***CORLCA BOARD POLICIES***

*(as amended in fiscal 2017-2018)*

*“Association” refers to the Colorado Rural Letter Carriers’ Association (CORLCA).*

*“Members” refers to CORLCA members.*

C1.1 Association meetings will be closed to all except members and invited guests, unless non-members, eligible for membership in the Association, attending Association meetings or events sponsored by the Association or the State Steward, complete a Dues Withholding Authorization Form prior to the meeting.

**Administrative Policies; State Officers and Board Policies**

C2.1 The Secretary-Treasurer’s reporting shall include a list of vouchers submitted by State Officers and/or Appointees for the purpose of Union business.

C2.2 A copy of the general ledger will be available for the board members at each CORLCA board meeting. Expense reports prepared between the previous and current board meetings will also be available and reviewed by the board. Bank statements will be sent to the State President by the bank currently used by the CORLCA for review prior to being sent to the Secretary/Treasurer.

C2.3 All motions receiving a second and voted on will be reported in the CORLCA board meeting minutes. Each individual elected officer’s yea, nay or abstaining vote will be included in those minutes.

C2.4 Board members unable to attend scheduled meetings will contact the President or Vice President. If unable to contact them, another board member must be contacted prior to the meeting.

C2.5. When questions are asked of board members the question should be referred to the appropriate party if the board member is unable to provide written reference.

C2.6 The Board must approve projects of the state organization prior to their implementation. The board must approve non-budgeted expense items in excess of $200. In an emergency situation, the president may, with the board approval, make necessary decisions.

C2.7A member of the board will be appointed to aid the district in all phases of the state convention.

C2.8 The CORLCA board shall be restricted from entering into contracts which overlap the CORLCA fiscal year. (adopted 3-24-12)

C2.9 The CORLCA President and Secretary/Treasurer will contact the CPA in May of each year to request a list of documents required for the annual partial audit. (adopted 1-10-15)

C2.10 The PAC Chair will make copies of all donations, and will submit all donations monthly to the national office via certified mail with return receipt requested. (adopted 3-12-17)

**C2.11 The Editor is directed to serve as recording secretary at all CORLCA board meetings; to keep minutes, type minutes, forward minutes to board members, and format minutes for printing, and the compensation for the position to be an ADOP. (adopted 1-21-18)**

**Remuneration Policies**

C3.1 The CORLCA President and the CORLCA Secretary/Treasurer will forward their expense vouchers to the CORLCA Vice-President for approval signature. The vouchers will then be sent to the Secretary/Treasurer for payment. (amended 3-24-12) (amended 6-13-13)C3.2 All properly completed CORLCA vouchers submitted to the Secretary/Treasurer for payment will be paid within 7 days of receipt. Secretary/Treasurer will email verification of receipt of approved voucher. ~~Approved vouchers must be received in the CORLCA Secretary/Treasurer’s office by Tuesday to be paid on Friday.~~ Initial electronic transmission will be accepted with hard copy to follow. Prior text or phone notification to Sec/Treas should be attempted. (adopted 12-3-11; amended 3-24-12; amended 10-16-16;) **(amended 1-21-18)**

C3.3 Vouchers should be paid in full for any Union member, regardless of when they are received. The State President will send Union Member a letter when their voucher is not received in a timely manner. Deadlines will be the last day of each month. (amended 10/3/2010; amended 12-4-11)

C3.4. Vouchers submitted that request reimbursement for mileage **will have originating address (e.g. submitter’s home address) and the destination address. All mileage will be verified and documented through MapQuest by the most direct/shortest route.** ~~shall have attached a “MapQuest” printout for each such request/trip. Printout will have originating address (e.g. submitter’s home address) and the destination address—by the most direct/shortest route.~~ If request is for multiple destinations, but part of the same trip, printout will go from originating address to point “A”, then point “B” and so on, until line-of-travel returns to original address. In the case of one-destination trips, route need only show one-way mileage and simply request that distance “times two.” (amended 6-13-13) **(amended 1-21-18**)

C3.5 All board members attending any called board meeting shall be paid one day ADOP. Should a called board meeting fall on a Sunday or USPS-paid-holiday, ~~there will be no additional compensation for attendance at called meeting.~~ **board members will be compensated at $20/hour for the meeting hours occurring on those days.** (Amended 8-1-10) **(amended 5-6-18)**

C3.6 ~~Additional ADOP days for Board Members shall be determined at each Board Meeting. (adopted March 2011)~~ **No additional ADOP days will be paid for travel time; total travel time for travel in excess of 50 miles round trip will be compensated at $20/hour plus mileage reimbursement at the current IRS rate. (amended 5-6-18)**

C3.7 The State Officers will be reimbursed for loss of annual and sick leave incurred through the use of LWOP for State Association business. The total number of LWOP days taken, to incur loss of annual and sick leave, must have all been used for State Association business. (amended 6-13-13)

C3.8 The State President, with Board discussion, will make assignments of Board Member Representatives to District meetings. If assigned meeting and round-trip travel time, combined, exceeds 10 hours, overnight accommodations will be approved. Overnight accommodations, when applicable, will be compensated at actual expense and will be subject to board approval. If board member must travel to cover an assignment—individual shall be entitled to mileage (in the case of travel distance) and A.D.O.P., in the case of lost wages. (amended October 2012) (amended 6-13-13) **Each assigned board member will write and submit a report regarding district meeting to secretary/treasurer.” (amended 3-11-18)**

C3.9 District Officers will be paid $125 plus mileage at the Post Office Rate, to attend District Officer Training at the State Convention. (adopted March 2011; amended June 2015)

C3.10 The State Association will pay mileage at the rate paid by the Postal Service and local Government per diem for members appointed and required to give a report at State Convention. This compensation will apply only for the trip to/from the State Convention and the day on which the agenda specifies such report shall be given. These appointed positions include PAC Chairman, Insurance Representative, Editor, Provident Guild Chairman, Chaplain. Compensation will be considered if individual(s) are not paid for attendance in another capacity. Board members will not receive additional compensation for being an appointee to one of the above positions. (amended 6-13-13) (amended 3-9-14)

~~C3.11~~ (removed 1-17-16)

C3.12 The State Association will not pay mileage and/or per diem if the National Association is paying it. If the compensation from National is less than what the State is paying, the State will make up the difference between the two.

C3.13 Two board members ~~and an alternate (in the event one of the selected delegates is unable to attend)~~ will be chosen from those willing to attend the WSC as delegates and reimbursed $350 and local Government per diem for the duration of the conference as determined by the conference agenda. **An alternate will be chosen to attend in the event one of the selected delegates is unable to.** The board will offer each district matching reimbursement funds up to $175 plus local government per diem for a member to attend the WSC. In the year that Colorado hosts the WSC, no reimbursement will be considered and the WSC Chair will be required to offer the written report from such convention. Otherwise, all attending reimbursed members will be required to present a brief written overview of their experience to the editor to be printed in the State Paper. (amended 10/3/2010; amended March 2011; amended 10-16-11)(amended 3-9-14)(amended 11-9-14)(amended 3-7-15)(amended 5-9-15)(amended 5-7-17)**(amended 3-11-18)**

C3.14 All Travel and hotel expenses reimbursed by the National Association, upon Board Approval, may be applied to the State credit card to be reimbursed by the individual member upon receipt of the NRLCA reimbursement. All credit card purchases will be submitted and approved by appropriate person on the CORLCA credit card itemization report. (adopted 10/3/2010)

C3.15 A CORLCA credit card shall be issued to the State Secretary/Treasurer and the President, each as a separate account, with a credit limit of $2,000 each.  A new account number will be issued with a change in the office of Secretary/Treasurer and/or President. The Secretary/Treasurer and President shall be the only authorized signer for their accounts, and shall accept full responsibility for the use and security of their cards .CORLCA credit cards shall never be used for cash advances or any type of personal use .Documentation of all charges will be required, in the form of original, itemized receipts with personal notations as explanation/justification. Said documentation shall be submitted by the 16th day of the following month, along with a CORLCA Credit Card Itemization Report, to the State President (Secretary/Treasurer's account) and State Vice President (President's account) for review and filing with credit card statements reflecting the same charges.

If, upon review, inappropriate use of cards is suspected, the President/Vice President shall contact the card-holder immediately for clarification and explanation.

