

2011-2012

Constitution

**Wisconsin
Rural Letter
Carriers'
Association**

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ARTICLE I

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 II

Purpose

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.

ARTICLE III

Members

Section 1. Member in Good Standing. A “member in good standing” is a member who has made timely payment of dues and has not voluntarily withdrawn or been expelled or suspended by the Association.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. Honorary State Member. Honorary State membership may be bestowed by the Association at the State Convention upon recommendation of the State Board. Honorary Members shall not be entitled to vote or to hold elective or appointive office in the Association.

Section 2. Restrictions. 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. 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. Members who accept managerial positions shall be deemed to have resigned from all elected and appointed positions within the Association 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 3. Affiliation. 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 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.
- B. Regular Rural Carriers; \$178.87 which shall consist of \$167.87 for state; and \$11.00 for county.
- C. Part-Time Flexible Rural Carriers; \$178.87 which shall consist of \$167.87 for state; and \$11.00 for county.
- D. Substitute Rural Carriers; \$48.92 which shall consist of \$44.92 for state; and \$4.00 for county.
- E. Rural Carrier Associates; \$48.92 which shall consist of \$44.92 for state; and \$4.00 for county.
- F. Rural Carrier Reliefs; \$48.92 which shall consist of \$44.92 for state; and \$4.00 for county.
- G. Auxiliary Rural Carriers; \$48.92 which shall consist of \$44.92 for state; and \$4.00 for county.
- H. Retired Rural Carriers; \$8.31 which shall consist of \$6.31 for state; and \$2.00 for county
- I. Associate Member; \$188.87 which shall consist of \$188.87 for state and 0 for county
- J. Retired Associate Member; \$15.31 which shall consist of \$15.31 for state and 0 for county
- K. The per capita 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.
- L. When the National portion of a member's dues increase or decrease, as prescribed by the NRLCA

Constitution, 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.

Section 5. Family Plan

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.

- A. Regular Rural Carriers; \$6.00
- B. Part-Time Flexible Rural Carriers; \$6.00
- C. Substitute Rural Carriers; \$3.00
- D. Rural Carrier Associates; \$3.00
- E. Rural Carrier Reliefs; \$3.00
- F. Auxiliary Rural Carriers; \$3.00
- G. Retired Rural Carriers; \$3.00

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

Section 7. Standards of Conduct for the Association and its Members.

- A. Maintain democratic procedures and practices;
- B. Ensure members' rights to participation in the affairs of the Association through periodic elections, fair and equal treatment under the governing rules and due process in any disciplinary proceedings;
- C. Prevent discrimination on the basis of race, color, age, gender, religion, creed, national origin or disability, or on the basis of marital, economic, social or political status;
- D. Maintain the fiscal integrity of the Association;
- E. Prohibit business or financial interests on the part of its officers and agents which conflict with their duty to the Association.

ARTICLE IV Subordinate Units

Section 1. Subordinate Units.

- 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.
 4. Must operate with a written constitution. No unit's constitution shall conflict with State or National constitution.
- C.* 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.
- D.* 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.
- E.* 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 should pay the meals of the assigned officer. Start the meetings on time.
- F.* The Secretary of each County Association shall file with the State Secretary annually, not later than May 30th, 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 2. Trusteeship.

- A. Purpose.* The State Board may place any subordinate unit in trusteeship for any of the following reasons:
1. To uphold the principles of this Constitution;
 2. To prevent or correct corruption or financial mismanagement;
 3. To ensure performance of collective bargaining agreements or duties of a bargaining representative;
 4. To restore democratic procedures;
 5. To otherwise carry out the objectives of the 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 County Association or Unit in trusteeship, or from the State 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.

ARTICLE V Officers

Section 1. Officers.

- A. 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.
- B. 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.
- C. All state officers are bonded by the National Association.

Section 2. Duties.

