

**CONSTITUTION & BY-LAWS  
2008-2009**

**WISCONSIN**

**RURAL LETTER**

**CARRIERS'**

**ASSOCIATION**



## WISCONSIN RURAL LETTER CARRIERS ASSOCIATION

With confidence in the future of the Rural Letter Carrier craft we request cooperation of members in support of such confidence by observing the following ways to help their local, county and/or national association.

1. Attend as many meetings as possible and urge others to do likewise.
2. Remain present throughout entire meetings.
3. Do not criticize officers and members for action taken at meetings you do not attend.
4. Do not hesitate to suggest improvements where changes are needed.
5. Assist the officers in maintaining order, by yourself observing and insisting that others observe proper decorum during the meeting.
6. Pay dues on time, so as to maintain your good standing and make your union eligible for representation at meetings where representatives are based upon number of members in good standing.
7. Assist your union, its officers, and National Association in its efforts to increase the membership to 100% participation by personally speaking to nonmembers, urging them to join.

WISCONSIN RURAL LETTER CARRIERS'  
ASSOCIATION

OFFICERS OF THE ASSOCIATION for 2008-2009

*PRESIDENT:* DAN STROBEL

N4431 Daley Road, Hustisford WI 53034-9742  
(920) 349-3782

*VICE PRESIDENT:* **LISA WOJNAROWSKI**

**1202 S 49<sup>th</sup> Street, Milwaukee WI 53214-3526**  
**(414) 852-4921**

*SECRETARY/TREASURER:* KAREN E SCHAUER

5857 Prill Road, Eau Claire, WI 54701-8215  
(715) 836-9612

*ASSISTANT SECRETARY/TREASURER:* **LOIS GRAPER**

**W10980 Riverside Road, Marion WI 54950-9020**  
**(715) 754-4904**

*STATE STEWARD:* **LINDA VANDEN PLAS**

**1610 South Ridge Road, Green Bay WI 54304-3206**  
**(920) 498-2948**

EXECUTIVE COMMITTEE

CHUCK GROTH

12729 N Small Road, Hayward WI 54843-6387  
(715) 634-3938

LOUAN FRIEND

N685 10<sup>th</sup> Drive, Endeavor WI 53930-9533  
(608) 697-8113

**RONALD BERG**

**402 Dalogasa Drive, Arena WI 53503-9112**  
**(608) 220-4855**

*PAC CHAIRMAN:* DENNIS R NELSON

1002 55<sup>TH</sup> Street, Amery, WI 54001-3013  
715-948-2605

## **CONSTITUTION**

### ARTICLE 1 - Name

The name of this Association shall be the 'Wisconsin Rural Letter Carriers' Association".

The Wisconsin Rural Letter Carriers' Association (WIRLCA), 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 2- OBJECT

Section 1. The purpose of this Association shall be to improve the methods used by rural mail 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 condition of labor. It shall not affiliate with outside or striking organizations.

Section 2. To carry out the purpose of this organization in regard to Standards of Conduct and in conformity with the requirements established through Employee-Management negotiations. The following standards of conduct are prescribed for this organization.

(a) The maintenance of 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) All members in good standing may be candidates and hold office subject to restrictions of Section 29 (United States Code 504);

(c) Rural Carriers holding positions as Facilitators must be Union members of good standing; should attend 50% of County, Fall and Spring Conference, and State Convention meetings; can only hold one of these positions at a time; and if they fail at any one of these obligations they may be rotated off.

(d) The maintenance of fiscal integrity in the conduct of the affairs of the organization.

## ARTICLE 3- MEMBERSHIP

Section 1. The active members of this Association shall be composed of rural letter carriers; rural letter carriers who are serving in the armed forces of our country in time of war, provided they were members of this Association at the time of their entry into the armed forces; auxiliary rural letter carriers, part-time flexible rural letter carriers, substitute rural letter carriers; rural carrier relief employees; rural carrier associates; and carriers who have been retired on annuity, and all former rural letter carriers who were in good Association standing when they left the service, provided however that such members shall not be reinstated after once allowing their membership to lapse; and former rural carriers now working in fulltime postal positions and identified as associate members.

Section 2. All persons eligible to membership in this Association, as defined in Article 3, Section 1, and living in unorganized counties, may become members of this Association by paying the required dues either directly to the State Secretary, or by joining an adjacent organized county.

Section 3. 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 4. Voting privileges for all classes of members, except honorary, **Associate members and Associate retired members**, shall be entitled to vote for delegates to the State Convention in the county where they maintain their membership. They shall be allowed to vote for county officers and shall be allowed to be delegates to the State Convention. Former Rural Carriers who have been appointed to supervisory positions with the Postal Service are not entitled to vote. No member shall be nominated or be a State 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/or this Association.

## ARTICLE 4- CONVENTION

Section 1. - The State Convention of this Association shall be held annually at such place as may be designated by a previous convention, the dates to be set by the State Officers. The State Board, by a majority vote of same is hereby authorized to change the convention city, if deemed necessary.

Section 2. - The State Secretary shall notify all members of the Association at least twenty (20) days prior to the opening of the State Convention, of the time and place of said Convention, the procedures for nomination and election of National Delegates and state officers, and the offices to be filled at such convention. If desired, this notice may be included with the National Delegate ballot.

