

**2017 CORLCA State Convention Adopted Constitution**  
**Colorado Rural Letter Carriers' Association**  
**Constitution**

ARTICLE I

Name

The name of this Association shall be the "Colorado Rural Letter Carriers' Association." The Colorado Rural Letter Carriers' Association (CORLCA), 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 object of this Association shall be to unite, fraternally, all Rural Carriers, Part-Time Flexible Rural Carriers, Substitute Rural Carriers, Rural Carrier Associates, Rural Carrier Relief Employees and Retired Rural Carriers in the state of Colorado, for the improvement of their own condition and that of the Rural Service; to assist in establishing and maintaining District Associations and supporting the National Association, and to cooperate at all times with the U.S. Postal Service for the advancement of the Service.

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A "member in good standing" is a member who has made timely payment of dues and has not voluntarily withdrawn or been expelled or suspended by the Association.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);
7. Assistant Rural Carriers (ARCs, Designation Code 70-5); and
8. 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 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 Member. Honorary Membership may be bestowed by the Colorado Rural Letter Carriers' Association. Honorary Members shall not be entitled to vote or to hold elective or appointive office in the Association.
- F. Lifetime Members. Members who have accumulated 50 years of membership in the CORLCA shall be recognized for that honor and dedication and shall become Lifetime members of the CORLCA, with the exception of those still working. Lifetime Members in good standing are entitled to all voting rights with the exception of ratification of National Agreements. Lifetime Members, with the exception of those still working, may not be elected to National office. Lifetime members shall be considered to be members in good standing if they have made timely payment of national dues and have not voluntarily withdrawn or been expelled or suspended by the Association.

### Section 3. Voting Eligibility.

- A. Each Member in good standing is entitled to one vote. "Good standing" to be defined as follows:
  - 1. Member shall have submitted either payment in full of one year's dues, or a properly completed dues withholding form (NRLCA 1187) to the office of the State Secretary-Treasurer no less than forty days prior to the opening of the Annual State Convention.
  - 2. Member shall not have been holding a position in management (either permanent or temporary—i.e. 204B) in the Postal Service; in any other Postal Craft; or any other job which competes with the Postal Service and/or this Association, within ninety calendar days previous to the annual elections.
  - 3. Member shall not have taken "Associate" status within the last four months, previous to the annual elections. (Ref: NRLCA Constitution; Article III, Members, Section 1-Members in Good Standing, C.)
  - 4. Member shall not be considered in good standing if they are a Retired Associate Member or a Craft Member who has been separated involuntarily from the Postal Service within ninety calendar days of the annual elections.
  - 5. Member in good standing shall also include those who are Active or Retired Carrier, or Lifetime Members, in paid status, no less than sixty days prior to the opening of the Annual State Convention.

#### Section 4. Classifications.

- A. Rural Carriers, Part-Time Flexible Rural Carriers, Substitute Rural Carriers, Rural Carrier Associates and Rural Carrier Relief Employees may become Members of this Association on payment of their per capita tax to the State Secretary-Treasurer.
- B. Active Members of all District Associations shall be eligible to Membership in this Association; such Members to be Regular, Part-Time Flexible Rural Carriers, Retired on Annuity, Substitute, Rural Carrier Associates, or Rural Carrier Relief Employees, whose eligibility to the District Association shall be determined by said District Association.
- C. All Rural Carriers in good standing at time of retirement shall be Retired Members of the Association. All retired members who have accumulated 50 years of membership in the Association shall be Lifetime members and maintain the same responsibilities and privileges as retired members. Honorary Membership may be bestowed upon others by this Association at its regular meetings; but no Honorary Member shall be entitled to vote or hold office in this Association.

#### Section 5. Restrictions.

- A. In as much 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 (204B) 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.
- B. In as much as it is a conflict of interest for a full-time appointed employee of the CORLCA to serve as an elected official of the Board that employs them, full-time appointed employees of the CORLCA are prohibited from seeking and/or holding an elected office on the CORLCA State Board.
- C. In as much as it is a conflict of interest for those whom are under contract with this association to serve as an elected official of the Board that employs them, those whom are thus contracted are prohibited from seeking and/or holding an elected office on the CORLCA State Board.

#### Section 6. Affiliation.

Members shall be affiliated with the district their employing office is located in.

#### Section 7. Dues.

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.

