the first session of the Convention, a correct and complete list of their State delegation, under the seal of their State Secretary, and that a copy of this list is printed on the face of all credentials.

Subsection 2. In addition to paying travel allowance and \$50.00 per diem of one Delegate-at-Large, the National Association shall pay mileage and per diem on the same basis as paid the Delegate-at-Large of one regular delegate for each 800 members, provided, that this shall, in no way, increase the total number of delegates to which each state is entitled under Section 1 of this Article.

Subsection 3. Sub-hire shall be defined as an amount equal to the maximum daily rate of salary payable in the top step of the Heavy Duty Compensation Schedule, exclusive of Equipment Maintenance allowance.

**Respectfully submitted,**

**Pete Harrington, Chairman**  
**John Dye, Member**  
**Nancy Dollmeyer, Member**  
**Helen Malarik, Member**  
**Yolanda Marks, Member**

## **APPENDIX A**

### **Uniform Local and/or District Unit Constitution and Bylaws**

#### **PREAMBLE**

Section 1. In compliance with Federal Labor Laws, all Local and/or District Units must have a Constitution and Bylaws. All sections in this Uniform Local Unit Constitution and Bylaws must be included. However, adoption of this Uniform Constitution and Bylaws by the Local and/or District Unit negates the need for any other Unit Constitution and Bylaws.

Section 2. Amendments may be made by any Local and/or District Unit, but no Amendment shall conflict with the State or National Rural Letter Carriers' Association Constitution and Bylaws.

#### **ARTICLE I**

##### **Name**

This organization shall be known as . . . . ., also referred to herein as Local Unit.

#### **ARTICLE II**

##### **Admission and Membership**

Section 1. Membership in this Local Unit shall be as provided in the National Constitution, Article III.

Section 2. No person shall be refused membership on the basis of race, color, age, gender, religion, creed, national origin, disability, or marital, economic, social, or political status. However, membership is expressly denied to any individual who advocates the overthrow of the Government by force or violence.

Section 3. Members of the Local Unit who currently hold a position in

Management or in another craft in the Postal Service shall not have voting rights, eligibility to hold a Local Unit office, or be a delegate to either the State or National Convention.

### **ARTICLE III Meetings**

Section 1. Meetings of this Local Unit shall be held as determined by the Local Unit Charter. Failure to hold a meeting at least once a year shall constitute a violation of the Local Unit Charter.

Section 2. A special meeting may be called by the Local Unit President or at the request of 25% of the members in good standing. No business other than that for which the special meeting is called shall be transacted.

Section 3. Those members in good standing in attendance shall constitute a quorum for the transaction of the Local Unit's business at a meeting.

Section 4. Notice of the annual meeting for the purpose of electing Local Unit officers shall be given in writing to each member in good standing not less than 15 calendar days prior to the meeting date. The annual meeting must be held at least 40 days prior to the date of the National Convention. The meeting notice shall be mailed to each member at the last known address.

### **ARTICLE IV Elections**

Section 1. No member of this Local Unit shall be eligible to hold office who is not in good standing at the time of the nomination and election.

Section 2. Nominations of candidates for Local Unit offices shall be made at the annual meeting. Any member in good standing may nominate candidates for office.

Section 3. The election of Local Officers shall be by secret ballot among the members in good standing eligible to vote for officers.

Section 4. All delegates to the State Convention shall be elected by secret ballot among the members in good standing eligible to vote.

(The provisions of this section shall not be mandatory for States that elect State Officers by a mail Ballot.)

Section 5. The Local Unit President shall make appointments when necessary to fill vacancies in elective positions until the next annual meeting.

### **ARTICLE V Officers and Duties**

Section 1. A. The elective Officers of this Local Unit shall be: President; Vice President; Secretary; Treasurer.

The Local Unit shall have the option to combine the offices of Secretary and Treasurer.

Section 2. All Officers shall be elected for a term of one year, except the President, who shall be elected by a two-thirds vote of the members, longer terms may be permitted, provided that no terms shall exceed three years.

Section 3. The President shall be responsible for the supervision of all activities of the Local Unit and shall enforce compliance with the National and State Constitution and Bylaws. The President shall preside at all meetings and shall be entitled to one vote on all matters decided on by secret ballot.

Section 4. The Vice President shall serve in the absence of the President.

Section 5. A. The Secretary shall be responsible for handling of communications, reports and correspondence relating thereto, and shall establish an approved accounting and record-keeping system for both

finances and Local Unit membership rolls.