- A. President
 - 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.
 - 2. The President shall make the following appointments prior to the state convention:
 - a. A Credential Committee of three (3) members, which shall meet at the headquarters of the Annual Convention on the day the convention begins. They shall present a partial report of the seating of Delegates on that day and a final report the next day.
 - b. A Resolutions Committee of five (5) members;
 - c. A Constitution Committee of five (5) members;
 - d. A Budget Committee of five (5) members;
 - e. A Convention City Committee of three (3) members which shall receive all invitations and forward all qualified city/cities to the delegation for selection;
 - f. A Election Committee of five (5) members which shall be charged with counting the National Delegate ballots and reporting the results to the Delegation;
 - g. Two (2) Teller Committees of five(5) members each which shall count all secret ballots of the Convention;
 - h. A chaplain, a PAC Chairman, a Parliamentarian, and a Time Keeper;
 - i. a Sergeant-At-Arms from among the carriers of the county in which the State Convention is held.
 - 3. The President shall appoint one (1) association member to a Financial Review Committee every year. Each member will serve for three (3) years. Their objective will be to conduct an internal financial review according to the guidelines made for them.
 - 4. 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.
 - 5. 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 approved shall have the effect and force of all the general laws of this Association.
 - 6. 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 of this Association shall require.
 - 7. 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.

8. 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.
9. ***The President, with the approval of the State Board, shall appoint a Webmaster to maintain the state web site and shall oversee the same.***

B. Vice-President

1. 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.
2. 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.
3. The Vice President shall have the responsibility to maintain and update The Guidelines for State Convention and make it available to Hosts Counties.

C. Secretary/Treasurer

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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 from the Association
7. 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.
8. 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.
9. The Secretary/Treasurer shall perform such other duties as the laws and regulations that the office may require.
10. 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.
11. The Secretary/Treasurer shall enclose a plain envelope marked "ballot" for each member to seal before re-mailing to State Secretary.
12. 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.

13. 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.
14. The Secretary/Treasurer shall have results posted in area leading to convention room or in convention room and in convention minutes.
15. 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.
16. 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.

D. Assistant Secretary/Treasurer

1. To assist the Secretary/Treasurer in checking all reports, records, etc.
2. To assume other duties as delegated by the Secretary/Treasurer and/or directed by the President.
3. 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.

- E. 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 3. Election.

- A. 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. Delegate 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.
- B. 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.
- C. 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.
- D. 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. Compensation.

A. Allowances

1. 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.

- a. The **2011** allowance of the State President shall be \$236.00 per month.
- b. The **2011** allowance of the State Vice-President shall be \$135.00 per month.
- c. The **2011** allowance of the State Secretary/Treasurer shall be \$471.00 per month. Unless in a temporary full time status.
- d. The **2011** allowance of the Assistant Secretary/Treasurer shall be \$200.00 per month.
- e. The **2011** allowance of the State Committeeman shall be \$100.00 per month.

These allowance figures shall be updated at each subsequent printing of the Constitution.

2. Any State Officer, when elected at the State Convention, be paid the full months allowance starting July 1st of elected year.
3. 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.
4. ***The State Associate shall pay the Webmaster \$25.00 per month for maintaining the state website.***

B. Salaries and Expenses

1. 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.
2. The Association shall pay the daily rate of pay for attending State Board meetings and State Convention Monday thru Saturday for State Officers.
3. The State Association shall pay the Newsletter Editor \$475 plus approved expenses for the production of each issue of the State Newsletter.
4. No daily rate of pay will be granted the day following any meetings unless authorized by the President.
5. 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 5.4.B.7 plus per diem, in accordance with the National Constitution, while attending such meetings.
6. The Association shall pay mileage in accordance with Article 5.4.B.7, to the State Officers attending assigned County and District meetings.
7. All mileage shall conform to I.R.S guidelines for mileage paid for Business purposes.
8. 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.

C. 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 daily rate of pay, defined as 46K step 12, if approved by the State President.

1. The Association will pay per diem in accordance with the National Constitution for Sunday and Holiday travel to and from the sessions.
2. The Association will pay mileage in accordance with Article 5.4.B.7, to the Officer or Officers or Steward that is using her or his own vehicle for transportation to and from the session.