- A. Regular Rural Carriers; \$171.50
- B. Part-Time Flexible Rural Carriers; \$136.50
- C. Substitute Rural Carriers; \$52.50
- D. Rural Carrier Associates;-\$52.50
- E. Rural Carrier Reliefs; \$52.50
- F. Auxiliary Rural Carriers;-\$52.50
- G. Assistant Rural Carriers;-\$52.50

- H. Retired Rural Carriers; \$14
- I. Associate Member; 171.50
- J. Retired Associate Member; \$14
- J. Lifetime Member, \$0
- K. This dues structure includes \$5.00 per annum for each carrier for District dues (excluding Lifetime members). \$2.00 of District per annum dues will be divided equally among the seven Districts. \$3.00 of District dues per annum will be paid per member according to membership in each of the seven Districts.

Section 8. Family Plan.

- A. In addition to the above defined amounts, for those who have authorized deduction of such dues, 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.
  - 1. Regular Rural Carriers; \$3.00
  - 2. Part-Time Flexible Rural Carriers; \$1.00
  - 3. Substitute Rural Carriers; \$1.00
  - 4. Rural Carrier Associates; \$1.00
  - 5. Rural Carrier Reliefs; \$1.00
  - 6. Auxiliary Rural Carriers; \$1.00
  - 7. Assistant Rural Carriers; \$1.00
  - 8. Retired Rural Carriers; \$1.00
- B. These amounts shall be deducted pro-rata from NRLCA State Association dues by the NRLCA and remitted to the National Auxiliary quarterly. Those NRLCA members who have signed an authorization for deduction of dues 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 each NRLCA fiscal year.
- C. District dues collected by the State Secretary-Treasurer, either through cash dues collected or dues received from dues withholding, shall be forwarded to the District Secretary-Treasurer of the Member's District at least once a year.
- D. Additional revenues may be generated, utilizing savings and budget surpluses, by investments made in savings accounts, money markets, bonds and other investment portfolios.

Section 9. Membership Year.

Both the Membership Year and the fiscal year of this Association, and its subordinate bodies, shall be from July 1 to June 30 of the succeeding year.

Section 10. Discipline.

- A. Any District Association(s), or any Member(s) thereof, who shall cause to have introduced or endeavor to have passed in Congress or the State Legislature any measure relating to legislation for Rural Letter Carriers which has not had the approval of this Association, or the State Board members, shall have charges preferred against such District(s) or Member(s), as the case may be, and if the charges are proven the District(s) or Member(s) shall be indefinitely suspended.
- B. The CORLCA board may discipline any member of the Association or subordinate units for misconduct or neglect of duty in office after a fair and impartial hearing. Any member so disciplined shall have a right of appeal as provided in the Constitution.

ARTICLE IV  
Subordinate Units

Section 1. Subordinate Units.

Charters shall be granted District Associations upon application of three or more Members and the payment of the per capita tax for each petitioning Member shall constitute one year's dues. There shall be seven districts in the Colorado Rural Letter Carriers Association known as District One through District Seven.

Section 2. Meetings.

Each District Association shall hold a meeting at least once each year; the regular meeting time to be coordinated with the State Officers; at this time, said Districts must adopt such a Constitution as they deem appropriate.

Section 3. Trusteeship.

- A. The President, with approval of the State Board, may place in trusteeship any District Association or subordinate body for any of the following reasons:
  1. To uphold the principles and integrity of this Constitution;
  2. To prevent or correct corruption or financial malpractice;
  3. To assure performance of collective bargaining agreements or other duties of a bargaining representative
  4. To restore democratic procedures; and
  5. To otherwise carry out the legitimate objectives of the State Association.
- B. The trustee shall assume immediate control and authority of the District Association, with full authority over the Officers and property thereof. The trustee shall continue to act in such a capacity for the duration of the trusteeship.
- C. Within thirty days of the imposition of the trusteeship, a hearing shall be held before an impartial member of the State Association acting as a hearing officer, to determine facts on continuing the trusteeship. All interested persons shall have the right to present evidence at the hearing to the hearing officer, who shall have the sole discretion on the conduct and procedures at the hearing.
- D. The hearing officer shall report, as soon as practicable, after the close of the hearing, the findings and recommendations to the President. The President may accept or reject these findings and recommendations, and the trusteeship may be continued or terminated accordingly.
- E. Upon a petition filed with the President, no earlier than six months after the appointment of the trusteeship, and at six-month intervals thereafter, any party may request termination of the trusteeship. The President, acting on such petition, or at any time, may terminate the trusteeship and restore government to the District Officers.
- F. Any party not satisfied with the decision of the President under Sections C or D shall have appeal rights as provided under Article XI of this document.

