

# **Constitution**

## **North Carolina Rural Letter Carriers' Association**

**Boone, NC  
June 30, 2010**

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## ARTICLE I

### **Name**

The name of this Association shall be the North Carolina Rural Letter Carriers' Association. The North Carolina Rural Letter Carriers' Association (NCRLCA), by its Secretary-Treasurer, maintains custody and control of the State Association name as well as any State Association logo or symbol. Unauthorized use of the State Association name, logo, or symbol shall be addressed by the filing of an internal union charge or legal action or both.

## ARTICLE II

### **Purpose**

The purpose of this Association shall be to improve the methods used by rural letter carriers, to cooperate with the Postal Service and the public for the good of the service, to promote a fraternal spirit among its members, to provide for a Mutual Benefit Association, and to improve their conditions of labor.

## ARTICLE III

### **Members**

#### **Section 1. Member in Good Standing.**

- A. A "member in good standing" is a member who has made timely payment of dues and has not voluntarily withdrawn or been expelled or suspended by the Association.

#### **Section 2. Classifications**

- A. **Bargaining Unit Member.** Membership is open to the following rural carriers:

1. Regular Carriers (Designation Code 71), including regular carriers who are in Injured-on-Duty/Leave Without Pay (IOD/LWOP) status and assigned to (980-989) rural routes;
2. Part-Time Flexible Rural Carriers (PTFs, Designation Code 76);
3. Substitute Rural Carriers (Designation Codes 72 and 73);
4. Rural Carrier Associates (RCAs, Designation Codes 78, 74, 79);
5. Rural Carrier Reliefs (RCRs, Designation Code 75);
6. Auxiliary Rural Carriers (Designation Code 77); and
7. Rural Carriers in the Armed Forces of our country, provided they were members when their duty began.

Bargaining Unit Members in good standing are entitled to all voting rights and to hold both elective and appointive office at all levels of the Association.

- B. **Retired Member.** Retired membership is open to Rural Carriers who were members in good standing at retirement on an annuity. Eligibility for Retired membership expires on June 30 of the year following retirement. Failure to pay dues for one full membership year terminates Retired membership. However, a Retired carrier whose membership has lapsed, due to extenuating circumstances, may apply for reinstatement to the National Secretary-Treasurer by providing proof of prior membership and the current year's dues. The National Secretary-Treasurer shall present the request for membership to the National Board for a decision. Retired Members in good standing are entitled to all voting rights with the exception of ratification of National Agreements. Retired Members may not be elected to National office.
- C. **Associate Member.** Associate membership is open to Rural Carriers who were members in good standing and are now either working in other non-managerial Postal Service jobs or have left the service and are not receiving an annuity. Failure to pay dues for one full membership year terminates Associate membership. Associate Members shall not be entitled to vote or to hold elective or appointive office in the Association.
- D. **Retired Associate Member.** Retired Associate membership is open to Associate Members who have retired on an annuity. Eligibility for Retired Associate membership expires on June 30 of the year following retirement. Failure to pay dues for one full membership year terminates Retired Associate membership. Retired Associates may not apply for reinstatement. Retired Associate Members shall not be entitled to vote or to hold elective or appointive office in the Association.
- E. All rural carriers in good standing at the time of retirement 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.

### **Section 3. Restrictions.**

- A. **Inasmuch as it is an unfair labor practice under the Labor Management Relations Act (LMRA) for any employer (including persons acting in that capacity) to dominate or interfere with the administration of any labor organization, it follows that employers, while they may be members, may not be candidates for office or serve as officers.**
- B. Members are prohibited from participation in the Association while serving in managerial or supervisory positions, such as Officer-in-Charge (OIC), Acting Supervisor (204-B) or Postmaster Relief (PMR) **or acting in any capacity normally performed by a manager. Activities assigned to the QWL/EI process by agreement of the NRLCA and USPS are not considered management functions.** Members who accept managerial positions shall be deemed to have resigned from all elected and appointed positions within the Association and the QWL/EI process, **and shall be prohibited from**