## ARTICLE 5- REPRESENTATION

Section 1 - Each county association shall be entitled to one delegate elected by secret ballot to the State Convention for every five (5) of its members, or major part thereof.

Section 2 - For the election of officers and selection of convention sites county units shall be entitled to the same numbers of votes in the Convention as they are entitled to delegates, provided at least one (1) delegate is present.

Section 3 - Each elective state officer shall be entitled to a vote in the Convention.

Section 4 – Delegate slips signed by the County President and County Secretary shall be submitted to the State Secretary/Treasurer in order to allow elected Delegates to vote. Delegates must present themselves to the Credentials committee.

## ARTICLE 6- QUORUM

Twenty delegates, representing not less than five (5) counties, shall constitute a quorum for the transaction of business.

## ARTICLE 7- RULES OF ORDER

The rules contained in the current edition of *Roberts Rules of Order Newly Revised* 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 8 – OFFICERS

Section 1a. The officers of this Association shall consist of President, Vice-President, Secretary/Treasurer, **Assistant Secretary/Treasurer** and an Executive Committee of **three (3)** members. These officers shall constitute the Executive Board. The President, Vice-President, Secretary/Treasurer, **and Assistant Secretary/Treasurer** shall serve one (1) year terms or until their successors are elected and installed. The Executive Committee shall serve **three (3)** year terms or until their successors are elected and installed. **Proviso: One committeeman will be elected for a 2 year term in 2008. In 2009 one committeeman will be elected to a 2 year term and one committeeman for a 3 year term.**

Section 1b. The State Steward, who shall serve the Association without loss of benefits, shall be elected by a majority vote of the members of the State Board. The person shall then be responsible to the State Board in the performance of their duties as State Steward. The State Steward shall not be an Officer and State Steward at the same time. If any Officer shall become the State Steward, he/she shall resign as an Officer of the WIRCLA. The Executive Board shall immediately appoint a successor.

Section 1c. The State Steward may appoint up to nine (9) assistant state stewards, two (2) of which may be appointed as Senior Assistant State Steward.

Section 1d. The State Steward, in conjunction with the Executive Board, shall select Area Stewards as needed.

Section 2a. The nomination and election for officers of the State Association shall be by delegates duly elected by secret ballot of the county they represent. Only those delegates elected by secret ballot in their county shall be entitled to vote for State Officers. The county Secretary shall certify to the State Secretary, prior to the first business session of the State Convention, those delegates and alternates who have been duly elected at the respective county meetings. Delegates positions vacant at the time of the State Convention may not be filled by vote of the delegates present from the subject county or other counties or districts.

Section 2b. Election of State Officers by duly elected delegates shall take place at the annual State Convention and the installation of officers shall take place prior to adjournment.

Section 3a. The election of officers shall be by secret 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 determine election, and where there are more than two candidates for the same office, after the third ballot the one receiving the least number of votes on each ballot shall be dropped until election is achieved.

Section 3b. Any member not satisfied with the election procedure followed at a State Convention may appeal to the State Board, in writing, within 30 days following the close of the Convention. A committee will be chosen to hear the grievance by the following procedure; the State President will select a member, the grievant a member, and the two will select a third member to act as Chairman. The three-person committee will conduct a hearing and render a decision.

Section 4. Any officer of the Association who shall be separated from the service through no fault of his/her own, as determined by the Executive Board, may hold office until the next Annual State Convention of the Association. However, that if any officer separate him/herself voluntarily from the service he/she shall resign at once and turn over to the Executive Board all Property of the Association in his/her possession, except, this shall not apply when said officer is retirement age 55 or greater. Then this officer may hold that office until the next Annual State Convention. The Executive Board shall immediately appoint a successor, unless such vacancy occurs within sixty (60) days preceding the next Annual State Convention of the Association. If

such vacancy occurs within the sixty (60) days; the duties of the Officer shall be performed by the Executive Board until a successor is elected and installed.

Section 5. Any officer of the Association who resigns their position before the completion of their elected term must immediately turn over to the Executive Board all property of the Association in his/her possession. The Executive Board shall immediately appoint a successor, unless such vacancy occurs within sixty (60) days preceding the next annual State Convention of the Association. If such vacancy occurs within the sixty (60) days, the duties of the officer shall be performed by the Executive Board until a successor is elected and installed.

## ARTICLE 9- IMPEACHMENTS

In case of neglect of duty or violation of this constitution on the part of any officer of this Association, or subordinate branch of this Association, or member, in the interim of State Convention, the Executive Board shall have power to suspend such officer, or said branch of this Association, or member after a fair hearing subject to an appeal to the next State Convention.