ARTICLE V  
Officers

Section 1. Duties.

A. President

1. The President shall preside at all meetings of the Association and of the State Board and shall enforce all laws thereof; shall have general superintendency of its affairs; shall sign all papers and documents requiring an official signature to properly authenticate them.
2. The President shall appoint two Ballot Committee Co-Chairs. At the time of their appointment they shall receive the CORLCA Election Guidelines.
3. On the first day of each Annual State Convention the President shall appoint (from the list of Delegates then in the hands of the State Secretary-Treasurer); the remaining members of the Ballot Committee (Ref. Article V Officers; Section 2. Election. B 1.); a Budget Committee; a Constitution Committee; a Credentials Committee; and a Resolutions Committee. (Committee Duties, other than Section 4 below, delineated in Article IX Committees; Section 1. Convention Committees)
4. The President may appoint such other committees and/or individuals with prior board approval as they deem necessary and appropriate throughout the association year. If such an appointment should occur, the President shall immediately notify the remaining State Board Members in writing (hard-copy, not electronically) of such appointment.
5. Presidential appointments occurring upon the close of the state convention:
  - a. The President shall appoint, upon the close of the state convention, a "State Editor," an "Insurance Representative," a "Provident Guild Representative," a "State Chaplain," a "State Historian," and such other individuals as the State President and/or the State Board deem appropriate and necessary.
6. At the close of each Annual State Convention the President shall cause a partial audit of CORLCA Secretary-Treasurer's records to be conducted by an independent CPA using the NRLCA audit guidelines checklist. Said audit date will be scheduled following the close of the Association Fiscal Year (July 1-June 30) and CPA's report requested no later than December 31 of the same year. The submitted report shall be published in an immediate, subsequent issue of the CORLCA state paper upon its receipt.
7. The President's decisions upon all questions of law shall be final during the recess of the Annual State Convention. The President shall report all such decisions to the Association at its next Annual State Convention for approval or rejection. Such decisions, when approved or revised by the State Convention delegates, shall have the effect and force of the general laws of this Association.
8. The President shall have power to grant Charters, and in conjunction with the State Secretary-Treasurer, issue them during the interim between Annual State Conventions of this Association.

#### B. Vice-President.

1. The Vice-President shall preside in the absence of the President.
2. In case of death, resignation, disqualification, refusal or neglect of the President to discharge the duties of that office, the Vice-President shall become the President and serve until such time as his/her successor shall be duly elected and installed.
3. In the event the Vice-President is appointed President, for any of the reasons set forth in "Section 2," above, the State Board shall fill the vacated position of the Vice-President. Said appointment shall stand until such time as his/her successor shall be duly elected and installed.

#### C. Secretary-Treasurer.

1. The State Secretary-Treasurer shall keep a correct record of the proceedings of this Association. He/She shall read or cause to be read all communications, reports, etc., and

to draw and attest to all orders drawn upon the treasury. He/She shall affix their signature to all official documents of this Association. He/She will present, on the first day of each Annual State Convention, a complete statement of conditions of this Association, including a statement of the Membership of same.

2. The State Secretary-Treasurer shall conduct the correspondence of this Association, keep a record of and submit same, when demanded by the State Board.
3. The State Secretary-Treasurer shall have charge of the books, papers and documents belonging to this Association; shall deliver to this Association, or to any successor, all property of this body at the expiration of the current term, or at the earlier termination thereof; shall be given an itemized receipt of all property delivered by the party or parties receiving same.
4. The State Secretary-Treasurer shall keep a true and correct account between this Association and the District Associations.
5. The State Secretary-Treasurer shall receive all moneys due the Association.
6. The State Secretary-Treasurer shall render a report to the State Association at its Annual State Convention, or to the President and State Board when they so request, showing in detail the receipts and expenditures of the Association funds as shown by the Association books.
  - a. The State Secretary-Treasurer shall contract with an outside third party professional bookkeeper, with the approval of the State Board, to assist and supervise the maintenance of the State financial records and required tax filings.
7. The State Secretary-Treasurer shall perform such other duties as the laws and regulations of said office may require.
8. The State Secretary-Treasurer shall have this Constitution printed with any changes in bold type and furnished to each Member of the Association. The cost of such printing to be allowed from the funds of the State Association. The post-State convention issue of the union publication may be used for such purpose.