D. State Convention and Conferences

1. The Association shall pay mileage in accordance with Article 5.4.B.7 daily rate of pay (Defined as

46K, step 12) and actual lodging expenses and per diem to the members of the State Board, and the State Steward, while attending the State Convention and State Board meetings in accordance with the Postal Service policy and rates. All articles shall be updated to reflect the approved addition of the State Steward's daily rate of pay and per diem while attending the State Convention. All articles shall be updated to reflect the daily rate of pay to members of the State Board, and State Steward while attending the State Convention.

2. The Association will pay the PAC administrator DROP or LWOP for one day and mileage in accordance with Article 5.4.B.7 for attending each Spring Conference, Fall Conference and the State Convention.
3. The Association will pay the Chaplain \$75.00 for duties at the Spring Conference, Fall Conference and the State Convention.
4. The Association will pay the Parliamentarian \$75.00 for duties at the State Convention.
5. The Association will pay the Historian \$75.00 for duties at the State Convention.
6. The Association will pay each Election Committee member \$75.00 for duties at the State Convention.
7. The Association shall pay \$75.00 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

E. A maximum of **\$1000.00** will be shared equally among those members who are not state officers in attendance at Mid-States conference, with a maximum of **\$100.00** to any individual. No payment will be made when Wisconsin is host of Mid-States Conference.

Section 5. Removal. 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.

Section 6. Vacancy in Office.

- A. 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.
- B. 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 VI

Meetings

Section 1. State Convention.

- A. 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.
- B. 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.

Section 2. Site Selection.

- A. The State Association shall pay to the Host County of the next State Convention the sum of \$2,500.00 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 3. Delegates.

- A. 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.
- B. 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.
- C. 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.
- D. Each elective state officer shall be entitled to a vote on every question before the State Convention, except the election of State Officers.

Section 4. Quorum. Twenty delegates, representing not less than five (5) counties, shall constitute a quorum for the transaction of business.

Section 5. 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.
Nomination of State Officers on the day preceding elections prior to recess
 Report of National Convention delegate 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 VII State Board

Section 1. Members. The Executive Board, consisting of the President, Vice-President, Secretary/Treasurer, Assistant Secretary/Treasurer and (3) three 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 5.4.B. 7. All bills shall be submitted to the State President for approval. The President will submit the bills to the Secretary/Treasurer for payment.

Section 2. Duties.

- A. The Executive Board shall have charge of the organization work
- B. 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.

ARTICLE VIII Committees

- A. 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.
- B. The Budget Committee shall review the budget, prepared by the State Board, and make recommendations with a verbal and written report to the delegation during the State Convention.

ARTICLE IX Steward System

Section 1. Selection and Compensation of Stewards.

- A. 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.
- B. The State Steward may appoint up to nine (9) assistant state stewards, two (2) of which may be appointed as Senior Assistant State Steward.
- C. The State Steward, in conjunction with the Executive Board, shall select Area Stewards as needed.
- D. 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.
 - 1. The **2011** allowance of the Senior Assistant State Steward(s) shall be \$135.00 per month.
 - 2. The **2011** allowance of the Assistant State Steward(s) shall be \$100.00 per month.
 - 3. The **2011** allowance of the Area Steward(s) shall be \$25.00 per month.
 - 4. The **2011** allowance of the State Steward shall be \$483.00 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. These allowance figures shall be updated at each subsequent printing of this constitution.
- E. The Association shall pay mileage in accordance Article 5.4.B.7, plus daily rate of pay, as defined in Article 5.4.D.1, 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 40H Step A plus expenses.
- F. Local, Area or Assistant State Stewards shall receive **\$100.00** for attending the training session at each Spring Conference, Fall Conference or the Steward Training except that no member shall receive both DROP or LWOP or other committee reimbursements and the **\$100.00** steward reimbursement.
- G. The State Steward shall be paid mileage in accordance with Article V.4.B.7 while attending County, District, and/or Steward Training meetings.
- H. ***Assistant State Stewards and Area Stewards shall be paid DROP of 46K Step 12 and mileage for attending Wisconsin's annual Area Steward training.***
- I. Assistant state stewards will be paid mileage in accordance with Article V.4.B.7 for attending each, spring conference, fall conference, or steward training and county meetings as assigned by the state steward and president.
- J. 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.

Section 2. Duties and Responsibilities of Stewards.