**holding any elected or appointed union positions for a period of one year from the last day served in that capacity.**

**Section 4. Dues.**

- A. Annual State Per Capita dues shall be defined as follows per membership classification plus the National per capita dues as defined in the National Constitution. State per capita dues include \$3.00 per member district dues.
- B. Regular Rural Carriers; State per capita dues for regular rural carriers members shall be paid at the rate of .65% of a 40 hour, Step C regular rural carrier's yearly pay. The rate will be determined as of January 1 prior to the beginning of each fiscal year and rounded down to the nearest dollar.
- C. Part-Time Flexible Rural Carriers; State per capita dues for PTF rural carrier members shall be paid at the rate of .65% of a 40 hour, Step C regular rural carrier's yearly pay. The rate will be determined as of January 1 prior to the beginning of each fiscal year and rounded down to the nearest dollar.
- D. Substitute Rural Carriers; State per capita dues for associate members shall be paid at the rate of .15% of a 40 hour, Step C regular rural carrier's yearly pay. The rate will be determined as of January 1 prior to the beginning of each fiscal year and rounded down to the nearest dollar.
- E. Rural Carrier Associates; State per capita dues for substitutes, rural carrier relief employees, shall be paid at the rate of .15% of a 40 hour, Step C regular rural carrier's yearly pay. The rate will be determined as of January 1 prior to the beginning of each fiscal year and rounded down to the nearest dollar.
- F. Rural Carrier Reliefs; State per capita dues for substitutes, rural carrier relief employees, shall be paid at the rate of .15% of a 40 hour, Step C regular rural carrier's yearly pay. The rate will be determined as of January 1 prior to the beginning of each fiscal year and rounded down to the nearest dollar.
- G. Auxiliary Rural Carriers; State per capita dues for substitutes, rural carrier relief employees, shall be paid at the rate of .15% of a 40 hour, Step C regular rural carrier's yearly pay. The rate will be determined as of January 1 prior to the beginning of each fiscal year and rounded down to the nearest dollar.
- H. Retired Rural Carriers; State per capita dues for retired rural letter carriers shall be \$40.00 per annum.
- I. Associate Member; Regular Rural Carriers; State per capita dues for regular rural carriers members shall be paid at the rate of .65% of a 40 hour, Step C regular rural carrier's yearly pay. The rate will be determined as of January 1 prior to the beginning of each fiscal year and rounded down to the nearest dollar.

- J. Retired Associate Member; State per capita dues for retired rural letter carriers shall be \$40.00 per annum.

### **Section 5. Family Plan**

- A. In addition to the above defined amounts, annual State Auxiliary Per Capita dues shall be designated as follows, plus the National Auxiliary per capita dues as defined in the National Auxiliary Constitution.
- B. Regular Rural Carriers; \$3.00
- C. Part-Time Flexible Rural Carriers; \$3.00
- D. Substitute Rural Carriers; \$1.00
- E. Rural Carrier Associates; \$1.00
- F. Rural Carrier Reliefs; \$1.00
- G. Auxiliary Rural Carriers; \$1.00
- H. Retired Rural Carriers; \$1.00

Those members who have signed an authorization for deduction of dues form 1187 and those that have paid by cash shall have the above amounts deducted pro-rata from the total defined dues amounts by the NRLCA and remitted to the National Auxiliary quarterly.

Those NRLCA members who have signed an authorization for deduction of dues form 1187 or have paid by cash and do not wish to participate in the Family Plan may request a refund of Auxiliary dues. Such refund request must be made in writing to the NRLCA Secretary-Treasurer not more than twenty (20) days and not less than ten (10) days prior to the beginning of the NRLCA fiscal year. This refund request will stay in effect each year until the member notifies the NRLCA Secretary-Treasurer otherwise.

### **Section 6. Application.**

- A. The Association recognizes and accepts Standard Forms 1187 and 1187-R, Authorization for Deduction of Dues, for employees or retirees wishing to join the Association. Additionally, prospective members may make application by remitting in advance the appropriate annual cash payment.

### **Section 7, Affiliation,**

### **Section 8, Membership Year.**

- A. The Association Year shall begin July 1 and end June 30.

## **ARTICLE IV**

### **Subordinate Units**

#### **Section 1. Subordinate Units.**

- A. Sub-units of this Association shall be called Districts. Districts may have sub-units called local districts for the purpose of dues collection and fellowship.
- B. The Districts of the State Association shall be composed of the present 40 districts.
- C. County or counties may elect to change District affiliations only with the approval of the Executive Board.
- D. All district business meetings for the purpose of election of district officers and state delegates must be held no later than forty (40) days prior to the beginning of the state convention.

#### **Section 2. Officers.**

- A. District officers shall consist of a President, Vice-President, Secretary-Treasurer, and such other officers as a district might desire. District officers form the medium of exchange and point of contact between state officers and association membership. District officers shall make a reasonable effort at all times to promote the work of the Association.

#### **Section 3. Annual Report.**

- A. The Secretary-Treasurer of each District shall report to the state secretary-treasurer each year no later than fifteen (15) days prior to the state convention, giving the names of the new officers of the District, the names of the delegates to the state convention.

#### **Section 4. District Constitution and By-Laws.**

- A. All district Constitutions and By-Laws must be in harmony with the State and National Constitutions. The District units are auxiliary to the State, and the State Association is Auxiliary to the National Association.
- B. In the event that a district has no Constitution and By-Laws, the following rules shall apply:
  - 1. Membership and voting privileges shall be the same as the State Association
  - 2. All district officers and state delegates shall be elected by secret ballot and in no case by acclamation except by unanimous consent.
  - 3. Any annual meeting for the purpose of electing district officers and state delegates shall be held at a time and place that each member can reasonably be expected to

- attend.
4. Each district member must be notified in writing at least fifteen (15) days prior to the required annual meeting held for the election of district officers and state delegates. Notification for any other meetings the district may hold will be by any method the district executive board deems appropriate. Retirees will continue to be notified in writing for all meetings. The purpose of any meeting shall be stated.
  5. District dues shall be \$3.00 per year for each member.
  6. Any member not satisfied with the election procedure following the district meeting may appeal to the State Executive Board. The State President shall select a member, the grievant shall select a member, and the two shall select a third member to act as chairman. The three shall conduct a hearing and render a decision.