Violation of any part of this policy may result in immediate suspension of charging privileges and subsequent disciplinary action as prescribed in Article V, Section 5A of the CORLCA Constitution, or as determined by the State Board. (adopted 10-15-11) (amended 6-13-13)(amended January 2016)

C3.16 Any CORLCA Board Member assigned to provide NRLCA union orientation at Rural Academy training must follow-up with all new employees within approximately one month. Compensation will include 1 ADOP, mileage, and per diem as appropriate, and any RAFT incentive resulting from the Academy orientation will be returned to the state**.** RAFT incentives earned outside the orientation presentation will be paid to the individual responsible for the recruitment. Board members doing orientation presentations will send out a “Welcome to the Union” letter 1 week after recruiting. (adopted 10-25-15)(amended 1-17-16; amended 6-8-16; amended 10-16-16;)

**National Convention Policies**

C4.1 The votes of the National Convention delegates will be cast/tallied as individual votes and not as a block vote.

C4.2 The National-Paid-Delegate will make assignment ofNational Delegates to attend seminars at the National Convention. Such assignments are for the purposes of authoring informational articles for the State Paper. National Convention Delegates shall do so as part of their regular delegate duties, and be compensated $75 for same. (amended 3-9-14)

**Executive Committee Hierarchy and Responsibilities**

C5.1 The Senior Executive Committee member shall be the Executive Committee Chair. In the event the senior member position is held by more than one Executive Committeeman, the number of votes received at the time of their respective election to the board shall established seniority.

C5.2 The Executive Committee Chair shall be authorized to sign/approve vouchers in the event that the President, Vice-President nor Secretary-Treasurer is available to sign/approve vouchers. In the event that the Executive Committee Chair requires approval of a voucher in this scenario, the junior Executive Committeeman, ranking, will be authorized to approve these vouchers.

C5.3 The Executive Committee members shall act as trustees for this Association. They shall take the D.O.L. “Internal Audit Procedures” training as soon as practical upon election. At the close of each quarter, the Trustees shall conduct an internal audit of the CORLCA Secretary-Treasurer’s books. Audit shall include the guidelines established by the D.O.L. or other parameters as directed by the State Board or the Trustees, themselves implement.

C5.4 The Executive Committee Chair is also the Chair of the Trustees and shall coordinate the internal audits of the Secretary-Treasurers books. Additionally, they shall author a report delineating the findings of said audit and submit it to the next regularly scheduled State Board meeting. Upon board acceptance, report shall be printed in a subsequent edition of the association publication.

**State Convention Policies**

C6.1The reports of the elected state officers **and appointed positions** will be printed and passed out at the state convention in lieu of oral presentations on the convention floor. The Officers **and appointed positions** will be available for Q & A concerning their reports. **(amended 3-11-18)**

C6.2 The hospitality room at the State Convention will be closed during scheduled business sessions.

**District Fiduciary Standards**

C7.1 District funds may not be disbursed without an approved voucher. Check for payment of voucher must be signed by authorized signatory, other than person submitting voucher, within the District Officers.

C7.2 All District expenditures must have documentation for need/justification in the form of an expense voucher approved by both the District President and District Secretary-Treasurer. Expense vouchers may be obtained from the State Secretary-Treasurer, either in hard-copy format or electronically.

C7.3 An annual audit shall be conducted by at least two district members who are not officers, in attendance at appropriate meeting. Audit shall balance all expense vouchers (and accompanying receipts) against the check ledger. Auditors shall produce minimal written report for presentation at the meeting at which they perform their audit for inclusion in the District Secretary-Treasurer’s permanent files. Report shall verify expense voucher for all written checks and notate any deficiencies observed during their audit.

C7.4 A copy of the District Audit Committee’s report or a copy of the District Meeting minutes reflecting the Audit Committee’s report shall be forwarded to the State President upon completion of the District meeting at which it occurs. Additionally, if any amendments are made to the District Constitution, the amended document shall also be included in this mailing. (amended 10-16-11)

C7.5 ~~All Districts shall submit, by hard copy, annual LM report to the State Secretary/Treasurer by August 31 of each year.~~ (adopted 10-16-11) **All District Secretary/Treasurers that have submitted their LM and 990 reports to the DOL and IRS, plus hard copies to the State Secretary/Treasurer by August 15 of each year, will receive a bonus payment of $100 (effective in 2018) (amended 3-11-18)**

C7.6 Copies of the District Meeting minutes shall be submitted to the State Sec/Treas and State President (in addition to their District Officers) by June 1 of each year. (added 3-9-14)

**State Media Policies** (amended 12-4-11)

C8.1All editions of the CORLCA newspaper will be published in news print form. (amended 10-16-11)

C8.2 Letters to the Editor for the State Paper and posts on the CORLCA website are welcome, but certain restrictions apply:

* Only letters pertaining to the rural craft, the CORLCA and NRLCA will be accepted.
* Letters to the Editor will be limited to 300 words.
* Libelous or slanderous letters will not be accepted.
* All letters must be signed by the writer. Anonymous letters will not be accepted; however, names will be withheld, and placed on file, at the request of the writer.

The CORLCA and CORLCA State Board are not responsible for the substance of letters to the editor and take no position, pro or con, for their content or intent. All rights reserved. (adopted 12-4-11)

C8.3 CORLCA State Board Policies will be posted on the CORLCA website and be printed and available at the state convention.(adopted 12-4-11; amended 10-25-15)

C8.4 The May issue of the State Paper will include campaign articles. State officer candidates will be limited to 350 words in their campaign articles. Candidates for National Delegate will be limited to 100 words in their campaign articles. (amended June 2010)

C8.5 State Board Members, NRLCA District Representative, NRLCA Assistant District Representative(s), PAC Chairman, State Chaplain, Insurance Representative, and Provident Guild Chairman shall submit articles to the state paper when requested by the State President or the State Editor. (amended 6-13-13)

C8.6 Articles for the state paper dealing with contractual issues must be reviewed by the NRLCA District Representative before publication. (amended 6-13-13)

C8.7 Duties and responsibilities of National Delegates shall be published annually in the February and May issues of the state paper. (adopted 10-16-11)

C8.8 The CORLCA will pay $300 per issue for “layout” of the State paper. (adopted 5-31-12)

**Miscellaneous Policies**

C9.1 The Vice President may be authorized to attend the State President’s Annual Legislative Seminar and shall be compensated according to CORLCA Constitutional articles/sections with such monies charged against the budget of the Vice President.

C9.2 Election procedure according to Department of Labor will be considered part of the board policies.

C9.3 If the CORLCA Constitution is changed as a result of action at a State Convention, the amended Constitution shall be printed in booklet form. Copies shall be forwarded to all elected officers, board appointees, NRLCA District Representative/Assistant District Representative(s), elected Local Steward(s), District Officers and such other individuals as the State Board deems appropriate and supplies allow for. Printing shall be charged against “Administrative fees” in the annual budget and shall occur as soon as practicable following the State Convention at which it was amended. (amended 6-13-13)

C9.4 The Vice President will purchase a gift not to exceed $100 for the out-going President.

C9.5 Upon invitation of any “dignitary” to speak at a State Convention, Western States Conference (when hosted by Colorado), special meeting (called by the State President and/or the State Board) or any other time when directed by the State President and/or State Board—“Thank You” gifts (not to exceed $100 each, and accounted against the “Administrative Expenses” of the State Budget) shall be purchased by the State Vice-President. In the case of Auxiliary guests at the State Convention or Western States Conference (again, when hosted by Colorado), “Thank You” gift shall be the responsibility of the CO State Auxiliary.

C9.6Any member in good standing may send correspondence to all members in the state by sending the stamped, prepared mailing to the state secretary. The charge will be $350.00 prepaid by the sender. No mention of an official state association position will be permitted on or in the correspondence.