#### D. Executive Committee

1. The Executive Committee members shall have general supervision over the affairs of this Association, between the Annual State Conventions.
2. It shall be the duty of the Executive Committee members to keep in force, at all times, a bond for the State Secretary-Treasurer's office. Such bond shall be in sufficient sum, to cover the funds in his/her possession.
3. Executive Committee members shall perform such other duties as the State Association may, from time to time, direct.

#### Section 2. Election.

- A. Nominations for candidates for State Board positions, for the biennial elections, shall be received by the Ballot Committee Co-Chairs and postmarked at least forty days prior to the opening of the Annual State Convention.
  1. A President shall be elected for a term of two years.
  2. A Vice-President shall be elected for a term of two years.
  3. A Secretary-Treasurer shall be elected for a term of two years.
  4. Four Executive Committee Members shall be elected for terms of two years.
  5. At any time during the term of the elected officers and executive committee members, such officers of the association shall be subject to the provisions of the

CORLCA Constitution Article V Officers, Section 5. Removal and Section 6. Vacancies in Office.

- B. These nominations shall be submitted in written form and forwarded to Ballot Committee Co-Chairs.
1. Upon receipt of the nomination the Ballot Committee Co-Chairs shall immediately send out a letter of acceptance or rejection for said nomination to the nominee. (For those nominations which are received on the established deadline date, Ballot Committee Co-Chairs shall make a personal phone contact to establish acceptance or rejection of nomination. In these cases an email address will be utilized to return written acceptance or rejection of nomination.)
  2. At time of receipt of person's nomination there shall be verification of nominee's eligibility. Nominee shall have been a member **of the NRLCA** in good standing (Ref. Article III; Section 1.) for no less than two years prior to such nomination.
  3. No member shall be eligible for office in the Association who currently holds a position in Management in the Postal Service, or in another craft. No member who is a full-time appointed employee of the CORLCA shall be eligible for elected office in the Association. Eligibility to be shown by the State Secretary-Treasurer's books.
  4. No nominations shall be accepted after the designated deadline date.
- C. It shall be the duty of the State Secretary-Treasurer to prepare a ballot listing the nominees for the State Board positions, nominees will be placed on the ballot by random drawing. Furthermore, a date to be established between the nomination deadline and the printing of the ballots shall be set for the random drawing and subsequent compiling of the ballot. Any member shall have the opportunity to witness both the drawing and the compiling of said ballot.
- D. The State Secretary-Treasurer shall coordinate—but not conduct—the printing and mailing of the ballots. Said ballots shall be mailed to all members at least twenty days prior to the opening of the Annual State Convention. Said mailing shall contain:
1. all appropriate instructions necessary for voting and return mailing of ballots
  2. an envelope marked "Ballot," in which to seal the completed ballot(s)
  3. a return envelope, in which to seal the "Ballot envelope," for return to a designated Post Office Box. The return envelope, which shall also be marked "ballot," shall carry preprinted return and sender (ballot mailer) address labels—to permit verification of membership enrollment and to maintain the integrity of the voting procedure. CORLCA may opt to use the same return envelope for the National Delegate ballot as has been prepared for the State Officer Election ballot.
- E. Ballots shall be returned to a designated Post Office Box, in or near the city of the Annual State Convention. A second Post Office Box shall be established for the return of those ballots which are "undeliverable as addressed." Every attempt shall be made to execute redelivery of these returned ballots. Any Member who does not receive a ballot, for whatever reason, shall have seven days after the designated ballot mailing date to contact the State Secretary-Treasurer to remedy the omission. (Ballot mailing date will be in the "Nomination and Election Notice," to be published in the February edition of the "Colorado Rural Letter Carriers.")
- F. Prior to the Annual State Convention, the State President shall appoint two Co-Chairs for the Ballot Committees. Upon convening of the annual State Convention, the President

shall appoint the remaining membership of said committee. Such committee membership shall be comprised of a minimum of; two Co-Chairpersons, a minimum of two “ballot readers” and four “tally” markers. (The Ballot Committee shall be responsible for the counting of both the State Board Positions Election and the National Delegates Election ballots.) No Member, whose name appears on any ballot, may serve on this Ballot Committee. Only designated Election Officials shall be authorized to remove the ballots from the established Post Office Box. The “Election Notice” shall also contain the time, date and place of such removal. Such “Election Notice” shall be published at least fifteen days prior to the Annual State Convention. (Said notice shall be printed in the May edition of the “Colorado Rural Letter Carriers,” and on the back of the ballot itself.) Ballots will only be removed once, by the Ballot Committee designees, the day and time during the Annual State Convention as set forth in the “Election Notice.”