## ARTICLE 10 – APPEALS

### Section 1.

- A. Any member aggrieved by any action of the 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. Within ten (10) days of receipt of such appeal, the State President shall cause to be notified all members of the State Board and the NRLCA assigned Executive Committee representative and, also, request that the charging party provide a letter outlining the specific charges, complete documentation and relief sought. The letter outlining the specific charges, complete documentation and relief sought must be returned within twenty (20) days of receipt of such request. Upon receipt, the State President shall cause a copy to be forwarded to the charged party for response. The charged party will have twenty (20) days of receipt of such request. Upon receipt, the State President shall cause a copy to be forwarded to the Charged party for response. The charged party will have twenty (20) days to respond in writing and provide documentation to the State President. The State Board will 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 NRLCA assigned Executive Committee representative, to take the necessary action to resolve the issue within thirty (30) days, unless extensions of time limits are necessary, not to exceed an additional fifteen (15) days. If the State Board resolves or is unable to effect the relief sought, all parties must be notified in writing.
- 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. Charges against a State, Assistant State, Area, or Local Steward must be in writing and filed with the State President of the WI RLCA 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 shall cause to be notified all members of the State Board and the NRLCA assigned Executive Committee representative and also, request that the charging party provide a letter outlining the specific charges, complete documentation and relief sought. The letter outlining the specific charges, complete documentation and relief sought must be returned within twenty (20) days of receipt of such request. Upon receipt, the State President shall cause a copy to be forwarded to the charged party for response. The charged party will have twenty (20) days to respond in writing and provide documentation to the State President. The State Board will 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 NRLCA assigned Executive Committee representative, to take the necessary action to resolve the issue within thirty (30) days, unless extensions of time limits are necessary, not to exceed an additional fifteen (15) days. If the State Board resolves or is unable to effect the relief sought, all parties must be notified in writing.
- 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 fifteen (15) days of receipt of such appeal the National Board will notify the National Appeals Commission of such appeal. Additionally, within this same fifteen (15) day time frame the President of the National Association shall cause to be notified the State President, the charging party(s) and the charged party(s) notifying them that the appeal has been received and forwarded to the National Appeals Commission.

## ARTICLE 11 – TRUSTEESHIP

Section 1. The President, with approval of the State Board, may place in trusteeship any Local/County/District Association (unit) 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 or other duties of a bargaining representative;
- d: to restore democratic procedures; and
- e: to otherwise carry out the legitimate objectives of the State Association.

Section 2. The trustee shall assume immediate control and authority of the Local/County/District 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 State Association acting 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 practical, after the close of the hearing, the finding 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, with approval of the State Board, acting on such petition, or at any time, may terminate the trusteeship and restore government to the Local/County/District Officers.

Section 6. Any party not satisfied with the decision of the President under Sections 4 or 5 shall have appeal rights as provided under Article 10.

## ARTICLE 12- AMENDMENTS

This Constitution shall take effect upon adoption and may be amended at any Annual Convention by two-thirds roll call vote of all delegates present and voting.

**CHANGES ADOPTED AT THE ANNUAL CONVENTION WILL BE REFLECTED AS BOLD TYPE IN THE PRINTING OF THE REVISED DOCUMENT.**

BY-LAWS

ARTICLE 1 - DUTIES OF PRESIDENT

Section 1. The President shall preside over all meetings of the Association and the Executive Board and enforce all laws thereof; and shall have general direction of all affairs of the Association and sign all papers and documents that require the President's signature to properly authenticate them.

Section 2a. The President shall make the following appointments prior to the state convention:

(1) a Committee of three members on credentials, which shall meet at the headquarters of the Annual Convention preceding the opening of the Convention and proceed to discharge their duties so that **a report from the credentials committee will be given** on the first day of the Convention

(2) a Committee of five members on resolutions;

(3) a Committee of five members on Constitution and By-Laws;

(4) a Budget Committee of five members;

(5) a Committee of three members to be known as the Convention City Committee and this Committee shall receive all invitations in writing and act on and recommend a city to the convention for approval;

(6) a Committee of five (5) members which shall be the Election Committee charged with counting the National Delegate ballots.

(7) two Teller Committees of five members each;

(8) a chaplain, a PAC Chairman, a Parliamentarian, and a Time Keeper to serve the State Association;

(9) a Sergeant-At-Arms from among the carriers of the county in which the State Convention is held.

Section 2b. The President shall appoint three (3) association members to a Financial Review Committee in 2002; one member shall be appointed to one (1) year term, one member shall be appointed to a two (2) year term, and one member shall be appointed to a three (3) year term. The Committee's objective will be to conduct, on an annual basis, an internal financial review of the association's books. When a member's term

expires, the President shall appoint a new member for a three (3) year term.

Section 2c. The President shall also appoint all special committees, unless otherwise provided for, and shall have authority to fill all vacancies occurring, unless otherwise voted by the convention.

Section 3. The President's decisions upon all questions of laws shall be final during recess of this Association. The President shall report all such decisions to the Association at its Annual Convention, for approval or rejection, such decisions when approval shall have the effect and force of all the general laws of this Association.

Section 4. The President shall submit at each Annual Convention a written report of all the President's official acts, and shall perform such other duties as the Constitution and By-Laws of this Association shall require.

Section 5. The President shall have the authority, with the approval of the Executive Board, to select and appoint Association Officers and members or to retain legal counsel or services, which would include an independent auditor to audit the Association books at three year intervals or when there is a change of secretary or treasurer. This is to properly fulfill the obligations and duties of the Association. Officers and members assigned to this duty shall be reimbursed for all necessary expense and receive a per diem payment in lieu of sub-hire as provided for officers of this Association.

Section 6. **The President, with the approval of the State Board, shall appoint an Editor to assume responsibility for production of a state newsletter, which shall be sent to all state members no less than four (4) times yearly. The President shall review each issue prior to publication.**

Section 7. the President shall have the responsibility to maintain and update a set of guidelines for state conventions and make it available to Host Counties.