C9.7 Invitations for members to attend Board Meetings in a paid status will have prior approval by the Board. (adopted 10/3/2010; amended March 2011)

C9.8 The Board will review the inventory lists every year at a Board Meeting to determine disposition of excess equipment. Upon determination that equipment is “excess”, written notification shall be provided first to the Districts (along with a digital picture if appropriate). If no District expresses interest, a notice shall ~~to~~ be published in the next state paper (along with a digital picture if appropriate), establishing a date for viewing and bidding by interested members. If no interest is shown, “excess” equipment will be disposed of at the discretion of the Board. (adopted March 2011; amended 10-16-11; amended 10-25-15)

Policies C10.1, C11.1, C12.1 Form 990 (IRS)-Recommended Policies

C10.1 Conflict of Interest Policy

(As adopted by the Colorado Rural Letter Carriers’ Association on 3-25-12)

It is the obligation of all voting members of the State Board, when acting on behalf of the CORLCA, to comply with all applicable federal and state laws, to uphold the principle and purposes of the Association, and to comport themselves in accordance with the highest standards of ethical business conduct. In furtherance of that goal*,* the State Board of the Association has adopted the following policy in order to avoid or minimize possible conflicts between the personal interests of the personssubject to the policy and the interests of the Association.

Preamble

The purpose of the policy is to ensure that decisions about CORLCA's operations and the use or disposition of CORLCA's assets are made solely in terms of the benefits to the Association and are not influenced by the possibility of private profit or other personal benefit accruing to the persons subject to this policy. In addition to actual conflicts of interest, all persons subject to the policy are obliged to avoid actions that could be perceived or interpreted as being in conflict with the Association's interest.

To avoid actual, potential, or even the appearance of, conflicts of interests, persons subject to the policy should disclose any connection or relationship with organizations or enterprises doing business with the Association and refrain from participating in decisions affecting transactions between the Association and the other organization or enterprise. The mere existence of a connection or relationship shall not prevent a transaction from taking place*,* however, so long as: the relationship is disclosed; disinterested individuals make the necessary decisions; and the terms of the transaction are fair and reasonably comparable to those available in other commercial transactions where the parties are entirely independent of one another.

Policy

Board members of the CORLCA have a duty to be freefrom the influence of any conflicting interest when they represent the Association or make recommendations with respect to dealings with third parties. They are expected to deal withall parties doing business with the Association on the solebasis of what is in the best interest of the Association without favor or preference to third parties based on personal considerations. In particular:

1. Board members who deal with parties doing orseeking to do business with the Association, or whomake recommendations with respect to such dealings or pass judgment upon them, shall not own any interest in or have any personal agreement or understanding with such third parties that might tend to influence the decision of the employees with respect to thebusiness of the Association, unless expressly authorized in writing after the interest, agreement, or understanding has been disclosed.
2. No covered board member shall seek or accept, directly or indirectly, any personal payments, loans or services, excessive entertainment, or travel or gifts of more than nominal value from anyindividual or business concern doing or seeking to do business with the Association. (This provision shall not apply, however, to prevent individuals from acceptingormaking use of hotel rooms or entertainment provided by a hotel on a complimentary or upgraded basis in connection with an Association meeting where such room or entertainment is part of the negotiations for the overall contract with the hotel or conference facility. Such use facilitates the conduct of Association business and thereby benefits the Association).
3. No covered board member shall do business with a relative on behalf of the Association unless expressly authorized in writing after the relationship has been disclosed.

The requirement of freedom from conflicting interests extends to situations involving the relatives of all board members. Relatives include spouse, domestic partner, parents, children, brothers and sisters, grandchildren, stepchildren, grandparents and immediate family in-laws. Board members shalltake reasonable steps to become informed of conflicting interests involving relatives. For such known actual or potential conflicts of interests involving relatives, board members shall disclose in writing such conflicting interest prior to the Association's doing business with any organization to whichrelatives are affiliated or hold an interest in.

With respect to individual board members, the State Board of the CORLCA has the ultimate authority to determine what remedial steps should be taken in situations involving an actual or potential conflict of interest. The conflicting party(s) shall not participate in any decision.

As used in this policy, the voting board members are set forth in the CORLCA Constitution.

A copy of this policy shall be given to all board members upon commencement of such person’s relationship with the Colorado Rural Letter Carriers’ Association or at official adoption of stated policy. Each board member shall sign and date a “Conflict of Interest Compliance Certification” at the beginning of his/her term of service and each year thereafter. Failure to sign does not nullify the policy.

Conflict of Interest Compliance Certification

I have received and carefully read the conflict of interest policy of CORLCA

In the event that I become aware of any situation that poses an actual, potential, or the appearance of a conflict of interest between me and the Association or between my relatives (as defined in thepolicy) and the Association, I shall promptly disclose all pertinent acts to the State Board of the CORLCA in writing.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position with CORLCA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C11.1 CORLCA Whistle Blower Policy

(As adopted by the Colorado Rural Letter Carriers’ Association on 3-25-12)

It is the policy of the Association to foster an environment of openness and fair dealing. Information concerning actions or failure to act that impacts the integrity and accuracy of the financial condition of the Association, its subsidiaries and related organizations is important and encouraged to be promptly disclosed. To that end, it is the Association’s policy to:

1. Maintain a record of any material complaint or concern raised about the integrity of the financial procedures and controls;
2. Address those complaints and concerns in a reasonably prompt manner;
3. Disclose such complaints or concerns to the State Board of the Association for investigation and corrective action if necessary;
4. Ensure that any individual bringing such complaints or concerns forward will not be subject to any adverse employee action based on the disclosure of those complaints or concerns.

Further, to encourage employees to promptly disclose material deficiencies or weaknesses or other material items impacting the integrity of the financial procedures and controls of the Association, employees may, on a confidential basis, report such concerns to the State President or other State Board Member. A record of all such complaints and concerns, along with the investigative outcomes, will be maintained on a confidential basis in the State Secretary’s files.

C12.1 CORLCA Record Retention and Destruction Policy

(As adopted by the Colorado Rural Letter Carriers’ Association on 3-25-12)

GENERAL POLICY

Documents that are not necessary for legal and/or business purposes should be destroyed in order to reduce the high cost of storing, indexing and handling the vast amount of electronic and hardcopy documents which would otherwise accumulate. Documents provided with a specific retention period, as set out in the Association's standard record retention schedule, should be destroyed at the conclusion of the retention period. This general policy does not supersede DOL and IRS requirements.

### SUSPENSION OF POLICY IN CONNECTION WITH LITIGATION AND DISCOVERY

Documents and records that are beyond the policy retention period or that are without a normal archive requirement must, *nonetheless*, be retained under the certain circumstances, including, but not limited to: (a) where the information has been subpoenaed in a civil or criminal case, or is the subject of an information request letter from a government agency, (b) where the information relates to civil or criminal litigation against the Association or a subsidiary that is either pending, imminent or contemplated, or (c) where destruction of the information would impede, obstruct or influence the administration of any matter within the jurisdiction of the federal government, where such matter is pending, imminent or contemplated.

It is the policy of the Association to suspend all regularly scheduled document destruction when litigation against the Association or against a subsidiary is pending, imminent or contemplated. Upon receipt of notification the State Secretary/Treasurer shall assure that no documents are destroyed. Once the relevant documents have been identified and segregated from destruction/deletion, the operation of the policy regarding remaining Association or subsidiary documents, including regularly scheduled destruction, shall recommence.

ANNUAL REVIEW AND APPROVAL

The State Board shall review and re-approve this policy annually.