- G. In the event of a tie by mail-in ballots, for an elected State Office, tie shall be broken by the toss of a coin. No person whose name appeared on the mail-in ballot, who is serving on the Ballot Committee, or is presently serving in an elected or appointed position for the Colorado Rural Letter Carriers’ Association, shall have any contact with the toss of the coin. The toss will be conducted on the floor of the Convention, by a neutral party not having a direct interest in the outcome of said toss. Coin shall be tossed into the air in such a manner as to ensure sufficient rotation of the coin and allowed to fall to the floor—having no interference from either the person conducting the toss or any observers. Those persons whose election or defeat shall be decided by the toss must make known, in a clear and unequivocal statement, prior to the toss, which side of the coin shall be declared “theirs.” **Their names shall be placed in a hat and one shall be drawn by the person conducting the toss to determine which of them is entitled to make the “call”.** The toss, once properly established and conducted, shall be the final deciding factor in any tie breaker.

### Section 3. Salaries.

The State Board members shall receive the following salaries: President—~~\$1,200.00~~ **\$3,000** per annum and 2 ADOP days to be used as needed for official business; Vice-President—\$600.00 per annum; Secretary-Treasurer—ADOP as needed, (Ref: Article V; Section 4. Expenses-B.) not to exceed 60 ADOP days per annum, with additional days available as needed for official business, upon State Board approval; Executive Committee Members—\$400.00 per annum and the State Editor—\$500.00 per issue

### Section 4. Expenses.

- A. The State Secretary/Treasurer shall be compensated \$50/month for office rent. The State President and the State Editor shall each be compensated \$25 per month for the same purpose. The State Historian shall be compensated \$25 per month for storage of Association historical materials.
- B. Any State Board member or Member assigned to attend a meeting, training event or directed to otherwise perform their assigned duties, on any given day of the week, may be paid a day of “Association Day of Pay” (ADOP), equal to one day of pay for a regular rural carrier receiving maximum evaluated pay on a 46-K Route. The State Board shall determine all purposes for which ADOP shall be paid.
- C. The State Board members of this Association shall be reimbursed for all reasonable expenses incurred in the performance of their duties, out of the funds of the State Association’s treasury (i.e. postage, stationery, supplies, etc.).

- D. All State Board members attending Board meetings shall receive mileage at the rate paid by the Postal Service, by the most direct route to and from such place of meeting. Lodging shall be considered when meeting times do not allow for travel to and from home or distance is greater than 50 miles. Actual lodging expense shall be reimbursed (with board approval). Lodging receipts must be turned in to the State Secretary for such compensation. All members shall be allowed meal allowance at Government Per Diem Rates (with board approval) including travel time for all days of board meetings.
- E. The President, or anyone authorized by the State Board, shall receive reimbursement for actual Lodging and meal allowance at Government Per Diem Rates (with board approval) and mileage at the same rate allowed by the Postal Service during any work done for the organization within the State.
- F. Travel outside the state by a state officer, appointee, or anyone authorized by the State Board, shall receive reimbursement for actual expenses for prescribed lodging, transportation and per diem at the local rate. Airline ticket will be lowest coach fare purchased at least twenty-one days in advance.

#### Section 5. Removal.

- A. In case of neglect of duty or violation of this Constitution, on the part of any State Board member of this Association or subordinate branch thereof, in the interim of Annual State Conventions, the State Board shall have power to suspend such member, or said subordinate branch of this Association, after a fair hearing, subject to an appeal to the next Annual State Convention.
- B. In case a Board member shall prove unfaithful to the Association, that member may be impeached and removed from office and shall lose Membership in the Association by two-thirds vote of a Convention.

#### Section 6. Vacancy in Office.

In the event of a vacancy with any CORLCA Board Member, except the President, for any reason, said vacancy shall be filled until the next biennial election, by the member who received the next highest number of votes at the last election for that position. If the person in that position was unopposed, the remaining board members will appoint a person to fill that position.