## ARTICLE 2- DUTIES OF VICE-PRESIDENT

(a). The Vice-President shall 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 the office, the Vice-President shall

become the President and serve until such time as a successor shall be duly elected and installed.

(b). The Vice-President shall appoint the following Convention Committee of five (5) members to be selected from around the State, one from the North, South, East, West, and Central locations to select the person to receive the Member of the Year Award.

### ARTICLE 3-A- DUTIES OF SECRETARY/TREASURER

(a). The Secretary/Treasurer shall keep a correct record of the proceedings of the Annual Convention, or any special meetings of the Association, and all meetings of the Executive Board, in books provided for said purpose.

(b). The Secretary/Treasurer shall issue checks in payment of all properly itemized invoices and statements, for authorized payroll payments and for other obligations of the Association.

(c). The Secretary/Treasurer shall conduct the correspondence of this Association, keep a record of the same and submit same when demanded by the Executive Board.

(d). The Secretary/Treasurer shall have charge of all books, papers, and documents belonging to this Association, shall deliver to the Association or a successor all property of this body at the expiration of the term of office or upon an earlier termination thereof.

(e). The Secretary/Treasurer shall contact all newly appointed eligible rural carrier craft employees to invite them to become members of this Association and shall inform such employees of the purpose of the Association.

(f). The Secretary/Treasurer shall contact all new members of this Association with a letter of welcome and supply them the name, address and telephone numbers of their county officers, State Auxiliary President, State Junior President, and a copy of the Constitution and By Laws from the Association

(g). The Secretary/Treasurer shall keep a true and correct account between this Association and the various county associations, including a membership record and such other records and books as the office may

require; and shall close all entries of their books at the end of the fiscal year.

(h). The Secretary/Treasurer shall receive all funds due the Association and make timely deposits of all receipts. Keep an accurate account of all receipts and disbursements, and present an itemized statement of same to the Association at its convention.

(i). The Secretary/Treasurer shall perform such other duties as the laws and regulations that the office may require.

(j). The Secretary/Treasurer shall prepare a ballot listing the nominees for the position of delegate to the National convention and mail said ballot to all members at their last known address at least 20 days prior to opening of the State Convention.

(k). The Secretary/Treasurer shall enclose a plain envelope marked "ballot" for each member to seal before re-mailing to State Secretary.

(l). The Secretary/Treasurer shall include appropriate instructions on each ballot stating number of delegates to be elected and the mailing address of the Election Committee to whom they should be returned.

(m). The Secretary/Treasurer shall keep all ballots including used, unused, challenged ballots, envelopes used to mail in marked ballots, tally sheets and related election documents for a period of one year after which the Secretary may dispose of same. All ballots to be receipt dated.

(n). The Secretary/Treasurer shall have results posted in area leading to convention room or in convention room and in convention minutes.

(o). The Secretary/Treasurer shall notify all members at least 20 days prior to the opening of the State Convention of the time and place, the nomination and election procedures, and the offices to be filled.

### **ARTICLE 3 B- ASSISTANT SECRETARY/TREASURER**

**(a) To assist the Secretary/Treasurer in checking all reports, records, etc.**

**(b) To assume other duties as delegated by the Secretary/Treasurer and/or directed by the President.**

**(c) To discharge all duties of the Secretary/Treasurer office in case of death, resignation, disability, or disqualification of the**

**Secretary/Treasurer, until an election is held and a successor is elected and installed.**

ARTICLE 4- EXECUTIVE BOARD

(a). The Executive Board, consisting of the President, Vice-President, Secretary/Treasurer, and (4) four committeemen, or majority of them, shall act as the trustees of the Association and have general supervision and control of the affairs of the Association, and a board member should endeavor to be in attendance at one meeting in each county per year, or as otherwise contacted by the county unit, with the counties pro-rated among the seven board members, and State Steward, the State Association to pay mileage in accordance with Article 7, Section 8. All bills shall be submitted to the State President for approval. The President will submit the bills to the Secretary/Treasurer for payment.

(b). The Executive Board shall have charge of the organization work

(c). At the expiration of their term of office or upon an earlier termination thereof, they shall turn over to Association, or to their successors in office, all books, papers, and other property they may have in their possession belonging to the Association.

(d). All state officers are bonded by the National Association.

ARTICLE 5- DELEGATES

(a). Nominations for delegates to the National Convention shall be made by mail to the State Secretary no later than (40) days prior to the opening of State Convention. Such nominations shall be submitted on a nominating ballot, or a copy thereof, which will be published in the *National Rural Letter Carrier* in the first issues of February, March, April and May. Nominations so submitted may include self-nominations.

(b). The State Secretary shall prepare a ballot listing nominees for the position of delegate to the National Convention by lots, listing delegates by name only and mail said ballot to all members of the Association at least twenty (20) days prior to the opening of the State Convention. With the ballot the State Secretary shall provide to each member a plain envelope marked "ballot". The ballot shall be sealed in the envelope and returned to the election committee in another envelope which shall give name and address, of the member voting. This will permit verification of membership enrollment and maintain integrity of the voting procedure.

(c). The State Secretary shall work with Host County to arrange with postal officials for a special restricted-access post office box near the State Convention city to be used solely for the receipt and storage of voted ballots. Postal officials will be instructed that ballots must be released only at a specified time on the ballot returned deadline date and only to the Election Committee Chairman or his designee. The State Secretary shall arrange for a second post office box in for ballots returned undelivered. This post office box will serve as the return address on the ballot mailed to members.