RETENTION SCHEDULE

|  |  |
| --- | --- |
| PAPERWORK  | SUGGESTED RETENTION PERIOD |
| BANK INFORMATION* Audit Reports
* Reconciliations
* Checks—Canceled
* Checks—Canceled for important payments
* Checks—Payroll Related
* Deposit Slips
* Voided Checks
 | Permanently5 Years 7 YearsPermanently7 Years 2 Years5 Years |
| CASH RECEIPTS  | 7 Years  |
| CREDIT CARD RECEIPTS | 5 Years  |
| ELECTRONIC DOCUMENTS & SOFTWARE TO READ IT (QuickBooks, Bank Reconciliations, LM Forms, etc.)  | 5 Years  |
| EMPLOYEE PERSONNEL RECORDS (I-9’s; W-4’s, etc) | 3 Years after no longer on board  |
| EXPENSE RECEIPTS | 5 Years |
| FINANCIAL STATEMENTS (END OF YEAR) | Permanently  |
| ING/401K/RETIREMENT PAPERWORK | Permanently |
| INSURANCE POLICIES (EXPIRED) | 3 Years |
| INVOICES/BILLS FROM VENDORS | 7 Years |
| IRS FORM 940 or 940EZ (FUTA) TAX RETURN | 7 Years |
| IRS FORM 941  | 7 Years |
| IRS FORM 990 | 7 Years |
| IRS FORM I-9 | 7 Years  |
| IRS FORM W-2, W-3, W4 | 7 Years |
| IRS FORM 1099 | 7 Years  |
| LM FORM | 5 Years |
| LICENSE AGREEMENT/TRADEMARK PAPERWORK  | Permanently  |
| PAYROLL RECORDS | 7 Years |
| TAX EXEMPTION DOCUMENTION & REPORTS FROM IRS | Permanently  |
| VOUCHERS (For vendors, employees, etc.) | 7 Years |
| BALLOTS FOR STATE DELEGATES | 1 Year  |
| BALLOTS FOR NATIONAL DELEGATES | 1 Year |
| BOARD POLICIES | 5 Years  |
| BONDING INFORMATION (Expired) | 5 Years  |
| CONSTITUTION AND BYLAWS | Permanently  |
| CONVENTION REGISTRATIONS | 3 Years  |
| CORRESPONDENCE—GENERAL | 3 Years |
| CORRESPONDENCE (LEGAL & IMPORTANT MATTERS) | Permanently |
| ELECTION NOTICES | 1 Year |
| EMPLOYEE PERSONNEL RECORDS (AFTER TERMINATION) | 3 Years |
| EMPLOYEE PERSONNEL RECORDS | As Employed |
| INSURANCE POLICIES (Expired) | 5 Years  |
| MEMBERSHIP APPLICATIONS—FORM 1187 | 3 Years  |
| MEMBESHIP CASH CARDS | 5 Years |
| MEMBERSHIP & ELIGIBILITY LISTS FOR ELECTIONS | 1 Year |
| MEMBERSHIP ROSTERS | 5 Years |
| MINUTES (Board Meetings and Convention) | Permanently |
| NOMINATION NOTICES | 1 Year  |
| STATE CHARTER | Permanently |
| UNION DUES DEDUCTION/PER CAPITA REPORTS | 5 Years  |
| VOTING INSTRUCTIONS (All Return envelopes, marked, challenged, unused ballots & tally sheets) | 1 Year |

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CORLCA GUIDELINES AND PRACTICES

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C13.1 CORLCA STATE CONVENTION HOSTING GUIDELINES

(officially adopted 3-25-12)(amended 3-7-15)

Host Body will be assigned a contact person on the CORLCA board to aid the Body in all phases of the convention. It is the responsibility of the Body to plan the accommodations, activities, Friday night function, banquet, etc. It is the responsibility of the CORLCA board and the CORLCA Auxiliary board to set the agenda for the convention.

1. Select Convention Site

Start calling locations for availability immediately after prior convention is over. (Mid June to beginning of July)

Send preliminary contract to the CORLCA President and Secretary/Treasurer for review and approval by the CORLCA board at fall board meeting.

 Site must accommodate up to 100 people for joint sessions, and smaller rooms

 for CORLCA Auxiliary, CORLCA Juniors, CORLCA board meeting and

 hospitality. Site must have banquet facilities.

 The convention chairman will send in information to the state editor to include location and any

 other information known for the November newspaper.

 The paper will include room reservations, banquet reservations, information on juniors,

 registration form and deadlines.

1A. Districts hosting the state convention in the upcoming years must have a site chosen by December 1st of the year prior to the convention they are hosting.(adopted 1-17-16)

1. Room Rate

 Shop hotels to find the best services and prices available. Keep in mind a

 block of a certain number of sleeping rooms may qualify you for free meeting

 rooms and necessary office equipment. Arrange for media requirements as needed.

1. Parking

 Availability at convention site. RV parking available, etc.

1. Juniors

 Availability of area activities, cost, time, distance from hotel, maps, etc.

1. Dignitaries

 Invite Mayor, Local Postmaster, and Hotel Representative to opening session

1. Transportation from nearest major airport

 National officers and representatives will need transportation to hotel

 (Arrangements are the responsibility of the CORLCA President and

 CORLCA Auxiliary President)

1. Finances

 State Association will aid the hosting District but pricing should cover most

 costs.

1. CORLCA board Representative

 Contact the state board representative and Auxiliary board representative.

 These people will give you all the assistance you need and help you with

 meeting requirements for the convention.

Convention Site/Hotel

1. Area with two tables for registration.

 Signs directing convention attendees to registration and meeting rooms.

1. Joint session meeting room for up to 100 people.

 Classroom seating works best.

 Podium at front of the room

 Four tables at back of room for displays. (GMAC Insurance, Atlanta Postal

 Credit Union etc.)

1. Small meeting rooms needed:

 A. Board meeting room for 15 people Wednesday and ½ day Thursday before

 convention.

1. Steward Training room for 40 people Thursday before convention.
2. Two rooms for 8 and 16 people for local officer training Thursday evening.
3. Auxiliary meeting room for 15 people to meet during the convention
4. Juniors meeting room for 10 people to meet during the convention.
5. Hospitality Room

 Easy to find and within close proximity to Joint session room if possible.

 check hotel policy on outside beverages and food brought in if kept in

 hospitality room.

1. Banquet
	1. Head Table seating for approximately 14
	2. Table seating for up to 100
	3. Podium at head table
	4. Menu choice and style (buffet or served), choice of hosting body.
	5. Cash Bar for social hour (1 hour prior to dinner) choice of hosting body.
	6. Cost of Banquet (include tax, tip, entertainment)
	7. 4 or 5 tables for PAC auction items if requested by PAC.

 6. Sleeping Room Rate

 A. Shop Hotels (let hotels know you are looking for the best rate)

 B. Block of sleeping rooms, 15-40

 a. Need smoking and non-smoking rooms

 b. Need some lower level rooms

 7. Parking

 A. Availability at hotel/convention site

 B. Security

 C. Covered or not covered

 D. Cost per day if any

 E. RV parking available (if not how far to nearest parking)

 F. Pricing for nearest RV campgrounds

Juniors

 1. Junior Sponsors (Rural Carrier couple, college student, reliable relative of rural carrier in the District. Best to have a male and female if possible that have knowledge of area attractions.) Junior sponsors are the responsibility of the Auxiliary. Juniors are responsible for all fees. (amended 5-31-12)

 2. Meeting Room during the convention for 10 people.

 3. List of area activities

 A. Cost

 B. Hours of operation

 C. Maps

 D. Distance from Convention

 E. Public transportation available

Dignitaries

1. District responsibilities (Invite the following people to the opening session for a short welcome to the city and convention)

 A. Mayor

 B. Postmaster

 C. Hotel Representative

2. CORLCA President Responsibilities

 A. Postal Official

 B. NRLCA Officer

 C. Auto Insurance Representative

 D. Atlanta Postal Credit Union Representative

 E. Rural Carrier Benefit Plan Representative

 F. Any additional people who would add to the information of the convention

Finances

 1. CORLCA funds will cover meeting rooms if there is a charge from the hotel

 2. Any additional costs for snacks, door prizes, etc. must be covered by the hosting body

 or added to the cost of banquet or event tickets

Registration

 1. Two tables

 2. Open evening before the convention begins.

 Open each morning of the convention on hour before session begins.

 3. 2 or 3 people at registration table to sign in attendees, answer questions, sign

 attendees to committees, hand out maps, etc. (Sign in sheets provided by

 CORLCA secretary and committee sign up sheets provided by CORLCA

 President)

 4. Give each attendee

 A. Name badge (preprinted if possible)

 B. Banquet and event tickets from pre-registration

 C. Facility map

 D. Area maps

 E. List of area restaurants

 F. Area tour information

 F. Any additional items the District wishes to provide

Additional Information

 1. National Officer Requirements

 Banquet and event tickets to be furnished for officer and spouse (CORLCA

 and CORLCA Auxiliary will pay the cost)

 2. Lunch is on own for all convention attendees

 3. Hospitality room to be open before and after each business session and during breaks.

 4. Door Prizes furnished by the hosting body as they see fit

 5. Hospitality bags are at the discretion of the hosting

**THANK YOU FOR HOSTING OUR CORLCA CONVENTION THIS YEAR**

C14.1 CORLCA ELECTION GUIDELINES

(officially adopted 3-25-12)

Nomination, Election and Voting Tabulation Rules and Guidelines

Rules for “Ballot Committee Co-Chairs”

The State President shall appoint two members to serve as “Ballot Committee Co-Chairs,” in early January of the year (prior to the February paper deadline) of the next regularly scheduled election. Ballot Committee Co-Chairs, in as much as is possible, shall be selected from members in good standing residing in or near the city hosting the Annual State Convention at which the ballots shall be counted. These Ballot Committee Co-Chairs’ names may not appear as a candidate on any ballot during this election cycle.