B. The Secretary shall make a report at each regular meeting of monies received and expended, report on all official correspondence, and shall file any necessary governmental reports.

Section 6. The Treasurer shall make a report at each meeting of monies received and expended, and shall deposit all monies as directed by the Local Unit under the name of the Unit. The Treasurer shall pay all properly incurred and itemized bills.

Section 7. The elected Officers shall act for the Local Unit in the absence of an Executive Board.

#### **ARTICLE VI Executive Board**

Section 1. An Executive Board is optional with each Local Unit. If authorized, it shall consist of all of the Local Unit Officers and not more than 6 additional members.

Section 2. The Executive Board shall have authority to act for the Local Unit Membership between meetings.

#### **ARTICLE VII Expenditures**

No Officer of this Local Unit shall have the power to incur indebtedness on its behalf or appropriate any money without authority from this Constitution and Bylaws or from the Local Unit.

#### **ARTICLE VIII Property**

Section 1. All Officers, at the expiration of their terms of Office, when removed from Office, or when their Office is declared vacant,

shall deliver to their successors all books, records, monies and other property in their possession belonging to the Unit.

Section 2. A. Upon the dissolution or abandonment of the charter or expiration of this Organization, all property of this Local Unit shall become the property of the State Association.

If the Local Unit is not re-established within a period of 1 year, the property shall become the property of the State Association.

#### **ARTICLE IX Local Stewards**

Section 1. The National Rural Letter Carriers' Association shall be responsible for the Steward Program throughout the Nation.

Section 2. The State Association, in conjunction with the State Steward, shall be responsible for recommending Area and Local Stewards under the certification procedures set forth in the National Constitution and Bylaws.

#### **ARTICLE X Conduct of Meetings**

Section 1. The Local Unit shall prescribe a customary agenda for the conduct of local meetings. A suggested order of business may include:

- Appropriate Opening Ceremony
- Reading and Approval of Minutes
- Reading of Financial Report
- Unfinished Business
- New Business
- Good of the Order
- Adjournment

Section 2. Unless otherwise provided, the rules contained in Robert's

Rules of Order Newly Revised (1990 edition) will be used for the conduct of meetings.

Section 3. A permanent Minutes book will be kept by the Secretary which accurately reflects the business transacted at each meeting.

## ARTICLE XI Amendments

Section 1. This Local Unit Constitution and Bylaws may be amended by a two-thirds vote at any meeting of the Unit, provided that each member has been notified in writing at least 15 days prior to the meeting that Constitutional changes will be considered.

Section 2. All amendments to this Local Unit Constitution and Bylaws shall become effective upon approval of the State Rural Carriers' Association.

## AUXILIARY TO THE NATIONAL RURAL LETTER CARRIERS' ASSOCIATION

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Route 1, Box 217  
Woodsboro, NE 68958-9790  
Tel: (308) 876-2462

## ARMED FORCES VETERANS' CLUB

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#### President

Robert Bower  
10650 Bethany Center Road  
East Bethany, NY 14054  
Tel: (716) 343-8781

#### Vice President

John Calo  
P.O. Box 156  
Durham, NH 03824-0156  
Tel: (603) 332-0592

#### Secretary-Treasurer

Wendell Weston  
1119 Vermont Route 15  
Underhill, VT 05489-9342  
Tel: (802) 899-3816

### Executive Committee

#### 1-Year Chairman

Larry Newman  
Route 4, Box 43  
Clarinda, IA 51632  
Tel: (712) 542-2901

#### 2-Year Committeeman

Glenn McVay  
1746 Meadow Drive  
Galesburg, IL 61401-2155  
Tel: (309) 342-6536

#### 3-Year Committeeman

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13768 Spades Road  
Sunman, IN 47041  
Tel: (812) 623-2946

## NATIONAL RURAL CARRIERS' PROVIDENT GUILD

### Provident Guild Officers

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Walter F. Gill  
831 Harford Creamery Road  
White Hall, MD 21161  
Tel: (410) 692-2602