(d). An Election Committee, appointed by the State President, shall consist of five (5) members. Any candidate will not participate in counting ballots, but may observe the ballot tabulation.

(e). The State Secretary shall keep all ballots including used, unused, challenged ballots, envelopes used to mail in marked ballots, tally sheets and related election documents for a period of one (1) year after which they may dispose of same.

(f). They shall send results of National Convention Delegates election with first State members mailing following the State Convention.

(g). The number of candidates to be voted on by each member shall not be more than the total number of delegates votes to which the State Association was entitled the previous year. Each ballot shall carry instructions indicating the number of delegates to be elected and the address of the Election Committee to whom they should be returned. The ballot voting instructions should clearly establish a date and time by which voted ballots must be received in order to be counted by the Election Committee.

(h). The results of the vote tabulation shall list the candidates in the order of their number of votes received by each candidate. The required number of delegates for the State Association, in accordance with Article XV, Section 1 of the National Constitution, shall be declared regular delegates and the remaining candidates shall be declared alternates in the order of their finish.

(i). From the elected National Delegates, the Delegates-at-Large, to which this State Association is entitled to in accordance with **Article 6 section 3 C 7**, of the National **Constitution**, shall be designated in the following order: President, Vice-President, Secretary, Treasurer, **Assistant**

**Secretary/Treasurer** and members of the Executive Committee in accordance with their seniority.

The President, if elected as National Delegate, shall be left free for committee appointment and the remaining State Officers be designated Chairman of the Delegation following the above-mentioned order of seniority.

The National-paid delegates will be chosen from those serving as elected National Delegates. The elected Delegates and Alternates shall meet during the State Convention and select the following: 1) Delegation Chairman; 2) Delegation Co-Chairman, and 3) National paid Delegate(s).

(j). No Officer (State) shall be delegate to the National Convention by virtue of their office. To serve as delegate, they must be nominated and elected by the usual procedure.

## ARTICLE 6- ALLOWANCES

Section 1(a) Increases in allowances shall be adjusted on an annual basis, January 1 of each year. The increases shall be equal to the total percent of pay raises paid regular rural carriers by contractual agreement in the preceding year, to include COLA.

(b) The **2008** allowance of the State President shall be **\$220.00** per month.

(c) The **2008** allowance of the State Vice-President shall be **\$126.00** per month.

(d) The **2008** allowance of the State Secretary/Treasurer shall be **\$534.00** per month, **unless in a temporary full time status.**

(e) **The 2008 allowance of the Assistant Secretary/Treasurer shall be \$93.00.**

(f) The **2008** allowance of the State Committeeman shall be **\$93.00** per month.

(g) The **2008** allowance of the Senior Assistant State Steward(s) shall be **\$126.00** per month.

(h) The **2008** allowance of the Assistant State Steward(s) shall be **\$93.00** per month.

(i) The **2008** allowance of the Area Steward(s) shall be \$25.00 per month.

(j) The **2008** allowance of the State Steward shall be **\$451.00** per month. In addition, the salary of the State Steward shall be 46K, step 12. Unused annual leave accrued, while as State Steward, would be paid out at the end of the Calendar Year. Sick Leave will be allowed to accumulate.

Upon leaving the position, the State Steward will be paid all Annual and Sick leave at the current rate of pay.

(k) These allowance figures shall be updated at each subsequent printing of these By-Laws.

(l) Any State Officer, when elected at the State Convention, be paid the full months allowance starting July 1<sup>st</sup> of elected year.

(m) Any State Officer, Assistant State Steward, or Area Steward at 46K pay or greater be paid additional 5% of pay on LWOP days taken for Association business. This would be paid monthly directly to the officer or steward for retirement reimbursement.

If an Officer/State Steward resigns, or is removed prior to the completion of their term, allowance shall be paid for the portion of the month served.

Section 2(a) The Association shall pay mileage in accordance with Article 6, Section 8 and daily rate of pay (Defined as 46K, step 12) and actual lodging expenses and per diem to the members of the State Board, while attending the State Convention and State Board meetings in accordance with the Postal Service policy and rates.

(b) The Association shall pay mileage in accordance with Article 6, Section 8, to the State Officers attending assigned County and District meetings.

(c) The Association shall pay mileage in accordance with Article 6, Section 8, plus daily rate of pay, as defined in Article 6, Section 2 paragraph (a), plus actual expenses to Assistant State Stewards and Area Stewards, when it becomes necessary for them to travel for labor-management negotiations. If the Steward is retired, the pay would be \$50 per day plus expenses.

(d) Local, Area or Assistant State Stewards shall receive \$75.00 for attending each Spring Conference, Fall Conference or Steward Training except that no member shall receive both DROP or LWOP and the \$75 reimbursement.

(e) The Association shall pay **\$75** for one day to each member of the Credentials committee and **Election committee and \$150.00 for the** two (2) days for the Resolutions, and Constitution Committees, in accordance with the National Constitution. They shall meet at the Convention headquarters one day preceding the Convention and proceed to discharge their duties. If appointees are unable to attend one day prior to the Annual State Convention, they are expected to decline the appointment.