Either the Ballot Committee Co-Chairs or a designee of the State Board shall secure two Post Office Boxes, in or near the city of the Annual State Convention, in early January of the year of the next regularly scheduled election (prior to the February paper deadline). The appointed Ballot Committee Co-Chairs are the *only persons* that may have access to these boxes for the period of time from the date of mailing of the ballots until after the voted ballots have been collected for counting. One box shall be designated as the receiving address for the voted-ballot-mailing-envelope. The second box shall be used for the return of ballots undeliverable for whatever reason (e.g. “Undeliverable As Addressed”) and shall be checked as often as is practicable (preferably daily, but not less than once a week) for returned ballot packets. PO Box utilized for “undeliverable” ballot packets need only be checked after the established ballot packet mailing deadline.

Upon removing undeliverable ballot packets from the designated box, Ballot Committee Co-Chair(s) will date the outside of the envelope with date of removal and otherwise leave packet intact. Ballot Committee Co-Chair(s) shall then make every effort to immediately mail another mailing-address-corrected ballot to those members that have ballot packets thus returned. These mailings shall have all materials—with the exception of the secrecy envelope and the ballots themselves—stamped “DUPLICATE BALLOT.” Further, the Ballot Committee Co-Chair(s) shall keep an accounting of those members that receive/request a duplicate ballot for the purposes of cross-referencing member voting at the time of the count. (Only duplicate ballots are to be counted.)

Ballot Committee Co-Chairs shall be responsible for re-mailing ballot packets to those members whom claim they did not receive a ballot from the original mailing by the accounting office retained for that purpose. Members that request such a ballot and are subsequently mailed a second ballot packet shall have their packet stamped “DUPLICATE BALLOT” as well.

In “State Officer Election years”, one of the Ballot Committee Co-Chair shall be the designee(s) whom shall receive the nomination forms for state officer nominations. In cooperation with the State Editor, his/her name and mailing address will be published as part of the “CORLCA State Officers Nomination Form”, which shall be published in the February edition of the State Paper.

Note: “CORLCA State Officers Nomination Form and Notice of Election” shall be a cooperative effort between the Ballot Committee Co-Chairs, the State Secretary-Treasurer and the State President. The finalized Election Notice and CORLCA State Officers Nomination Form shall contain the positions for which names shall be accepted, term-of-office for each such position, number of offices to be filled in the upcoming election, appropriate dates for nominations deadline, ballot-position-drawing date, ballot mailing (to members) deadline, name/location of Accounting Office retained for ballot packet creation and mailing, and ballot pick-up time/location (during state convention).

It shall be the responsibility of the State President to ensure that the “Nomination & Election Notice”, once created, is forwarded to the Accounting Office retained for compilation of ballot packets and the State Editor for publication in the May Edition of the State Paper.

*Important Note: The Ballot Committee Co-Chairs are only to receive/respond to nominations for State Officers. Nominations for National Delegate are handled through the National magazine and fall under different rules. Should the Ballot Committee Co-Chairs receive any nominations for National Delegate, such nominations should be forwarded immediately to the State Secretary-Treasurer.*

Upon receipt of a nomination the Ballot Committee Co-Chair(s) shall, with assistance from the State Secretary-Treasurer via telephone, verify both nominator and nominee’s eligibility to participate in this process. Nominator must be a member in good standing (Ref: Constitution, Article III, Section 1). Nominee shall have been a member in good standing for no less than two years prior to such nomination. (Ref: Constitution, Article V Officers, Section 2. Election; B.2.)

Upon nominator/nominee eligibility verification by the State Secretary-Treasurer, Ballot Committee Co-Chair(s) shall immediately send out a letter of acceptance or rejection for said nomination to the nominee. This communication shall also contain the instructions related to campaign articles for the CORLCA paper, may request specificity on how nominee wishes their name to appear on the ballot, and will inform the nominee that if no response is received their name will automatically appear on the ballot.

If a nomination is received ON the established deadline date, Ballot Committee Co-Chairs shall make a personal phone contact to establish acceptance or rejection by nominee. In these cases a FAX copy may be utilized to return written acceptance or rejection of nominee. No nominations are to be accepted after the designated deadline date.

It shall be the duty of the State President and State Secretary/Treasurer, to secure an Accounting Office in early January of the year (prior to the February paper deadline) to assist in the ballot packet compilation and mailing process. Ballot Committee Co-Chairs shall forward the completed list of state officer’s eligible nominations (in “even” years”), via certified mail, within four (4) days following the closing of nominations to both this accounting office and the State Secretary/Treasurer. During this same four-day-window timeframe, the Secretary-Treasurer shall mail, via certified mail, the list of eligible National Delegate nominees, as well as the most current membership list with two sets of accompanying mailing labels to same accountant. One set of labels shall be used for the ballot packet mailing envelope; the second label will be used for the voted-ballot return envelope (which is part of the ballot packet). The National Office will supply the envelopes required for the ballot packets, in cooperation with the State Secretary-Treasurer.

Accountant, in cooperation with the State Secretary/Treasurer, shall handle the drawing of nominee names for placement on ballot(s), compiling of said ballot(s), and forwarding compiled ballot(s) to a printing service. The Accountant will handle receipt of printed ballots from the printer, insertion of all ballot materials for election mailing and accounting of all materials thus used. Accounting shall include:

* a statement of number of ballots printed and received by Accountant,
* number of ballots mailed to members, and
* number of ballots assigned to Ballot Committee Co-Chairs to retain for possible issuance of duplicate ballots.

Completed balloting/election packets, thus generated, shall be mailed to all members not-less-than twenty days prior to the opening of the Annual State Convention. The dates, times, locations and deadlines for all of these activities shall be part of the “Nomination & Election Notice.”

The Accounting Office, in cooperation with the State Secretary-Treasurer and the National Rural Letter Carriers’ Association offices (which will supply the secrecy envelopes, the voted-ballot mailing envelope and the ballot-packet envelope) will ensure that ballot packets are properly prepared and comprised of the following items:

1. (once printed) both the state officer election ballot and the national delegate election ballot (in “even” years when there is no state officer election, only the national delegate election ballot)
2. A secrecy envelope marked “Ballot,” in which to seal the completed ballot(s).

*CORLCA reserves the right to opt to use the same return envelope for the National Delegate Ballot as has been prepared for the State Officer Election Ballot.*

1. A return envelope, which shall be marked “ballot,” shall carry preprinted return (designated PO Box) and sender (voting member) address labels—to permit verification of membership enrollment/eligibility at time of counting process.
2. A ballot packet mailing envelope that bears the PO Box address designated for the return of non-delivered ballot packets and the voting-members last known mailing address.

The Ballot Committee Co-Chairs will coordinate and supervise the process of collecting, verifying, counting, separating, tallying, recording, reporting and securely-sealing all election, balloting, tallying, reporting, and accounting materials relative to the election for which they have been thus appointed.

The State Convention Chairs/Co-Chairs shall ensure that there is an adequate room reserved for the counting of the ballots during the business sessions of the state convention. This room shall be private and of adequate size to accommodate the Ballot Committee. Consideration should also be given to adequate space for the possibility of “observers.” Labor Law dictates that each candidate on a ballot may observe, or have an observer present during the counting and tabulation process.

Ballot Committee Co-Chairs shall collect all ballots (voted and returned) from the designated Post Office Boxes at or after (but not before) the designated ballot collection time during the State Convention. At this time, the Ballot Committee Co-Chairs shall instruct the Post Office that no further collections will be made and that the PO boxes will be closed as soon as possible. Therefore, any ballots received (voted or returned) after the designated collection time will be deemed to have failed to meet the pick-up deadline and should remain in the PO boxes until they are closed. Such ballots should then be handled as “unclaimed” by the Post Office in accordance with their regulations. Any “returned” ballots collected by the Ballot Committee Co-Chairs at the designated ballot collection time shall be handled as returned ballots (with the exception of issuance of duplicate ballots), and will be sealed with all other election records.