### **Section 5. Trusteeship.**

- A. The President, with approval of the State Board, may place in trusteeship any District Association or subordinate body for any of the following reasons:
  1. To uphold the principles and integrity of this Constitution;
  2. To correct corruption or financial malpractice;
  3. To assure performance of collective bargaining agreements for other duties of a bargaining representative;
  4. To restore democratic procedures; and
  5. To otherwise carry out the legitimate objectives of the State Association.
- B. **Authority.** The trustee shall assume immediate control of the subordinate unit with full authority over all officers and property. The trustee shall act in such capacity for the duration of the trusteeship.
- C. **Hearing.** A trusteeship hearing shall be held before a committee of three members within 30 days of imposing trusteeship. The members shall be selected as follows: one member selected by the State Board, one selected by the Board in trusteeship and a chairman selected by the other two members. The committee shall have sole discretion regarding the conduct and procedures of the trusteeship hearing. Only Bargaining Unit Members may serve on this committee. No member of this committee shall be chosen from the State Association or Unit in trusteeship, or from the National Board. The committee shall report its findings and recommendations to the President as soon as practical following the hearing. The State Board shall determine whether to continue or to terminate the trusteeship.
- D. **Termination.** The affected subordinate unit may petition the State Board to terminate the trusteeship at six month intervals following the decision of the State Board. The board of the subordinate unit in trusteeship may appeal the decision of the State Board as provided in this Constitution. The State Board may terminate a trusteeship at any time.
- E. Any party not satisfied with the decision of the President under Section 4 or 5 shall have appeal rights as provided under Article VII of the National Constitution

**ARTICLE V**  
**Officers and Appointees**

**Section 1. Officers and Appointees.**

- A. The officers of this Association shall consist of a President, Vice-President, Secretary-Treasurer, and an Executive Committee of three members.
- B. The Executive Board, State Steward, and all Assistant State Stewards, with the exception of the Secretary-Treasurer, must be a regular rural carrier, Auxiliary rural carrier, or a legally appointed substitute rural carrier i.e. (sub 73, RCA or RCR). No carrier on a retirement annuity, except the Secretary-Treasurer may hold any of the above mentioned positions. A retired carrier may fill the Secretary-treasurer position for the first five years of his/her retirement.

**Section 2. Duties.**

- A. President
  1. The President shall preside at all meetings of the Association and the Executive Board, and shall have general direction of all affairs of the Association.
  2. He/She may call, immediately, a special meeting of the Association upon written request of a majority of the districts.
  3. The President shall approve all properly itemized bills as submitted to the Secretary-Treasurer for payment on demand or as soon as possible thereafter.
  4. He/She shall appoint all committees not otherwise provided for.
  5. He/She shall submit at each annual meeting a written report of all his official acts, and he shall perform such other duties as the Constitution shall require.
  6. He/She shall appoint a Chaplain for this Association. The Chaplain shall sponsor the devotional part of the State Convention, shall arrange a Memorial Service as a part of the Convention program, and shall provide for flowers used in the Memorial Service.
  7. He/She shall appoint a Historian for this Association. The Historian each year shall write a brief, accurate, unbiased report of the Association and present it to the Annual Convention a year after the close of a particular year, preserve in a safe place these yearly histories, and release them to the Association upon request.
  8. He/She shall appoint an auto and homeowners insurance representative. The insurance representative will be in charge of the insurance promotion for the state and will give a report at the annual convention.
  9. He/She shall appoint a Political Action Committee Chairman. The PAC Chairman will be responsible for the promotion of a PAC fund and the receipts of said fund. He/She will also give a report at the annual convention.
- B. Vice-President
  1. The Vice-President shall preside in the absence of the President, and in case of death, resignation, disqualification or refusal of the President to discharge the duties of his office, the Vice-President shall become the President and serve until such time as his

successor shall be duly elected and installed.

C. Secretary-Treasurer

1. The Secretary-Treasurer shall keep a correct record of the proceedings of this Association and all meeting of the Executive Board and read, or cause to read, all reports, communication, etc., at each annual convention.
2. He/She shall conduct the correspondence of this association, keep a record of, and submit same when demanded by the Executive Board.
3. He/She shall be required to secure and retain the names and addresses of all the carriers in the state and supply a copy of the same to the President or other state officers when requested to do so.
4. He/She shall receive all monies which may be paid to this association, giving his/her receipt therefore.
5. He/She shall deposit all monies received by him/her in a convenient depository, such deposit to be made in the name of the North Carolina Rural Letter Carriers' Association.
6. He/She shall at each annual state convention make a report of his/her activities, and shall make a report of all receipts, disbursements and of all monies passing through his/her hands belonging to the association.
7. He/She shall, at the end of the term for which he/she is elected or upon earlier termination thereof, and whenever called upon by the Executive Board, account for and deliver over to said board or to his bonded successor in office all books, monies, papers, securities, and other properties of the association that may have come into his/her possession, except such as may have been legally disposed of previously.
8. The Secretary-Treasurer shall draw and attest all orders for money in payments of properly itemized bills that have been approved by the President, all of which shall be paid by the Secretary-Treasurer on demand or as soon as possible thereafter.
9. He/She shall pay to all delegates to the National Convention, except the National paid delegates, the amount designated in Article VII, Section 2 of the Constitution.
10. He/She shall notify all members of the time and place of the annual state convention at least (20) twenty days prior to the opening. He/She shall also inform the members at the same time concerning the procedure for nominating and electing officers of this association and the offices to be filled.
11. He/She shall perform such other duties as the Constitution may require of his office.