(f) The State Steward shall be paid mileage in accordance with Article 6, Section 8 while attending County, District, and/or Steward Training meetings.

(g) When the State or Assistant State Steward uses a sufficient amount of LWOP for Association work in connection with labor-management duties for one year, the State Association shall pay them for annual and sick leave lost.

(h) When the State Officers and State Steward and Assistant State Steward are attending meetings set up by the National Office, such as Area Officers meetings, President-Steward Seminar, Steward Seminars, etc., the Association will pay his or her daily rate of pay if approved by the State President.

(i). The Association will pay per diem in accordance with the National Constitution and By-Laws for Sunday and Holiday travel to and from the sessions.

(j). The Association will pay mileage in accordance with Article 6, Section 8, to the Officer or Officers or Steward that is using her or his own vehicle for transportation to and from the session.

(k). A copy of the form 3971 will be sent to the Secretary/Treasurer to be kept on file for any Labor relations work, or any other work pertaining to the Association, as directed and approved by the President. A complete expense account, with attached receipts, will be forwarded to the Secretary for his or her file.

(l). No daily rate of pay will be granted the day following any meetings unless authorized by the President.

(m) The Association will pay the PAC administrator DROP or LWOP for one day and mileage in accordance with Article 6, Section 8, **for attending each** Spring Conference, Fall Conference and the State Convention.

(n) The Association will pay the Chaplain \$75.00 for duties at the Spring Conference, Fall Conference and the State Convention.

(o) The Association will pay the Parliamentarian \$75.00 for duties at the State Convention.

(p) The Association will pay the **Historian** \$75.00 for duties at the State Convention.

(q) A maximum of \$500 will be shared equally among those members who are not state officers in attendance at Mid-States conference, with a maximum of \$50.00 to any individual.

(r) The Association shall pay the daily rate of pay for attending State Board meetings **and State Convention** Monday thru Saturday for State Officers.

(s) The State Association shall pay the **Newsletter Editor \$475 plus approved expenses** for the production of each issue of the State Newsletter.

(t)The Association will pay each Financial Review Committee member \$75 a meeting for up to 3 meetings in one fiscal year. Meetings will be

held in conjunction with the Spring and Fall Conferences and the State Convention.

**(u) The Association will pay each Election Committee member \$75 for duties at the State Convention.**

Section 3(a) All Delegates including Delegate-at-Large, National paid and State paid Delegates will be paid from state funds per diem at the rate equal to that of the National paid delegates. Mileage will be paid at the rate equal to that of the National paid delegates. Any monies received by the Delegate-at-Large and National paid Delegates from the National Organization shall be returned to the State Treasury before any payment is made by the State. Per diem shall not exceed four (4) days. Mileage shall be paid 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 National's current mileage guide.

(b) Delegates serving on committees and sessions prior to the business session of the National Convention, the Association will pay per diem in accordance with the National Constitution and By-Laws for each day. The monies paid by the National office must be returned to the State Secretary before any per diem payment is made by the State Association.

(c) The State Association will pay mileage and per diem to National Convention for any State Board Member who is not a National Delegate.

(d) The State Association will pay mileage and one day per diem to the "Carrier of the Year" to attend the National Convention provided that person is not already an elected National Delegate.

(e) The State Association shall pay per diem, in accordance with the National Constitution and By-Laws, for all elected or appointed State Officers that attend seminars on the day preceding the opening business session of the National Convention.

Section 4. The State Association may pay for a meeting room to be used by the delegates at the National Convention.

Section 5. The Budget Committee shall from year to year recommend and each Annual Convention shall authorize the amount to be spent by the Legislative Committee for the ensuing year.

Section 6. (a) The State Association shall pay to the Host County of the next State Convention the sum of \$2,000.00 Convention expense, and \$500.00 for Junior Convention expense within 30 days following the close of the last convention. Be it further provided that the Host County shall

furnish complete financial reports and other pertinent data as required by the Executive Board within 30 days after the close of the Convention. Be it further provided the Executive Board shall give the delegates a report of expenditures at the next State Convention.

(b) The State Association shall pay for the printing of the Agenda portion of the State Convention Program; however, the cost of printing additional information in the Program shall be borne by the host County. The State Board shall be responsible for the content and format of the Program.

Section 7. When the State Board calls a State-wide Steward session or State-wide meeting, the Association shall pay the State Officers and/or Assistant State Stewards, and State Steward mileage in accordance with Article 6, Section 8, plus per diem, in accordance with the national Constitution and By-Laws, while attending such meetings.

Section 8. All mileage in Article 7 shall conform to I.R.S guidelines for mileage paid for Business purposes.

#### ARTICLE 7- REVENUE

Section 1. The State Association shall be maintained by the following per capita tax levied upon its members:

	<b>Regular &amp; PTFs</b>	<b>Relief</b>	<b>Retirees</b>	<b>Associates</b>
<b>National</b>	<b>\$153</b>	<b>\$50</b>	<b>\$30</b>	<b>\$153</b>
<b>State</b>	<b>\$167.87</b>	<b>\$44.92</b>	<b>\$ 6.31</b>	<b>\$188.87</b>
<b>County</b>	<b>\$ 11</b>	<b>\$ 4</b>	<b>\$ 2</b>	
<b>Aux</b>	<b>\$ 9</b>	<b>\$ 6</b>	<b>\$ 6</b>	
<b>Co Aux</b>	<b>\$ 1</b>	<b>\$ 1</b>	<b>\$ 1</b>	
<b>Total</b>	<b>\$341.87</b>	<b>\$105.92</b>	<b>\$45.31</b>	<b>\$341.87</b>
<b>Pay period</b>	<b>\$13.15</b>	<b>\$ 4.07</b>	<b>\$3.78 a month</b>	<b>\$13.15</b>

\*If a county does not have an active county auxiliary, the auxiliary members may elect to put their county auxiliary money in either: the general auxiliary fund, the junior scholarship program or the auxiliary project program.