A. State Steward

1. The State Steward shall be responsible to the State and National Associations for the performance of all duties. The State Steward shall serve a term of office as determined by the state association.

2. Duties

A. Supervise and administer the Steward System within his/her state;

B. Submit the names of the Assistant State Stewards to the National Office for certification;

C. Certify the Area and Local Stewards, with notification to appropriate postmasters and the National Office;

D. Train Assistant, Area and Local Stewards prior to certification, utilizing training materials provided by the National Office;

E. Provide enhancement training to all Stewards on an annual basis;

F. Appeal grievances to Step 2 and Step 3, in conjunction with the National Committeeman;

G Act, or designate another to act, as Steward in the event an Area or Local Steward is unavailable.

B. Assistant State Stewards

1. The Assistant State Steward shall be responsible to the State Steward and to the State and National Association for the performance of all duties.

2. Duties

A. Represent carriers in offices assigned by the State Steward;

B. Serve with the same authority as the State Steward, under his/her direction;

C. Appeal grievances to Step 2 and Step 3 in the absence of the State Steward and in conjunction with the National Executive Committeeman.

C. Area Stewards

1. Area Stewards shall be responsible to the State Steward. Area Stewards shall be certified in no more than 20 offices in a specific geographic area, as determined by the State Steward. Area Stewards are equal in authority to a Local Steward and have no authority in an office that currently has a Local Steward.

2. Duties

A. Represent carriers in offices assigned by the State Steward;

B. Process grievances through Step 1;

C. Appeal grievances to Step 2 and forward the original file to the State Steward.

D. Local Stewards

1. Local Stewards shall be responsible to the State Steward and have no authority until certified.

2. Selection

A. Any member in a local office or a delivery unit may be elected Local Steward and shall serve until a successor is elected and certified or until he/she resigns. Where a local steward is in place, any member may call for an election in the month of July of every fourth year. An election may also be called for any time the position is vacant, or when a majority of the members submit a petition to the State Steward for approval.

B. Local steward elections require written notification to all members at least 15 days before the date of the election. Election shall require a majority of votes cast by members in a local office or a delivery unit. In the event of a tie vote, the state association, upon recommendation of the State Steward, shall select a steward to serve in that office or delivery unit until a new Local Steward has been elected and certified.

C. When more than one Local Steward has been elected in a delivery unit, a Chief Steward shall be elected by the members of that delivery unit. When an office is comprised of multiple delivery units, a Chief Steward shall be elected from among the current local stewards by all members of that office and shall represent the craft in matters that concern the entire office. A Chief Steward shall be selected by the State Steward in the event of a tie. The Chief Steward for the office shall also serve as the Local Steward for delivery units where no Local Steward has been elected.

3. Duties

A. Assist any rural craft employee who feels aggrieved and accompany the grievant during any discussion with management, if the employee desires;

B. Meet with the Postmaster or designee as expeditiously as possible to jointly develop the facts in the grievance file and attempt to resolve the grievance when the Step 1 discussion has failed;

C. Appeal grievances to Step 2 and submit the original file to the State Steward;

D. Represent the rural carrier craft in the office or delivery unit;

E. Maintain certification by attending annual enhancement training and other training as required. Failure to do so will result in decertification by the State Steward.

Section 3. Discipline. Any steward may be disciplined for violation of the Constitution or policies set forth by the Association. The National Board, by a three-fourths vote, may suspend or expel a steward from office. Charges may be filed on the following grounds:

A. Neglect of duty or breach of the Constitution;

B. Conduct detrimental to the welfare and interests of the membership of the Association;

C. Conduct which hinders the due process of the grievance procedure;

D. Instigating or engaging in acts on the side of management that violate the principles of the National Agreement or Constitution.

Section 4. Stewards Acting as Managers.

A. State Stewards. Upon acceptance of any supervisory or managerial position with the Postal Service the State Steward shall immediately notify the National Executive Committeeman assigned to their area and the State President and shall be immediately decertified. On return to a craft position the former steward may not resume steward duties for a minimum period of one year.

B. Other Stewards. Upon acceptance of any supervisory or managerial position with the Postal Service all other stewards shall immediately notify the State Steward and shall be immediately decertified. On return to a craft position the former steward may not resume steward duties for a minimum period of one year.