D. Executive Committee

1. It shall be the duty of the Executive Committee to hire an independent accounting firm to audit the books of the Secretary-Treasurer and report on the same at each annual convention.
2. The Executive Committee shall review all properly itemized bills as submitted to the Secretary-Treasurer for payment on demand or as soon as possible thereafter.
3. It shall be their duty to keep in force at all times a sufficient bond for the Secretary-Treasurer.
4. The Chairman, or one of its members, shall make a full report at each annual convention.

### **Section 3. Election.**

- A. The nomination and election of officers shall be held annually. The election of officers shall be by secret ballot of elected delegates, and a majority of the votes cast by the delegates present and voting shall constitute an election.
- B. The President, Vice-President and Secretary-treasurer of this association shall be elected at each annual meeting for a term of one year, or until their successors are elected and installed. The President and Vice-President may be elected to two successive one-year terms. The Secretary-Treasurer may be elected to an unlimited number of one-year terms.
- C. One member of the Executive Committee shall be elected for a term of three years; and Executive Committee member may be elected to succeed himself.
- D. At the time of election, if said member is not a delegate to the National Convention, then said elected member shall be paid at the rate for the elected delegates to National Convention beginning with this year's National Convention.
- E. The nominations of officers shall be made on the opening day of the convention with further nominations and the election to take place on the last day of the convention at the time provided for in the order of business. Only elected delegates may nominate.
- F. The election shall be by secret ballot of elected delegates and in no case by acclamation except by unanimous consent. When there are more than two candidates for the same office, after the second ballot, the one receiving the least number of votes shall be dropped until an election is determined. A majority vote of delegates present and voting shall constitute an election.
- G. The installation of officers shall take place immediately following the election. The outgoing President shall be the installing officer, or he may select a suitable person to perform this act, such an appointee to be an ex-President of this Association or a present officer of the National Rural Letter Carriers' Association.
- H. Any member not satisfied with the election procedures followed at the State Convention may appeal to the State Executive Board. The State President shall select a member, the grievant shall select a member, and the two shall select a third to act as chairman. The three shall conduct a hearing and render a decision.

### **Section 4. Salaries.**

- A. No officer of this Association shall be paid any salary except the Secretary-Treasurer.
- B. The full-time State Secretary-Treasurer basic salary shall be equal to the current annual salary for an evaluated route of 46K hours at Step 12. The full-time State Secretary-

Treasurer will receive twenty-six (26) days of annual leave to be advanced at the beginning of each fiscal year and thirteen (13) days of sick leave per Association fiscal year. Any unused annual leave shall be paid out at the current cash equivalent at the end of the fiscal year (June 30). Any unused sick leave will be paid out at the current cash equivalent at the end of the employee's tenure as State Secretary-Treasurer. Except sick leave will not be paid upon retirement. The Executive Board shall set aside, annually, an amount equal to the value of any unused sick leave at the end of the fiscal year.

- C. The full-time State Secretary-Treasurer shall be considered in an official duty status during the entire State Convention and any State Booster meeting(s). The full-time State Secretary-Treasurer shall be considered in an official duty status at a National Convention only during the required Secretary-Treasurer Seminar and any travel days approved by the State President.
- D. The full-time State Secretary-Treasurer shall be required to use annual leave or leave without pay, at the State Secretary-Treasurer's option, for any and all days spent on all National Committees, Task Forces, and/or Commissions. Saturday and Sunday shall not be considered as work-days missed and would not necessitate the use of annual leave or leave without pay.
- E. The full-time Secretary-Treasurer will become effective September 1, 2007 (PP-19).
- F. The State President shall be paid sub-hire at the 46K, Step 12 rate, unless his/her route evaluation is higher, for days used on association business up to fifteen (15) days per year excluding convention and booster meetings. The remaining members of the Executive Board, except the Secretary-Treasurer, shall be paid sub-hire at the 46K, Step 12 rate, unless his/her route evaluation is higher, for days used on association business up to ten (10) days per year excluding convention and booster meetings. All members of the Executive Board shall be granted sub-hire at 46K, Step 12 rate, unless his/her route evaluation is higher, for any special meetings that the Executive Board requires him/her to attend, excluding the Secretary-Treasurer, above and beyond the fifteen (15) and ten (10) days given.