### ARTICLE VI Meetings

#### Section 1. State Convention.

This Association shall meet annually at some place previously designated by the Association in session at its Annual State Convention; date to be set by the State Board of this Association provided, that if for any reason the date or place so prescribed shall be undesirable, or for reasons deemed advisable by a majority of the State Board, or the Association fails to so designate a place, the State Board shall have the authority to change the date and place by giving official notice of not less than sixty days to the Members of this Association. The State Board shall have the authority to suspend meetings of the Association whenever the United States is at war or in case the civil authorities place a ban on public meetings.

#### Section 2. Quorum.

- A. Eight Members representing not less than four Districts shall constitute a quorum for the transaction of the business at the Annual State Convention, but a lesser number may adjourn to some future time.
- B. For the purposes of those votes which require a two-thirds majority, during the business sessions of the annual State Convention, quorum shall be defined as those members that

are on the convention floor at the time such a vote is called. Such quorum cannot be less than the number established in Section 2.A., above.

### Section 3. Order of Business.

- A. The order of business for the regular meetings and/or conventions of the CORLCA shall be that which is established by the most current edition of "Robert's Rules of Order Newly Revised," or which has been previously published in the State Paper or other official document of this Association.
- B. The State President may transpose the order of business at any time either, as occasion may require, or by a majority vote of the delegation.

### Section 4. Special Meetings.

Special sessions may be called upon written request of one-half the Membership in good standing. Such a meeting, once called, shall be coordinated by the State Board and the membership will receive written notification of time and place of such a meeting. Special Meetings may also be called by a two-thirds majority of the members of the State Board and require the same notification process.

## ARTICLE VII

### National Convention Delegates

Section 1. Nominations and Election of National Delegates shall occur according to NRLCA Constitution, Article VI Meetings, Section 3. Delegates, A. (all), B. (all) and C. 1.-7.

### Section 2. Tie Breaker

In the event of a tie for regular delegate candidates, or alternates, completing the allotted National Delegation, said tie shall be broken by the procedures set forth in Article V Officers;

Section 2. Election, G. of this document.

### Section 3. Ranking of Delegates

- A. When the Ballot Committee reports the results of the vote tabulation, the candidates shall be placed on a roster in accordance with the number of votes received. The candidates who received votes, in excess of the allotted number, as set forth in Article VII National Convention Delegates; Section 1. Eligibility shall be declared alternates in the order of their finish.
- B. 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~~ **\$225.00** per day for ~~attendance at the Editor's Seminar~~ **the duration of the convention.**

### Section 4. Delegate-at-Large

The Delegate-at-Large position will be filled by state officer ranking, beginning with the State President provided they are a regular elected delegate. Additionally, other National paid Delegates will be selected according to plurality of votes received.

### Section 5. Compensation of State-Paid National Delegates.

- A. 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.

- B. State-Paid National Delegates shall be paid per diem at the rate of ~~\$150.00~~ **\$225.00** per day during sessions of the National Convention.
- C. The Delegate at Large and National paid delegates shall be reimbursed the difference between the state rate and national rate.
- D. 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.
- E. 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.
- F. First Alternate State-Paid National Delegates, attending a National Convention, shall be paid 100% of the authorized amounts in Section 5. A. and B. above.

#### ARTICLE VIII State Board

##### Section 1. Members.

- A. The State Board shall consist of: President, Vice-President, Secretary-Treasurer and the four Executive Committee members, who shall be elected, at the regular biennial elections, for two year terms. The terms of the State Board Members of this Association shall be from adjournment of the Association Annual State Convention in which they were elected until adjournment of the Association Annual State convention in the year their term ends.
- B. The State Editor (if the State Editor is not an elected Officer or State Board member), shall be an ex-officio member of the State Board. Ex-officio members of the State Board shall not have a vote. All full-time appointed employees of the CORLCA shall be prohibited from serving as elected officers on the State Board.

##### Section 2. Duties.

At each Annual State Convention a written report of the past year shall be rendered by all State Board members (and their appointees) and placed on file by the State Secretary-Treasurer. The written annual report required of all State Board members (and their appointees) will include what the officers did this year as a board member. The same reports will be submitted also to the State Editor for inclusion in the next CORLCA paper.