Section 2. State and National per capita dues to include auxiliary dues for regular carriers, part-time flexible carriers and associate members working in other crafts shall be three hundred forty-one dollars and eighty-seven cents (\$341.87) which shall be payable in advance of the beginning of the Association year, effective September 1, 2006, One hundred sixty-seven and eighty-seven cents (\$167.87) shall be State dues for regulars and PTFs. One hundred seventy-seven and eighty-seven cents (\$177.87) shall be State dues for associates. One hundred fifty-three dollars (\$153.00) for National dues. Regular and PTF carriers will also pay eleven dollars (\$11.00) for County dues, nine dollars (\$9.00) for State, National Auxiliary dues and one dollar (\$1.00) County Auxiliary dues. If a carrier elects to pay per capita by a system of payroll deduction, the amount deducted each pay period shall be thirteen dollars and fifteen cents (\$13.15) for State, National, County and Auxiliary dues (based on twenty-six pay periods per year).

Section 3. Effective September 1, 2004 State and National per capita dues to include Auxiliary dues for retired members shall be forty-five dollars and thirty-one cents (\$45.31) per year and shall be payable in advance of which thirty dollars (\$30.00) shall be for National dues, six dollars and thirty-one cents (\$6.31) for State dues, two dollars (\$2.00) for County dues, six dollars (\$6.00) for State and National Auxiliary dues and one dollar (\$1.00) for Auxiliary County dues. If a retired carrier elects to pay per capita dues to include Auxiliary dues by the system of payroll deduction, the amount annually will be forty-five dollars and thirty-one cents (\$45.31) of which three dollars and seventy-eight cents (\$3.78) will be deducted monthly for National, State, County, and Auxiliary dues.

Section 4. Effective September 1, 2006. State and National per capita dues to include Auxiliary dues for substitute, auxiliary carriers, Rural carrier relief, and rural carrier associates shall be one hundred and five dollars and ninety-two cents (\$105.92) and shall be payable in advance, of which fifty dollars (\$50.00) shall be for National dues, forty-four dollars and ninety-two cents (\$44.92) shall be for State dues, four dollars (\$4.00) shall be for county dues, six dollars (\$6.00) shall be for State and National Auxiliary dues and one dollar (\$1.00) shall be for County Auxiliary dues. If the carriers in this section elect to pay per capita dues by the system of payroll deduction, the amount deducted each pay period shall be four dollars and seven cents (\$4.07) for National, and State, and County, and Auxiliary dues (based on twenty-six pay periods per year.)

Section 5. The per capital tax shall be payable not later than June 30, except where the payroll deduction system is used. Both regular and associate members shall receive each issue of the National Rural Letter Carrier Magazine.

Section 6. Any member, who objects to paying the Auxiliary dues, may receive a refund by submitting a written request to the Secretary/Treasurer before April 15<sup>th</sup> every year. The amount will be refunded after the end of the fiscal year.

Section 7. When the National portion of a member's dues increase or decrease, as prescribed by the NRLCA Constitution & By-laws, the State dues structure shall be adjusted to reflect the increase or decrease, for each membership category (regular, leave replacement, retired, etc.) The effective date, of such a change, shall be July 1 following adoption at the NRLCA Annual Convention.

## ARTICLE 8-REPORTS

Section 1. State officers shall be required to render a complete written report of their official actions during their terms at the Annual Convention of this Association.

Section 2. The Secretary of each County Association shall file with the State Secretary annually, not later than May 30<sup>th</sup>, a report giving the names of its officers and delegates to the State Convention. Delegate slips signed by the County President and County Secretary shall also be submitted at this time.

Section 3. To facilitate the work of the State Executive Board it shall be required of the Secretary of each County Association to report to his or her State Board representative the date on which the County Annual Meeting is to be held; and within ten days after such annual meeting, to report to the State Secretary the names of their officers and the general conditions in the county, to keep the State Secretary informed at all times.

Section 4(a). The State Steward or designee will give a detailed report in writing within thirty (30) days and be available for discussion at the next scheduled board meeting for all State Board Members to report on all Labor-Management, Steward Seminars, and/or meetings which he or she attend that are called by the National leadership.

(b) The State Steward will send to the area or Assistant State Steward involved, the disposition of any grievances at step 2 or higher for each step involved.

Section 5. The Association Secretary/Treasurer shall be required to render an annual report showing the financial condition of the Association. This report shall be presented to the State Board President at least 48 hours prior to the opening of the annual State Convention. This report will include, but not be limited to, a financial balance and activities statement. This report will be copied and made available to all members attending the State Convention.

#### ARTICLE 9- FISCAL YEAR

Section 1. The Fiscal Year of this Association shall begin July 1st and end June 30th.