## **Section 5. Expenses.**

- A. The Association shall pay all expenses of the Secretary-Treasurer's office, shall include \$4800 per annum for office rent and secretarial help.
- B. The Secretary-Treasurer shall pay the President-elect the sum of \$100 to be used for miscellaneous expenses during the year.
- C. Mileage will be paid at the current allowable IRS rate per mile by the nearest route open to public travel; the actual expenses for room shall be paid to all state officers, or a member designated by the State Board while on business for the State Association. Per Diem will be paid at the current NRLCA national rate (currently \$40 per day) to be paid on a quarterly basis. Two hours of a quarter will constitute payment for a full quarter,

less than two hours no payment is due.

- D. The Executive Board shall appoint an editor for the *North Carolina Rural Carrier*. The editor shall be paid \$3600 per annum for office rent and secretarial help and other expenses on the same basis as the State Officers to perform editorial duties as required by the State Board. **If the Executive Board appoints a full-time NC RLCA employee as Editor no office rent or secretarial help will be due for the work performed.**
- E. The SAC officer(s) shall be paid for any necessary expenses incurred during the planning and the attending of the South Atlantic Conference.
- F. The Historian shall be paid for any necessary expenses approved by the Executive Board. He shall receive compensation for attendance at the annual state convention or any other meetings where attendance is required on the same basis as the state officers.
- G. The Chaplain shall be paid for any necessary expenses approved by the Executive Board. He shall receive compensation for attendance at the annual state convention or any other meetings where attendance is required on the same basis as the state officers.
- H. The auto and homeowners' insurance representative shall be paid for any necessary expenses approved by the Executive Board. He shall receive compensation for attendance at the annual state convention or any other meetings where attendance is required on the same basis as the state officers.

#### **Section 6. Removal.**

- A. The State Board may suspend with pay a state officer for misconduct or neglect of duty in office, pending a hearing before a committee of three members within 30 days of suspension. The members shall be selected as follows: one member selected by the State Board, one selected by the suspended officer; and a chairman selected by the other two members. No state officer shall serve on the Committee. The committee shall report its findings and recommendations to the next State Convention. The State Convention, by a two-thirds vote, may remove the officer from office. An officer does have the right of appeal to the National Board.

#### **Section 7. Vacancy in Office.**

- A. Vacancies occurring by death, or otherwise, shall be filled by the Executive Board unless otherwise provided for. The term of the new official filling such vacancy shall be temporary and shall expire at the end of the next annual convention.
- B. When any officer of this Association becomes separated from the service, his office shall be placed, automatically, at the disposal of the other members of the Executive Board. They shall, at their discretion, continue said official in his office until the next meeting of the Association or may declare the office vacant and proceed to elect a successor to fill the unexpired term.

- C. Except in the event of an advancement in the Civil Service optional retirement age, or a change in the high-three year average salary formula computation, the requirement of resignation from the state board by an officer who voluntarily separates himself from the service and also is age 55 or greater, shall not apply.
- D. Any officer absent from any meeting may have his vacancy filled pro tempore by vote of the elected delegates present and voting.

**Section 8. Association Property.**

- A. Officers shall account for and deliver to their successors or to the State Board all monies, books, papers, securities or other property of the Association at the end of their term of office or when requested by the State Board.

**ARTICLE VI  
Meetings**

**Section 1. State Convention.**

- A. The regular meeting of this Association shall be held annually.
- B. This Association shall meet in annual session between May 15 and July 15 at such time as the Executive Board, in concurrence with the officers in the district in which the meeting is to be held, shall designate. If deemed necessary it may select a date not within the above designated period for any annual meeting, provided all districts must be notified thirty (30) days in advance of such meeting.

**Section 2. Site Selection.**

- A. The annual meeting place for the state convention shall be selected as follows: The annual convention will be held on a rotating basis with the state being divided into six areas. These six areas will have lead cities/zip codes in the following order:
 

1. Greensboro/Winston-Salem	270-274
2. Fayetteville/Wilmington/New Bern	283-285
3. Hickory/Boone	286
4. Charlotte/Salisbury/Concord	280-282
5. Raleigh/Rocky Mount/Durham	275-279
6. Asheville/Hendersonville	287-289
- B. The Executive Board will assume all responsibilities of the convention, including, but not limited to, selecting the city(s), hotel, date of convention, all committees (including registration), and Sunday reception. The District(s) in which the convention is held may be asked to assist. The convention delegates will select the place of the meeting by ballot, if multiple cities are presented.

**Section 3. State Delegates.**

- A. All districts shall be entitled to one delegate vote for each six paid-up members or a fraction thereof; however, when the annual convention meets before July 1, the paid-up members for the current year based on the final report of the Credentials Committee, shall be the basis for determining the delegate vote.
- B. No delegate shall represent more than one district.
- C. No district shall be represented in the State Convention by proxy.
- D. The total delegates from a district (if not in full attendance) may be voted by the one or more delegates in attendance.

#### **Section 4. Quorum.**

- A. Ten delegates shall constitute a quorum for the transaction of any business of the association but less than that number may adjourn to some future date.