Rules for “Ballot Committee”

Upon convening of the State Convention, the President shall appoint the remaining membership of the Ballot Committee. Such committee membership shall be comprised of a minimum of: the Ballot Committee Co-Chairs, a minimum of two “ballot readers” and a minimum of four “tally-markers.” This Ballot Committee shall be responsible for the counting of both the State Board Election Ballots and the National Delegates Election Ballots. No member whose name appears on any ballot may serve on this Ballot Committee.

*Only the Ballot Committee Co-Chairs* are authorized to remove the ballots from the established Post Office Boxes. Ballots will only be removed once—for the purpose of counting—by these Election Officials, the day and time during the Annual State Convention that has been previously set in the “Nomination & Election Notice” and official State Convention Agenda. (Any member may observe these actions but may not, in any way, assist or touch the ballots being removed for the election of officers and delegates.)

State President shall convene the Ballot Committee once the ballots are retrieved and placed in the room designated for the counting/tabulation process. Ballot Committee Co-Chairs shall designate the roles of each committee member. There shall be no-less-than two ballot counters, and four tally-markers. The counting and tabulation process shall be carried out in the following steps:

1. Ballot Committee Co-Chairs are to first offer the following instructions; all present are to TURN OFF any and all electronic devices (e.g. cell phones, pagers, blackberry, etc.), that there is to be absolutely no “chatting” during this process, there is to be no eating of any kind and (if present) the observers (candidates themselves or candidate’s representative-restricted to one representative/candidate) are not to talk at all (unless to make an enquiry directly related to the process that they are observing). Observers are not allowed, for any reason, to touch ANY of the materials in the counting room.

Chairs may give such other instructions as they deem appropriate to ensure the solemnity of these proceedings and to maintain order and integrity during this all-important process.

1. As voter eligibility is verified against the membership list supplied for this purpose (current voting-eligibility list shall be supplied by the State Secretary-Treasurer at the time of the ballot-counting), ballots will be placed in groups of twenty-five and banded. Grouping tabulation sheets shall be utilized for this purpose to certify number of voted ballots received.

Any “challenged” ballots should be set aside during this process. Examples of “challenged” ballots may be, but are not limited to:

* returned in envelope other than the one supplied for that purpose,
* weight of returned ballot seems insufficient to contain all appropriate materials (DO NOT open these at this time, only set aside),
* there are markings on the outside of the envelope that are “inappropriate”
* or any other reason that counters deem out-of-the-ordinary.

*Important Note: While it is critical that the integrity of the voting process be maintained, it is equally important to ensure the voting rights of the membership. Election Officials are asked to not be frivolous or cavalier about “challenging” individual ballots, making every effort to be consistent and fair. It is imperative that every ballot that can be counted, is counted. In a close election, challenged ballots may need to be individually reevaluated, so be prudent in this decision-making portion of the tabulation process.*

During this process, due diligence must be given to verify that (balanced against the duplicate ballot list that the Ballot Committee Co-Chairs and State Secretary/Treasurer created for this purpose) only a “duplicate” ballot is part of the counting process from this point onward. According to Labor Law, if there are found to be two ballots from any individual member (both the original ballot and a duplicate), only the duplicate ballot may be counted.

Once the voter eligibility process has been executed, banded groups recorded, and challenged ballots are totaled, committee shall have a “certified” number of returned ballots that shall be used as a cross-reference for the remainder of this process.

In every subsequent step, care must be given to verify that there is always this number of ballots accounted for and in totals reported. That is to say that when the final report is given, the number established in this step should be the same number that is reported as “counted,” “challenged, but unresolved,” “challenged and resolved,” “ spoiled” and/or” disqualified” ballot totals.

When the final report is given of ballots cast and recorded (including the number of ballots not in vote tabulation count, for whatever reason), that total must be the same as the total arrived at in this initial process.

1. Committee will break into appropriate sets (minimum of one “counter” and two tally-markers) and prepare for the process of opening and separating the returned ballots from the secrecy envelope. Chairs will divide total ballots verified for counting into equal groups corresponding to the number of counting/tabulation committee members there are.

Again, keep groups of twenty-five to maintain accuracy of counting process by marking “bundle” counts—both empty envelope and secrecy envelope—on appropriate tally sheets.

Should there be deficiencies in return envelope openings (e.g. return envelope does not contain secrecy envelope, different envelope inside return envelope, etc.), extreme care must be given to maintain the secrecy of the enclosed materials. If opener discovers an issue, make every effort to avoid connecting contents of return envelope with voting member. Bring contested return envelope to the attention of a Ballot Chair and place in the “challenged” group of ballots.

At the conclusion of this process, Ballot Committee Chairs will verify that the total of empty return envelopes and total secrecy envelopes is identical to the number of returned ballot envelopes. Remember, if there were any challenged envelopes in this step, they will be added to that report and carried to the total.

1. After secrecy envelopes have been separated from return envelopes, randomly mix bundled secrecy envelopes to ensure secrecy of voting process. Once bundles have been thus mixed, divide equally between “counter/tally” groups.

The task before the committee members is to now separate secrecy envelope from enclosed ballots. As openers separate the contents of the secrecy envelope from the envelope itself, care must again be exercised to maintain secrecy of the voting process. Should opener discover issues with content (e.g. secrecy envelope empty, envelope does not contain appropriate colored ballot(s), there are “other” contents, there is a ballot missing, there are “questionable/identifying” markings on a ballot or any other reason), individual secrecy envelope must be maintained as opened and immediately brought to the attention of a Ballot Committee Chair.

Ballot Committee chair may make an immediate ruling on contents of such envelope or place it in the challenged category.

Upon completion of the separation of ballots from secrecy envelope, there should be groups of twenty-five empty secrecy envelopes, twenty-five state officer ballots (in “even” years) and twenty-five national delegate ballots. The total pieces counted shall be tallied on the appropriate sheets.

Committee Chairs shall verify totals against original certified number of returned ballots. Again, remember that newly-challenged ballots will impact these numbers.

1. Committee chairs will set aside the national delegate ballots. Chairs will randomly mix bundled state officer ballots and then separate equal numbers of state officer ballot bundles into appropriate sets for groups counting ballots. State officer ballots will then be un-banded, randomly mixed and counted, using appropriate tally sheets.

Upon completion of this process, total counted ballots will be verified with the original count from the “separated” secrecy envelope count.

Once numbers are verified, national delegate ballots will be separated, un-banded, mixed and counted using appropriate tally sheets.

Again, total counted ballot numbers will be verified against original number of national delegate ballots generated during the “separation” count.

1. During the counting process, Ballot Committee Co-Chairs—or their designees—should make a ruling on all “challenged” ballots. Using the appropriate ruling sheets committee members should make one of the following rulings on challenged ballots: “disqualified,” “empty,” “second-returned-ballot,” “suspect” (wrong color, copied, etc.), “identifiable” or “other.”
2. Final step in counting returned ballots will be ensuring that the number of counted/tallied ballots and the number of challenged (but not counted for whatever reason and documented) are the same as the original recorded number of returned ballots. Additionally, number of returned ballots plus number of unused ballots retained for possible issuance of duplicate ballots (supplied by Ballot Committee Co-Chairs) should be verified against Accountant’s statement of total number of ballots printed and received by Accountant. Upon recording the total votes counted for state officer and national delegate elections on the appropriate tally sheets, Ballot Committee Co-Chairs will supervise the sealing of all materials used in this process.
3. Ballot Committee Chairs are then charged with making their final report as per the scheduled reporting time published in the state convention program. The President may instruct/authorize the reporting at an earlier time and will notify the Chairs accordingly. Ballot Committee Co-Chairs will also be responsible for ensuring that the official Ballot Committee’s findings/election results are forwarded to the State Editor for publication.

Instructions for Accountant

It shall be the duty of the State President and State Secretary/Treasurer, to secure an Accounting Office in early January of the year (prior to the February paper deadline) to assist in the ballot packet compilation and mailing process.

Ballot Committee Co-Chairs shall forward the completed list of state officer’s eligible nominations (in “even” years), via certified mail, within four (4) days following the closing of nominations to both this accounting office and the State Secretary/Treasurer. During this same four-day-window timeframe, the Secretary-Treasurer shall mail, via certified mail, the list of eligible National Delegate nominees, as well as the most current membership list with two sets of accompanying mailing labels to same accountant. One set of labels shall be used for the ballot packet mailing envelope; the second label will be used for the voted-ballot return envelope (which is part of the ballot packet). The National Office will supply the envelopes required for the ballot packets, in cooperation with the State Secretary-Treasurer.