Section 5. Complaints. Should a Grievant feel that they have not been satisfactorily represented in their grievance by the State Steward or as the case may be, by their Assistant, they shall have the right of a hearing before the State Board with the Steward present. By majority vote the State Board shall determine if the grievant has reasonable cause for complaint.

ARTICLE X 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 National 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 National 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 National 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 National 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.

Section 2. National

A. A member aggrieved by any action of the National Association or Officer thereof shall have the right to appeal directly to the National Board.

1. The appeal must be in writing and be filed with the National President within 30 days of the action.

2. Within 15 days of receipt of the appeal, the National Board shall retain the appeal for investigation, forward the appeal to the National Appeals Commission or, if received within 90 days of the first business session of the National Convention, refer the appeal to the Appeals Committee. The President shall notify the Charging Party(s) of the appeal's receipt and disposition.

3. Should the National Board retain the appeal, it shall investigate, render a decision and notify the Charging Party(s) in writing within a reasonable period of time.

4. Should the National Board forward the appeal to the National Appeals Commission, the commission shall complete an investigation and report its findings and recommendations in writing to the National Board within 30 days. Upon receipt, the National President shall notify the Charging Party(s) that the Commission's report is before the National Board. The National Board shall render a decision and notify the Charging Party(s) in writing within a reasonable period of time.

5. Should the National Board refer the appeal to the Appeals Committee, the appeal shall be handled in accordance with the provisions that follow.

B. A Party not satisfied with a decision rendered by the National Board shall have the right to appeal to the next National Convention.

1. The 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 the appeal, the President shall notify the Party(s) 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 at least 24 hours before the report is presented to the National Delegates.

Section 3. Administration At every level of appeal, members shall be afforded the rights of due process and the right to appeal an adverse decision to the next level. The National Board shall have full authority to intervene to protect the members of this Association. Correspondence shall be by certified mail, return receipt requested. Costs of the state investigation and action shall be borne by the state association; costs of the National Appeals Commission and Appeals Committee shall be borne by the National Association. No legal proceeding may be initiated until the appeal procedures provided herein have been exhausted.

ARTICLE XI PRESENTATION OF NATIONAL AGREEMENTS

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

ARTICLE XII Parliamentary Authority

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 XIII Amendment of Constitution

A. 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. All Amendments shall become effective upon adoption by the Association.

B. If anything in this constitution conflicts with the National Constitution, the National Constitution shall be the ruling authority.

C. If any provision or section of this Constitution 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.

D. Changes adopted at the annual convention will be reflected as bold type in the printing of the revised document.

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

ARTICLE XIV National Convention Delegates

Section 1. Eligibility

1. The 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.

Section 2. Nomination.

- A. 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 to be used is that which is published in the February, March, April and May issues of The National Rural Letter Carrier.
- B. 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.

Section 3. Election.

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. National Convention Delegate election results will be published in the first newsletter following the State Convention.
- F. 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.

- G. 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 6.3.A, shall be declared regular delegates and the remaining candidates shall be declared alternates in the order of their finish.
- H. From the elected National Delegates, the Delegates-at-Large, to which this State Association is entitled to in accordance with Article 6.3.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. 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.

Section 4. Compensation of state-paid National Delegates.

- A. All Delegates including Delegate-at-Large, National paid, State paid Delegates and the first alternate as of the Monday of the National Convention will be paid from state funds per diem at the rate equal to that of the National paid delegates. 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 NRLCA's current mileage guide. 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 will be paid per diem by the State Association in accordance with the National Constitution. The monies paid by the National office to the delegates must be remitted 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 "Member of the Year" to attend the National Convention provided the person is not already an elected National Delegate.
- E. The State Association shall pay per diem, in accordance with the National Constitution, for all elected or appointed State Officers that attend seminars on the day proceeding the opening business session of the National Convention.
- F. The money paid by the National office to National-Paid delegates must be returned to the State Secretary before any payment is made to the National-Paid delegates by the State Association.
- G. The State Association may pay for a meeting room to be used by the delegates at the National Convention.