#### **Section 5. Order of Business.**

- A. When the presiding officer takes the chair, the officers and delegates shall take their respective seats and at the sound of the gavel, there shall be silence.
- B. The business of the annual meeting shall be taken up in the following order:
  - 1. Calling convention to order.
  - 2. Naming Members of Committees.
  - 3. Calling roll of state officers.
  - 4. Calling roll of districts.
  - 5. Report of Credentials Committee.
  - 6. Reading minutes of last meeting.
  - 7. Report of temporary committees.
  - 8. Report of standing committees.
  - 9. Communications.
  - 10. Reports of State Officers.
  - 11. Nominations of Officers.
  - 12. Unfinished business.
  - 13. New business.
  - 14. Selection of the new convention city.
  - 15. Nominations and election of officers.
  - 16. Installation of officers.
  - 17. Closing.
- C. This order of business may be amended at any annual meeting by a two-thirds vote of elected delegates present and voting.

#### **Section 6. Booster Meetings.**

- A. The Executive Board shall establish a Fall Booster meeting. This meeting will occur between November 1 and November 30 each year.
- B. The meeting place for the Fall Booster shall be selected as follows:
  - a. Western Area—286-289 one year
  - b. Eastern Area—283-285 or 275-279 one year
  - c. Piedmont Area—280-282 or 270-274 for three consecutive years

The Executive Board will assume all responsibilities of the Fall Booster, including, but not limited to, selecting the site(s), hotel, date of Fall Booster, and all committees. The District in which the Fall Booster is held may be asked to assist. The State Convention delegates will select the site of the meeting by ballot, if multiple sites are presented.

## **ARTICLE VII**

### **National Convention Delegates**

#### **Section 1. Delegates**

##### **A. Eligibility**

1. Each state association shall be entitled to representation by one delegate for every 100 members or major fraction thereof and one Delegate-at-Large. Membership shall be based on the number of dues withholding and cash pay **Bargaining Unit and Retired Members**. In order for a state to receive credit for cash pay members, dues must be received no later than the close of business on the first day of the Convention.
2. Only Bargaining Unit Members and Retired Members in good standing may be nominated, elected or seated as delegates. Such “good standing” status shall be the sole prerequisite for determining eligibility or entitlement to service as a delegate or to any payment or benefit, except that a state may establish reasonable rules to ensure attendance at the Convention.
3. A member who from the time of nomination through the end of the convention holds any position in USPS management or a job which competes with the USPS or this Association shall be ineligible to serve as delegate.

##### **B. Nomination**

1. Within each state association, nominations for National Delegate shall be submitted by U.S. Mail to the Secretary-Treasurer on a nominating ballot or copy. The nominating ballot shall be signed and show the name and address of the member making the nomination, and may include self-nomination. The nominating ballot shall be published in the February, March, April and May issues of *The National Rural Letter Carrier*.
2. Nominations must be received in the office of the State Secretary at least 40 days prior to the opening of the state convention. Upon receipt, the State Secretary shall send a notice of nomination to the candidate by U.S. Mail.

### C. Elections

1. A member must be on the rolls at least 40 days prior to the opening of the state convention in order to be eligible to vote for National Delegates.
2. The State Secretary shall prepare a ballot listing the candidates for National Delegate. Instructions on each ballot shall include the number of delegates to be elected, the deadline for return of the ballot and the mailing address of the designated post office box.
3. The number of votes cast on each ballot shall not exceed the number of delegates to which the state association was entitled at the previous convention.
4. The State Secretary shall cause the ballot to be mailed to eligible members at least 20 days prior to the opening of the state convention. In addition, the State Secretary/Designee shall arrange for the rental of a post office box for the receipt of the ballots and another for the return of undeliverable ballots.
5. An envelope marked "Ballot" shall be provided in which to seal the ballot. To permit verification of membership and to maintain the integrity of the voting procedure, an outer envelope, also marked "Ballot" which clearly identifies the name and address of the member, shall also be provided. The sealed envelope containing the ballot shall be placed in the outer envelope by the member and mailed to the designated post office box.
6. An Election Committee shall be appointed by the State President. No candidate for National Delegate may serve on the Election Committee. After the deadline for receipt of ballots, the Election Committee shall collect and tabulate the ballots at the state convention. The post office box designated for the return of ballots shall be accessible only to the Election Committee.
7. Any candidate or designee may observe the ballot tabulation. In reporting the results of the election, the candidates shall be placed on a roster in the order of votes received. The number of delegates to which the state is entitled shall be declared regular delegates; the remaining candidates shall be declared alternates.
8. Each state association shall be entitled to one Delegate-at-Large from the roster of elected regular delegates. That position shall be filled by a state officer in ranking order, beginning with the State President. A state officer may not be automatically declared a delegate by virtue of office unless elected by direct vote of the membership. National-Paid Delegates shall be named in accordance with the plurality of votes received.
9. The State Secretary shall prepare credentials in duplicate for the Delegate-at-Large, regular delegates and an appropriate number of alternates immediately following the state convention and send originals to the National Secretary-Treasurer. The duplicate shall be provided to the delegate for identification. The state's seal shall be embossed on the face of credentials.
10. Delegates holding proper credentials shall be seated at the National Convention if their state has paid National Per Capita Tax for members in good standing. The National Secretary-Treasurer shall notify each state association of the status of its National Per Capita Tax at least two weeks prior to the National Convention.