Accountant, in cooperation with the State Secretary/Treasurer, having been previously provided a “Nomination & Election Notice,” will take the following steps on the dates thus established:

1. drawing of nominee names for placement on ballot(s)
2. compiling of said ballot(s)
3. forwarding compiled ballot(s) to a printing service
4. receipt of printed ballots from the printer
5. insertion of all ballot materials into “ballot packet” for election mailing
6. mailing of ballot packets at, or before, established deadline
7. accounting of all materials thus used

Accountant should be aware that members of the Colorado Rural Letter Carriers’ Association may observe the process of drawing-of-names for placement of the election ballot. Further, while they are there to observe this, they may also see the eligible membership list (but CANNOT copy or remove). They are not allowed to touch or remove any items used by or for this process while thus observing (other than to review the membership list provided by the State Secretary-Treasurer).

Once the names have been drawn (at the published date and time previously printed in the “Nomination & Election Notice”), accounting office, in cooperation with the State Secretary/Treasurer, will forward them to the printing office which has been selected. Printer will be given the following instructions:

1. There shall be two ballots printed—one for the State Officer Nominees and one for National Delegate Nominees (in “even” years, when there is no state officer election, only one ballot will be printed.)
2. Each ballot shall have the position being voted on, the number of years that office will be elected for and the number of names to be voted on for each position
3. Ballots are to be printed on two different colors of heavy paper (card stock) and only the printer and accounting office are to be aware of colors chosen until after ballot packets are mailed (only one ballot will be printed in “even” years, when there is no state officer election).
4. Ballots shall also bear the “Ballot Voting Instructions” on the back of *both ballots.*

Should the printer recommend otherwise, “Ballot Voting Instructions” may be printed on a separate sheet of paper to be inserted with the other ballot packet materials

1. Attention should be given to formatting/printing the ballots such that they will easily insert into a number 9 envelope.

The Accounting Office, in cooperation with the State Secretary-Treasurer and the National Rural Letter Carriers’ Association offices (which will supply the secrecy envelopes, the voted-ballot mailing envelope and the ballot-packet envelope) will ensure that ballot packets are properly prepared and comprised of the following items:

1. (once printed) both the State Officer Election Ballot and the National Delegate Election Ballot (in “even” years, only the National Delegate Election Ballot)
2. Instructions for the member to properly vote their enclosed ballots. (Voting instructions may be printed on the back of the ballots.)
3. A secrecy envelope marked “Ballot,” in which to seal the completed ballot(s).

*Please do not place ballots inside the secrecy envelope during the insertion process.*

1. A return envelope, which shall be marked “ballot,” shall carry preprinted Election Committee receipt address (designated PO Box), a space for member to write their name and address (both on “front” of envelope) and voting member address label placed on “back” of this envelope to permit verification of membership enrollment/eligibility at time of counting process. (first of two mailing labels supplied by the State Secretary/Treasurer for this mailing).
2. A ballot packet mailing envelope that bears the PO Box address designated for the return of non-delivered ballot packets as the return address and the voting-member’s last known mailing address. (second of two mailing labels supplied by the State Secretary/Treasurer for this mailing).

Once ballot packets are thus completed, accounting office (in cooperation with the State Secretary-Treasurer) shall ensure that all packets are mailed no-later-than the prescribed deadline date through a Post Office prearranged for this purpose. All packets must be mailed on the same date and from the same office.

Upon completion of the ballot preparation/mailing packet process and documentation of actions taken with ALL materials received (from anyone), accountant should mail a quantity of all materials necessary for “Ballot Packet” mailings to the Ballot Committee Co-Chairs; a) through e), above. All other materials not used/forwarded (excluding ballots) should be sealed in an appropriate container and sent “Registered Mail” to the State Secretary-Treasurer.

A final report/accounting of all actions taken relative to the ballot compilation, insertion and mailing process should be sent to the State President, with copies to the Ballot Committee Co-Chairs and the State Secretary/Treasurer. Please bear in mind that regulations require an accounting of *every piece/ballot* generated by the accounting firm, printing company, State officers and Ballot Committee Co-Chairs.

Should you have any question concerning your role in this important process, please don’t hesitate to contact the State President or State Secretary-Treasurer, or the Ballot Committee Co-Chairs.

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C15.1 Outstanding Member Nomination Guidelines

(officially adopted 3-25-12)

I. Method of Selection

1. Nominations of candidates for the award must be made by a CORLCA member or CORLCA District. The nomination shall be made in writing to the CORLCA secretary/treasurer prior to the state convention. Nominations must be received by the secretary/treasurer the Saturday of the week prior to the opening of the state convention.
2. The name of the candidate should be submitted with a brief resume of his/her accomplishments. The nominations for outstanding member will be read by the committee on Saturday afternoon of the state convention. The outstanding member will be chosen by written ballot by the CORLCA members present at the state convention ~~Saturday~~ **Friday** afternoon. (**amended 3-12-17)**
3. The president will appoint a two person committee made up of retirees to open, consolidate and assign numbers to the received nominations. A member of the committee will read the nominations and the committee will tally the votes and report the results.

II. Eligibility for Award

1. Any member of the Association may be nominated as a candidate for the Outstanding Member of the Year Award.
2. CORLCA State Association Officers should not be arbitrarily selected for the award, nor should they be prohibited from consideration. Officers have been chosen to lead and serve, but it is frequently demonstrated that their services go far beyond the routine duties of the office and thus, may be worthy of selection.

III. Criteria for Selection

1. The primary consideration in the selection of the outstanding member shall be:
2. The service rendered by the candidate to the National Rural Letter Carriers Association;
3. Attendance and participation in local, state and national meetings;
4. Willingness to accept responsibilities and dedication in performing those duties;
5. Fraternal attitude to others in the Rural Carrier Craft.
6. Consideration should also be given, as a secondary matter, the other services which the candidate may have rendered, such as civic or community activities, which reflect favorably upon the Rural Carrier Craft and the Postal Service.

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C16.1 MEMO FOR CORLCA DELEGATES TO NATIONAL CONVENTION

(sample officially adopted 3-25-12) **(amended 3-9-14)**

August ??-??, 20?? (“*Meet & Greet”* and Seminars August ??-??, 20??)

July ??, 20??

TO: All CORLCA Delegates to the 20?? National Convention in ??????????????

FROM: CORLCA President/Delegate at Large ??????????????

 Contact phone # and email address

Congratulations on being elected as a delegate or alternate to represent the rural carriers of Colorado at the NRLCA National Convention in ????????????????, August ??\_??, 20??!

If you are unable to attend, please provide as much advance notification as possible so that an alternate can be notified and has adequate time to make arrangements to attend.

The following includes highlights of “need to know” information, as well as Constitutional provisions (both National and State) regarding state delegates to the national convention.

Please familiarize yourself/refresh your memory with the following information, and also verify which seminar(s) you are assigned to attend and report on in the September 20?? CORLCA paper. I have tried to include all requests received. If you have a request that was not honored, or a schedule conflict, or if this will be the *??th year* you have attended the same seminar, please let me know ASAP and we will attempt to make a substitution. If you would like to attend additional seminars, please do.

Thank you for your participation, commitment, and representation of the rural carriers of Colorado.

See you in ?????????????!

Delegate-at-Large

If the president is elected as a delegate he/she will be the Delegate-at-Large. The Delegate-at-Large is paid by the National Association and may be assigned to a committee at the National Convention. The Delegate-At-Large is paid according to the National Constitution Article VI, Section 3, and the State Constitution Article VII, Section 5. C. Payment is received at the close of the National Convention from the Per Diem Committee.

The Delegate-at-Large is in charge of setting up the standard (Colorado Sign) and seat backs where the Colorado delegation is to be seated. The Delegate-at-Large is also responsible for transporting the standard, state flag, and chair backs to and from the convention.

The Delegate-at-Large shall assure that all state resolutions are brought to the convention floor as submitted to the NRLCA by the State Secretary or combined with other resolutions of like nature.

State-paid Delegates

The State-paid delegate is paid by the State Association to attend the National Convention. The rate is according to the CORLCA Constitution Article VII, Section 5. Payment is received at the close of the National Convention from the State Secretary/Treasurer.