#### ARTICLE IX Committees

##### Section 1. Convention Committees.

- A. The Ballot Committee shall tabulate the votes for those persons nominated for State Board positions and for National Delegates and report such findings to the State Convention attendees.
- B. The Budget Committee, in conjunction with the State Secretary-Treasurer, shall formulate an annual budget for this Association and submit it to the Annual State Convention.
- C. The Constitution Committee shall examine all proposed amendments and may propose such changes as they see fit, and report their findings to the Annual State Convention. The Committee shall, when called upon, examine and correct proposed laws governing District Associations so they will not conflict with the National or State Constitutions.

- D. The Credentials Committee shall report the number of members attending, and their district of employment, present at the Annual State Convention. Such report shall be to establish a quorum. (Article VI, Section 2.A.). Committee shall also verify member voter eligibility and report such eligibility to Convention attendees.
- E. The Resolutions Committee shall examine all submitted resolutions. The Committee may write/rewrite resolutions, incorporate similarly written resolutions and otherwise propose such changes as they deem appropriate. Having performed their task, the Committee shall then submit the resolutions to the Annual State Convention.
- F. The duties of all other committees shall be those usual to such committees and they shall when called upon.

## ARTICLE X

### Steward System

(Reference: NRLCA Constitution; Article IX, Section 1.2.)

Section 1. Responsibility. Representation, provided for in the National Agreement, shall be accomplished through the Steward System. The NRLCA shall be responsible for the Steward System throughout the Nation. The NRLCA Representatives/Stewards shall be responsible for processing grievances and appeals through the Grievance-Arbitration procedure. The Association, as the exclusive bargaining agent, is the only organization authorized to represent Rural Carriers in matters of labor-management relations.

Section 2. Role of State Associations. Each state shall make recommendations for the positions of District Representative and Assistant District Representatives. The National Association shall consult with the State Association(s) for the name(s) of a member to serve as a District Representative(s) and Assistant District Representative(s). The final decision shall be made by the National Association.

## ARTICLE XI

### Appeals

(Reference: NRLCA Constitution; Article X Section 1.A, B, C)

Section 1. A member aggrieved by any action of a state association, officer or steward shall have the right to appeal to the State Board.

- A. Appeals must be in writing and be filed with the State President within 30 days of having knowledge of said action.
- B. Within 10 days of receipt of the appeal, the State President shall notify all members of the State Board and the assigned Executive Committeeman and shall request that the Charging Party provide a letter outlining the specific charges and any relief sought. This letter of specificity, along with complete documentation, must be returned within 20 days of receipt of the President's request.
- C. 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.
- D. The State Board shall review the Charging Party's letter of specificity, documentation, relief sought and the response of the Charged Party. The State Board is authorized, in consultation with the Executive Committeeman, to take the necessary action to resolve the issue within 30 days. Extension of this 30-day time limit, when necessary, shall not exceed 15 days. The Charging Party(s) and Charged Party(s) (hereafter referred to as the Party or Parties) shall be notified in writing of the decision of the State Board.

Section 2. 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.

- A. 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.
- B. Within 15 days of receipt of an appeal, the National Board shall notify the National Appeals Commission. The President shall notify the State President and the Parties that the appeal has been received and forwarded to the National Appeals Commission.
- C. 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.

Section 3. 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.

- A. This appeal must be in writing and be filed with the National President not less than 45 days prior to the National Convention.
- B. Within 15 days of receipt of said appeal, the President shall notify the Parties that the appeal has been received and shall be forwarded to a National Appeals Committee.
- C. The Appeals Committee shall complete an investigation and report its findings and recommendations in writing to the Parties and to the President of the state association at least 24 hours before the report is presented to the National Delegates.

#### ARTICLE XII Parliamentary Authority

The parliamentary authority of the Association shall be "Robert's Rules of Order Newly Revised" where applicable and in which they are not inconsistent with the Constitution or that of the National Rural Letter Carriers Association.

#### ARTICLE XIII Amendment of Constitution

This Constitution can only be amended by submitting the proposed amendment(s) in writing at an Annual State Convention. Proposed change(s) must then be read during a business session and lay over one recess. Two-thirds of the votes cast by the eligible voting members on the convention floor when the vote is called will be required for an amendment to be incorporated into this Constitution. The amended Constitution shall take effect at the final adjournment of the Annual State Convention, at which action was taken. All District Constitutions shall be in harmony with, and subordinate to, the National and State Constitutions.