- D In case of a tie vote, the tie will be broken by a drawing supervised by the Election Committee.

## **Section 2. Compensation of state-paid National Delegates.**

- A. The State Association shall pay to all delegates to the National Convention, except the delegate-at-large and the national paid delegates, the amount equal to the national mileage and per diem as in the national constitution Article VI, Section 3. The delegate's compensation will be a minimum of \$1000 per delegate if the amount equal to the national mileage and per diem does not exceed \$1000. If mileage and per diem does not exceed \$1000, the delegate-at-large and all national paid delegates will be paid the difference from state funds.
- B. The State Association shall pay to the top five alternate delegates attending the national convention a sum equal to one-half the amount paid to the regular state paid delegates.
- C. If a regular national delegate does not attend 90% of all scheduled meetings including caucus, unless appointed by the national office to perform another duty, the executive board will have the authority to pro rate the appropriated money by the percentage of meetings attended.

## **ARTICLE VIII State Board**

### **Section 1. Members.**

- A. There shall be an Executive Board consisting of the President, Vice-President, Secretary-Treasurer, and three members of the Executive Committee.

### **Section 2. Duties.**

- A. The Executive Board shall act as a trustee of this association and have general supervision of and control over the association during the interim between meetings. The proceedings of all Executive Board meetings must be read at the succeeding state convention.
- B. The Executive Board shall interpret the acts and resolutions of the state convention and make provisions for their execution when necessary.
- C. The Executive Board shall act as a trustee for any district found acting in violation of the State Constitution and shall have general supervision of and control over such district until compliance is restored.

## **ARTICLE IX Committees**

- A. For each annual convention the following committees shall be appointed:
  - 1. Five members or more on Constitution.
  - 2. Five or more on Resolutions.
  - 3. Three or more on Credentials.
  - 4. Three or more on Election Committee.
  - 5. A Sergeant-At-Arms.
  - 6. A Parliamentarian
  
- B. The Committee on Constitution shall be appointed by the President thirty (30) days in advance of the state convention.

## **ARTICLE X**

### **Steward System**

#### **Section 1. Responsibility.**

- A. Representation, provided for in the National Agreement, shall be accomplished through the Steward System. The NRLCA shall be responsible for the Steward System throughout the Nation. The NRLCA Stewards shall be responsible for processing grievances and appeals through the Grievance-Arbitration procedure. The Association, as the exclusive bargaining agent, is the only organization authorized to represent Rural Carriers in matters of labor-management relations.

#### **Section 2. Selection and Compensation of Stewards.**

- A. The Executive Board shall recommend to the National Association, the name of a member of this organization to serve as State Steward. The State Steward and one Senior Assistant State Steward will be a full-time, salaried employee of this Association. The State Steward may select up to two (2) Senior Assistant State Stewards and up to eight (8) Assistant State Stewards, with the approval of the Executive Board annually, if warranted. The term of office shall be for one year or until terminated by the State or National Board in accordance with Article IX, Section 8 of the National Constitution.
  
- B. The full-time State Steward and one Senior Assistant State Steward basic salary shall be equal to the current annual salary for an evaluated route of 46K hours at Step 12. The full-time State Steward and one Senior Assistant State Steward will receive twenty-six (26) days of annual leave to be advanced at the beginning of each fiscal year and thirteen (13) days of sick leave per Association fiscal year. Any unused annual leave shall be paid out at the current cash equivalent at the end of the fiscal year (June 30). Any unused sick leave will be paid out at the current cash equivalent at the end of the employee's tenure as State Steward and one Senior Assistant State Steward. The Executive Board shall set aside, annually, an amount equal to the value of any unused sick leave at the end of the fiscal year.