Travel Arrangements

Travel and housing arrangements are the responsibility of the delegates. The opening session starts on Tuesday morning and the convention usually closes Friday afternoon. . Suggestion: it might be recommended to purchase flight insurance in case of last-minutes changes. (amended October 2012)

Responsibility to Attend Meetings

As a delegate you are required to attend all sessions **and assigned seminars** of the convention. You must be on the convention floor for all voting, the only exception being if you are assigned to a National Committee. If for any reason you cannot be in attendance on the convention floor or if you will be late by reasons you have no control over, you must notify the Delegate-at-Large. The opening session starts on Tuesday (approx. 8:30 am) and you must be in attendance at all scheduled meetings until the close of convention on Friday afternoon. **(amended 3-9-14)**

Dress Format

Although there is not a special dress code for delegates, we must remember we are representatives of the state of Colorado. Dress should be neat and clean. Most meetings are casual or business casual dress. The banquet on Wednesday night is mostly a suit and tie for men, dress or pant suits for women.

Responsibility for the Delegation

The President/Delegate-at-Large is responsible for the delegates. If the President is in attendance but not a delegate he/she would be responsible for all state business and participate in the “Parade of States.” The Delegate-at-Large is only in charge of the delegation during convention business. All Delegates shall sit together in the Colorado assigned seating area. All State-paid Delegates will be assigned to a seminar and required to write an article for the paper.

Voting on the Convention Floor

At the time of any voting, all delegates shall be on the convention floor. All issues should be voted upon in the way which is in the best interest for Rural Carriers represented. Colorado does not vote as a “block” or “unit”. The Delegate-at-Large is responsible to receive and return ballots. Should a delegate be away from the convention floor during a written ballot, due to a conflicting assignment, their vote shall be determined by a majority of all remaining state delegates.

The state alternate delegate will be responsible for duties at the PAC table when voting is going on. (amended October 2012)

Resolutions and Constitution

During discussion and voting all delegates shall be on the convention floor. The rules of debate shall be distributed by the National President, prior to the reading of the resolutions by the Resolutions Committee. If there is an objection on a resolution, the gavel will not drop and the resolution in question will be discussed after all resolutions have been read. Any delegate can object to a resolution. After the resolution comes to the floor again, any delegate has a right to speak in favor of or against the resolution.

Caucus Meeting

All delegates will be required to meet after the caucuses at National Convention to discuss the candidates.

Credentials

Delegate certification will be accomplished upon presentation of identification to the Credentials Committee at the Registration Desk at the National Convention based on the delegate information provided to the National Office by the State Secretary/Treasurer immediately following the State Convention . It is the responsibility of each delegate to register (in person) at the National Convention by 8:00 am the day of the opening session of the National Convention. When the delegate cannot meet the 8:00 am deadline, said delegate will notify the state president immediately by phone of any delay.

If not, said delegate will be replaced by the next alternate delegate.

Notification and Seating of Alternates

All delegates shall notify the State Secretary in writing as soon as feasible if they will be unable to attend the National Convention so the State Secretary can notify an alternate in writing.

Article for CORLCA paper

All delegates are required to write an article for the state paper immediately following the national convention.

SEMINAR ASSIGNMENTS

DATE AND TIME/SEMINAR NAME OF DELEGATE(S) ASSIGNED

Sunday, August ??, ????

??????? pm-Meet and Greet Reception

Monday, August ??, ????

????????? Provident Guild Meeting

????????? National Secretary-Treasurers’ Training

????????? State Editors’ Seminar

????????? Legislative Seminar

????????? State PAC Chairs’ Luncheon

????????? State Editors’ Luncheon

????????? State PAC Chairs’ Seminar

????????? State Presidents’, VPs’, Sec/Treas’, Stewards’ Meeting

????????? Convention First Timers’ Seminar

????????? State Presidents’ & Armed Forces Veterans’ Club Flag Ceremony Rehearsal

????????? Thrift Savings Plan Seminar

????????? OWCP Seminar

Tuesday, August ??, ????

????????? Automobile Insurance representatives’ Breakfast & Seminar

????????? Academy Trainers

????????? Pre- and Post-Retirement Seminar (CSRS)

????????? Insurance Programs Seminar

????????? Q & A on National Steward System

????????? Pre- and Post-Retirement Seminar (FERS)

Upper Case names indicate the person assigned to write the article about the seminar for the September 20?? issue of the CORLCA paper. Please feel free to write about additional seminars if you choose. If you have questions, requests, and/or issues regarding your assigned seminar/article, please contact me ASAP. The goal is to have someone write an article about every seminar so that we bring back as much information as possible to share with the members at home. More than one article about a seminar just provides another perspective, and more information for our members.

Everyone is encouraged to attend as many seminars as possible.

Thank you!

From the NRLCA Constitution:

ARTICLE VI, Meetings, Section 2. Delegates

A. Eligibility

1. Each state association shall be entitled to representation by one delegate for every 100 members or major fraction thereof and one Delegate-at-Large. Membership shall be based on the number of dues withholding and cash pay Bargaining Unit and Retired Members on June 30 of the Association year just ended.

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 accepts or acts at any time in any capacity normally performed by a manager from the end of one Convention to the end of the next Convention shall be ineligible to be nominated or serve as delegate.

C. Elections

1. A member must be on the rolls at least 40 days prior to the opening of the state convention in order to be eligible to vote for National Delegates.

7. Each state association shall be entitled to one Delegate-at-Large from the roster of elected regular delegates. That position shall be filled by a state officer in ranking order, beginning with the State President. A state officer may not be automatically declared a delegate by virtue of office unless elected by direct vote of the membership. National-Paid Delegates shall be named in accordance with the plurality of votes received.

8. The State Secretary shall prepare and send credentials to the National Secretary/Treasurer for the Delegate-at-Large, regular delegates and an appropriate number of alternates immediately following the state convention. The credentials shall be embossed with the state’s seal to verify authenticity.

9. Delegates-at-Large and regular elected delegates presenting identification to the Credentials Committee at the National Convention shall be certified and seated.

Section 3. Compensation for National Paid Delegates. The National Association shall pay the Delegate-at-Large from each state for mileage at twice the IRS reimbursement rate for one-way travel as determined by the Credentials/Mileage and Per Diem Committee and $75.00 per diem during sessions of the Convention. Additionally, the National Association shall pay mileage and per diem on the same basis to one regular delegate for each 800 members, provided this shall not increase the total number of delegates to which each state is entitled. No Delegate-at-Large shall receive a per diem until the Committee on Credentials receives the state delegation roster under the seal of the State Secretary. This roster shall be furnished no later than the first session of the Convention.

From the CORLCA Constitution:

Article VII National Convention Delegates, Section 3. Ranking of Delegates

1. In the event the State Editor is not elected as a National Delegate, the CORLCA will offer the following as compensation for the Editor to attend the NRLCA Editor’s Seminar at the National Convention: State Editor shall be paid mileage at the current rate reimbursed by the Postal Service for one way travel by the most direct route over Federal State Highways, as determined by the State Secretary/Treasurer from the official current mileage guide. State Editor shall also be paid per diem for one day at the rate of $150.00 per day for attendance at the Editor’s Seminar.

Section 5. Compensation of State-Paid National Delegates.

1. State-Paid National Delegates shall be paid mileage at the rate twice the current rate reimbursed by the Postal Service for one way travel by the most direct route over Federal State Highways, as determined by the State Secretary/Treasurer from the official current mileage guide.
2. State-Paid National Delegates shall be paid per diem at the rate of $150.00 per day during sessions of the National Convention.
3. The Delegate at Large and National paid delegates shall be reimbursed the difference between the state rate and national rate.
4. State-Paid National Delegates and the First Alternate State-Paid National Delegate must attend all business sessions of the National Convention. If, as determined by the Delegate-at-Large, an attendee’s absenteeism from business sessions becomes a matter of concern, said State-Paid National Delegate(s) and First Alternate State-Paid National Delegate may be penalized.
5. Penalty shall be loss of all daily per diem and lodging allowances for the day(s) absent from any required business sessions as determined by the Delegate-at-Large.
6. First Alternate State-Paid National Delegates, attending a National Convention, shall be paid 100% of the authorized amounts in Section 4. A. and B. above.