#### Vice President

Frank J. Jordan  
603 Henry  
ueblo, CO 81006  
Tel: (719) 561-1073

#### Secretary-Treasurer

Helena P. Schloneger  
315 Deerfield SW  
Dalton, OH 44618  
Tel: (330) 828-2359

### Executive Committee

Margaret Malm  
1015 Rob Roy Lane  
Granite Bay, CA 95746  
Tel: (916) 791-1414

Love Page  
P.O. Box 82  
Stedman, NC 28391-0082  
Tel: (910) 483-1907

#### Ir. Past President

Gene M. Westfall  
P.O. Box 504  
Shreve, OH 44677  
Tel: (330) 567-3382

**LADY CARRIERS' CLUB**

**Lady Carriers' Club Officers**

**President**

Carlton Hollis  
132 Hollis Lane  
Sterlington, LA 71280  
Tel: (318) 726-6835

**Vice President**

Mearline Williams  
P.O. Box 6484  
Ocala, FL 34478-6484  
Tel: (352) 629-3817

**Secretary-Treasurer**

Nancy Barnard  
23010 East 68th Street  
Broken Arrow, OK 74014-2105  
Tel: (918) 357-2391

**Co-Historian**

Kathryn Hurlbut  
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Tel: (864) 578-6391

**Co-Historian**

Heidi Taylor  
12189 Madrona Way  
Nevada City, CA 95959-3505  
Tel: (916) 272-8444

**RETIRED AND PIONEER CARRIERS' CLUB**

**Retired Carriers' Club Officers**

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Vienna, VA 22180  
Tel: (703) 560-9263

**Vice President**

Janie Reynolds  
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**Secretary-Treasurer**

Gerald Huber  
159 Sunset Drive  
Bluffton, OH 45817  
Tel: (419) 358-6362

**MEMBERSHIP FOR STATES  
for 1997 - 1998 Association Year  
as of June 30, 1998**

Alabama .....	3149	Nebraska .....	1402
Alaska .....	24	New Hampshire .....	788
Arizona .....	838	New Jersey .....	1183
Arkansas .....	1927	New Mexico .....	417
California* .....	2585	New York .....	3117
Colorado .....	868	North Carolina .....	4023
Connecticut .....	921	North Dakota .....	765
Delaware .....	266	Ohio .....	4084
Florida .....	2856	Oklahoma .....	2037
Georgia .....	3960	Oregon .....	1116
Hawaii .....	80	Pennsylvania .....	4784
Idaho .....	640	Puerto Rico .....	28
Illinois .....	4279	Rhode Island .....	248
Indiana .....	3105	South Carolina .....	2161
Iowa .....	2931	South Dakota .....	808
Kansas .....	1666	Tennessee .....	3555
Kentucky .....	2354	Texas .....	5174
Louisiana .....	1738	Utah .....	337
Maine .....	990	Vermont .....	511
Maryland .....	1338	Virgin Islands .....	2
Massachusetts .....	1255	Virginia .....	2775
Michigan .....	3798	Washington .....	1813
Minnesota .....	3122	West Virginia .....	830
Mississippi .....	2035	Wisconsin .....	3109
Missouri .....	3495	Wyoming .....	75
Montana .....	390		

**TOTAL NATIONAL MEMBERSHIP  
96,752**

**NATIONAL PERCENTAGE  
196.28**

\*Nevada numbers combined with California

**1998 - 1999  
ROSTER OF STATE OFFICERS**

**ALABAMA**

**President:** Don McAdams; PO Box 66; Millport 35576-0066;  
Tel: (205) 662-3397

**Vice President:** Steve Carnley; 311 Stanley St; Opp 36467-3029;  
Tel: (334) 493-9060

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35976-5758;  
Tel: (256) 891-1900

**Executive Committee:**

Mae Fowlkes; 910 Cty Rd 231; Florence 35633-2733;  
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Sarah Land; 3188 S Broad St; Albertville 35950-8804;  
Tel: (256) 891-1113

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Traci Coggins; 1853 Merryvale Rd; Birmingham 35216-2715;  
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Sammy Wyatt Patterson; 390 Guy St; Jemison 35085-4602;  
Tel: (205) 688-1107

Elea Peppers; 3344 Habersham Rd; Montgomery 36109-4318;  
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Freddie Brannon; Rt 2 Box 400; Headland 36345-9456;  
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**State Steward:** Donnie Pitts; 1633 Cty Rd 34; Florence 35634-  
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Don McAdams; PO Box 66; Millport 35576-0066;  
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Roger Steven Carnley; 311 Stanley St; Opp 36467;  
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LaDon Holsonback; 29 Fossett Rd; Guntersville 35976-5789;  
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**Auto Insurance Representative:** Frank Campbell; 280 Country Hill Rd; Gallant 35972-9736;  
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**Chaplain:** Don McAdams; PO Box 66; Millport 35576-0066;  
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**Editor:** Sherri Boyd; PO Box 744; Laceys Spring 35754-0744;  
Tel: (256) 538-9555