- C. The full-time State Steward and one Senior Assistant State Steward will be considered in an official duty status during the entire State Convention and any State Booster meeting(s). The full-time State Steward and one Senior Assistant State Steward will be considered in an official duty status at a National Convention only during the required Steward's Seminar and any travel days approved by the State President.
- D. The full-time State Steward and one Senior Assistant State Steward will be required to use annual leave or leave without pay, at their option, for any and all days spent on all National Committees, Task Forces, and/or Commissions. Saturday and Sunday shall not be considered as work-days missed and would not necessitate the use of annual leave or leave without pay.
- E. The full-time State Steward and one Senior Assistant State Steward will be considered in official duty while representing the rural carriers of North Carolina when serving on any joint NRLCA/USPS position (DJSC, AJSC, joint studies). The salary shall be borne by the Association.
- F. \*The full-time state steward will become effective September 7, 2002 (PP-20)
- G. The Association shall pay the State Steward \$10,000 in yearly salary to be paid bi-weekly with the salary enumeration. The Association shall pay the full-time Senior Assistant State Steward \$6800 in yearly salary to be paid bi-weekly with the salary enumeration. The part-time Senior Assistant State Steward(s) will be paid \$6800 in yearly salary on a monthly basis. The Assistant State Stewards are to receive a salary of \$4800 yearly to be made on a semi-annual basis. These salaries will automatically be paid by the Secretary-Treasurer at the appropriate time.
- H. The Senior Assistant State Steward(s) will be appointed as needed and identified by the State Steward and the State Board. The Senior Assistant State Steward(s) shall be paid sub-hire at 46K, Step 12 rate, unless his/her route evaluation is higher for days used on Association business, up to one hundred four (104) days per year excluding convention and booster meetings. The Association will pay for any annual and sick leave days lost because of accumulation of leave without pay (LWOP) at the 46K, Step 12 rate, unless his/her route evaluation is higher.
- I. The Assistant State Steward(s) will be appointed as needed and identified by the State Steward and the State Board. Each one's duties are to be determined by the State Steward.
- J. The Assistant State Steward(s) shall be paid sub-hire at 46K, Step 12, unless his/her route evaluation is higher for days used on Association business, up to fifty-two (52) days per year excluding convention and booster meetings. Any additional days can be approved by the State Steward. The Association will pay for any annual and sick leave days lost because of accumulation of leave without pay (LWOP) at the 46K, Step 12 rate, unless his/her route evaluation is higher

- K. The Association shall pay the State Steward the sum of \$600 per annum for office rent.
- L. The Association shall pay to the Senior Assistant State Steward(s) the sum of \$600 per annum for office rent.
- M. If mandatory for State Steward to attend the national convention, this association shall pay the same rate per mile, one way, as the national paid delegates and the per diem, not to exceed five (5) days.
- N. All full-time employee(s) shall receive all benefits as established per USPS regulations.

## **ARTICLE XI**

### **Appeals**

#### **Section 1. State**

- A. A member aggrieved by any action of a state association, officer or steward shall have the right to appeal to the State Board.
  - 1. Appeals must be in writing and be filed with the State President within 30 days of having knowledge of said action.
  - 2. Within 10 days of receipt of the appeal, the State President shall notify all members of the State Board and the assigned Executive Committeeman and shall request that the Charging Party provide a letter outlining the specific charges and any relief sought. This letter of specificity, along with complete documentation, must be returned within 20 days of receipt of the President's request.
  - 3. Upon receipt of the letter of specificity, the State President shall forward a copy to the Charged Party for response. The Charged Party shall have 20 days to respond in writing and provide documentation to the State President.
  - 4. The State Board shall review the Charging Party's letter of specificity, documentation, relief sought and the response of the Charged Party. The State Board is authorized, in consultation with the Executive Committeeman, to take the necessary action to resolve the issue within 30 days. Extension of this 30-day time limit, when necessary, shall not exceed 15 days. The Charging Party(s) and Charged Party(s) (hereafter referred to as the Party or Parties) shall be notified in writing of the decision of the State Board.
- B. A Party not satisfied with this decision, or any other action of the State Board on said appeal, shall have the right to appeal to the National Board.
  - 1. This appeal must be in writing and be filed with the President of the National Association within 30 days of receipt of the State Board's decision.
  - 2. Within 15 days of receipt of an appeal, the National Board shall notify the National Appeals Commission. The President shall notify the State President and the Parties that the appeal has been received and forwarded to the National Appeals

- Commission.
3. Within 30 days, the National Appeals Commission shall investigate each appeal and report its findings and recommendations in writing to the National Board. Upon receipt of the findings and recommendations of the Appeals Commission, the National President shall notify the Parties that the findings and recommendations are before the National Board. The National Board shall render a decision and notify the Parties in writing within a reasonable period of time.
- C. A Party not satisfied with the decision of the National Board shall have the right to appeal to the next Convention of the National Association.
1. This appeal must be in writing and be filed with the National President **within 30 days of receipt of the National Board's decision. The appeal, if received more than 45 days prior to the National Convention, will be scheduled for that Convention. If received within 45 days of the Convention the appeal may be held until the following National Convention.**
  2. Within 15 days of receipt of said appeal, the President shall notify the Parties that the appeal has been received and shall be forwarded to a National Appeals Committee.
  3. The Appeals Committee shall complete an investigation and report its findings and recommendations in writing to the Parties and to the President of the state association at least 24 hours before the report is presented to the National Delegates.

## **ARTICLE XII**

### **Parliamentary Authority**

The parliamentary authority of this association shall be Robert's Rules of Order.

## **ARTICLE XIII**

### **Amendment of Constitution**

This Constitution may be amended at any annual meeting of this Association by a two-thirds vote of the elected delegates present and voting.

## **ARTICLE XIV**

### **MUTUAL BENEFIT ASSOCIATION**

The Rural Carriers' Provident Guild shall be the official Benefit Department of this Association.

The State Board shall at the close of each convention recommend a person who is a member of the Provident Guild for appointment as State Representative, who shall serve until their successor is recommended by the Board and appointed.