#### ARTICLE 10- ORDER OF BUSINESS

The business of the State Convention shall be taken up in the following order:

- Calling to order
- Advancement of Colors.
- Invocation.
- Pledge of Allegiance.
- Roll Call of Officers.
- Appointment of Committees.
- Report of Credentials Committees.
- Reading of previous convention minutes.
- Roll call of Delegates.
- Reports of Officers.
- Report of the State Steward
- Report of standing and special Committees.
- Report of **Election** committee.
- Unfinished business.
- New business.
- Selection of next convention city.
- Election of Officers.
- Installation of Officers.
- Retirement of colors.
- Final adjournment singing "God Bless America".

## **ARTICLE 11 - AMENDMENTS**

Section 1. Amendments to the By-Laws may be made in the same manner as prescribed in the Constitution.

Section 2. All amendments shall become effective upon adoption by the Association.

## **ARTICLE 12- PRINTING OF BY-LAWS**

Each time a new issue of Constitution and By-Laws is printed, sufficient copies shall be printed to meet the needs of the membership.

## **ARTICLE 13- NATIONAL LAWS**

If anything in these laws shall conflict with the National Constitution and By-Laws, the National Law shall be the ruling authority until the next regular State Convention.

## **ARTICLE 14- COUNTY GUIDELINES FOR CONSTITUTION AND BY-LAWS**

Section 1. (a) All members eligible for membership in the State Association as defined in Article 3, Section 1, of the State Constitution shall be deemed eligible for membership in their respective counties, or in adjoining counties where their county is not organized and active. The State Board shall combine any inactive unit with an adjoining active county.

(b) To be considered active, a county unit must meet the following criteria:

- 1) Hold at least one (1) business meeting per year.
- 2) File an annual report to the State Secretary/Treasurer.
- 3) File an LM (Labor Organization Annual Report) to the State Secretary/Treasurer.

Section 2. Officers shall be elected at the annual meeting of each county. Each county shall have a president, vice-president, secretary and treasurer. Counties may be permitted to combine the offices of secretary and treasurer if it seems more practical to do so.

Section 3. Each County Secretary shall notify all members in writing at least 15 days prior to the county meeting, stating the time and place of such meeting and business to come before the meeting, e.g., election of county officers and election of delegates to the State Convention. However, the election of the delegates to the State convention must be by secret ballot. All Counties shall hold their spring meeting at least 40 days before the opening of the State Convention.

Section 4. The County Unit is to contact your assigned State Officer before setting your meeting dates. Select your meeting place where it is quiet and away from the general public with some privacy. The County Unit is to pay the meals of the assigned officer and spouse. Start the meetings on time.

#### ARTICLE 15- SAVINGS CLAUSE

If any provision or section of this Constitution or By-Laws should be held invalid by operation of law or by any court or by legislative action, whether Federal or State the remainder of this constitution or the application of such section or provision to persons or circumstances other than those as to which it has been held invalid shall not be effected, thereby.

#### ARTICLE 16

The presentation of any new National Agreement will be at a site/sites available, easily accessible and centrally located throughout the state.

#### ARTICLE 17

The State Association shall underwrite the cost of a travel and accident insurance policy for loss of time due to injury for members of the State Board, State Steward, Insurance Representatives, PAC-Chair, Parliamentarian, Chaplain, Assistant State Stewards and Area Stewards (if such Stewards are not members of the State Board), while on Association business.

MADE and ADOPTED AT MADISON, WI JULY 4, 1904

REVISED AND ADOPTED

AT Wausau, June 15-17, 1959

AT Madison, July 10, 1964

AT Prairie du Chien, June 8–10, 1969

AT Green Bay, June 13, 1972

AT Eau Claire, June 10-12, 1973

AT Brookfield, June 9-11, 1975

AT Oshkosh, June 13-15, 1976  
AT La Crosse, June 12-14, 1977  
AT Green Bay, June 11-13, 1978  
AT Platteville, June 10-12, 1979  
AT Oshkosh, June 15-17, 1980  
AT Monroe, June 13-15, 1982  
AT Fond du Lac, June 12-14, 1983  
AT Eau Claire, June 10-12, 1984  
AT La Crosse, June 9-11, 1985  
AT Janesville, June 8-10, 1986  
AT Manitowoc, June 7-9, 1987  
AT Green Bay, June 12-14, 1988  
AT Appleton, June 11-13, 1989  
AT Fond du Lac, June 10-12, 1990  
AT Superior, June 9-11, 1991  
AT Eau Claire, June 14-16, 1992  
AT Madison, June 12-15, 1993  
AT Wisconsin Dells, June 12-14, 1994  
AT Wausau, June 10-13, 1995  
AT Manitowoc, June 8-11, 1996  
AT Green Bay, June 7-10, 1997  
AT Oconomowoc, June 14-16, 1998  
AT La Crosse, June 6-8, 1999  
AT Madison, June 11-13, 2000  
AT Wisconsin Rapids, June 10-12, 2001  
AT Wisconsin Dells, June 9-11, 2002  
AT Rhinelander, June 8-10, 2003  
AT Platteville, June 18-20, 2004  
AT Manitowoc, June 17-19, 2005  
AT Green Bay, June 16-18, 2006  
AT Hayward, June 8-10, 2007  
**AT Racine, June 20-22, 2008**