**PAC Chair:** Frank Campbell; 280 Country Hill Rd; Gallant 35972-9736;  
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## ALASKA

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## ARIZONA

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**Vice President:** John Tiedje; PO Box 35988; Tucson 85740-5988  
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**Secretary-Treasurer:** Annie Shellberg; 10650 N Longview Ave; Marana 85653-9762  
Tel: (520) 682-4900

### Executive Committee:

Kay Long; 41692 N Coyote Rd; Queen Creek 85242-9684;  
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Mike Colan; PO Box 4323; Bisbee 85603-4323;  
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Abriana McKown; PO Box 213; Chino Valley 86323-0213;  
Tel: (520) 636-9894  
Linda Mulligan; 3249 N Glencreek Dr; Tucson 85712-1138;  
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Bernadette (Bernie) King; 3914 E Farmdale; Mesa 85206;  
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**Provident Guild Representative:** Kay Long; 41692 N Coyote Rd; Queen Creek 85242-9684;  
Tel: (602) 987-3458

**Chaplain:** Kay Long; 41692 N Coyote Rd; Queen Creek 85242-9684;  
Tel: (602) 987-3458

**Editor:** Barbara Sisco; 35100 N Bell Rd; Queen Creek 85242;  
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**PAC Chair:** Nell Shively; 23 Starlite Dr; Sedona 86336-7020;  
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Tel: (870) 423-2642

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Tel: (870) 246-7353

**Executive Committee:**

Janice M Morgan; 3438 W St Hwy 140; Osceola 72370-9615;  
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Ezra Hodgson; 504 CR 455; Berryville 72616-8841;  
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**Assistant State Stewards:**

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Billy Clifft; 1864 CR 308 Rd; Bono 72416-8305;  
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Michael Rucker; Rt 3 Box 859; Bismarck 71929-8170;  
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**Auto Insurance Representative:** Ralph (Lucky) New; PO Box 93; Moro 72368-0093;  
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**Provident Guild Representative:** Mary New; PO Box 93; Moro 72368-0093;  
Tel: (870) 768-4552

**Chaplain:** Ricky Blackwell; 3897 W CR 876; Dyess 72330-9801;  
Tel: (870) 764-2031

**Editor:** Peachie Manley; 2907 Hwy 284; Forrest City 72335-9801;  
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**PAC Chair:** Paul King; PO Box 28; Charleston 72933-0028;  
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**President:** Martha Hoffman; 13194 McKinley Ave; Chino 91710-2923;  
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**Recording Secretary:** Randy Smith; 6722 N Harrison Ave; Fresno 93711-1460;  
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**Executive Committee:**

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Jim Smith; 26363 Lands End Way; Sun City 92586-4451;  
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Heidi Taylor; 12189 Madrona Way; Nevada City 95959-3505;  
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Tel: (805) 526-3024; Fax: same

**Senior Assistant State Stewards:**

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Jack R Wilson; 76696 New York Ave; Palm Desert 92211-0912;  
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Heidi C Taylor; PO Box 902; Nevada City 95959-0902;  
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Joan R Wright; 10127 E Ave S-8; Littlerock 93543;  
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Tel: (916) 677-5828; Fax: same

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Tel: (916) 677-5828; Fax: same

**Provident Guild Representative:** Mark Weiss; 43142M Andrade  
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**Chaplain:** Donna Schmidt; 9116 Fourwheel Dr; Loveland 80537-  
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**Editor:** Richard E Brown; 444 E Kellogg St; Holyoke 80734-1602;  
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06751-1810;  
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Thomaston 06787-0181;  
Tel: (860) 283-9829

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Colchester 06418-1937;  
Tel: (860) 537-5540; Fax (860) 537-9056

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Julie Spulick; 84 Birch Rd; Vernon 06056-5401;  
Tel: (860) 871-2988

Patricia C Sargent; 240 Walnut St; Willimantic 06226-2322;  
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Michael J Mentas; 478 Fan Hill Rd; Monroe 06468-1345;  
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Geneva Arnold; PO Box 384; Madison 06443-0384;  
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Tel: (203) 798-2284; Fax: (203) 798-2284

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**Provident Guild Representative:** Lowell Davenport; 132 Chestnut  
Hill Rd; Litchfield 06759-4106;  
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**Chaplain:** Sheila T Kliczewski; 42 Cedar Ln; Monroe 06468-2232;  
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**Editor:** Carol Cyr; 12 Nod Ct; Clinton 06413-2515;  
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### PAC Co-Chairs:

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Gerry Gomez; 44 Glenmore Rd; E Haven 06512-1212;  
Tel: (203) 467-6825

**Historian:** Everett Friese; 48 R Baltic Rd; N Franklin 06254-1402;  
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**Executive Committee:**

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Pat Moore; Rt 3 Box 176A; Bridgeville 19933;

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Tel: (302) 239-7346

**Assistant State Stewards:**

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**FLORIDA**

**President:** Harold Lee; PO Box 1201; Citra 32113-1201;

Tel: (352) 732-7181

**Vice President:** Doris Howell; 609 Howard Ave; Lakeland 33815-

3406;

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**Secretary-Treasurer:** Lee Bryant; PO Box 390; Floral City 34436-0390;

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Pat Holt; 6510 Lannie Rd; Jacksonville 32218-1137;

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Karen Kent; 2361 SW Lawford St; Port St Lucie 34953;

Tel: (561) 878-8432

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Coral Springs 33071-7158;

Tel: (954) 341-8315

**Provident Guild Representative:** Richard Lundy; 10458 NE 52nd

Dr; Oxford 34484-3709;

Tel: (352) 748-1760

**Chaplain:** Bill Williams; 5300 NE 24th St; Ocala 34470-1168;

Tel: (352) 236-4749

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**PAC Chair:** Annette Read; 17601 SE 30th Ave; Summerfield  
34491-7519;  
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## GEORGIA

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**Vice President:** John T Chandler; 1560 Fosters Mill Rd SW; Rome  
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Tel: (706) 235-3077

**Secretary:** Bobby Harrison; PO Box 289; Williamson 30292;  
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**Treasurer:** Jerry W Bennett; 338 Pierce Rd; Moultrie 31768-2020;  
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### Executive Committee:

Jim Turner; 285 Fieldview Dr; Auburn 30011-3347;  
Tel: (770) 867-1164

Darriel Nobles; 545 NW Broad St; Lyons 30436;  
Tel: (912) 526-6753

Sidney W Meeks; 433 Cool Water Rd; West Green 31567-4251;  
Tel: (912) 384-8636

**State Steward:** Robert Horne; 531 Friendship Ch Rd; Thomasville  
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### Assistant State Stewards:

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Jimmy Parker; Rt 1 Box 605; Sparks 31647;  
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Greg Rowe; 4724 Lawrenceville Hwy; Tucker 30084-2905;  
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Tel: (912) 985-6436

**Provident Guild Representative:** Geneva Cole; 8724  
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**Chaplain:** Rufus Burdett; 400 Burdett Rd; Fortson 31808-9477;  
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**Editor:** Wiley Lane; 229 Seminole Dr; Moultrie 31768-0024;  
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**PAC Chair:** Denson Daniel; 234 N Carroll; Bowdon 30108-1009;  
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**Legislative Director:** Charles E Knight; 219 Glenwood Rd;  
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## HAWAII

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## IDAHO

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**Vice President:** Lynette M Hall; 2145 E 12th Ave; Post Falls 83854-  
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**NOTES**

**NOTES**

## NOTES

## NRLCA MEMBERSHIP INFORMATION

- The NRLCA represents all regular carriers, substitute, RCA, RCR, and auxiliary carriers who work in the rural carrier craft.
- The NRLCA has the exclusive responsibility to negotiate for rural craft employees and to represent them in the Grievance-Arbitration process with the U.S. Postal Service.
- The NRLCA represents the interests of active and retired rural carriers before the Congress and with federal agencies such as the Department of Labor and the Office of Personnel Management.

### Other facts about the NRLCA:

It is the only Postal Service employee organization publishing a biweekly magazine. *The National Rural Letter Carrier* is provided to every member at no additional cost.

It is one of the few organizations in which the member can seek information, guidance, advice or assistance through direct contact with the national headquarters.

Only members of the rural carrier craft (regular rural carriers, sub rural carriers, auxiliary rural carriers, RCA and RCR employees, retired rural carriers and former rural carriers currently in other Postal Service positions) can belong to the NRLCA.

A national officer is available in each Postal Service area, and state officers and/or stewards are available in each state, to help members and craft employees with their problems.

You need the benefits, assistance, protection and information that the NRLCA offers. We need the support that your membership provides. Thanks for helping us to help you.